

1st June 2021

You are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held **via Zoom on Monday 7th June 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/UOW-6qy_VS0 and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

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



Town Clerk

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

Committee Members:

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

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.

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Town Clerk

1	<p><u>CHAIRMAN AND VICE-CHAIRMAN</u> To note that, at the Annual Council meeting held on 4th May 2021, the following appointments were made:</p> <p>a) CHAIRMAN – Cllr Tony Clayton b) VICE-CHAIRMAN – Cllr Keith Bonin</p>	-
2	<p><u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.</p>	
3	<p><u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).</p>	
4	<p><u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.</p>	-
5	<p><u>MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE – 12th April 2021</u> To receive and sign the minutes of the meeting of the Finance & General Purposes Committee held on 12th April 2021.</p>	Attached
6	<p><u>FINANCE REPORTS - ACCOUNTS - YEAR ENDED 31 MARCH 2021</u> To receive and consider the Finance Officer's reports</p>	
6.1	<p><u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report for the year ended 31st March 2021. Including: Appendix 1 - Income and Expenditure by cost centre Appendix 2 – Variance Analysis Appendix 3 - Working Capital Appendix 4 - Statement of Funds Appendix 5 - Capital Expenditure & Funds Appendix 6 – Internal Audit report Appendix 7 – Statement on the system of Internal Control Appendix 8 – Draft Annual Return 2021</p>	Attached
6.2	<p><u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the period 1st to 31st March 2021</p>	Attached

6.3	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for the period 1 st to 31 st March 2021	Attached
6.4	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the period 1 st to 31 st March 2021	Attached
6.5	<u>REVIEW OF INTERNAL CONTROLS</u> To receive and consider: a) Internal Audit Report for the year end Visit b) Statement of the System of Internal Control	Attached: Appx 6 Appx 7
6.6	<u>ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2021</u> To receive and approve the: a) Annual Governance Statement b) Statement of Annual Accounts to 31 March 2021 a) Supporting papers for submission to the External Auditors	Attached: Appx 8
7	<u>FINANCE REPORTS - ACCOUNTS -TO 30TH APRIL 2021</u> To receive and consider the Finance Officer's reports	
7.1	<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 30 th April 2021	Attached
7.2	<u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the period 1 st to 30 th April 2021	Attached
7.3	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for the period 1 st to 30 th April 2021	Attached
7.4	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the period 1 st to 30 th April 2021	Attached
7.5	<u>Hospitality and Gifts Register:</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 st to 30 th April 2021: None	-

8	<p><u>REVIEW OF FINANCIAL MATTERS IN ACCORDANCE WITH THE TOWN COUNCIL'S STANDING ORDERS</u></p> <p>To receive and note the following financial matters in accordance with the Town Council's Standing Orders, adopted at Annual Council Meeting on 4th May 2021 (<i>Minute 57, 04.05.2021 refers</i>)</p> <p>a) <u>Insurance Cover 2021/2022</u> RECOMMENDATION: To note insurance cover has been arranged with Zurich Municipal for the 2021/2022 year [<i>Minute 18.2, 12.04.21 refers</i>]</p> <p>b) <u>Complaints Procedure</u> To note and consider the current complaints procedure.</p> <p>c) <u>Freedom of Information Procedure</u> To note and consider the current Town Council procedure for handling requests made under the Freedom of Information Act 2000</p> <p>d) <u>Social Media & Electronic Communication Policy</u> To note and consider the current Town Council's Press and Media policy</p>	Attached Attached Attached Attached
9	Sevenoaks Town Council Risk Assessment	Attached
10	Community Infrastructure Levy (CIL)	Attached
11	Sevenoaks Neighbourhood Development Plan Capital Funding	Attached
12	New Carpets for Council Chamber	Attached
13	<p><u>PRESS RELEASE</u></p> <p>To consider any agenda item, which would be considered appropriate for a press release</p>	-

Sevenoaks Town Council
Minutes of Finance & General Purposes Committee held on 12th April 2021
Held via Zoom

Livestreamed and available to view on YouTube: <https://youtu.be/wwk2MbnveE>

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.12 p.m.

Present:

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

In attendance: Cllr Parry, Cllr Michaelides (7.30pm), Cllr Granville-Baxter (7.30pm), Cllr Shea (7.40 pm), Responsible Finance Officer, Town Clerk and Senior Committee Clerk

His Royal Highness The Duke of Edinburgh

At the request of the Mayor, a one-minute silence was observed to pay respect following the death of His Royal Highness The Duke of Edinburgh on 9th April 2021.

Representations received from Members of the Public

Andy Bowman attended the Zoom meeting and addressed the Committee on Agenda Item 6: Knole Paddock, Improvement to Sports Pitch and Floodlighting. (See Minute 17 below)

- 12. Apologies for Absence:** As noted above.
- 13. Dispensations:** There were no requests for Dispensations.
- 14. Declarations of Interest:** There were no Declarations of Interests.
- 15. Minutes of the Finance & General Purposes Committee held on 29th March 2021**
RESOLVED: To receive and sign the Minutes of the Finance & General Purposes Committee held on 29th March 2021 as a true record
- 16. Change to Order of Agenda**
RESOLVED: That Agenda Item 6: Knole Paddock, Improvement to Sports Pitch and Floodlighting, be moved forward for the benefit of the member of public in attendance.

17. Knole Paddock: Improvement to Sports Pitch and Floodlighting

17.1 Sports Pitch

Further to the allocation of £30,000 of Capital Reserves for the upgrading of the sports pitches at Knole Paddock and Raleys Field (*Minute 463, F&GP 01.0321 refers*), the Committee considered the independent report received providing a specification of improvements to the First Team Rugby Pitch, estimated at a cost of £28,000.

RESOLVED that:

- 1) Sevenoaks Town Council obtain quotations for the pitch improvements to be carried out as identified in the independent report; and
- 2) Subject to being within the allocated £30,000 budget, the decision to accept a quotation be delegated to the Chairman of the Finance & General Purposes Committee, the Chairman of the Open Spaces & Leisure Committee, The Open Spaces Manager, and the Town Clerk.

17.2 Floodlighting Provision

Consideration was given at the Open Spaces & Leisure Committee (*Minute 290, OS&L 09.11.2020 refers*) to a request from Sevenoaks Rugby Football Club to improve the floodlighting coverage at Knole Paddock by the installation of 3-4 portable towers. The proposal was supported in principle and decision delegated to the Open Spaces Manager and Town Clerk subject to them being satisfied that the impact on neighbours would be minimal, security issues were addressed and any relevant planning permission in place.

It was noted that concerns had been raised by residents, including at the Annual Town meeting held on 15th March 2021. The Committee noted that the existing flood lighting was old and did not provide enough pitch coverage to maximise the number of people able to play. It was considered that a review of the whole floodlighting scheme was required and that a more modern system might reduce the impact on neighbours and be within the Town Council's Climate Change ambitions. Options, including costings, would be submitted to a future meeting of this Committee.

RESOLVED: That Sevenoaks Town Council explores options for a replacement floodlighting scheme at Knole Paddock which will be modern, efficient, and environmentally friendly, and that the options be discussed with Sevenoaks Rugby Football Club. Report to be provided to a future meeting.

18. Finance Reports

18.1 Management Accounts 1st to 28th February 2021

The Committee received and noted, for the periods 1st to 28th February 2021, the Finance Officer's Report with Variance Analysis, Income and Expenditure, Working Capital Summary and Statement of Fund Balances, together with the:

- Suppliers Accounts 1st to 28th February 2021, balance £162,854.92
- Payroll Accounts 1st to 28th February 2021, balance £ 78,402.18
- Petty Cash Accounts 1st to 28th February 2021, balance £922.25

It was noted that the year-to-date position at the end of February 2021 including precept, gave a net surplus of £39,721. Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement (£38,146 YTD), the position was 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 Committee noted the recommendation of the Responsible Finance Officer that, subject to the final full year position, the unspent contingency (£26,000) and virements from other unspent budgets be used to fund the initial grant of £65,000 to The Stag and repay the General Reserves (originally drawn on to fund the grant).

It was noted that 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. As 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, and the expenditure had previously been agreed in the 2019/2020 budget, the pay rise for April to August 2020 had now been paid. This had been endorsed by the Personnel Committee (*Minute 528, Personnel 29.03.2021 refers*).

The Committee congratulated the Town Clerk and Responsible Finance Officer on their excellent financial management during this difficult year, acknowledging the hard work in achieving the current financial position.

RESOLVED:

- 1) To accept the Management Accounts 1st to 28th February 2021; and
- 2) That a report on pensions and deficit be provided to a future meeting.

18.2 Renewal of Insurance

Committee members noted the Town Council's 2021/2022 insurance renewal with Zurich Municipal at a premium of £15,308.19. It was noted that this was the final year of an agreement with Zurich and next year the Responsible Financial Officer would be able to look at other options.

It was noted that there was an error in the schedule where Zurich had attributed the Bat & Ball Centre equipment assets to the Bat & Ball Station. This was being corrected and the amended schedule would be sent to Councillors.

It was noted that a full updated valuation of assets would be completed this year.

RESOLVED: That the Town Council's Insurance Policy Schedule for 2021/2022 be received and noted.

18.3 Hospitality and Gifts Register: None to report.

19. Press Release

RESOLVED: That a Press Release be issued regarding the proposed pitch improvements at Knole Paddock.

There being no further business the Chairman closed the Meeting.

Signed
Chairman

Dated

Sevenoaks Town Council

Finance Officer's Report

Financial report for the year ended 31 March 2021

1. Summary

The year-end position at the end of March gives a revenue surplus of £4,569 and a capital deficit of £1,966, giving a combined overall surplus of £2,604.

As expected at the end of February, there was sufficient revenue surplus to allow us to return to reserves the £65K which had been released to cover the first tranche of funding given to the Stag. The surplus of £2,604 is net of this transfer.

The 2020/21 budget had been expected to deliver a deficit of £6,000 (£26K released from reserves to allow for 6 months lost B&B Ctr income during construction, offset by £20K transfer to general reserves), meaning STC is £8,604 favourable to budget full year.

At the point of budget setting for 2020/21, no one could have foreseen the year we had ahead. STC has worked very hard to remain within budget despite the challenges of COVID-19.

The biggest variances to budget are £90K of CJRS grant received and £72K budgeted PWLB loan repayment covered by capital reserves transfer, offset by £65K additional grant and £60K matched funding granted to the Stag and £27K of COVID related expenditure.

Whilst the Cemetery is adverse to budget by £9,744, it is important to note that the income budget had been set at £14,000 higher than the previous year's income, there have been restrictions on income due to COVID preventing Chapel use, and the cemetery is subject to significant monthly income fluctuations, with April 2021 being higher than 2 months average income.

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 – Variance Analysis

Appendix 3 - Working Capital

Appendix 4 - Statement of Funds

Appendix 5 - Capital Expenditure & Funds

Appendix 6 – Internal Audit report

Appendix 7 – Statement on the system of Internal Control

Appendix 8 – Draft Annual Return 2021

2.0 Income and Expenditure (Appendix 1) & Variance Analysis (Appendix 2)

Highlights of income and expenditure variances full year (+/- £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	6,161 (F)	Please refer to the variance report.
21	OSL General	16,861 (F)	Please refer to the variance report.
22	Cemetery	9,744 (A)	Please refer to the variance report.
28	Vine Cafe	15,851 (A)	Please refer to the variance report.
29	Vine Ground	5,121 (A)	Please refer to the variance report.
31	Establishment	126,806 (F)	Please refer to the variance report.
33	Council Offices	16,906 (A)	Please refer to the variance report.

36	Bat & Ball Ctr	5,869 (F)	Please refer to the variance report.
38	Grants	112,503 (A)	Please refer to the variance report.
50	HitB	14,561 (F)	Please refer to the variance report.

3.0 Use of Contingency

The 2020/21 budget included Contingency of £36,330. £24,421 remains unspent at year end. £11,909 was agreed to be spent from contingency during the year (virements to other budget lines):
New cemetery database £10,323, including staff cost to set up data:

4010	Gross Pay	6700
4270	Employers Pension	308
6240	Computer/ Data Base/WP's	3315

Cemetery Messroom, £1,586 additional spend over original capital budget:

9073	Cemetery Messroom	1586
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4.0 Irrecoverable Debts

The council is advised of the write-off of the following debts, which are now considered irrecoverable:

- £100 relating to Lisa Clements, trading as Fleur De Lis at Bligh's market July 2020.
- £981.30 (£841.30 net of VAT) relating to Italia In Piazza Food Ltd, hire of Vine and rubbish bins for Italian market June 2018.
- £44 underpayment of various Cemetery invoices dating from 2017.

The net impact of £885.30 relating to prior years is covered by a release from general reserves.

5.0 Working Capital (Appendix 3)

The net current assets have decreased by £2.183M during the financial year to a year-end balance of £1,770,526.

The £1,770,526 reserves balance is split between revenue (general) reserves of £417,571 and Earmarked reserves of £1,352,955. At the start of the COVID pandemic, we had anticipated that £100K of revenue was at risk, which would have meant a year end general reserves position of c£318K.

The reserves movement is an increase in revenue reserves of £33,699 and a decrease in Earmarked Reserves of £2,216,909.

This includes:

1. A full year net surplus of £2,604.
2. Other movement in revenue reserves of £31,126 increase, being the release of £29,548 graffiti and VAT provisions no longer required, and the release of £2,432 aged accruals also no longer required, offset by £885.30 release to cover prior years irrecoverable debts.
3. Reduction in Capital receipts reserve of £282,637. £72K released to cover PWL repayments & interest, and £210K of capital expenditure not covered by CIL or other funding.
4. Reduction of Bat & Ball Station Management & Maintenance reserve by £41,099 to cover year end deficit.
5. PWL reserves released £1,257,077 to pay for Bat & Ball centre construction. Balance to be released in 2021/22.
6. Reduction in CIL reserve of £644,989 (Income of £78K offset by £723K project spend)
7. Creation of the following reserves:
 - i. Non-annual commitments £5,824 (Election provision and Investors in People)
 - ii. Staff training reserve (£4,775 carried forward for OSL & Cemetery staff training)
 - iii. Capital Receipts Quakers Hall £29,231. Showing separately capital receipt received from SDC re historic sale of Quakers Hall land.
 - iv. STP Activities reserve £538 (commitment to earmark unspent annual budget)

The full movement in earmarked reserves is detailed in Appendix 3.

6.0 Fund balances (Appendix 4) and Cashflow

The statement of fund balances as at 31st March 2021 totals £1,794,222 (31 Mar 2020 £3,923,338).

£1,510,989 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 31st March 2021.

7.0 Capital Expenditure & Funds (Appendix 5)

Expenditure which contributes to service over a number of years is treated as capital spend and is not generally included within the annual budget. Spend is controlled through a programme of approved works within a multi-year capital plan. Capital projects are approved on the basis of affordability and priorities. Earmarked reserves, including Rolling Capital Reserve, Capital Receipts Reserve, and CIL are set up to manage such expenditure.

Capital receipts in the year to 31 March 2021 amounted to £129,526 as follows:

SDC long term long repayment re sale of QH allotment land	£ 29,231
CIL income received	£ 77,559
KCC grant - portable stage at Bat & Ball ctr	£ 1,000
KCC grant - external furniture at Bat & Ball ctr	£ 1,500
Enovert grant - Mount Close play area	£ 20,236
	£ 129,526

Spend on capital projects was £2,193,047 as follows:

Capital Expenditure	Total spend	Funded by						
		CRR	PWL	CIL	RCPRR	Grant	Mayor's fundraising	Revenue Budget
Play areas	£ 20,616					£ 20,236		£ 380
Bat & Ball Station	£ 28,133	£ 28,133						
Bat & Ball Centre	£ 1,830,102		£ 1,257,077	£ 570,525		£ 2,500		
3G Rugby Pitch	£ 5,000	£ 1,537					£ 3,463	
Northern Masterplan	£ 4,825	£ 4,825						
Business Hub	£ 241,524	£ 166,524		£ 75,000				
Bat & Ball Station Ancillaries	£ 17,910			£ 17,910				
Cemetery Messroom	£ 44,937			£ 37,351	£ 6,000			£ 1,586

Rolling Capital Programme Revenue Reserve (RCPRR)

As at 31 March 2021 the Rolling Capital Reserve balance was £30,433 following an allocation of £6,000 to the Cemetery Messroom, & £1,955 earmarked from unspent revenue budget for future Skatepark maintenance.

Community Infrastructure Levy (CIL)

£77,559 CIL was received from SDC. £1,047,256 was spent on the following approved projects:

Vine Ground work	16,000.00
Cemetery workshop/mess room	37,351.00
Bat & Ball - provision of cycle racks	17,910.05
Bat & Ball Centre	570,525.08
Business Hub	75,000.00
Jubilee Clock	12,999.45

8.0 Grants received in the financial year 2020-21

In total, £132,957 of grants were received during the financial year as follows:

Capital	KCC grant - portable stage at Bat & Ball ctr	£ 1,000.00
	KCC grant - external furniture at Bat & Ball ctr	£ 1,500.00
	Enovert grant - Mount Close play area	£ 20,236.00
Revenue	HMRC - Electric vehicle purchase	£ 6,576.00
	KCC grant - Bus shelter	£ 2,778.00
	HMRC - CJRS Coronavirus Job Retention Scheme	£ 89,816.28
	SDC - LRSG Local Restrictions Support Grants - Bat & Ball Station	£ 7,050.86
	SDC - closed business lockdown payment - Bat & Ball Station	£ 4,000.00
		<u>£ 132,957.14</u>

9.0 Internal Audit report

Internal audit inspections 2 & 3 happened remotely due to Covid restrictions.

The audit report is included (Appendix 6).

No issues were flagged.

Giving consideration to the Internal audit report, the Council is asked to approve the Statement on the System of Internal Control for the year ended 31st March 2021 (Appendix 7).

The final audit inspection of 2020/21 is currently ongoing & is also happening remotely.

10.0 Annual Return

The Draft Annual Return is included (Appendix 8).

The Annual Governance and Accountability Return (AGAR) is made up of:

- Annual Internal Audit Report 2020/21
- Annual Governance Statement 2020/21
- Accounting Statements 2020/21
- External Auditor's Report and Certificate 2020/21

The Annual Governance Statement sets out responsibilities for the system of internal control and of the accounting statements. It must be reviewed and approved by the Council; and signed by the Mayor and the Town Clerk ahead of the accounting statements (this could be at the same meeting).

It is considered best practice (but is not a statutory requirement) to be in receipt of the Annual Internal Audit Report before approving the AGAR.

The accounting statements must be approved by the Council and signed by the Chair of the meeting approving financial statements and submitted to external auditors by Wednesday 30th June 2021.

Once the Annual Governance and Accountability Return has been signed by council, it will be passed to External Auditor for review and sign off.

The approved accounts need to be made available for public inspection for 30 working days, including the common dates of 1st – 14th July inclusive. We need to give notification on our website of the public inspection dates a day before the inspection period begins.

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
11 Planning - General							
4010 Gross Pay	2,307	28,034	33,376	5,342		5,342	
4270 Employers Pension Contribution	92	1,176	1,565	389		389	
6240 Computer/ Data Base/WP's	74	902	544	(358)		(358)	
6630 Professional Fees	0	59	1,000	942		942	
6730 Subscriptions	175	455	300	(155)		(155)	
Planning - General :- Indirect Expenditure	2,647	30,624	36,785	6,161	0	6,161	0
Net Expenditure	(2,647)	(30,624)	(36,785)	(6,161)			
21 O/ Spaces & Leisure - General							
1022 Letting & Hire of Facilities	(784)	11,946	30,900	18,955			
1316 Raleys Car Park Permits	0	42	1,750	1,708			
1350 Revenue Grant income	(20,236)	9,355	0	(9,355)			
1450 Furlough Grant Income	0	4,995	0	(4,995)			
1850 Log Sales	0	606	1,236	630			
1990 Other Income	0	1,214	742	(472)			
O/ Spaces & Leisure - General :- Income	(21,020)	28,157	34,628	6,471			0
4010 Gross Pay	15,653	173,040	191,421	18,381		18,381	
4270 Employers Pension Contribution	929	10,234	12,597	2,363		2,363	
5013 Graffiti Removal	0	0	1,000	1,000		1,000	
5025 Lower St Johns Toilets	1,752	12,597	10,500	(2,097)		(2,097)	
5026 Greatness Rec Convenience	1,175	3,593	3,000	(593)		(593)	
5050 Seats And Litter Bins	0	1,250	2,780	1,530		1,530	
5060 Sevenoaks Common	0	3,052	3,700	648		648	
5065 Tree Safety Survey	1,542	1,542	3,800	2,258		2,258	
5070 Other Woodlands	0	4,125	3,300	(825)		(825)	
5110 Knole Paddock & Pavilion	48	3,983	1,500	(2,483)		(2,483)	
5120 Knole Paddock Pitch & Grnd Mt	71	1,265	3,500	2,235		2,235	
5310 Miscellaneous Open Spaces	(35,412)	4,677	1,500	(3,177)		(3,177)	
5311 Security Open Spaces	17,789	17,789	15,600	(2,189)		(2,189)	
5312 Play Area Maintenance	484	484	485	1		1	
5316 Skatepark Maintenance	0	620	2,575	1,955		1,955	(1,955)
5317 Raleys Car Park	0	531	500	(31)		(31)	
5320 Fertilizers	0	820	1,200	380		380	
5330 Grass Seed	1,948	2,052	2,100	48		48	
5340 Plants	11	1,066	2,500	1,434		1,434	
5410 Repairs & General Maintenance	24	258	1,500	1,242		1,242	
5500 Equipment Hired and New	883	4,343	7,870	3,527		3,527	
5525 Equipment Maintenance	2,551	5,900	7,515	1,615		1,615	

12:06

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
5550 Vehicle Expenses	117	9,740	4,500	(5,240)		(5,240)	
5700 Fuel	245	3,250	6,200	2,950		2,950	
6000 Rent & Rates	75	764	1,200	436		436	
6010 Light Heat & Cleaning	1,800	3,246	2,100	(1,146)		(1,146)	
6013 Cleaning	(762)	0	0	0		0	
6101 Telephone	11	134	200	66		66	
6104 Mobile Telephone	176	419	200	(219)		(219)	
6320 Staff Training	0	0	3,000	3,000		3,000	(3,000)
6330 Welfare/Hospitality	14	186	200	14		14	
6730 Subscriptions	(95)	141	200	59		59	
6812 Road Dues	0	1,025	1,500	475		475	
6851 Bus Shelter Maintenance	0	5,558	175	(5,383)		(5,383)	2,780
6900 Sundry Expenses	4	18	100	82		82	
6922 Health&Safety/Risk Assessments	1,315	1,315	1,550	235		235	
6930 Alarm Maintenance	0	732	740	8		8	
6931 CCTV Maintenance	0	0	1,200	1,200		1,200	
6934 Waste Bin Collection-Dog Bins	655	2,621	2,800	179		179	
6935 Waste Bin Disposal-Waste Bins	347	2,887	4,220	1,333		1,333	
6952 Protective Clothing	53	1,215	1,450	235		235	
O/ Spaces & Leisure - General :- Indirect Expenditure	13,403	286,471	311,978	25,507	0	25,507	(2,175)
Net Income over Expenditure	(34,423)	(258,314)	(277,350)	(19,036)			
8001 plus Transfer from EMR	(4,955)	(2,175)					
Movement to/(from) Gen Reserve	(39,378)	(260,489)					
<u>22 O/ Spaces & Leisure - Cemetery</u>							
1450 Furlough Grant Income	1,801	4,177	0	(4,177)			
1550 Insurance Claims	0	1,458	0	(1,458)			
1700 Cemetery Income	6,347	76,576	92,700	16,124			
1990 Other Income	0	132	0	(132)			
O/ Spaces & Leisure - Cemetery :- Income	8,148	82,342	92,700	10,358			0
4010 Gross Pay	7,815	91,047	94,991	3,944		3,944	
4270 Employers Pension Contribution	595	6,792	7,738	946		946	
5210 Cemetery Chapel & Office	12	232	206	(26)		(26)	
5230 Cemetery Wshop/Messroom Mtce	434	445	175	(270)		(270)	
5410 Repairs & General Maintenance	(250)	1,718	1,000	(718)		(718)	
5500 Equipment Hired and New	320	2,928	3,200	272		272	
5525 Equipment Maintenance	1,264	4,590	2,500	(2,090)		(2,090)	
5700 Fuel	47	581	700	119		119	

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6000 Rent & Rates	591	8,257	6,570	(1,687)		(1,687)	
6010 Light Heat & Cleaning	1,418	2,785	1,240	(1,545)		(1,545)	
6013 Cleaning	(631)	0	0	0		0	
6101 Telephone	55	806	750	(56)		(56)	
6104 Mobile Telephone	0	8	120	112		112	
6105 Broadband wi-fi service	80	200	0	(200)		(200)	
6200 Printing & Stationery	0	105	100	(5)		(5)	
6240 Computer/ Data Base/WP's	0	3,449	3,715	266		266	
6320 Staff Training	0	225	2,000	1,775		1,775	(1,775)
6330 Welfare/Hospitality	40	203	170	(33)		(33)	
6500 Goods for Resale	0	8	200	192		192	
6630 Professional Fees	0	95	100	5		5	
6650 Bad debts	44	44	0	(44)		(44)	44
6730 Subscriptions	95	95	100	5		5	
6802 Trees Plants Turf & Fertilizer	1,433	1,899	3,000	1,101		1,101	
6822 Roads Path & Boundaries	141	972	700	(272)		(272)	
6832 Lawn/Wall of Remembrance	0	306	100	(206)		(206)	
6900 Sundry Expenses	0	9	50	42		42	
6922 Health&Safety/Risk Assessments	0	0	1,000	1,000		1,000	
6930 Alarm Maintenance	0	602	800	198		198	
6932 Cemetery Security	382	4,684	4,600	(84)		(84)	
6935 Waste Bin Disposal-Waste Bins	161	1,490	1,230	(260)		(260)	
6952 Protective Clothing	60	885	750	(135)		(135)	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	14,106	135,460	137,805	2,345	0	2,345	(1,731)
Net Income over Expenditure	(5,957)	(53,118)	(45,105)	8,013			
8001 plus Transfer from EMR	(1,731)	(1,731)					
Movement to/(from) Gen Reserve	(7,688)	(54,849)					
<u>23 O/ Spaces & Leisure- Allotment</u>							
1010 Rental Income	0	1,083	1,141	58			
1047 QH Allotments Income	46	7,402	6,376	(1,026)			15
O/ Spaces & Leisure- Allotment :- Income	46	8,486	7,517	(969)			15
4010 Gross Pay	245	5,037	4,595	(442)		(442)	
4270 Employers Pension Contribution	23	267	184	(83)		(83)	
5410 Repairs & General Maintenance	116	1,870	1,200	(670)		(670)	
6000 Rent & Rates	174	939	1,751	812		812	
6002 QH Allotments Costs	177	649	700	51		51	
6730 Subscriptions	55	55	0	(55)		(55)	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	0	0	300	300		300	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	790	8,816	8,730	(86)	0	(86)	0
Net Income over Expenditure	(744)	(330)	(1,213)	(883)			
8002 less Transfer to EMR	15	15					
Movement to/(from) Gen Reserve	(759)	(345)					
26 Open Spaces-Street Lighting/Ge							
1480 Streetlighting income	11,419	14,206	8,913	(5,293)			
1990 Other Income	0	0	1,200	1,200			
1997 In Bloom Income	0	500	0	(500)			
Open Spaces-Street Lighting/Ge :- Income	11,419	14,706	10,113	(4,593)			0
6861 Public Clock Maintenance	13	14,090	2,908	(11,182)		(11,182)	12,999
6862 Street Lighting	(275)	18,688	13,414	(5,274)		(5,274)	667
6865 In Bloom Costs	0	12,180	14,500	2,320		2,320	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	(261)	44,958	30,822	(14,136)	0	(14,136)	13,666
Net Income over Expenditure	11,680	(30,252)	(20,709)	9,543			
8001 plus Transfer from EMR	667	13,666					
Movement to/(from) Gen Reserve	12,347	(16,586)					
28 O/ Spaces & Leisure-Vine Cafe							
1211 Sale of Goods	8,906	62,382	61,710	(672)			
1212 Events Management	0	0	1,500	1,500			
1450 Furlough Grant Income	338	10,112	0	(10,112)			
O/ Spaces & Leisure-Vine Cafe :- Income	9,244	72,494	63,210	(9,284)			0
4010 Gross Pay	6,251	66,868	49,646	(17,222)		(17,222)	
4270 Employers Pension Contribution	125	1,071	2,013	942		942	
5011 Property Maintenance	(330)	0	0	0		0	
5410 Repairs & General Maintenance	338	1,085	500	(585)		(585)	
5500 Equipment Hired and New	7	600	1,800	1,200		1,200	
5525 Equipment Maintenance	0	50	500	450		450	
6000 Rent & Rates	544	1,409	1,200	(209)		(209)	
6010 Light Heat & Cleaning	2,424	3,838	1,600	(2,238)		(2,238)	
6013 Cleaning	(876)	0	0	0		0	
6101 Telephone	53	345	309	(36)		(36)	
6200 Printing & Stationery	0	82	30	(52)		(52)	

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
6210 Postage & Courier	14	138	160	22		22	
6240 Computer/ Data Base/WP's	0	556	150	(406)		(406)	
6320 Staff Training	0	290	300	10		10	
6460 Publicity & Democratic notices	0	0	250	250		250	
6500 Goods for Resale	2,642	22,906	20,000	(2,906)		(2,906)	
6505 Cafe consumables	511	3,992	0	(3,992)		(3,992)	
6533 Copyright Fees/Royalties	0	0	320	320		320	
6635 Professional Fees Licensing	0	178	150	(28)		(28)	
6900 Sundry Expenses	0	46	206	160		160	
6922 Health&Safety/Risk Assessments	1,264	2,202	500	(1,702)		(1,702)	
6930 Alarm Maintenance	0	654	515	(139)		(139)	
6935 Waste Bin Disposal-Waste Bins	115	865	2,060	1,195		1,195	
6976 Credit card charges	22	736	567	(169)		(169)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	13,103	107,911	82,776	(25,135)	0	(25,135)	0
Net Income over Expenditure	(3,859)	(35,417)	(19,566)	15,851			
29 O/Spaces & Leisure-Vine Ground							
1208 Other Events Income	0	0	1,500	1,500			
1805 Tea Kiosk Rental & Pavilion	773	3,090	3,090	0			
1870 Vine Club Insurance Contrib.	0	342	400	58			
1990 Other Income	0	52	0	(52)			
O/Spaces & Leisure-Vine Ground :- Income	773	3,484	4,990	1,506			0
4010 Gross Pay	752	8,767	9,092	325		325	
4270 Employers Pension Contribution	45	524	545	21		21	
5010 Vine Area General Maintenance	353	18,234	3,600	(14,634)		(14,634)	16,000
5014 Vine Kiosk	0	7	0	(7)		(7)	
5015 Vine Pavilion maintenance	0	3,293	0	(3,293)		(3,293)	
5020 Vine Public Convenience	1,144	10,019	8,500	(1,519)		(1,519)	
6000 Rent & Rates	39	242	515	273		273	
6460 Publicity & Democratic notices	2,291	2,291	250	(2,041)		(2,041)	
6635 Professional Fees Licensing	0	70	100	30		30	
6650 Bad debts	841	841	0	(841)		(841)	841
6868 Summer Concerts	0	3,031	3,200	169		169	
6869 Special Events	0	28	0	(28)		(28)	
6900 Sundry Expenses	(1,000)	(1,000)	0	1,000		1,000	
6931 CCTV Maintenance	0	572	660	88		88	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	4,465	46,918	26,462	(20,456)	0	(20,456)	16,841
Net Income over Expenditure	(3,693)	(43,434)	(21,472)	21,962			
8001 plus Transfer from EMR	(159)	16,841					
Movement to/(from) Gen Reserve	(3,851)	(26,593)					

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
30 F& G P - Bat & Ball Station							
1022 Letting & Hire of Facilities	0	1,098	24,000	22,902			
1211 Sale of Goods	0	1,725	48,039	46,314			
1350 Revenue Grant income	2,096	11,051	0	(11,051)			
1450 Furlough Grant Income	2,963	28,013	0	(28,013)			
F& G P - Bat & Ball Station :- Income	5,059	41,886	72,039	30,153			0
4010 Gross Pay	4,711	50,263	63,575	13,312		13,312	
4270 Employers Pension Contribution	110	943	2,202	1,259		1,259	
5410 Repairs & General Maintenance	0	11,519	1,586	(9,933)		(9,933)	
5500 Equipment Hired and New	0	93	1,500	1,407		1,407	
6000 Rent & Rates	270	3,244	2,860	(384)		(384)	
6011 Electricity	624	4,294	5,325	1,031		1,031	
6012 Gas	1,111	2,652	2,060	(592)		(592)	
6013 Cleaning	456	3,297	4,000	703		703	
6014 Water	0	0	2,000	2,000		2,000	
6020 Insurance Cost	946	946	0	(946)		(946)	
6101 Telephone	73	271	670	399		399	
6200 Printing & Stationery	9	182	206	24		24	
6210 Postage & Courier	0	141	0	(141)		(141)	
6241 Website Costs	0	285	0	(285)		(285)	
6320 Staff Training	0	125	258	133		133	
6330 Welfare/Hospitality	0	247	0	(247)		(247)	
6460 Publicity & Democratic notices	0	0	2,000	2,000		2,000	
6500 Goods for Resale	(293)	1,144	20,000	18,856		18,856	
6505 Cafe consumables	(11)	26	0	(26)		(26)	
6533 Copyright Fees/Royalties	0	0	567	567		567	
6635 Professional Fees Licensing	0	0	567	567		567	
6900 Sundry Expenses	200	208	618	410		410	41,099
6922 Health&Safety/Risk Assessments	(198)	1,547	1,051	(496)		(496)	
6930 Alarm Maintenance	0	411	1,267	856		856	
6931 CCTV Maintenance	0	0	639	639		639	
6935 Waste Bin Disposal-Waste Bins	(60)	729	1,267	538		538	
6976 Credit card charges	65	419	515	96		96	
F& G P - Bat & Ball Station :- Indirect Expenditure	8,012	82,985	114,733	31,748	0	31,748	41,099
Net Income over Expenditure	(2,953)	(41,099)	(42,694)	(1,595)			
8001 plus Transfer from EMR	41,099	41,099					
Movement to/(from) Gen Reserve	38,146	0					

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31 F & G P - Establishments							
1115 Interest on Deposits	222	2,931	8,000	5,069			
1231 Banner Income	0	135	4,779	4,644			
1232 Town Crier Advertising	0	450	0	(450)			
1432 Mayors Charity Receipts	653	653	0	(653)			653
1450 Furlough Grant Income	933	12,318	0	(12,318)			
1889 Waste Sacks Income	69	756	2,100	1,344			
1990 Other Income	25	149	100	(49)			
F & G P - Establishments :- Income	1,902	17,391	14,979	(2,412)			653
4010 Gross Pay	26,950	286,009	291,497	5,488		5,488	
4270 Employers Pension Contribution	2,718	30,156	34,827	4,671		4,671	
4271 Pension Deficiency	6,417	77,000	77,000	(0)		(0)	
5500 Equipment Hired and New	105	413	2,500	2,087		2,087	
6013 Cleaning	(18)	0	0	0		0	
6020 Insurance Cost	288	17,299	20,000	2,701		2,701	
6101 Telephone	776	5,512	5,750	238		238	
6103 Fax	0	0	100	100		100	
6200 Printing & Stationery	351	11,779	17,000	5,221		5,221	
6210 Postage & Courier	789	4,822	5,150	328		328	
6240 Computer/ Data Base/WP's	3,054	23,847	13,390	(10,457)		(10,457)	
6241 Website Costs	0	935	2,000	1,065		1,065	
6242 I.T. Infrastructure	1,613	10,614	8,000	(2,614)		(2,614)	
6281 Furnishings,Furniture/Eqpt	(3,032)	50	750	700		700	
6300 Computers Accountancy	292	4,397	3,400	(997)		(997)	
6315 Recruitment Costs	0	0	2,000	2,000		2,000	
6320 Staff Training	60	314	3,000	2,686		2,686	
6321 Investors in People	0	0	824	824		824	(824)
6330 Welfare/Hospitality	194	805	2,000	1,195		1,195	
6410 Civic Exps/Annual Reception	0	0	1,750	1,750		1,750	
6415 Gifts/hospitality	0	0	400	400		400	
6420 Annual Parish Meeting	0	8	100	92		92	
6421 Honour Bd. Badges & Insignia	0	750	250	(500)		(500)	
6422 Mayor Allowance 2019/20	80	0	0	0		0	
6425 Mayor's Allowance 2020/21	20	266	5,525	5,260		5,260	
6426 Mayor's Car Allowance 2020/21	0	0	2,462	2,462		2,462	
6435 Members Expenses	0	2,354	4,120	1,766		1,766	
6440 Press Notices	0	0	1,500	1,500		1,500	
6450 Bye Laws	0	0	100	100		100	
6460 Publicity & Democratic notices	736	3,006	2,500	(506)		(506)	
6461 Banner Costs	0	716	1,545	829		829	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
6500 Goods for Resale	(44)	0	0	0		0	
6610 Audit Fees	1,485	5,180	4,860	(320)		(320)	
6611 Quality Parish	0	300	0	(300)		(300)	
6620 Legal Expenses	1,206	5,171	3,000	(2,171)		(2,171)	
6635 Professional Fees Licensing	0	1,361	1,500	139		139	
6710 Conference Fees & Expenses	32	100	2,300	2,200		2,200	
6720 Books and Periodicals	0	146	380	235		235	
6730 Subscriptions	(417)	4,714	5,150	436		436	
6889 Waste Sacks	60	1,612	2,000	388		388	
6900 Sundry Expenses	(29,890)	(29,829)	500	30,329		30,329	(29,170)
6922 Health&Safety/Risk Assessments	0	3,814	3,200	(614)		(614)	
6931 CCTV Maintenance	0	130	0	(130)		(130)	
6935 Waste Bin Disposal-Waste Bins	0	9	0	(9)		(9)	
6975 Bank Charges	302	1,576	1,550	(26)		(26)	
6976 Credit card charges	51	813	700	(113)		(113)	
7010 Election Expenses	0	0	5,000	5,000		5,000	(5,000)
7611 Contingency provision	0	(0)	24,421	24,421		24,421	
7614 Stag reserve	0	0	1,000	1,000		1,000	(1,000)
7617 PWLB Loan Repayment	0	71,602	72,000	398		398	71,601
8000 Loan Charges	(188)	(188)	0	188		188	
F & G P - Establishments :- Indirect Expenditure	13,990	547,561	637,001	89,440	0	89,440	35,607
Net Income over Expenditure	(12,088)	(530,170)	(622,022)	(91,852)			
8001 plus Transfer from EMR	(36,744)	35,607					
8002 less Transfer to EMR	653	653					
Movement to/(from) Gen Reserve	(49,485)	(495,216)					
32 F & G P - General							
1490 Christmas Lights Switch On	0	0	6,000	6,000			
1495 Number 8 bus income	0	114	40,895	40,781			
1990 Other Income	0	(23)	0	23			
F & G P - General :- Income	0	90	46,895	46,805			0
6490 Christmas Lights Switch On	0	24,439	26,000	1,561		1,561	
6491 Remembrance Day/Civic Serv.	0	3,200	3,000	(200)		(200)	
6495 Number 8 bus expenses	0	6,731	40,895	34,164		34,164	6,617
6869 Special Events	0	2,300	6,500	4,200		4,200	
6952 Protective Clothing	(37)	0	0	0		0	
F & G P - General :- Indirect Expenditure	(37)	36,670	76,395	39,725	0	39,725	6,617
Net Income over Expenditure	37	(36,579)	(29,500)	7,079			
8001 plus Transfer from EMR	0	6,617					
Movement to/(from) Gen Reserve	37	(29,962)					

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33 F & G P - Council Offices							
1022 Letting & Hire of Facilities	0	504	16,500	15,996			
1211 Sale of Goods	0	0	150	150			
1450 Furlough Grant Income	0	2,411	0	(2,411)			
F & G P - Council Offices :- Income	0	2,915	16,650	13,735			0
4010 Gross Pay	2,552	29,745	28,734	(1,011)		(1,011)	
4270 Employers Pension Contribution	128	1,512	1,393	(119)		(119)	
5011 Property Maintenance	0	5,200	0	(5,200)		(5,200)	5,200
5410 Repairs & General Maintenance	68	190	2,120	1,930		1,930	
6000 Rent & Rates	2,063	27,029	25,370	(1,659)		(1,659)	
6010 Light Heat & Cleaning	1,698	5,802	6,365	563		563	
6013 Cleaning	(814)	0	0	0		0	
6510 Catering Expenses	0	11	100	89		89	
6900 Sundry Expenses	243	243	100	(143)		(143)	
6922 Health&Safety/Risk Assessments	362	3,967	300	(3,667)		(3,667)	
6930 Alarm Maintenance	0	696	1,400	704		704	
6935 Waste Bin Disposal-Waste Bins	105	947	1,090	143		143	
F & G P - Council Offices :- Indirect Expenditure	6,405	75,343	66,972	(8,371)	0	(8,371)	5,200
Net Income over Expenditure	(6,405)	(72,428)	(50,322)	22,106			
8001 plus Transfer from EMR	250	5,200					
Movement to/(from) Gen Reserve	(6,155)	(67,228)					
36 F & G P - Community Centre							
1022 Letting & Hire of Facilities	6,400	18,225	15,000	(3,225)			
1450 Furlough Grant Income	491	1,166	0	(1,166)			
1457 Indoor Activities	0	0	150	150			
1990 Other Income	6,319	6,319	0	(6,319)			
F & G P - Community Centre :- Income	13,210	25,710	15,150	(10,560)			0
4010 Gross Pay	1,259	3,349	7,266	3,917		3,917	
4270 Employers Pension Contribution	33	117	376	259		259	
5318 SCC Car Park	0	120	500	380		380	
5410 Repairs & General Maintenance	180	393	500	107		107	
5500 Equipment Hired and New	50	114	0	(114)		(114)	
6000 Rent & Rates	2,062	6,740	4,600	(2,140)		(2,140)	
6011 Electricity	3,209	9,719	1,000	(8,719)		(8,719)	
6012 Gas	(701)	(68)	720	788		788	
6013 Cleaning	0	188	210	22		22	
6101 Telephone	94	892	436	(456)		(456)	

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6104 Mobile Telephone	8	58	80	22		22	
6200 Printing & Stationery	0	0	100	100		100	
6330 Welfare/Hospitality	0	247	0	(247)		(247)	
6460 Publicity & Democratic notices	0	323	500	177		177	
6520 Refreshments for Resale	0	0	100	100		100	
6533 Copyright Fees/Royalties	0	0	500	500		500	
6635 Professional Fees Licensing	0	370	180	(190)		(190)	
6900 Sundry Expenses	121	747	50	(697)		(697)	
6922 Health&Safety/Risk Assessments	0	0	500	500		500	
6930 Alarm Maintenance	0	380	620	241		241	
6935 Waste Bin Disposal-Waste Bins	0	(111)	400	511		511	
6939 Healthcare Services	0	0	250	250		250	
F & G P - Community Centre :- Indirect Expenditure	6,316	23,578	18,888	(4,690)	0	(4,690)	0
Net Income over Expenditure	6,894	2,131	(3,738)	(5,869)			
38 F & G P - Grants							
6937 Annual Subsidy-Comm Centre	0	0	250	250		250	
6938 Annual Subsidy-Council Chamber	0	29	1,000	971		971	
7500 Local Organisations Grants	3,470	6,220	10,185	3,965		3,965	
7502 Sevenoaks Summer Festival	0	0	5,000	5,000		5,000	
7503 Community Resilience Fund	0	5,504	5,504	(0)		(0)	
7520 Twinning Support	0	0	1,000	1,000		1,000	
7552 Youth Outreach	0	0	3,811	3,811		3,811	
7555 Youth Council Support	0	0	500	500		500	
7556 Stag Community Arts Centre	0	152,000	27,000	(125,000)		(125,000)	
7557 Community Rail Partnership	0	6,000	3,000	(3,000)		(3,000)	
F & G P - Grants :- Indirect Expenditure	3,470	169,753	57,250	(112,503)	0	(112,503)	0
Net Expenditure	(3,470)	(169,753)	(57,250)	112,503			
8001 plus Transfer from EMR	(65,000)	0					
Movement to/(from) Gen Reserve	(68,470)	(169,753)					
39 F & G P - Property							
1046 SCC Ground Rents & Wayleaves	0	375	3,000	2,625			
1469 O/S Ground Rents & Wayleaves	(355)	6,100	5,000	(1,100)			
1870 Vine Club Insurance Contrib.	0	0	0	(0)			
F & G P - Property :- Income	(355)	6,476	8,000	1,524			0
Net Income	(355)	6,476	8,000	1,524			

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
40 Sevenoaks Town Partnership							
1206 Business Awards	0	0	7,000	7,000			
1207 Business Show	0	0	3,000	3,000			
1209 Wellbeing show income	0	0	3,000	3,000			
1350 Revenue Grant income	0	0	1,000	1,000			
1990 Other Income	0	(200)	0	200			
Sevenoaks Town Partnership :- Income	0	(200)	14,000	14,200			0
6101 Telephone	0	0	100	100		100	
6200 Printing & Stationery	0	0	100	100		100	
6240 Computer/ Data Base/WP's	107	784	500	(284)		(284)	
6244 Information Screens	0	1,275	1,500	225		225	
6322 Business Awards	0	0	7,725	7,725		7,725	
6323 Business Show	0	0	2,275	2,275		2,275	
6710 Conference Fees & Expenses	0	0	700	700		700	
6730 Subscriptions	0	545	0	(545)		(545)	
6900 Sundry Expenses	0	1,207	600	(607)		(607)	
7000 Reinvestment	0	0	2,000	2,000		2,000	(538)
7607 Christmas gift guide expenses	0	450	0	(450)		(450)	
7608 Friends of Bat & Ball	0	0	1,000	1,000		1,000	
7616 Wellbeing show	0	0	2,500	2,500		2,500	
Sevenoaks Town Partnership :- Indirect Expenditure	107	4,262	19,000	14,738	0	14,738	(538)
Net Income over Expenditure	(107)	(4,462)	(5,000)	(538)			
8001 plus Transfer from EMR	(538)	(538)					
Movement to/(from) Gen Reserve	(645)	(5,000)					
41 Business Hub							
6000 Rent & Rates	173	2,071	0	(2,071)		(2,071)	
6010 Light Heat & Cleaning	(356)	0	0	0		0	
6011 Electricity	427	592	500	(92)		(92)	
6012 Gas	0	0	250	250		250	
6014 Water	0	0	50	50		50	
6101 Telephone	17	35	0	(35)		(35)	
6930 Alarm Maintenance	230	230	0	(230)		(230)	
Business Hub :- Indirect Expenditure	491	2,927	800	(2,127)	0	(2,127)	0
Net Expenditure	(491)	(2,927)	(800)	2,127			

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
50 Youth Cafe							
1022 Letting & Hire of Facilities	50	0	3,740	3,740			
1211 Sale of Goods	0	58	2,300	2,242			
1350 Revenue Grant income	(10,000)	0	0	0			
1450 Furlough Grant Income	2,514	26,625	0	(26,625)			
Youth Cafe :- Income	(7,436)	26,683	6,040	(20,643)			0
4010 Gross Pay	3,180	35,400	25,661	(9,739)		(9,739)	
4270 Employers Pension Contribution	91	973	1,026	53		53	
5410 Repairs & General Maintenance	0	344	1,000	656		656	
6010 Light Heat & Cleaning	0	977	500	(477)		(477)	
6101 Telephone	87	587	560	(27)		(27)	
6200 Printing & Stationery	0	5	500	495		495	
6240 Computer/ Data Base/WP's	33	200	750	550		550	
6281 Furnishings,Furniture/Eqpt	0	21	500	479		479	
6320 Staff Training	0	120	400	280		280	
6340 Staff Uniforms	0	0	200	200		200	
6460 Publicity & Democratic notices	0	0	500	500		500	
6500 Goods for Resale	(71)	142	1,700	1,558		1,558	
6635 Professional Fees Licensing	0	293	400	108		108	
6650 Bad debts	0	44	0	(44)		(44)	
6730 Subscriptions	0	7	0	(7)		(7)	
6900 Sundry Expenses	0	0	150	150		150	
6922 Health&Safety/Risk Assessments	(63)	1,217	400	(817)		(817)	
6952 Protective Clothing	(135)	0	0	0		0	
Youth Cafe :- Indirect Expenditure	3,123	40,329	34,247	(6,082)	0	(6,082)	0
Net Income over Expenditure	(10,559)	(13,646)	(28,207)	(14,561)			
60 Markets							
1017 Rental Income Sat Market	1,444	17,383	22,456	5,073			
1018 Rental Income Wed Market	1,298	10,563	13,774	3,212			
1019 Rental Income Blighs Market	520	12,220	15,000	2,780			
1024 Rental Income Friday Market	0	0	13,774	13,774			
Markets :- Income	3,262	40,166	65,004	24,839			0
4010 Gross Pay	321	2,118	1,464	(654)		(654)	
5410 Repairs & General Maintenance	0	159	100	(59)		(59)	
5420 Saturday market charges	1,056	14,466	14,695	229		229	
5421 Wednesday Market charges	2,027	26,464	26,766	302		302	
5423 Friday market charges	0	0	13,774	13,774		13,774	
6001 Blighs Market Charges	(880)	7,218	14,018	6,801		6,801	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
6010 Light Heat & Cleaning	87	260	500	240		240	
6460 Publicity & Democratic notices	0	0	2,000	2,000		2,000	
6650 Bad debts	100	100	0	(100)		(100)	
6730 Subscriptions	57	57	0	(57)		(57)	
Markets :- Indirect Expenditure	<u>2,767</u>	<u>50,843</u>	<u>73,317</u>	<u>22,474</u>	<u>0</u>	<u>22,474</u>	<u>0</u>
Net Income over Expenditure	<u>495</u>	<u>(10,677)</u>	<u>(8,313)</u>	<u>2,364</u>			
70 Precept							
1995 Precept	101,273	1,215,276	1,215,276	0			
Precept :- Income	<u>101,273</u>	<u>1,215,276</u>	<u>1,215,276</u>	<u>0</u>			<u>0</u>
Net Income	<u>101,273</u>	<u>1,215,276</u>	<u>1,215,276</u>	<u>0</u>			
Grand Totals:- Income	125,524	1,586,061	1,687,191	101,130			
Expenditure	92,896	1,695,409	1,733,961	38,552	0	38,552	
Net Income over Expenditure	<u>32,628</u>	<u>(109,349)</u>	<u>(46,770)</u>	<u>62,579</u>			
plus Transfer from EMR	(67,111)	114,586					
less Transfer to EMR	668	668					
Movement to/(from) Gen Reserve	<u>(35,151)</u>	<u>4,569</u>					

March 2021 Full Year 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 Full year variances
	£	£	£	£	
Planning Committee					
General	30,624	36,785	6,161	36,785	Underspend on Gross Pay to date due to reduced hours worked by planning assistant. Lower spend on Professional fees offset by higher spend on Computer related & Subscriptions
Open Spaces & Leisure Committee					
General	260,489	277,350	16,861	277,730	£21k underspend in Pay related partly due to less summer & cricket related overtime. £5K CJRS grant; £2.3K lower spend on Tree safety work. £6.3K less equipment hired & maintenance. £3K less fuel, partly due to new eVan. £1.5K less spend on waste bin collections. No spend on CCTV £1.2K Overspend in Knole Paddock due to Eviction Notice served (£2,250). Overspend in Misc open spaces (£3K) offset by underspend on other budget lines. Overspend on Park security (£2K) due to higher costs of locking/ unlocking parks 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. £19K less sports hire income due to coronavirus, and £1.7K Raleys Car Permits extended by 3 months for free.
Cemetery	54,849	45,105	(9,744)	45,105	Adverse Cemetery Income £16K JCB Service (£1,712) causing the overspend in Equipment Maintenance. Rates higher than budget £1.7K Higher covid related cleaning £1.5K £5K Favourable pay related. £4.2K Furlough Income £1,458 Insurance claim relating to 2019/20.
Allotments	345	1,213	868	1,213	Favourable income for QH allotments - both allotments are at capacity. Overspend in Pay (£525) due to additional on site work. Overspend in Repairs & General Maintenance due to the purchase of new keys (£675)
Street lighting/ general	16,586	20,709	4,123	20,709	More streetlight upgrades were done in April. Offset with higher streetlighting charges to residents. Public Clock repair works (£13K) covered by CIL reserves. Underspend on In Bloom £2.3k.

March 2021 Full Year 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 Full year variances
	£	£	£	£	
Vine Café	35,417	19,566	(15,851)	19,566	Covid related Q1 closure meant income was £13K adverse, also covid has meant no events (£1.5K adverse). This lost income is partially offset by Furlough grant received of £10K. Longer winter & autumn opening hours have meant higher pay £17K, but income has been £13K higher for Q3 & Q4 £4K spend on cafe consumables due to coronavirus requirements. £4K higher spend on cleaning & health & safety related, also due to covid.
Vine Grounds	26,593	21,472	(5,121)	21,472	£1.5K negative variance due to no paid for events this summer £16K work on Vine Outfield covered by CIL funding. £3.3K spend on Vine Pav maintenance (inc ramp, windows, notice and scoreboard) £1.5K higher spend on Vine convenience due to high use of Vine area by public during initial lockdown.

March 2021 Full Year 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 Full year variances
	£	£	£	£	
Finance & General Purposes Committee					
Bat & Ball Station	-	(38)	(38)	42,694	Covid related closure has resulted in very low income (£69K variance) partially offset by low spend on Goods For Resale (£18.9K variance). Underspend in Pay (£14.6K) 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. £28K Furlough Grant is offsetting some payroll costs. £11K grants received for second and third lockdown and tier 2/3 restrictions.
Establishments	495,216	622,022	126,806	623,608	Favourable variance due to capital reserves release to cover PWLB repayment £71.6K. £12.4K Furlough grant received. £8k in unspent mayoral allowance, £1.8K members allowances. £10.2K pay related partly due to lower FTE and lower pension. Also lots of general underspending due to Covid-19 - £2.7K training, £5.2K printing & stationery, £2K conferences, £2K recruitment, £1.6K Welfare/ Hospitality, £1.8K Annual reception £2.7K lower insurance cost £24.4K unspent contingency Additional costs in 6240/31 (£10.5K) due to Virtual meeting set up, remote working support & new laptops. £9.7K Income affected by Covid-19 as well (less people looking to advertise via banners, interest rates dropped).
General	29,962	29,500	(462)	29,500	No 8 bus hasn't been running which has impacted income & expenditure equally. Lack of Christmas Lights Switch-On Income this year £6K, offset by less spend on special events £4.2K & lower spend on Christmas lights £1.6K. £4.5K of Christmas lights budget has been spent on new/ replacement lights.
Council Offices	67,228	50,322	(16,906)	50,322	Covid closures has resulted in minimal Chamber Hire income to date (£16k variance). Offset partly by Furlough CJRS grant £2.4K. Large adverse cost in Health & Safety due to cost of Guard Screens for desks, ppe & covid safety kit (£3.7K). Adverse variance in Rent & Rates (£1.7k) due to costs related to previous water leak investigation. Adverse variance in Property Maintenance (£5.2k) due to Roof Cleaning for the building covered by reserves transfer.
Community Centre	(2,131)	3,738	5,869	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. Overall letting income is £3.2K favourable. £8.7K higher electricity spend, new meter installed for centre required new contract. Old contract now ceased with SSE. £6.3K expected to be recovered from hirer/ construction company. £4K saving in pay due to staff member not needed while centre is closed to general hires.
Grants	169,753	57,250	(112,503)	57,250	£65K grant issued to Stag in June £60K additional matched funding grant issued to Stag in October. £3K 2019/20 CRP grant paid this year. Unspent grant budgets this year due to Covid restrictions preventing events and meetings: use of council premises (£1221), local organisation grants £3,965, Sevenoaks Summer Festival £5,000, Twinning support £1,000 & youth related £4311.

March 2021 Full Year 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 Full year variances
	£	£	£	£	
Property	(6,476)	(8,000)	(1,524)	(8,000)	£2.625K SCC ground rent no longer payable by nursery.

March 2021 Full Year 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 Full year variances
	£	£	£	£	
Sevenoaks Town Partnership	5,000	5,000	-	5,000	No event expenditure or income this year. STC has honoured commitment to £5K annual net spend on STP, with £538 unspent budget moved to earmarked reserves.
Business Hub	2,927	800	(2,127)	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	13,646	28,207	14,561	28,207	£26.6K furlough grant Negative variance in Gross Pay (£9.7k) possibly due to overstaffing prior to lockdown. £3.7K hire income lost due to covid.
Markets	10,677	8,313	(2,364)	8,313	Less income because of covid market restrictions. £5K on Saturday, £3K on Weds & £3K Blighs. £7K saving on Blighs costs due to stallholders putting up own stalls. £2K saving due to no publicity. Markets had been improving. Blighs & Saturday markets are at break even/ surplus position. Weds market has 13K deficit (full year budget £12.9K). Weds is again improving following pop-up market.
Precept	(1,215,276)	(1,215,276)	-	(1,215,276)	
Rolling Cap Budget	1,966	1,966	-	-	Budget allocated to Mountclose play area (£380) & Cemetery Messroom (£1586) from contingency
Totals	(2,604)	6,000	8,604		

Summary by Committee:

Planning	30,624	36,785	6,161	36,785
Open spaces & Leisure	358,862	365,849	6,987	366,229
Vine Café	35,417	19,566	(15,851)	19,566
Bat Ball Station	-	(38)	(38)	42,694
Finance & General Purpose	785,802	797,152	11,350	798,738
Precept	(1,215,276)	(1,215,276)	-	(1,215,276)

March 2021 Full Year 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 Full year variances
	£	£	£	£	
Rolling Capital Budget	1,966	1,966	-	1,966	
Total	(2,604)	6,000	8,604		

Sevenoaks Town Council
Working Capital Summary as at 31st March 2021

£	B/fwd 01-Apr-20	Movement*	C/fwd 31-Mar-21	31-Mar-20
Current Assets				
Stock	606	1,504	2,109	606
Trade debtors	17,194	407	17,601	17,194
VAT	133,876	-73,584	60,292	133,876
Prepayments and other debtors	60,147	3,856	64,003	60,147
PWLB loan received in July 2019	1,378,339	-1,378,339		1,378,339
Cash at bank and in hand	2,544,998	-750,776	1,794,222	2,544,998
Total Cash at Bank	3,923,338	-2,129,115	1,794,222	3,923,338
	4,135,160	-2,196,933	1,938,228	4,135,160
Current Liabilities				
Trade creditors	52,772	34,597	87,369	52,772
Accruals and other creditors	115,124	-48,313	66,810	115,124
Receipts in advance (rent and hall hire)	13,529	-7	13,522	13,529
	181,425	-13,723	167,701	181,425
Net Current Assets	3,953,736	-2,183,210	1,770,526	3,953,736
Represented by:				
General Funds				
Revenue Reserves	383,872	33,699	417,571 Note 1	383,872
Earmarked/Designated Funds				
Council Offices Reserve	16,398	-5,200	11,198 Note 2	16,398
Pension Reserve	2,814	0	2,814	2,814
Rolling Capital Prog Revenue Reserve	34,478	-4,045	30,433 Note 3	34,478
Street Lighting Reserve	4,937	-667	4,270 Note 4	4,937
Stag Winding Up Reserve	7,000	1,000	8,000 Note 5	7,000
Planning Fees Reserve	12,500	0	12,500	12,500
Youth Activities Reserve	11,500	0	11,500	11,500
STP Activities Reserve	0	538	538 Note 6	-
Non-annual commitments reserve	0	5,824	5,824 Note 6	-
Staff training reserve	0	4,775	4,775 Note 6	-
Capital Receipts Quakers Hall	0	29,231	29,231 Note 7	-
Capital Receipts Reserve	922,004	-282,637	639,367 Note 8	922,004
Bat & Ball Station Management & Maintenance reserve	320,903	-41,099	279,804 Note 9	320,903
PWLB repayment reserve	1,378,339	-1,257,077	121,262 Note 10	1,378,339
CRF reserve	5,795	0	5,795	5,795
CIL Earmarked Reserve	747,054	-644,989	102,065 Note 11	747,054
No 8 bus Reserve	85,426	-6,617	78,808 Note 12	85,426
QH Allotments Key Reserves	4,100	15	4,115	4,100
Mayor's Charity Reserve	16,617	-15,960	656 Note 13	16,617
	3,569,864	-2,216,909	1,352,955	3,569,864
* Negative numbers denoted in red represent a decrease	3,953,736	-2,183,210	1,770,526	3,953,736

- Note 1 YTD movement is a net surplus of £2604 and released provisions of £31,095
- Note 2 Maintenance on Council offices building
- Note 3 £6000 spent on Cemetery Messroom, £1955 earmarked for future spend on Skatepark maintenance
- Note 4 Deposits released for streetlighting upgrades
- Note 5 Budgetted annual increase of £1K
- Note 6 Increase relates to unspent budget in year
- Note 7 Annual receipt from SDC re sale of QH land, now shown in seperate reserve
- Note 8 £167K spend on Business Hub, £28K on B&B Stn, £1.5K on 3G Rugby, £4.8K on NDP. £7K correction of historic CIL error.
- Note 9 Full year B&B café deficit £41K covered by earmarked reserves set up for first 5 years of trading
- Note 10 Loan applied for to finance B&B Ctr. Balance to be released in 2021/22 along with spend
- Note 11 CIL income received £77,559; correction of historic error £7K; £571K B&B Ctr, £75K Bus Hub spend, £37K Cem messroom, £18K B&B
- Note 12 Balance is reduced monthly to offset operational costs of £3,308.66 per month. Temporarily ceased after P2 due to COVID.
- Note 13 Movement is due to fundraising proceeds distributed to charities. Balance re earlier mayor fundraising to be distributed

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Sevenoaks Town Council

Statement of Fund Balances as at 31 March 2021

£ (2019/20)		S&P Rating 31/03/2021		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>	A	A1				
1,008,631	Business Reserve Account			876			
1,000	Current Account			391,195			0.01%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
8,101	Sevenoaks Town Partnership			8,101			
16,622	Mayors Charity Account			<u>4,600</u>	406,771	22.67%	
50,351	<u>HSBC</u>	A+	A1				
	Business money manager			<u>50,501</u>	50,501	2.81%	0.01%
64,123	<u>Handelsbanken</u>	AA-	A1+				
260,005	Deposit account			64,302			0.00%
	35 day notice account			<u>260,005</u>	324,307	18.08%	0.01%
1,501,438	<u>Nationwide</u>	A	A1				
10,157	Instant Saver			502,116			0.05%
	Sevenoaks Fund Instant Saver			<u>10,163</u>	512,279	28.55%	0.05%
1,000,000	<u>CCLA</u>						
	Business money manager	AAA (Fitch only)		<u>500,000</u>	500,000	27.87%	0.04%
1	<u>Clydesdale</u>						
	Current account	BBB+	A2	<u>1</u>	1		
1,034	<u>Petty Cash</u>				861	0.05%	
	<u>Cashbook suspense</u>				-499	-0.03%	
<u>3,923,338</u>					<u>1,794,222</u>	<u>100.00%</u>	

Instant access funds

1,510,989

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

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
91 Capital Infrastructure Budget							
2000 Interest Allocation	26,223	26,223	0	(26,223)			26,223
2001 Long Term Debtor	3,008	3,008	0	(3,008)			3,008
2002 Capital Grants	20,236	22,736	0	(22,736)			
2012 CIL income allocation	0	77,559	0	(77,559)			77,559
Capital Infrastructure Budget :- Income	<u>49,467</u>	<u>129,526</u>	<u>0</u>	<u>(129,526)</u>			<u>106,790</u>
9014 Play Areas	20,616	20,616	380	(20,236)		(20,236)	
9062 Bat & Ball Station	0	28,133	0	(28,133)		(28,133)	28,133
9063 New Community Centre	7,660	1,830,102	0	(1,830,102)		(1,830,102)	1,827,602
9065 3G Rugby Pitch	1,500	5,000	0	(5,000)		(5,000)	5,000
9066 Northern Masterplan	125	4,825	0	(4,825)		(4,825)	4,825
9071 Business Hub	100,949	241,524	0	(241,524)		(241,524)	241,524
9072 Bat & Ball Station Ramp	480	17,910	0	(17,910)		(17,910)	17,910
9073 Cemetery Messroom	3,573	44,937	1,586	(43,351)		(43,351)	43,351
Capital Infrastructure Budget :- Indirect Expenditure	<u>134,902</u>	<u>2,193,047</u>	<u>1,966</u>	<u>(2,191,081)</u>	<u>0</u>	<u>(2,191,081)</u>	<u>2,168,345</u>
Net Income over Expenditure	<u>(85,435)</u>	<u>(2,063,520)</u>	<u>(1,966)</u>	<u>2,061,554</u>			
8001 plus Transfer from EMR	1,474,555	2,168,345					
8002 less Transfer to EMR	29,231	106,790					
Movement to/(from) Gen Reserve	<u>1,359,889</u>	<u>(1,966)</u>					
Grand Totals:- Income	49,467	129,526	0	(129,526)			
Expenditure	134,902	2,193,047	1,966	(2,191,081)	0	(2,191,081)	
Net Income over Expenditure	<u>(85,435)</u>	<u>(2,063,520)</u>	<u>(1,966)</u>	<u>2,061,554</u>			
plus Transfer from EMR	1,474,555	2,168,345					
less Transfer to EMR	29,231	106,790					
Movement to/(from) Gen Reserve	<u>1,359,889</u>	<u>(1,966)</u>					

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Sevenoaks Town Council

INTERNAL AUDIT REPORT

Date: 4th May 2021

Report Author: Ed Ashworth

Quality Assurance: Amanda Palmer

The information contained within this report is strictly private and confidential. It may contain details of weaknesses in internal control including financial controls. If this information were to be available to unauthorised persons, this would create a greater exposure to the risk of fraud or irregularity. Therefore, this report is not for reproduction, publication, or disclosure by any means to unauthorised persons without the permission of the Head of Internal Audit.



1 SUMMARY

Under the requirements of local government legislation, Section 151 of the Local Government Act 1972 and the Accounts and Audit (Amendment) Regulations 2006, the Town Council has a statutory responsibility to prove an adequate and effective system of internal audit.

The role of the Internal Auditor is to provide an independent review and appraisal of the Council's system of internal control. The Internal Auditor must be independent of the activities they audit in order to remain impartial and effect professional judgements and recommendations.

Due to the outbreak of COVID-19 and the subsequent restrictions in place, the internal audit visit was carried out remotely. In accordance with the agreed audit plan (Appendix A) testing of the following areas has been completed:

- Progress on Previous Issues Raised
- Contracts
- Cheque Books
- Purchase Cards
- Expenditure
- Petty Cash
- Income
- Banking
- Investments
- Insurance
- Cemeteries
- Allotments
- Section 137 Payments

2 FINDINGS

From the 2019-20 audit visits:

Finding: Internal Audit were informed that the outstanding issues regarding Café on the Vine and the House in the Basement have been actioned. This will be formally reviewed by Internal Audit when lockdown restrictions have been lifted in 2021.

Contracts

Control: Financial Regulations are followed in accordance with contracts that are awarded.

Finding: Financial Regulations are adhered to for contracted spend and the budget setting process is used to identify any spend which may require a formal contract.

Cheque Books

Control: Cheques are processed and authorised as per the financial regulations. Cheque book stubs include full details of the payment made. Blank cheques are not pre-signed. Cheques are issued sequentially with no missing cheques and cancelled cheques are crossed through as cancelled and kept within the cheque book.

Finding: A sample of cheque book stubs tested found cheques include full details of the payment made as per the Financial Regulations. Cheques are issued sequentially and there was no evidence of missing cheques.

Purchase Cards

Control: Purchase cards are held securely, only used by the card holder, only used for appropriate expenditure, and are supported by detailed receipts. Any loyalty points are only claimed if the Council benefits. Purchase card expenditure is reconciled to receipts prior to authorising

Finding: The purchase card is held securely and only used by the cardholder. A review of a sample of purchase card transactions made between October 2020 and January 2021 found all expenditure reviewed was appropriate, supported by detailed receipts and reported to the Full Council.

Expenditure

Control: Invoices show order number, copy letter or contract authorising purchase of goods. Expenditure is authorised and reported to the relevant committee as per the financial regulations.

Finding: Testing of a sample of purchases found all had been authorised as per the Financial Regulations and had been appropriately reported to the Finance and General Purposes Committee.

Petty Cash



Control: There is a maximum agreed level of petty cash in place. Receipts are available to support all expenditure. Receipts are duly numbered to allow cross reference with petty cash books. All cash top ups are noted in the petty cash book. Entries in the petty cash book are up to date. All petty cash payments are reasonable.

Finding: Testing of a sample of petty cash vouchers found that all were supported by receipts and sequentially numbered vouchers signed by the authoriser and receiver. There was no evidence of personal loyalty points being collected and all spend appears reasonable

Income

Control: A sequential receipt book is in place to record all income received. All income recorded as received within the receipt book are against invoices/booking forms/daily cash book etc agrees with the bank paying in book.

Finding: Testing of a sample of room hire income found that all had been charged at the correct rate, as agreed at the Finance and General Purposes Committee, all fees had been collected timely and could be traced through to the bank account and the accounts.

Banking

Control: Income is banked at least weekly and large amounts of cash are not held on site.

Finding: Testing of a sample of bank deposits found banking is completed on a regular basis and large amounts of cash are not held on site. Use of online banking is appropriately restricted.

Investments

Control: Full accurate and complete records are held of all investments and kept securely. Investments are reviewed regularly, and all instructions are agreed by full council and minuted.

Finding: Investment records are held securely. The investment position is reviewed and reported regularly and agreed by the Full Council.

Insurance

Control: There is sufficient insurance cover in place to cover buildings, street furniture, fidelity, public liability, employers, civic regalia and buildings and contents.

Finding: A review of current insurance policies confirmed that there is sufficient insurance coverage in place. Best value was sought, and the Council have obtained a 3-year renewal.

Cemeteries

Control: Fees and charges for cemeteries are reviewed annually and all elements of cemetery accounts payments can be reconciled.



Finding: Fees and charges for 2020-21 were agreed at Finance & General Purposes Committee in January 2020. For a sample of cemetery income tested, Internal Audit can confirm that the correct fees have been charged and monies received could be reconciled.

Allotments

Control: Fees and charges for allotments have been reviewed annually and charges have been invoiced accurately with all expected income received.

Finding: Allotment fees have been reviewed for the current year. Testing of a sample of key replacements and allotment fees found all had been invoiced accurately and income received could be traced through to the bank account.

Section 137 Payments

Control: All section 137 payments have been stated as such in the minutes and all such payments are within the annual limit of £8.32 per elector.

Finding: The Clerk has received training on the General Power of Competence and the Council will review this as part of its review of governance arrangements in May 2021

Appendix A – Audit Plan 2020/21

The Amendments to the Accounts and Audit Regulations 2006 require that an Internal Audit plan is prepared for your Council to consider and formally approve.

The majority of the audit work will be done by sample testing a sufficient number of transactions to provide assurance that the systems of financial control work effectively and provide accurate information to support the Council's activities. It is therefore proposed that a review of the following control objectives is carried out to ensure they are being achieved throughout the year to a standard adequate to meet the needs of the Council:

- Significant risks are assessed by the Council to ensure objectives are achieved along with a review of the adequacy of the arrangements to manage these.
- Appropriate books of account have been kept accurately throughout the year.
- The annual precept requirement resulted from an adequate budgetary process with progress against the budget regularly monitored and reserves appropriate.
- The Council's financial regulations have been met, payments supported by invoices with expenditure approved and VAT appropriately accounted for.
- Expected income fully received, based on correct prices, accurately recorded, promptly banked, and VAT appropriately accounted for.
- Petty cash payments properly supported by receipts with expenditure approved and VAT appropriately accounted for.
- Salaries to employees and allowances to members paid in accordance with Council approvals, and PAYE and NI requirements accurately applied.
- Complete and accurate Asset and Investments registers that are properly maintained.
- Regular and year-end bank account reconciliations accurately carried out.
- Accounting statements prepared during the year are prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors accurately recorded.
- Where applicable trust funds (including charitable) responsibilities as trustee are met by the Council.
- Awareness to the potential for fraud, error or non-compliance, and any issues that may increase this potential, including a review of the arrangements for the security of systems and data.

Sevenoaks Town Council**STATEMENT ON THE SYSTEM OF INTERNAL CONTROL*****Scope of responsibility***

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the council's functions and which includes arrangements for the management of risk.

Purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has continued to operate at the Council throughout this financial year and accords with proper practice.

The internal control environment

The system of internal control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management supervision, and a system of delegation and accountability. Development and maintenance of the system is undertaken by managers within the Council. In particular, the system includes:

- comprehensive budgeting systems;
- setting targets to measure financial and other performance;
- the preparation of regular financial reports which indicate actual expenditure against the forecasts;
- clearly defined capital expenditure guidelines;
- risk appraisal programmes to identify and manage risks and hazards in all the Council's areas of operation; and
- as appropriate, formal project management disciplines.

The council has contracted for the internal audit function to be carried out by Kent County Council's Corporate Services department (KCC). A member of KCC's internal audit staff visits the council a minimum of four times a year, and reports prepared by KCC are supplied to both

the Town Clerk, the Responsible Finance Officer and the Chair of the Finance & General Purposes Committee. All reports are presented to the council's Finance & General Purposes Committee for comment and approval. KCC also provides the Council with advice on risk assessment, statistical analysis and operating standards.

The internal auditor provides the Council with an independent opinion on the adequacy and effectiveness of internal control.

Review of effectiveness

The Council has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review and effectiveness of the system of internal control is informed by:

- the work of managers within the council;
- the work of the internal auditor as described above; and
- the external auditors in their annual audit letter and other reports.

In the year to 31st March 2021, no significant weaknesses in the council's systems were identified.

Approval of statement

This statement was approved on 07 June 2021 at a meeting of the Council's Finance & General Purposes Committee.

Signed _____

Councillor T Clayton
Chairman – F&GP Committee

Signed _____

Mrs Rosalind Shaw
Responsible Finance Officer

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/03/2021	140577	29298	AJ PRODUCTS	AJP001	3,738.05	747.61	4,485.66	9063	91	1,614.05	29298/Conference package deal
								9071	91	2,124.00	29298/Office furniture
26/02/2021	26/02/21	29199	AMEX	AME001	1.23	0.00	1.23	6976	31	1.23	29199/Feb credit card chgs
30/03/2021	30/03/21	29310	AMEX	AME001	2.41	0.00	2.41	6976	31	2.41	29310/March card trans chgs
24/02/2021	6077569	29151	ANGEL WATERLOGIC	ANWA001	30.85	6.17	37.02	6330	31	30.85	29151/water environmental chg
24/03/2021	65843	29236	APPOINTMENT BUS	APP001	53.00	10.60	63.60	6200	31	43.86	29236/print chgs
								6200	30	9.14	29236/print chgs
02/09/2020	13340	29242	ARK TRADING	ARK001	80.49	16.10	96.59	6952	21	20.95	29242/1 pair of trousers
								6952	22	59.54	29242/3 t shirts
15/03/2021	15/03/2021	29208	BANKLINE	BANKL01	102.10	0.00	102.10	6975	31	102.10	29208/bank chgs
02/12/2020	141974	29165	BARCHAM	BAR002	1,136.00	227.20	1,363.20	9063	91	1,136.00	29165/Trees x 13
04/03/2021	3565877	29186	BOOKER	BOOK001	184.58	18.76	203.34	6500	28	151.92	29186/Goods for resale
								6013	28	25.48	29186/cleaning equip
								6505	28	7.18	29186/consumables
04/03/2021	3565878	29185	BOOKER	BOOK001	64.48	3.70	68.18	6500	28	45.99	29185/goods for resale
								6505	28	18.49	29185/wooden spoons
11/03/2021	3566042	29218	BOOKER	BOOK001	141.06	8.33	149.39	6500	28	99.42	29218/Goods for resale
								6013	28	15.16	29218/cleaning equipment
								6505	28	26.48	29218/baking paper&napkins
25/03/2021	3566267	29285	BOOKER	BOOK001	182.41	23.25	205.66	6500	28	158.95	29285/goods for resale
								6013	28	23.46	29285/cleaning equipment
24/03/2021	100245095	29268	BRACHERS	BRA001	469.00	93.80	562.80	6620	31	469.00	29268/SRFC lease fees
24/03/2021	100245096	29267	BRACHERS	BRA001	737.00	145.00	882.00	6620	31	737.00	29267/SRFC lease fees
17/03/2021	M121 CQ	29221	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	29221/March telephone chgs
26/02/2021	36983	29198	BSP LIMITED	BSP001	480.00	96.00	576.00	9073	91	480.00	29198/skip hire
29/03/2021	0005291550	29300	CASTLE WATER	CAS008	347.44	69.49	416.93	6000	23	347.44	29300/Jan-Jun water chgs
19/03/2021	430192	29239	CHASE FENCING SUPPLI	CHA002	282.93	56.59	339.52	5310	21	282.93	29239/fencing supplies
02/03/2021	INV-202091	29131	CURD & CURE	CHS001	134.57	0.00	134.57	6500	28	134.57	29131/goods for resale

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
12/03/2021	INV-202951	29216	CURD & CURE	CHS001	75.30	0.00	75.30	6500	28	75.30	29216/goods for resale
25/03/2021	INV-203958	29284	CURD & CURE	CHS001	116.76	0.00	116.76	6500	28	116.76	29284/goods for resale
30/03/2021	INV-204396	29288	CURD & CURE	CHS001	116.76	0.00	116.76	6500	28	116.76	29288/goods for resale
01/07/2020	2320	29237	CJS PLANTS	CJS001	195.00	39.00	234.00	6802	22	195.00	29237/Plants
16/02/2021	6533	29342	CLEVELAND SITESAFE	CLEV001	3,000.00	600.00	3,600.00	9073	91	3,000.00	29342/Cem Mesroom installment
10/03/2021	150523	29206	CONNECTAPHONE	CON001	504.13	100.83	604.96	6101	31	341.73	29206/Feb telephone chgs
								6101	30	72.50	29206/Feb telephone chgs
								6101	21	11.49	29206/Feb telephone chgs
								6101	22	13.95	29206/Feb telephone chgs
								6101	36	46.98	29206/Feb telephone chgs
								6101	41	17.48	29206/Feb telephone chgs
23/02/2021	00068	29168	DEBBIE LEE DESIGN	DEB001	63.00	0.00	63.00	6900	33	63.00	29168/Sevenoaks Mug x 6
19/02/2021	946556	29233	ERNEST DOE	DOE001	307.50	61.50	369.00	5500	22	307.50	29233/9AH Battery
04/03/2021	18391006390	29148	DYNO-ROD	DYNO001	180.00	36.00	216.00	5410	36	180.00	29148/drain rodding work
02/03/2021	H198C54A44	29143	E-ON	E-ON	375.46	75.09	450.55	6862	26	375.46	29143/Feb electric chgs
31/03/2021	26124	29278	EDWARD TYRRELL	EDW002	177.00	35.40	212.40	6002	23	177.00	29278/damaged fence replaced
26/02/2021	0003356731	29128	ELITE	EFS001	47.70	0.00	47.70	6500	28	47.70	29128/goods for resale
27/02/2021	0003356959	29130	ELITE	EFS001	64.39	0.00	64.39	6500	28	64.39	29130/goods for resale
05/03/2021	0003357768	29191	ELITE	EFS001	143.83	7.13	150.96	6500	28	143.83	29191/goods for resale
06/03/2021	0003358086	29189	ELITE	EFS001	72.50	0.00	72.50	6500	28	72.50	29189/goods for resale
10/03/2021	0003358584	29188	ELITE	EFS001	40.60	0.00	40.60	6500	28	40.60	29188/goods for resale
12/03/2021	0003358976	29184	ELITE	EFS001	35.84	0.00	35.84	6500	28	35.84	29184/goods for resale
13/03/2021	0003359193	29217	ELITE	EFS001	71.55	0.00	71.55	6500	28	71.55	29217/goods for resale
06/03/2021	0003359427	29190	ELITE	EFS001	-27.60	0.00	-27.60	6500	28	-27.60	29190/goods for resale credit
19/03/2021	0003359963	29256	ELITE	EFS001	86.19	0.00	86.19	6500	28	86.19	29256/goods for resale
20/03/2021	0003360255	29257	ELITE	EFS001	97.92	0.00	97.92	6500	28	97.92	29257/goods for resale
24/03/2021	0003360853	29259	ELITE	EFS001	114.98	0.00	114.98	6500	28	114.98	29259/goods for resale
27/03/2021	0003361549	29286	ELITE	EFS001	86.62	0.00	86.62	6500	28	86.62	29286/goods for resale
31/03/2021	0003362099	29283	ELITE	EFS001	119.69	0.00	119.69	6500	28	119.69	29283/goods for resale

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2021	42285	29297	EJPFIREPROTECT	EJPFIRE001	5,100.00	1,020.00	6,120.00	9071	91	5,100.00	29297/Fire Alarm system &equip
31/03/2021	SINV024097	29135	ELLIS WHITTAM	ELLI001	1,650.00	330.00	1,980.00	110	0	1,650.00	29135/EAP for 70 employees
01/03/2021	54710	29250	ATLAS FM/EMPRISE SVS	EMP001	382.09	76.42	458.51	6932	22	382.09	29250/March lock up chgs
01/03/2021	54711	29249	ATLAS FM/EMPRISE SVS	EMP001	987.66	197.53	1,185.19	5310	21	987.66	29249/March lock ups chgs
01/03/2021	54712	29248	ATLAS FM/EMPRISE SVS	EMP001	658.44	131.69	790.13	5310	21	658.44	29248/March lock up chgs
17/03/2021	939454	29241	EXPRESS FACTORS	EXPR001	42.00	8.40	50.40	5500	21	24.00	29241/ratchet wrench
								5410	21	18.00	29241/cable tie x 4
24/02/2021	0063/02507491	29161	FAIRALLS	FAIR001	24.50	4.90	29.40	6822	22	24.50	29161/sharp sand
05/03/2021	0063/02522799	29193	FAIRALLS	FAIR001	37.76	7.55	45.31	5120	21	37.76	29193/sharp sand bulk bag
05/03/2021	0063/02522800	29192	FAIRALLS	FAIR001	33.05	6.61	39.66	5120	21	33.05	29192/sharp sand
09/03/2021	0063/02529013	29238	FAIRALLS	FAIR001	9.12	1.82	10.94	5010	29	9.12	29238/loose chippings 2 bags
25/03/2021	0063/02556880	29304	FAIRALLS	FAIR001	2.45	0.49	2.94	5010	29	2.45	29304/building sand
12/03/2021	12MARCH2021	29177	FRIENDS OF PONTOISE	FRIE001	250.00	0.00	250.00	7500	38	250.00	29177/Grant award
05/03/2021	05/069506	29245	GREENHAM	GREE001	51.55	10.31	61.86	6013	22	51.55	29245/handwash&dispensers
31/01/2021	10381	29156	HARDWARE CENTRE	HARD001	140.81	28.16	168.97	5010	29	127.22	29156/chains
								5410	21	5.64	29156/white spirit&tape
								5410	28	7.95	29156/lock
28/02/2021	10414	29247	HARDWARE CENTRE	HARD001	11.94	2.38	14.32	5210	22	11.94	29247/frame fixers&bolt
31/03/2021	10450	29346	HARDWARE CENTRE	HARD001	163.87	32.77	196.64	5010	29	8.32	29346/fishing line x 2
								5230	22	155.55	29346/Hardware parts
25/02/2021	78422	29129	HERBERT & WARD	HAW001	193.50	13.50	207.00	6505	28	67.50	29129/cups&cup tray
								6500	28	126.00	29129/coffee
04/03/2021	78526	29187	HERBERT & WARD	HAW001	166.75	16.00	182.75	6505	28	80.00	29187/coffee lids&cups
								6500	28	86.75	29187/goods for resale
16/03/2021	78621	29219	HERBERT & WARD	HAW001	393.95	25.00	418.95	6500	28	268.95	29219/goods for resale
								6505	28	125.00	29219/cups&lids
24/03/2021	78672	29258	HERBERT & WARD	HAW001	287.00	7.00	294.00	6505	28	35.00	29258/coffee cup lids x 1000
								6500	28	252.00	29258/coffee
30/03/2021	78727	29287	HERBERT & WARD	HAW001	422.20	71.44	493.64	6505	28	357.20	29287/coffee cups&lids

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	28	65.00	29287/chocolate 10 X 1KG
31/03/2021	78751	29311	HERBERT & WARD	HAW001	52.00	10.40	62.40	6505	28	52.00	29311/cup holder trays 2 x180
25/01/2021	14832	29203	HELIOCENTRIX	HELI001	345.00	69.00	414.00	9071	91	345.00	29203/network cable cabinets
01/03/2021	15002	29132	HELIOCENTRIX	HELI001	18.00	3.60	21.60	110	0	18.00	29132/HITB domain name renewal
28/02/2021	15015	29150	HELIOCENTRIX	HELI001	1,728.38	345.68	2,074.06	6240	31	1,197.08	29150/Feb IT support
								6242	31	531.30	29150/Feb virus protection
28/02/2021	15132	29133	HELIOCENTRIX	HELI001	191.25	38.25	229.50	6240	31	191.25	29133/remote support
04/03/2021	15136	29139	HELIOCENTRIX	HELI001	3,582.00	716.40	4,298.40	9071	91	3,582.00	29139/Hub computer equipment
31/03/2021	15183	29312	HELIOCENTRIX	HELI001	1,727.82	345.56	2,073.38	6240	31	1,064.52	29312/March IT support
								6242	31	663.30	29312/March IT package
28/02/2021	T1703	29137	HELIOCENTRIX	HELI001	39.90	7.98	47.88	6105	22	39.90	29137/March mobile wifi
31/03/2021	T1735	29290	HELIOCENTRIX	HELI001	39.90	7.98	47.88	6105	22	39.90	29290/March broadband chgs
02/03/2021	21-24	29225	JJ BROOKS	JJB001	775.00	155.00	930.00	9071	91	775.00	29225/5 add acro prop hire
23/03/2021	INV_S009085	29231	KEEP BRITAIN TIDY	KBT001	329.00	65.80	394.80	6460	29	329.00	29231/Green Flag Award entry
09/03/2021	I3765357	29253	KCC KCS	KCC003	371.67	74.33	446.00	7500	38	358.75	29253/littler pickers x 25
								6013	22	12.92	29253/hand towel dispenser
12/03/2021	I3768121	29179	KCC KCS	KCC003	48.25	9.65	57.90	6200	31	17.17	29179/stationery
								6013	33	31.08	29179/hand towels
17/03/2021	I3770807	29202	KCC KCS	KCC003	6.09	1.22	7.31	6013	33	6.09	29202/air freshner x 3
19/03/2021	I3772248	29201	KCC KCS	KCC003	104.62	20.92	125.54	5500	31	104.62	29201/wall mounted organiser
19/03/2021	I3772338	29243	KCC KCS	KCC003	19.95	3.99	23.94	6952	21	19.95	29243/disposable gloves
19/03/2021	I3772339	29223	KCC KCS	KCC003	84.00	16.80	100.80	6013	33	84.00	29223/detox wipes x 12
31/03/2021	I3778241	29295	KCC KCS	KCC003	45.20	9.04	54.24	6935	21	45.20	29295/rufuse sacks pack 200x2
17/03/2021	1155457627	29234	KONICA MINOLTA	KMB001	224.31	44.86	269.17	6200	31	224.31	29234/print charges 19/12-18/3
18/03/2021	1155468352	29235	KONICA MINOLTA	KMB001	230.97	46.19	277.16	110	0	230.97	29235/bizhub 19.03-18.06
22/02/2021	INV02938672	29162	LANES GROUP	LAN001	116.00	23.20	139.20	6822	22	116.00	29162/clear blocked drain
09/03/2021	98344	29252	LANDSCAPE SUPPLY CO	LAND001	804.43	160.88	965.31	6952	21	11.80	29252/safety glasses
								5500	21	27.43	29252/padlock& keys
								5500	36	49.80	29252/combi padlock

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								5525	22	3.95	29252/littler picker ends
								7500	38	711.45	29252/littler pickers x 27
22/02/2021	769778	29197	LISTER WILDER	LIST002	841.40	168.28	1,009.68	5525	21	841.40	29197/Buffalo 34" service
22/02/2021	769779	29196	LISTER WILDER	LIST002	346.68	69.35	416.03	5525	21	346.68	29196/GRCL75 service
22/02/2021	769780	29195	LISTER WILDER	LIST002	669.97	134.01	803.98	5525	21	669.97	29195/LM56GF service
25/03/2021	918444	29228	LISTER WILDER	LIST002	795.00	159.00	954.00	5500	21	795.00	29228/disc over seeder hire
01/03/2021	03191GR	29163	LOCUM LOCKS	LOC003	302.66	60.53	363.19	5026	21	255.16	29163/supply&fit door
								5110	21	47.50	29163/3 new keys
18/03/2021	03240GR	29240	LOCUM LOCKS	LOC003	92.50	18.50	111.00	9073	91	92.50	29240/repair lock&5 keys cut
31/03/2021	1486/18/020	29305	MOULTON TAGGART	MOUL001	4,396.00	879.20	5,275.20	9063	91	4,396.00	29305/quantity surveyor fees
01/02/2021	391198	29340	NATIONAL LEAFLET CO	NAT010	769.27	153.85	923.12	6210	31	769.27	29340/Town Crier delivery
18/03/2021	22446588	29222	NISBETS	NIS001	145.53	29.10	174.63	6922	33	145.53	29222/rubber gloves & hand gel
24/03/2021	22464502	29262	NISBETS	NIS001	179.90	35.98	215.88	6922	33	179.90	29261/face masks 10 x 50
17/03/2021	0001/00095035	29251	OBM	OBM001	40.50	8.10	48.60	5310	21	20.25	29251/cold lay tarmac x 3
								5410	23	20.25	29251/cold lay tarmac x 3
04/03/2021	21901	29173	ONE STOP	ONE001	204.50	40.90	245.40	6900	33	102.25	29173/union jack flag
								6900	36	102.25	29173/union jack flag
28/02/2021	28/FEB/ANN	29170	ONECARD	ONE002	1,331.42	203.03	1,534.45	110	0	625.00	29170/Survey Monkey membership
								9066	91	125.00	29170/Survey Monkey membership
								6101	31	10.00	29170/LL ipad
								6101	31	8.34	29170/main office mobile
								6101	31	8.34	29170/main office mobile
								6101	31	8.34	29170/main office mobile
								6101	31	8.34	29170/main office mobile
								6104	21	8.34	29170/NC mobile
								6104	21	6.67	29170/O/S team ipad
								6104	36	8.34	29170/KW mobile
								6104	21	6.67	29170/O/S team ipad
								6104	21	82.50	29170/TW new phone

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6104	21	8.34	29170/NC mobile
								6500	28	40.75	29170/goods for resale
								6500	28	41.30	29170/Goods for resale
								6500	28	39.50	29170/goods for resale
								6500	28	30.00	29170/goods for resale
								6500	28	23.71	29170/goods for resale
								6500	28	-2.18	29170/goods for resale credit
								6500	28	38.38	29170/goods for resale
								6500	28	48.86	29170/goods for resale
								6500	28	38.13	29170/goods for resale
								6013	28	0.83	29170/cleaning equipment
								6013	28	1.25	29170/cleaning equipment
								6013	28	2.29	29170/cleaning equipment
								6013	28	1.67	29170/cleaning equipment
								6013	28	1.25	29170/cleaning equipment
								6240	11	10.95	29170/Acrobat Standard Licence
								6240	50	16.64	29170/Adobe Illustrator - HITB
								6240	40	41.62	29170/Creative Cloud Subs
								6505	28	3.50	29170/kitchen foil
								6210	28	7.00	29170/delivery fee
								6210	28	7.00	29170/delivery fee
								5410	33	17.25	29170/3 x 28W bulbs
								5410	28	189.50	29170/dishwasher service
								5410	28	-189.50	29170/dishwasher repair credit
								5700	21	7.50	29170/electric van fuel card
28/02/2021	28/FEB/LIN	29226	ONECARD	ONE002	3,191.51	638.28	3,829.79	6320	31	60.00	29226/Operation L.Bridge - A&L
								6330	31	50.00	29226/flowers for Cllr
								6330	31	33.33	29226/flowers for VC staff
								6730	31	0.84	29226/Interflora membership

Purchase Ledger for Month No 12

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			
								A/C	Centre	Amount	Analysis Description
								110	0	9.17	29226/Interflora membership
								9071	91	191.67	29226/2 desks, 2 table tops
								9071	91	2,691.17	29226/31 desks, 38 table tops
								6900	31	18.84	29226/IP leaving present
								6460	31	136.49	29226/QR Code Generator
28/02/2021	28/FEB/LIN/A	29374	ONECARD	ONE002	22.00	0.00	22.00	6900	31	22.00	29374/IP leaving present
28/02/2021	28/FEB/LIN/REV	29373	ONECARD	ONE002	-18.34	-3.66	-22.00	6900	31	-18.34	29373/IP Leaving present
28/03/2021	28/MAR/ANN	29299	ONECARD	ONE002	850.08	95.80	945.88	5700	21	9.36	29299/Electric van fuel
								5700	21	9.77	29229/Electric van fuel
								6104	21	8.34	29299/RG Mobile
								6104	21	6.67	29299/O/S team ipad
								6104	21	8.34	29299/RG mobile
								6104	21	8.34	29299/RG mobile
								6104	21	8.34	29299/RG mobile
								6104	21	8.34	29229/RG mobile
								6104	21	6.67	29229/O/S ipad
								6104	21	8.34	29229/NC mobile
								6101	31	10.00	29299/LL Ipad
								6013	28	0.82	29299/Kitchen towel x 1
								6013	28	1.67	29229/washing up liquid
								6013	28	4.17	29229/cleaning spray
								6500	28	42.26	29299/goods for resale
								6500	28	42.71	29299/goods for resale
								6500	28	40.57	29229/goods for resale
								6500	28	66.83	29229/goods for resale
								6500	28	36.55	29229/goods for resale
								6500	28	95.34	29229/Goods For resale
								6240	11	10.95	29299/Acrobat Standard Licence
								6240	50	16.64	29229/Adobe Illustrator - HITB

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6240	40	41.62	29229/Creative Cloud subs
								6240	31	27.32	29229/16 GB USB sticks x 10
								6425	31	20.00	29299/Mayor quiz tickets x 2
								5230	22	246.64	29299/shelving units
								6505	28	2.29	29229/greaseproof paper
								6330	31	21.10	29229/Tea, coffee, milk
								6710	31	32.44	29229/G.E attend planning show
								6210	31	7.65	29229/postage for letter
28/03/2021	28/MAR/LIN	29339	ONECARD	ONE002	167.23	16.43	183.66	6330	31	23.33	29339/flowers for cllr
								6330	31	35.00	29339/flowers for IWD
								6300	31	28.32	29339/flowers for cllr
								6200	31	22.25	29339/3 A4 picture frames
								6900	31	50.00	29339/leaving present for IP
								6900	31	8.33	29339/leaving present for IP
30/03/2021	SIN039813	29291	ONLINE PLAYGROUNDS	ONP001	304.00	60.80	364.80	5525	21	304.00	29291/New floor for tractor
25/03/2021	130898	29232	PALMSTEAD	PALM002	190.92	38.18	229.10	5410	33	32.31	29232/Plants
								9063	91	158.61	29232/Plants
09/03/2021	11803	29246	PARKERS	PARK001	1,947.84	0.00	1,947.84	5330	21	1,947.84	29246/grass feed x20 & seed x1
08/03/2021	00002498449-035	29125	PLUSNET	PLUS01	39.64	7.93	47.57	6101	31	39.64	29125/March telephone chgs
04/03/2021	00002976949-035	29126	PLUSNET	PLUS01	27.20	5.44	32.64	6101	28	27.20	29126/March telephone chgs
04/03/2021	00003028653-035	29166	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	29166/March telephone chgs
03/03/2021	00003028673-035	29136	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	29136/March telephone chgs
30/03/2021	11967	29265	PREMIER ALARMS	PREM001	-50.00	-10.00	-60.00	6930	41	-50.00	29265/credit against 188362
22/03/2021	188362	29264	PREMIER ALARMS	PREM001	280.00	56.00	336.00	6930	41	280.00	29264/aborted call fee
23/02/2021	S85239	29157	RAWSTONE HIRE	RAW001	32.90	6.58	39.48	5500	21	32.90	29157/breaker hire
24/03/2021	24THMARCH2021	29263	LINDA REDDEN	RED003	200.00	0.00	200.00	6900	30	200.00	29263/Education presentation
25/03/2021	21431673	29227	RENTOKIL	RENT001	1,264.01	252.80	1,516.81	6922	28	1,264.01	29227/one off mouse proofing
04/03/2021	34189	29174	ROYAL IMAGES	ROY001	78.00	15.60	93.60	6900	33	78.00	29174/framed print of HRH DOE
21/01/2021	2063350	29347	SDC	SDC001	1,500.00	0.00	1,500.00	5310	21	1,500.00	29347/contribution to SGSP

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/02/2021	2063781	29254	SDC	SDC001	60.00	12.00	72.00	6889	31	60.00	29254/48 rolls of refuse sacks
04/03/2021	2063954	29138	SDC	SDC001	4,186.20	0.00	4,186.20	5421	60	2,702.48	29138/March market rent
								5420	60	1,483.72	29138/March market rent
23/12/2020	2062718	29289	SDC DIRECT SERVICES	SDC002	-60.45	0.00	-60.45	6935	30	-60.45	29289/credit re inv 2062497
11/03/2021	2064197	29183	SDC DIRECT SERVICES	SDC002	141.05	0.00	141.05	6935	21	141.05	29183/Feb bin collection
11/03/2021	2064198	29180	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	29180/Feb bin collection
11/03/2021	2064199	29182	SDC DIRECT SERVICES	SDC002	32.80	0.00	32.80	6935	33	32.80	29182/Feb bin collection
11/03/2021	2064206	29181	SDC DIRECT SERVICES	SDC002	49.20	0.00	49.20	6935	28	49.20	29181/Feb bin collection
19/03/2021	2064374	29220	SDC DIRECT SERVICES	SDC002	655.20	131.04	786.24	6934	21	655.20	29220/Jan-Mar dog bin emptying
31/03/2021	2064732	29281	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	29281/March bin collection
31/03/2021	2064733	29282	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	29282/March bin collection
31/03/2021	2064734	29279	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	29279/March bin collection
31/03/2021	2064741	29280	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	28	65.60	29280/March bin collection
11/03/2021	5/0	29210	SDC RATES	SDC004	2,070.85	0.00	2,070.85	6000	41	2,070.85	29210/Business rates bill
11/03/2021	5/0-REV	29376	SDC RATES	SDC004	-2,070.85	0.00	-2,070.85	6000	41	-2,070.85	Business Rates Bill - Reversal
11/03/2021	6/0	29211	SDC RATES	SDC004	3,243.50	0.00	3,243.50	6000	30	3,243.50	29211/Business rates bill
11/03/2021	6/0-REV	29377	SDC RATES	SDC004	-3,243.50	0.00	-3,243.50	6000	30	-3,243.50	Business Rates Bill - Reversal
11/03/2021	7/0	29212	SDC RATES	SDC004	686.13	0.00	686.13	6000	28	686.13	29212/Business rates bill
11/03/2021	7/0-REV	29378	SDC RATES	SDC004	-686.13	0.00	-686.13	6000	28	-686.13	Business Rates Bill - Reversal
11/03/2021	12/0	29215	SDC RATES	SDC004	1,921.15	0.00	1,921.15	5025	21	1,921.15	29215/Business rates bill
11/03/2021	12/0-REV	29381	SDC RATES	SDC004	-1,921.15	0.00	-1,921.15	5025	21	-1,921.15	Business Rates Bill - Reversal
11/03/2021	18/0	29209	SDC RATES	SDC004	4,710.40	0.00	4,710.40	6000	36	4,710.40	29209/Business rates bill
11/03/2021	18/0-REV	29375	SDC RATES	SDC004	-4,710.40	0.00	-4,710.40	6000	36	-4,710.40	Business Rates Bill - Reversal
11/03/2021	21/ 0	29214	SDC RATES	SDC004	23,203.50	0.00	23,203.50	6000	33	23,203.50	29214/Business rates bill
11/03/2021	21/ 0-REV	29380	SDC RATES	SDC004	-23,203.50	0.00	-23,203.50	6000	33	-23,203.50	Business Rates Bill - Reversal
11/03/2021	21/0	29213	SDC RATES	SDC004	8,157.67	0.00	8,157.67	6000	22	8,157.67	29213/Business rates bill
11/03/2021	21/0-REV	29379	SDC RATES	SDC004	-8,157.67	0.00	-8,157.67	6000	22	-8,157.67	Business Rates Bill - Reversal
31/03/2021	9303301081	29345	SETON	SET001	70.09	14.02	84.11	5310	21	70.09	29345/1 x 6 pack 'no dog' sign
24/03/2021	9AC88636	29229	SETYRES	SETY001	82.50	16.50	99.00	5525	21	82.50	29229/trailer puncture repair

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
12/03/2021	12MARCH2021	29178	SEV VOLUNTEER TRANSP	SEV023	750.00	0.00	750.00	7500	38	750.00	29178/Grant Award
10/03/2021	10/03/21	29167	SEV THREE ARTS	SEV026	600.00	0.00	600.00	7500	38	600.00	29167/Grant to STAF
25/02/2021	81405	29194	SGE	SGE001	21.60	1.08	22.68	5700	22	21.60	29194/gas oil
17/03/2021	81630	29344	SGE	SGE001	29.12	2.21	31.33	5310	21	29.12	29344/gas oil & eye bolts
23/03/2021	81714	29343	SGE	SGE001	31.56	2.69	34.25	5230	22	31.56	29343/oil,plugs,screws,bolts
28/02/2021	6653861	29207	SHELL	SHEL001	6.00	1.20	7.20	5700	21	6.00	29207/guard card chg
14/03/2021	6724513	29244	SHELL	SHEL001	140.77	28.15	168.92	5700	21	140.77	29244/fuel
21/03/2021	6759892	29266	SHELL	SHEL001	71.42	14.28	85.70	5700	21	71.42	29266/fuel
28/03/2021	6803091	29293	SHELL	SHEL001	25.63	5.13	30.76	5700	22	25.63	29293/fuel
02/03/2021	IUKP/38004219	29149	STANDARD LIFE	SLI001	325.00	65.00	390.00	110	0	325.00	29149/Blighs stalls lic fee
27/01/2021	9100040072A	29172	SPEEDY	SPEED001	272.50	54.50	327.00	5525	21	204.38	29172/Loler inspection
								5525	22	68.12	29172/Loler inspection
27/01/2021	9100040072REV	29171	SPEEDY	SPEED001	-272.50	0.00	-272.50	5525	21	-204.38	29171/Loler inspection
								5525	22	-68.12	29171/Loler inspection
04/03/2021	1900091773165	29175	SSE	SSE002	193.80	38.76	232.56	6010	33	193.80	29175/An meter operator chg
01/03/2021	0034	29127	SSE	SSE003	56.15	2.80	58.95	5020	29	56.15	29127/electric chgs 18/11-25/2
01/03/2021	0039	29147	SSE	SSE004	450.88	22.54	473.42	6010	28	450.88	29147/18/11-25/02 electric chg
15/03/2021	0037	29204	SSE	SSE005	913.09	182.61	1,095.70	6010	21	913.09	29204/Electric chgs 28/11-11/3
04/03/2021	0082	29146	SSE	SSE006	383.17	76.63	459.80	6010	22	383.17	29146/Feb electric chgs
15/03/2021	0036	29205	SSE	SSE007	67.26	3.36	70.62	5025	21	67.26	29205/electric chgs 28/11-11/3
04/03/2021	0025	29145	SSE	SSE008	306.96	15.34	322.30	6011	30	306.96	29145/Feb electric chgs
04/03/2021	0006	29144	SSE	SSE009	1,475.66	295.13	1,770.79	6011	36	1,475.66	29144/Feb electric chgs
23/03/2021	364465	29255	SYBRON UK LTD	SYB001	117.10	23.42	140.52	6505	28	117.10	29255/burger boxes 2 x 500
10/02/2021	0000500450	29158	TATE FENCING	TATE001	52.21	10.44	62.65	5310	21	52.21	29158/2 gate posts
10/02/2021	0000500451	29159	TATE FENCING	TATE001	95.51	19.10	114.61	5410	23	95.51	29159/fence rolls&stakes
10/02/2021	0000500452	29160	TATE FENCING	TATE001	471.41	94.28	565.69	5310	21	265.60	29160/fence posts&rolls
								5010	29	205.81	29160/fence posts,wire&rails
20/03/2021	0000503741	29294	TATE FENCING	TATE001	220.82	44.16	264.98	5310	21	220.82	29294/fence posts&rails
28/02/2021	5475145	29306	REACH PLC	TRM	164.62	32.92	197.54	6460	31	164.62	29306/precept&town meeting ads

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
21/03/2021	5501998	29341	REACH PLC	TRM	435.38	87.08	522.46	6460	31	435.38	29341/Sev Chron advert
18/02/2021	5341	29200	ALLAN UPSHER LTD	UPS001	400.00	80.00	480.00	9063	91	400.00	29200/piano cover
31/03/2021	141773	29302	VEOLIA	VEOL001	1,822.39	364.48	2,186.87	6013	30	227.80	29302/March clean&lock up
								5020	29	683.39	29302/March clean&lock up
								5025	21	683.40	29302/March clean&lock up
								5026	21	227.80	29302/March clean&lock up
31/03/2021	141774	29303	VEOLIA	VEOL001	30.20	6.04	36.24	5020	29	12.95	29303/March Hygeine unit clean
								5025	21	12.94	29303/March Hygeine unit clean
								5026	21	4.31	29303/March Hygeine unit clean
31/03/2021	LAO1229975	29301	VEOLIA	VEOL001	6.60	1.32	7.92	6935	33	6.60	29300/March glass collection
12/03/2021	12MARCH2021	29176	WEST KENT MED	WEST008	800.00	0.00	800.00	7500	38	800.00	29176/Grant award
28/02/2021	141400	29153	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	5020	29	227.80	29153/Feb clean&lockup chgs
								6013	30	227.80	29153/Feb clean&lockup chgs
								5025	21	683.40	29153/Feb clean&lockup chgs
								5026	21	683.39	29153/Feb clean&lockup chgs
28/02/2021	141401	29154	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5020	29	12.94	29154/Feb hygeine unit clean
								5025	21	12.95	29154/Feb hygeine unit clean
								5026	21	4.31	29154/Feb hygeine unit clean
23/03/2021	141620	29261	WETTON CLEANING SERV	WET001	355.20	71.04	426.24	6013	28	355.20	29261/Feb clean&fogging
23/03/2021	141621	29260	WETTON CLEANING SERV	WET001	266.40	53.28	319.68	6013	28	266.40	29260/March Clean&fogging
26/02/2021	0000813081	29164	WICKSTEED LEISURE	WICK001	660.00	132.00	792.00	5310	21	660.00	29164/11 playground inspection
26/03/2021	772	29230	WOODSIDE CONTRACT SE	WOO002	56,423.60	11,284.72	67,708.32	9071	91	56,423.60	29230/Business Hub refurb
30/03/2021	773	29296	WOODSIDE CONTRACT SE	WOO002	29,716.24	5,943.25	35,659.49	9071	91	29,716.24	29296/Electrical upgrade works
28/02/2021	143122871	29140	WORLDPAY	WOR001	2.54	0.02	2.56	6976	31	2.54	29140/Feb card trans chgs
28/02/2021	143228387	29142	WORLDPAY	WOR001	32.50	6.50	39.00	6976	30	32.50	29142/Feb card trans chgs
28/02/2021	143270825	29141	WORLDPAY	WOR001	22.10	4.41	26.51	6976	31	22.10	29141/Feb card trans chgs
31/03/2021	146453755	29309	WORLDPAY	WOR001	12.43	0.06	12.49	6976	31	12.43	29309/March card trans chgs
31/03/2021	146536922	29308	WORLDPAY	WOR001	32.50	6.50	39.00	6976	30	32.50	29308/March card trans chgs
31/03/2021	146614713	29307	WORLDPAY	WOR001	22.00	4.40	26.40	6976	28	22.00	29307/March card trans chgs

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/03/2021	WM11467986	29152	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	29152/Feb card trans fees
08/03/2021	1100	29155	YELLOW DUCK	YELL002	1,962.00	392.40	2,354.40	6460	29	1,962.00	29155/4 Vine Ground signs
08/03/2021	1101	29134	YELLOW DUCK	YELL002	480.00	96.00	576.00	9072	91	480.00	29134/2 cycle rack signs
11/03/2021	505613353	29271	ZURICH INSURANCE	ZUR001	14,743.47	0.00	14,743.47	110	0	14,743.47	29271/Insurance - Apr21-Mar22
TOTAL INVOICES					<u>179,066.00</u>	<u>29,915.67</u>	<u>208,981.67</u>			<u>179,066.00</u>	

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 03/03/2021	3,389.21						
DD03/03	Nat West - Current Account	3,389.21			201		3,389.21	February '21 L&G
	HMRC JRS G Banked: 08/03/2021	96.60						
	HMRC JRS G HMRC	96.60			1450	31	96.60	HMRC JRS Grant for January '21
	HMRC JRS G Banked: 19/03/2021	8,975.16						
	HMRC JRS G HMRC	8,975.16			1450	31	8,975.16	HMRC JRS Grant Febraury '21
	Banked: 25/03/2021	54,436.56						
BACS25/3	Nat West - Current Account	54,436.56			201		54,436.56	March '21 Monthly Salaries
	Banked: 26/03/2021	25,071.74						
BACS26/3	Nat West - Current Account	25,071.74			201		25,071.74	March '21 Monthly HMRC/KCC
	Banked: 30/03/2021	3,792.17						
DD30/3	Nat West - Current Account	3,792.17			201		3,792.17	March '21 Monthly L&G
	Total Receipts for Month	95,761.44	0.00	0.00			95,761.44	
	Cashbook Totals	<u>96,761.44</u>	<u>0.00</u>	<u>0.00</u>			<u>96,761.44</u>	

Payments for Month 12

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>
03/03/2021	Legal & General	DD3/3	3,389.21			516		3,389.21	February '21 Legal & General
08/03/2021	Nat West - Current Account	BACS8/3	96.60			201		96.60	February HMRC Grant 2
19/03/2021	Nat West - Current Account	BACS19/3	8,975.16			201		8,975.16	HMRC February Grant 2021
25/03/2021	Employees	BACS25/3	54,436.56			520		54,436.56	March '21 Monthly Salaries
26/03/2021	HMRC/KCC	BACS26/3	25,071.74			515		14,716.12	March '21 Monthly HMRC
						516	0	10,355.62	March '21 Monthly KCC
30/03/2021	Legal & General	DD30/3	3,792.17			516		3,792.17	March '21 Legal & General
Total Payments for Month			95,761.44	0.00	0.00			95,761.44	
Balance Carried Fwd			1,000.00						
Cashbook Totals			96,761.44	0.00	0.00			96,761.44	

Receipts for Month 12

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 :	858.56					858.56	
	Banked: 12/03/2021	293.72						
001568	Nat West - Current Account	293.72				201	293.72	petty cash top up
Total Receipts for Month		293.72	0.00	0.00			293.72	
Cashbook Totals		<u>1,152.28</u>	<u>0.00</u>	<u>0.00</u>			<u>1,152.28</u>	

Payments for Month 12

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>
03/03/2021	Cemetery	628	14.99		2.50	5500	22	12.49	kettle
05/03/2021	Vine Cafe	629/A	115.65			6500	28	115.65	goods for resale
05/03/2021	Vine Cafe	629/B	8.00		1.33	5500	28	6.67	chalk board x 2
05/03/2021	Vine Cafe	629/C	0.30		0.05	6900	28	0.25	produce bag x 1
08/03/2021	Establishments	630/A	11.97			6210	31	11.97	Town Crier postage
08/03/2021	Open Spaces	630/B	11.37			5340	21	11.37	seeds x 3
12/03/2021	Council Offices	631	22.00		3.67	5410	33	18.33	chip bark for office entrance
26/03/2021	Open Spaces	632	24.81		4.13	5500	21	20.68	bar,round wire & claw hammer
26/03/2021	Cemetery	633/A	2.00		0.33	6330	22	1.67	squash
26/03/2021	Cemetery	633/B	38.60			6330	22	38.60	tea,coffee,milk,sugar
26/03/2021	Open Spaces	634/A	14.40			6330	21	14.40	sugar, milk, tea, coffee
26/03/2021	Open Spaces	634/B	3.85			6900	21	3.85	postage
29/03/2021	Bat & Ball Centre	635	23.00		3.84	6900	36	19.16	Memorial roses
Total Payments for Month			290.94	0.00	15.85			275.09	
Balance Carried Fwd			861.34						
Cashbook Totals			1,152.28	0.00	15.85			1,136.43	

Sevenoaks Town Council

Finance Officer's Report

Financial report for the month ended 30th April 2021

1. Summary

The year-to-date position at the end of April gives a revenue surplus of £24,122. Within this surplus is the Bat & Ball Station deficit of £1,581, to be covered by a release from the Bat & Ball Station Management & Maintenance Reserve, leaving an adjusted surplus of £25,703.

The main reason for this surplus is phasing of spend, with more cost commitments expected later in the year.

The 2021/22 budget is expected to deliver a surplus of £20,000 full year to build up general reserves. We have built in £34,000 of additional contingency to hopefully absorb the financial impact of any further COVID related restrictions.

The biggest variances to budget to date are as follows:

Cemetery income is very high at £16,785 this month. This is equivalent to 2 months budget. £6K of CJRS grant received – there only 1 staff member remaining on Furlough at the end of May. £6K spent on pop up market set up. Income will be seen in May & June, & the kit will be re-used elsewhere in the council.

The following Appendices are attached in support of the summary information contained in this report
Appendix 1(b) - Income and Expenditure by cost centre
Appendix 2 (b) – Variance Analysis
Appendix 3 (b) - Working Capital
Appendix 4 (b) - Statement of Funds

2.0 Income and Expenditure (Appendix 1b) & Variance Analysis (Appendix 2b)

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

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

<u>Cost Centre</u>	<u>Name</u>	<u>Variance</u>	<u>Comments</u>
22	Cemetery	7,792 (F)	Please refer to the variance report.
60	Markets	5,956 (A)	Please refer to the variance report.

3.0 Use of Contingency

The 2021/22 budget includes Contingency of £70,330.

It is proposed to vire £3,000 of contingency budget to pension deficiency to cover the increase in pension deficiency payments of £250 per month (total pension deficiency now £80,000 per year). Remaining contingency budget is £67,330.

5.0 Working Capital (Appendix 3b)

The net current assets have increased by £2,071 during the month to a month-end balance of £1,772,597. This corresponds to an increase in revenue reserves of £24,122 and a decrease in Earmarked Reserves of £22,051.

The increase in revenue reserves aligns to this month's surplus.

The decrease in Earmarked reserves is due to Capital expenditure of £120K (mainly £81K Bat & Ball Ctr & £51K Business Hub), offset by £98,162 CIL income received & £11K receipt of residual proceeds from the sale of Raleys land.

The full movement in earmarked reserves is detailed in Appendix 3.

6.0 Fund balances (Appendix 4b) and Cashflow

The statement of fund balances as at 30th April 2021 totals £2,224,556 (31 Mar 2021 £1,794,222).

£1,941,415 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 30th April 2021.

Detailed Income & Expenditure by Phased Budget Heading 30/04/2021

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>11 Planning - General</u>										
4010 Gross Pay	2,048	2,127	79	2,048	2,127	79	25,523		23,475	
4270 Employers Pension Contribution	81	90	9	81	90	9	1,087		1,006	
6240 Computer/ Data Base/WP's	43	66	23	43	66	23	920		877	
6630 Professional Fees	0	0	0	0	0	0	1,020		1,020	
6720 Books and Periodicals	0	0	0	0	0	0	306		306	
Planning - General :- Indirect Expenditure	<u>2,172</u>	<u>2,283</u>	<u>111</u>	<u>2,172</u>	<u>2,283</u>	<u>111</u>	<u>28,856</u>	<u>0</u>	<u>26,684</u>	<u>0</u>
Net Expenditure	<u>(2,172)</u>	<u>(2,283)</u>	<u>(111)</u>	<u>(2,172)</u>	<u>(2,283)</u>	<u>(111)</u>	<u>(28,856)</u>			
<u>21 O/ Spaces & Leisure - General</u>										
1022 Letting & Hire of Facilities	2,591	2,893	302	2,591	2,893	302	31,827		0	
1316 Raleys Car Park Permits	1,383	0	(1,383)	1,383	0	(1,383)	1,803		0	
1850 Log Sales	0	0	0	0	0	0	1,273		0	
1990 Other Income	306	64	(242)	306	64	(242)	764		0	
O/ Spaces & Leisure - General :- Income	<u>4,280</u>	<u>2,957</u>	<u>(1,323)</u>	<u>4,280</u>	<u>2,957</u>	<u>(1,323)</u>	<u>35,667</u>			<u>0</u>
4010 Gross Pay	14,453	15,191	738	14,453	15,191	738	182,290		167,837	
4270 Employers Pension Contribution	863	1,014	151	863	1,014	151	12,172		11,309	
5013 Graffiti Removal	0	0	0	0	0	0	1,020		1,020	
5025 Lower St Johns Toilets	889	892	3	889	892	3	10,710		9,821	
5026 Greatness Rec Convenience	688	255	(433)	688	255	(433)	3,060		2,372	
5050 Seats And Litter Bins	1,095	0	(1,095)	1,095	0	(1,095)	2,836		1,741	
5060 Sevenoaks Common	0	0	0	0	0	0	3,774		3,774	

Detailed Income & Expenditure by Phased Budget Heading 30/04/2021

Month No: 1

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
5065 Tree Safety Survey	0	0	0	0	0	0	3,876		3,876	
5070 Other Woodlands	0	842	842	0	842	842	3,366		3,366	
5110 Knole Paddock & Pavilion	0	0	0	0	0	0	4,030		4,030	
5120 Knole Paddock Pitch & Grnd Mt	2,115	0	(2,115)	2,115	0	(2,115)	3,570		1,455	
5310 Miscellaneous Open Spaces	10	154	144	10	154	144	1,842		1,832	
5311 Security Open Spaces	1,687	1,300	(387)	1,687	1,300	(387)	15,600		13,913	
5316 Skatepark Maintenance	0	0	0	0	0	0	2,627		2,627	
5317 Raleys Car Park	0	0	0	0	0	0	510		510	
5320 Fertilizers	0	0	0	0	0	0	1,224		1,224	
5330 Grass Seed	0	0	0	0	0	0	2,142		2,142	
5340 Plants	0	0	0	0	0	0	2,550		2,550	
5410 Repairs & General Maintenance	8	128	120	8	128	120	1,530		1,522	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	852	701	(151)	852	701	(151)	8,415		7,563	
5525 Equipment Maintenance	130	0	(130)	130	0	(130)	8,160		8,030	
5550 Vehicle Expenses	909	1,333	424	909	1,333	424	16,000		15,091	
5700 Fuel	260	527	267	260	527	267	6,324		6,064	
6000 Rent & Rates	0	0	0	0	0	0	1,224		1,224	
6010 Light Heat & Cleaning	0	0	0	0	0	0	2,142		2,142	
6101 Telephone	12	17	5	12	17	5	204		192	
6104 Mobile Telephone	38	17	(21)	38	17	(21)	204		166	
6200 Printing & Stationery	16	0	(16)	16	0	(16)	0		(16)	
6320 Staff Training	0	0	0	0	0	0	3,060		3,060	
6330 Welfare/Hospitality	0	17	17	0	17	17	204		204	

Detailed Income & Expenditure by Phased Budget Heading 30/04/2021

Month No: 1

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
6730 Subscriptions	0	204	204	0	204	204	204		204	
6812 Road Dues	0	0	0	0	0	0	1,530		1,530	
6851 Bus Shelter Maintenance	0	15	15	0	15	15	179		179	
6900 Sundry Expenses	0	8	8	0	8	8	102		102	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,581		1,581	
6930 Alarm Maintenance	0	0	0	0	0	0	755		755	
6931 CCTV Maintenance	43	0	(43)	43	0	(43)	1,224		1,181	
6934 Waste Bin Collection-Dog Bins	0	0	0	0	0	0	2,856		2,856	
6935 Waste Bin Disposal-Waste Bins	371	359	(12)	371	359	(12)	4,304		3,933	
6952 Protective Clothing	68	123	55	68	123	55	1,479		1,411	
O/ Spaces & Leisure - General :- Indirect Expenditure	24,509	23,097	(1,412)	24,509	23,097	(1,412)	320,080	0	295,571	0
Net Income over Expenditure	(20,228)	(20,140)	88	(20,228)	(20,140)	88	(284,413)			
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1700 Cemetery Income	16,785	7,957	(8,828)	16,785	7,957	(8,828)	95,481		0	
O/ Spaces & Leisure - Cemetery :- Income	16,785	7,957	(8,828)	16,785	7,957	(8,828)	95,481			0
4010 Gross Pay	7,206	7,180	(26)	7,206	7,180	(26)	86,161		78,955	
4270 Employers Pension Contribution	556	599	43	556	599	43	7,184		6,628	
5210 Cemetery Chapel & Office	4	0	(4)	4	0	(4)	210		206	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	179		179	
5410 Repairs & General Maintenance	15	85	70	15	85	70	1,020		1,005	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	

Detailed Income & Expenditure by Phased Budget Heading 30/04/2021

Month No: 1

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
5500 Equipment Hired and New	702	272	(430)	702	272	(430)	3,264		2,562	
5525 Equipment Maintenance	67	212	145	67	212	145	2,550		2,483	
5700 Fuel	97	60	(37)	97	60	(37)	714		617	
6000 Rent & Rates	814	558	(256)	814	558	(256)	6,701		5,887	
6010 Light Heat & Cleaning	351	105	(246)	351	105	(246)	1,265		914	
6101 Telephone	77	64	(13)	77	64	(13)	765		688	
6104 Mobile Telephone	0	10	10	0	10	10	122		122	
6200 Printing & Stationery	0	8	8	0	8	8	102		102	
6240 Computer/ Data Base/WP's	30	0	(30)	30	0	(30)	408		378	
6320 Staff Training	0	0	0	0	0	0	2,040		2,040	
6330 Welfare/Hospitality	0	14	14	0	14	14	173		173	
6500 Goods for Resale	0	17	17	0	17	17	204		204	
6630 Professional Fees	0	0	0	0	0	0	102		102	
6730 Subscriptions	95	0	(95)	95	0	(95)	102		7	
6802 Trees Plants Turf & Fertilizer	90	0	(90)	90	0	(90)	3,060		2,970	
6822 Roads Path & Boundaries	183	0	(183)	183	0	(183)	714		531	
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	102		102	
6900 Sundry Expenses	0	4	4	0	4	4	51		51	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	2,270		2,270	
6930 Alarm Maintenance	225	250	25	225	250	25	816		591	
6932 Cemetery Security	405	391	(14)	405	391	(14)	4,692		4,287	
6935 Waste Bin Disposal-Waste Bins	81	104	23	81	104	23	1,255		1,174	
6952 Protective Clothing	37	64	27	37	64	27	765		728	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	<u>11,033</u>	<u>9,997</u>	<u>(1,036)</u>	<u>11,033</u>	<u>9,997</u>	<u>(1,036)</u>	<u>128,191</u>	<u>0</u>	<u>117,158</u>	<u>0</u>
Net Income over Expenditure	<u>5,752</u>	<u>(2,040)</u>	<u>(7,792)</u>	<u>5,752</u>	<u>(2,040)</u>	<u>(7,792)</u>	<u>(32,710)</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2021

Month No: 1

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>23 O/ Spaces & Leisure- Allotment</u>										
1010 Rental Income	0	0	0	0	0	0	1,111		0	
1047 QH Allotments Income	21	0	(21)	21	0	(21)	7,516		0	
O/ Spaces & Leisure- Allotment :- Income	<u>21</u>	<u>0</u>	<u>(21)</u>	<u>21</u>	<u>0</u>	<u>(21)</u>	<u>8,627</u>			<u>0</u>
4010 Gross Pay	312	541	229	312	541	229	6,496		6,184	
4270 Employers Pension Contribution	23	22	(1)	23	22	(1)	260		237	
5410 Repairs & General Maintenance	0	306	306	0	306	306	1,224		1,224	
6000 Rent & Rates	58	130	72	58	130	72	1,561		1,503	
6002 QH Allotments Costs	0	0	0	0	0	0	714		714	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	306		306	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<u>394</u>	<u>999</u>	<u>605</u>	<u>394</u>	<u>999</u>	<u>605</u>	<u>10,561</u>	<u>0</u>	<u>10,167</u>	<u>0</u>
Net Income over Expenditure	<u>(373)</u>	<u>(999)</u>	<u>(626)</u>	<u>(373)</u>	<u>(999)</u>	<u>(626)</u>	<u>(1,934)</u>			
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	(0)	0	0	(0)	9,091		0	
1990 Other Income	0	103	103	0	103	103	1,236		0	
Open Spaces-Street Lighting/Ge :- Income	<u>0</u>	<u>103</u>	<u>103</u>	<u>0</u>	<u>103</u>	<u>103</u>	<u>10,327</u>			<u>0</u>
6861 Public Clock Maintenance	0	0	0	0	0	0	2,966		2,966	
6862 Street Lighting	(285)	1,140	1,425	(285)	1,140	1,425	13,682		13,967	
6865 In Bloom Costs	284	435	151	284	435	151	14,790		14,506	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<u>(1)</u>	<u>1,575</u>	<u>1,576</u>	<u>(1)</u>	<u>1,575</u>	<u>1,576</u>	<u>31,438</u>	<u>0</u>	<u>31,439</u>	<u>0</u>
Net Income over Expenditure	<u>1</u>	<u>(1,472)</u>	<u>(1,473)</u>	<u>1</u>	<u>(1,472)</u>	<u>(1,473)</u>	<u>(21,111)</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2021

Month No: 1

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>28 O/ Spaces & Leisure-Vine Cafe</u>										
1211 Sale of Goods	7,753	3,178	(4,575)	7,753	3,178	(4,575)	63,561		0	
1450 Furlough Grant Income	217	0	(217)	217	0	(217)	0		0	
<u>O/ Spaces & Leisure-Vine Cafe :- Income</u>	<u>7,970</u>	<u>3,178</u>	<u>(4,792)</u>	<u>7,970</u>	<u>3,178</u>	<u>(4,792)</u>	<u>63,561</u>			<u>0</u>
4010 Gross Pay	7,297	4,911	(2,386)	7,297	4,911	(2,386)	51,746		44,449	
4270 Employers Pension Contribution	148	172	24	148	172	24	2,070		1,922	
5410 Repairs & General Maintenance	110	42	(68)	110	42	(68)	510		400	
5500 Equipment Hired and New	83	153	70	83	153	70	1,836		1,753	
5525 Equipment Maintenance	28	42	14	28	42	14	510		482	
6000 Rent & Rates	65	102	37	65	102	37	1,224		1,159	
6010 Light Heat & Cleaning	0	408	408	0	408	408	1,632		1,632	
6013 Cleaning	452	0	(452)	452	0	(452)	0		(452)	
6101 Telephone	2	26	24	2	26	24	315		313	
6200 Printing & Stationery	27	0	(27)	27	0	(27)	31		4	
6210 Postage & Courier	7	0	(7)	7	0	(7)	163		156	
6240 Computer/ Data Base/WP's	0	0	0	0	0	0	153		153	
6320 Staff Training	0	0	0	0	0	0	306		306	
6460 Publicity & Democratic notices	0	0	0	0	0	0	255		255	
6500 Goods for Resale	3,013	1,030	(1,983)	3,013	1,030	(1,983)	20,600		17,587	
6505 Cafe consumables	649	310	(339)	649	310	(339)	3,718		3,069	
6533 Copyright Fees/Royalties	0	0	0	0	0	0	326		326	
6635 Professional Fees Licensing	20	153	133	20	153	133	153		133	
6900 Sundry Expenses	211	18	(193)	211	18	(193)	210		(1)	

Detailed Income & Expenditure by Phased Budget Heading 30/04/2021

Month No: 1

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
6922 Health&Safety/Risk Assessments	66	0	(66)	66	0	(66)	510		444	
6930 Alarm Maintenance	0	0	0	0	0	0	525		525	
6935 Waste Bin Disposal-Waste Bins	66	175	109	66	175	109	2,101		2,035	
6976 Credit card charges	64	48	(16)	64	48	(16)	578		514	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	12,306	7,590	(4,716)	12,306	7,590	(4,716)	89,472	0	77,166	0
Net Income over Expenditure	(4,335)	(4,412)	(77)	(4,335)	(4,412)	(77)	(25,911)			
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	0	0	0	0	0	1,500		0	
1805 Tea Kiosk Rental & Pavilion	875	875	0	875	875	0	3,500		0	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	352		0	
O/Spaces & Leisure-Vine Ground :- Income	875	875	0	875	875	0	5,352			0
4010 Gross Pay	722	763	41	722	763	41	9,157		8,435	
4270 Employers Pension Contribution	43	46	3	43	46	3	549		506	
5010 Vine Area General Maintenance	0	344	344	0	344	344	4,122		4,122	
5020 Vine Public Convenience	241	722	481	241	722	481	8,670		8,429	
6000 Rent & Rates	144	44	(100)	144	44	(100)	525		381	
6460 Publicity & Democratic notices	0	0	0	0	0	0	255		255	
6635 Professional Fees Licensing	0	0	0	0	0	0	102		102	
6868 Summer Concerts	0	0	0	0	0	0	3,264		3,264	
6931 CCTV Maintenance	0	0	0	0	0	0	673		673	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	1,150	1,919	769	1,150	1,919	769	27,317	0	26,167	0
Net Income over Expenditure	(275)	(1,044)	(769)	(275)	(1,044)	(769)	(21,965)			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2021

Month No: 1

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	475	2,040	1,566	475	2,040	1,566	24,480		0	
1211 Sale of Goods	0	4,083	4,083	0	4,083	4,083	49,000		0	
1450 Furlough Grant Income	2,963	0	(2,963)	2,963	0	(2,963)	0		0	
F&G P - Bat & Ball Station :- Income	<u>3,438</u>	<u>6,123</u>	<u>2,685</u>	<u>3,438</u>	<u>6,123</u>	<u>2,685</u>	<u>73,480</u>			<u>0</u>
4010 Gross Pay	4,096	5,116	1,020	4,096	5,116	1,020	61,392		57,296	
4270 Employers Pension Contribution	94	219	125	94	219	125	2,629		2,535	
5410 Repairs & General Maintenance	0	135	135	0	135	135	1,618		1,618	
5500 Equipment Hired and New	0	128	128	0	128	128	1,530		1,530	
6000 Rent & Rates	328	243	(85)	328	243	(85)	2,917		2,590	
6011 Electricity	0	453	453	0	453	453	5,432		5,432	
6012 Gas	0	0	0	0	0	0	2,101		2,101	
6013 Cleaning	228	340	112	228	340	112	4,080		3,852	
6014 Water	0	0	0	0	0	0	2,040		2,040	
6101 Telephone	73	57	(16)	73	57	(16)	683		610	
6200 Printing & Stationery	9	18	9	9	18	9	210		201	
6320 Staff Training	0	0	0	0	0	0	263		263	
6330 Welfare/Hospitality	34	0	(34)	34	0	(34)	0		(34)	
6460 Publicity & Democratic notices	0	170	170	0	170	170	2,040		2,040	
6500 Goods for Resale	0	1,700	1,700	0	1,700	1,700	20,400		20,400	
6505 Cafe consumables	0	50	50	0	50	50	600		600	
6533 Copyright Fees/Royalties	0	48	48	0	48	48	578		578	
6635 Professional Fees Licensing	0	0	0	0	0	0	578		578	

Detailed Income & Expenditure by Phased Budget Heading 30/04/2021

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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	52	52	0	52	52	630		630	
6922 Health&Safety/Risk Assessments	99	268	169	99	268	169	1,072		973	
6930 Alarm Maintenance	0	0	0	0	0	0	1,292		1,292	
6931 CCTV Maintenance	0	0	0	0	0	0	652		652	
6935 Waste Bin Disposal-Waste Bins	26	108	82	26	108	82	1,292		1,266	
6976 Credit card charges	33	44	12	33	44	12	525		493	
F & G P - Bat & Ball Station :- Indirect Expenditure	5,019	9,149	4,130	5,019	9,149	4,130	114,554	0	109,535	0
Net Income over Expenditure	(1,581)	(3,026)	(1,445)	(1,581)	(3,026)	(1,445)	(41,074)			
<u>31 F & G P - Establishments</u>										
1115 Interest on Deposits	2	338	336	2	338	336	4,060		0	
1231 Banner Income	54	410	356	54	410	356	4,922		0	
1889 Waste Sacks Income	190	180	(10)	190	180	(10)	2,163		0	
1990 Other Income	0	8	8	0	8	8	103		0	
F & G P - Establishments :- Income	246	936	690	246	936	690	11,248			0
4010 Gross Pay	24,374	24,305	(69)	24,374	24,305	(69)	291,664		267,290	
4270 Employers Pension Contribution	2,550	2,798	248	2,550	2,798	248	33,570		31,020	
4271 Pension Deficiency	6,667	6,667	0	6,667	6,667	0	80,000		73,333	
5410 Repairs & General Maintenance	49	0	(49)	49	0	(49)	0		(49)	
5500 Equipment Hired and New	37	212	175	37	212	175	2,550		2,513	
6020 Insurance Cost	5,344	4,371	(973)	5,344	4,371	(973)	20,400		15,056	
6101 Telephone	43	489	446	43	489	446	5,865		5,822	

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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
6103 Fax	0	8	8	0	8	8	102		102	
6200 Printing & Stationery	215	1,445	1,230	215	1,445	1,230	17,340		17,125	
6210 Postage & Courier	270	438	168	270	438	168	5,253		4,983	
6240 Computer/ Data Base/WP's	1,142	1,138	(4)	1,142	1,138	(4)	13,658		12,516	
6241 Website Costs	0	0	0	0	0	0	2,040		2,040	
6242 I.T. Infrastructure	880	680	(200)	880	680	(200)	8,160		7,280	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	0	0	765		765	
6300 Computers Accountancy	207	289	82	207	289	82	3,468		3,261	
6315 Recruitment Costs	99	170	71	99	170	71	2,040		1,941	
6320 Staff Training	0	255	255	0	255	255	3,060		3,060	
6321 Investors in People	0	0	0	0	0	0	840		840	
6330 Welfare/Hospitality	32	170	138	32	170	138	2,040		2,008	
6410 Civic Exps/Annual Reception	0	0	0	0	0	0	1,785		1,785	
6415 Gifts/hospitality	70	34	(36)	70	34	(36)	408		338	
6420 Annual Parish Meeting	0	0	0	0	0	0	102		102	
6421 Honour Bd. Badges & Insignia	0	0	0	0	0	0	255		255	
6435 Members Expenses	0	0	0	0	0	0	4,202		4,202	
6440 Press Notices	0	128	128	0	128	128	1,530		1,530	
6450 Bye Laws	0	0	0	0	0	0	102		102	
6460 Publicity & Democratic notices	0	212	212	0	212	212	2,550		2,550	
6461 Banner Costs	0	131	131	0	131	131	1,576		1,576	
6610 Audit Fees	0	0	0	0	0	0	4,957		4,957	
6620 Legal Expenses	0	1,530	1,530	0	1,530	1,530	3,060		3,060	
6635 Professional Fees Licensing	0	0	0	0	0	0	1,530		1,530	

Detailed Income & Expenditure by Phased Budget Heading 30/04/2021

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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
6710 Conference Fees & Expenses	0	196	196	0	196	196	2,346		2,346	
6720 Books and Periodicals	0	32	32	0	32	32	388		388	
6730 Subscriptions	2,842	2,728	(114)	2,842	2,728	(114)	5,253		2,411	
6889 Waste Sacks	84	170	86	84	170	86	2,040		1,956	
6900 Sundry Expenses	162	42	(120)	162	42	(120)	510		348	
6922 Health&Safety/Risk Assessments	3,938	3,264	(674)	3,938	3,264	(674)	3,264		(674)	
6935 Waste Bin Disposal-Waste Bins	26	0	(26)	26	0	(26)	0		(26)	
6975 Bank Charges	0	132	132	0	132	132	1,581		1,581	
6976 Credit card charges	23	60	37	23	60	37	714		691	
7010 Election Expenses	0	0	0	0	0	0	5,100		5,100	
7611 Contingency provision	0	0	0	0	0	0	67,330		67,330	
7614 Stag reserve	0	0	0	0	0	0	1,020		1,020	
7617 PWLB Loan Repayment	0	0	0	0	0	0	72,000		72,000	
F & G P - Establishments :- Indirect Expenditure	<u>49,055</u>	<u>52,094</u>	<u>3,039</u>	<u>49,055</u>	<u>52,094</u>	<u>3,039</u>	<u>676,418</u>	<u>0</u>	<u>627,363</u>	<u>0</u>
Net Income over Expenditure	<u>(48,809)</u>	<u>(51,158)</u>	<u>(2,349)</u>	<u>(48,809)</u>	<u>(51,158)</u>	<u>(2,349)</u>	<u>(665,170)</u>			
<u>32 F & G P - General</u>										
1490 Christmas Lights Switch On	0	0	0	0	0	0	6,000		0	
1495 Number 8 bus income	0	57	57	0	57	57	684		0	
F & G P - General :- Income	<u>0</u>	<u>57</u>	<u>57</u>	<u>0</u>	<u>57</u>	<u>57</u>	<u>6,684</u>			<u>0</u>
6490 Christmas Lights Switch On	0	0	0	0	0	0	26,520		26,520	
6491 Remembrance Day/Civic Serv.	0	0	0	0	0	0	3,060		3,060	

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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
6495 Number 8 bus expenses	0	3,365	3,365	0	3,365	3,365	40,384		40,384	
6869 Special Events	0	552	552	0	552	552	6,630		6,630	
F & G P - General :- Indirect Expenditure	0	3,917	3,917	0	3,917	3,917	76,594	0	76,594	0
Net Income over Expenditure	0	(3,860)	(3,860)	0	(3,860)	(3,860)	(69,910)			
<u>33 F & G P - Council Offices</u>										
1022 Letting & Hire of Facilities	413	1,416	1,004	413	1,416	1,004	16,995		0	
F & G P - Council Offices :- Income	413	1,416	1,004	413	1,416	1,004	16,995			0
4010 Gross Pay	1,991	1,115	(876)	1,991	1,115	(876)	13,384		11,393	
4270 Employers Pension Contribution	105	67	(38)	105	67	(38)	803		698	
5410 Repairs & General Maintenance	0	180	180	0	180	180	2,162		2,162	
6000 Rent & Rates	2,324	2,156	(168)	2,324	2,156	(168)	25,877		23,554	
6010 Light Heat & Cleaning	0	541	541	0	541	541	6,492		6,492	
6013 Cleaning	26	0	(26)	26	0	(26)	0		(26)	
6510 Catering Expenses	0	8	8	0	8	8	102		102	
6900 Sundry Expenses	0	8	8	0	8	8	102		102	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	306		306	
6930 Alarm Maintenance	0	0	0	0	0	0	1,428		1,428	
6935 Waste Bin Disposal-Waste Bins	85	93	8	85	93	8	1,112		1,027	
F & G P - Council Offices :- Indirect Expenditure	4,531	4,168	(363)	4,531	4,168	(363)	51,768	0	47,237	0
Net Income over Expenditure	(4,118)	(2,752)	1,366	(4,118)	(2,752)	1,366	(34,773)			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2021

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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>36 F & G P - Community Centre</u>										
1022 Letting & Hire of Facilities	6,000	6,542	542	6,000	6,542	542	78,500		0	
1445 Outdoor Activities	112	0	(112)	112	0	(112)	0		0	
1450 Furlough Grant Income	501	0	(501)	501	0	(501)	0		0	
1457 Indoor Activities	0	238	238	0	238	238	2,850		0	
F & G P - Community Centre :- Income	<u>6,613</u>	<u>6,780</u>	<u>167</u>	<u>6,613</u>	<u>6,780</u>	<u>167</u>	<u>81,350</u>			<u>0</u>
4010 Gross Pay	1,882	2,952	1,070	1,882	2,952	1,070	35,425		33,543	
4270 Employers Pension Contribution	57	167	110	57	167	110	2,006		1,949	
5318 SCC Car Park	24	0	(24)	24	0	(24)	500		476	
5500 Equipment Hired and New	140	250	110	140	250	110	1,000		860	
6000 Rent & Rates	471	628	157	471	628	157	7,540		7,069	
6011 Electricity	1,733	191	(1,542)	1,733	191	(1,542)	2,295		562	
6012 Gas	643	534	(109)	643	534	(109)	2,135		1,492	
6013 Cleaning	15	52	37	15	52	37	625		610	
6101 Telephone	0	45	45	0	45	45	545		545	
6200 Printing & Stationery	0	0	0	0	0	0	255		255	
6330 Welfare/Hospitality	34	0	(34)	34	0	(34)	0		(34)	
6460 Publicity & Democratic notices	0	42	42	0	42	42	500		500	
6520 Refreshments for Resale	0	56	56	0	56	56	670		670	
6533 Copyright Fees/Royalties	0	0	0	0	0	0	665		665	
6635 Professional Fees Licensing	310	180	(130)	310	180	(130)	180		(130)	
6842 Grounds Maintenance	0	658	658	0	658	658	7,900		7,900	
6922 Health&Safety/Risk Assessments	400	465	65	400	465	65	465		65	

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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
6930 Alarm Maintenance	0	0	0	0	0	0	2,500		2,500	
6931 CCTV Maintenance	0	0	0	0	0	0	320		320	
6935 Waste Bin Disposal-Waste Bins	16	135	119	16	135	119	1,620		1,604	
6939 Healthcare Services	0	91	91	0	91	91	1,090		1,090	
F & G P - Community Centre :- Indirect Expenditure	5,726	6,446	720	5,726	6,446	720	68,236	0	62,510	0
Net Income over Expenditure	887	334	(553)	887	334	(553)	13,114			
<u>38 F & G P - Grants</u>										
6937 Annual Subsidy-Comm Centre	0	0	0	0	0	0	255		255	
6938 Annual Subsidy-Council Chamber	0	85	85	0	85	85	1,020		1,020	
7500 Local Organisations Grants	0	0	0	0	0	0	12,830		12,830	
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,100		5,100	
7503 Community Resilience Fund	0	0	0	0	0	0	3,173		3,173	
7520 Twinning Support	0	0	0	0	0	0	1,020		1,020	
7552 Youth Outreach	0	0	0	0	0	0	3,887		3,887	
7555 Youth Council Support	0	0	0	0	0	0	510		510	
7556 Stag Community Arts Centre	0	0	0	0	0	0	27,540		27,540	
7557 Community Rail Partnership	0	3,060	3,060	0	3,060	3,060	3,060		3,060	
F & G P - Grants :- Indirect Expenditure	0	3,145	3,145	0	3,145	3,145	58,395	0	58,395	0
Net Expenditure	0	(3,145)	(3,145)	0	(3,145)	(3,145)	(58,395)			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2021

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>39 F & G P - Property</u>										
1469 O/S Ground Rents & Wayleaves	1,878	1,875	(3)	1,878	1,875	(3)	5,925		0	
F & G P - Property :- Income	<u>1,878</u>	<u>1,875</u>	<u>(3)</u>	<u>1,878</u>	<u>1,875</u>	<u>(3)</u>	<u>5,925</u>			<u>0</u>
Net Income	<u>1,878</u>	<u>1,875</u>	<u>(3)</u>	<u>1,878</u>	<u>1,875</u>	<u>(3)</u>	<u>5,925</u>			
<u>40 Sevenoaks Town Partnership</u>										
1206 Business Awards	0	0	0	0	0	0	7,210		0	
1207 Business Show	0	3,090	3,090	0	3,090	3,090	3,090		0	
1209 Wellbeing show income	0	0	0	0	0	0	3,090		0	
Sevenoaks Town Partnership :- Income	<u>0</u>	<u>3,090</u>	<u>3,090</u>	<u>0</u>	<u>3,090</u>	<u>3,090</u>	<u>13,390</u>			<u>0</u>
6101 Telephone	0	8	8	0	8	8	102		102	
6200 Printing & Stationery	0	8	8	0	8	8	102		102	
6240 Computer/ Data Base/WP's	65	42	(23)	65	42	(23)	510		445	
6244 Information Screens	0	0	0	0	0	0	1,530		1,530	
6322 Business Awards	0	0	0	0	0	0	7,880		7,880	
6323 Business Show	0	2,321	2,321	0	2,321	2,321	2,321		2,321	
6710 Conference Fees & Expenses	0	60	60	0	60	60	714		714	
6900 Sundry Expenses	0	51	51	0	51	51	612		612	
7000 Reinvestment	0	0	0	0	0	0	1,049		1,049	
7608 Friends of Bat & Ball	0	85	85	0	85	85	1,020		1,020	
7616 Wellbeing show	0	0	0	0	0	0	2,550		2,550	
Sevenoaks Town Partnership :- Indirect Expenditure	<u>65</u>	<u>2,575</u>	<u>2,510</u>	<u>65</u>	<u>2,575</u>	<u>2,510</u>	<u>18,390</u>	<u>0</u>	<u>18,325</u>	<u>0</u>
Net Income over Expenditure	<u>(65)</u>	<u>515</u>	<u>580</u>	<u>(65)</u>	<u>515</u>	<u>580</u>	<u>(5,000)</u>			

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>41 Business Hub</u>										
1022 Letting & Hire of Facilities	0	2,403	2,403	0	2,403	2,403	28,840		0	
1025 Prov.of postal/Business address	0	80	80	0	80	80	960		0	
1026 Hot Desking Facility	0	667	667	0	667	667	8,000		0	
1027 Dedicated Desk x12	0	1,440	1,440	0	1,440	1,440	17,280		0	
1029 Office Pods	0	967	967	0	967	967	11,600		0	
1031 Chamber of Commerce	0	320	320	0	320	320	3,840		0	
Business Hub :- Income	0	5,877	5,877	0	5,877	5,877	70,520			0
5410 Repairs & General Maintenance	0	500	500	0	500	500	6,000		6,000	
6000 Rent & Rates	208	333	125	208	333	125	4,000		3,792	
6010 Light Heat & Cleaning	0	1,667	1,667	0	1,667	1,667	20,000		20,000	
6013 Cleaning	0	833	833	0	833	833	10,000		10,000	
6101 Telephone	17	167	150	17	167	150	2,000		1,983	
6200 Printing & Stationery	0	1,000	1,000	0	1,000	1,000	12,000		12,000	
6930 Alarm Maintenance	278	0	(278)	278	0	(278)	0		(278)	
Business Hub :- Indirect Expenditure	503	4,500	3,997	503	4,500	3,997	54,000	0	53,497	0
Net Income over Expenditure	(503)	1,377	1,880	(503)	1,377	1,880	16,520			
<u>42 Sevenoaks Town Mayor</u>										
6433 Mayors Allowance 2021/22	0	470	470	0	470	470	5,636		5,636	
6434 Mayor's Car Allowance 2021/22	0	209	209	0	209	209	2,511		2,511	
Sevenoaks Town Mayor :- Indirect Expenditure	0	679	679	0	679	679	8,147	0	8,147	0
Net Expenditure	0	(679)	(679)	0	(679)	(679)	(8,147)			

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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>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	2,283	312	(1,971)	2,283	312	(1,971)	3,740		0	
1211 Sale of Goods	0	197	197	0	197	197	2,369		0	
1450 Furlough Grant Income	2,536	0	(2,536)	2,536	0	(2,536)	0		0	
Youth Cafe :- Income	<u>4,819</u>	<u>509</u>	<u>(4,310)</u>	<u>4,819</u>	<u>509</u>	<u>(4,310)</u>	<u>6,109</u>			<u>0</u>
4010 Gross Pay	3,007	2,170	(837)	3,007	2,170	(837)	26,041		23,034	
4270 Employers Pension Contribution	86	87	1	86	87	1	1,042		956	
5410 Repairs & General Maintenance	124	85	(39)	124	85	(39)	1,020		897	
6010 Light Heat & Cleaning	0	42	42	0	42	42	510		510	
6101 Telephone	0	48	48	0	48	48	571		571	
6200 Printing & Stationery	0	42	42	0	42	42	510		510	
6240 Computer/ Data Base/WP's	35	64	29	35	64	29	765		730	
6281 Furnishings,Furniture/Eqpt	0	42	42	0	42	42	510		510	
6320 Staff Training	0	0	0	0	0	0	408		408	
6340 Staff Uniforms	0	0	0	0	0	0	204		204	
6460 Publicity & Democratic notices	0	42	42	0	42	42	510		510	
6500 Goods for Resale	0	144	144	0	144	144	1,734		1,734	
6635 Professional Fees Licensing	0	204	204	0	204	204	408		408	
6900 Sundry Expenses	0	13	13	0	13	13	153		153	
6922 Health&Safety/Risk Assessments	99	34	(65)	99	34	(65)	408		309	
Youth Cafe :- Indirect Expenditure	<u>3,350</u>	<u>3,017</u>	<u>(333)</u>	<u>3,350</u>	<u>3,017</u>	<u>(333)</u>	<u>34,794</u>	<u>0</u>	<u>31,444</u>	<u>0</u>
Net Income over Expenditure	<u>1,469</u>	<u>(2,508)</u>	<u>(3,977)</u>	<u>1,469</u>	<u>(2,508)</u>	<u>(3,977)</u>	<u>(28,685)</u>			

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>60</u> <u>Markets</u>										
1017 Rental Income Sat Market	1,444	1,928	484	1,444	1,928	484	23,130		0	
1018 Rental Income Wed Market	1,155	1,182	27	1,155	1,182	27	14,187		0	
1019 Rental Income Blighs Market	800	1,288	488	800	1,288	488	15,450		0	
Markets :- Income	<u>3,399</u>	<u>4,398</u>	<u>999</u>	<u>3,399</u>	<u>4,398</u>	<u>999</u>	<u>52,767</u>			<u>0</u>
4010 Gross Pay	271	142	(129)	271	142	(129)	1,704		1,433	
5410 Repairs & General Maintenance	35	0	(35)	35	0	(35)	102		67	
5420 Saturday market charges	1,178	1,441	263	1,178	1,441	263	14,988		13,810	
5421 Wednesday Market charges	2,042	2,100	58	2,042	2,100	58	27,301		25,259	
5425 Pop Up Market	6,279	0	(6,279)	6,279	0	(6,279)	0		(6,279)	
6001 Blighs Market Charges	325	1,192	867	325	1,192	867	14,299		13,974	
6010 Light Heat & Cleaning	0	128	128	0	128	128	510		510	
6460 Publicity & Democratic notices	0	170	170	0	170	170	2,040		2,040	
Markets :- Indirect Expenditure	<u>10,130</u>	<u>5,173</u>	<u>(4,957)</u>	<u>10,130</u>	<u>5,173</u>	<u>(4,957)</u>	<u>60,944</u>	<u>0</u>	<u>50,814</u>	<u>0</u>
Net Income over Expenditure	<u>(6,731)</u>	<u>(775)</u>	<u>5,956</u>	<u>(6,731)</u>	<u>(775)</u>	<u>5,956</u>	<u>(8,177)</u>			
<u>70</u> <u>Precept</u>										
1995 Precept	103,325	103,325	0	103,325	103,325	0	1,239,898		0	
Precept :- Income	<u>103,325</u>	<u>103,325</u>	<u>0</u>	<u>103,325</u>	<u>103,325</u>	<u>0</u>	<u>1,239,898</u>			<u>0</u>
Net Income	<u>103,325</u>	<u>103,325</u>	<u>0</u>	<u>103,325</u>	<u>103,325</u>	<u>0</u>	<u>1,239,898</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2021

Month No: 1

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
Grand Totals:- Income	154,062	149,456	(4,606)	154,062	149,456	(4,606)	1,797,381			
Expenditure	129,941	142,323	12,382	129,941	142,323	12,382	1,858,155	0	1,728,214	
Net Income over Expenditure	<u>24,122</u>	<u>7,133</u>	<u>(16,989)</u>	<u>24,122</u>	<u>7,133</u>	<u>(16,989)</u>	<u>(60,774)</u>			
Movement to/(from) Gen Reserve	<u>24,122</u>			<u>24,122</u>						

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April 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	2,172	2,283	111	28,856	Tracking budget to date.
Open Spaces & Leisure Committee					
General	20,228	20,140	(88)	284,413	A Knole paddock £2k drainage investigation in code 5120 is causing the adverse variance. There was a purchase of 4 new dog bins in code 5050 that is causing the adverse variance. The favourable variance in code 1316 is caused by Raley's parking permits income coming in in April, not December, as is usually the case.
Cemetery	(5,752)	2,040	7,792	32,710	£8.8K additional income in April compared to budget. This is the reason for the high overall favourable variance.
Allotments	373	999	626	1,934	Lower costs from several codes is causing the favourable variance. These codes are equally phased through the year though, so these variance will change, depending on the workloads required across the allotments.
Street lighting/ general	(1)	1,472	1,473	21,111	Lower than expected costs occurred through April.
Vine Café	4,335	4,412	77	25,911	Much higher income than expected for April (£4.5k favourable) This did also require higher costs in Gross Pay (£2.4k adverse) and Goods for Resale (£2k adverse)
Vine Grounds	275	1,044	769	21,965	Lower costs for maintenance in April than budgetted.

April 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	1,581	3,026	1,445	41,074	Due to the café still being closed due to Covid restrictions, there is a lack of income against the budget for April. Some hall hire was booked in April, showing in code 1022. Underspends in expense codes are larger overall then the loss in income, so the overall variance at the cafe is positive for April.
Establishments	48,809	51,158	2,349	665,170	Lower than expected variance in a few codes (Legal Expenses/Printing & Stationery) contribute towards the positive variance.
General	-	3,860	3,860	69,910	No expenses in April.
Council Offices	4,118	2,752	(1,366)	34,773	Facilities are not open yet but some bookings are starting to be taken for the future. There is still a £1k deficit for hire income, however. Gross Pay is over budget because caretaker's salary is being charged to Council offices while the Bat & Ball centre is closed to regular hires (the Bat & Ball Centre is underbudget in Gross Pay)
Community Centre	(887)	(334)	553	(13,114)	Electric usage is high due to new supply contract. KCC will be paying the bills during their time using the new Centre for testing. They have not yet been invoiced for this usage.
Grants	-	3,145	3,145	58,395	No Grants have been issued through April.
Property	(1,878)	(1,875)	3	(5,925)	Tracking budget to date.

April 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	65	(515)	(580)	5,000	Because events are not being run yet, there is no income or expenditure for the Business Show (April event). The variance is attributable to the budgetted profit for the event.
Business Hub	503	(1,377)	(1,880)	(16,520)	Currently non-operational. Some routine bills in April but no operating expenses or income.
Sevenoaks Town Mayor	-	679	679	8,147	Due to restrictions and the changeover of Mayor happening shortly, there have been no mayoral expenses in April.
Youth Café	(1,469)	2,508	3,977	28,685	Due to the Youth Café being non-operational through April, the majority of the positive variance is due to the lack of expenses. There is a full year's worth of income in code 1022 for 1 hirer. This will be adjusted in P2, reducing the YTD variance.
Markets	6,731	775	(5,956)	8,177	The negative variance is attributable to the Pop-up Market not being budgetted for.
Precept	(103,325)	(103,325)	-	(1,239,898)	
Rolling Cap Budget	22,051	-	(22,051)	-	
Totals	(24,122)	(7,133)	16,989	60,774	

Summary by Committee:

Planning	2,172	2,283	111	28,856
Open spaces & Leisure	15,123	25,695	10,572	362,133
Vine Café	4,335	4,412	77	25,911
Bat Ball Station	1,581	3,026	1,445	41,074
Finance & General Purpose	55,992	60,776	4,784	842,698
Precept	(103,325)	(103,325)	-	(1,239,898)
Rolling Capital Budget	22,051	-	(22,051)	-

April 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
	£	£	£	£	
Total (exc. Capital items)	(24,122)	(7,133)	16,989		

Sevenoaks Town Council
Working Capital Summary as at 30th April 2021

	B/fwd 01-Apr-21 £	Movement* £	C/fwd 30-Apr-21 £	30-Apr-20 £
Current Assets				
Stock	2,109	-	2,109	606
Trade debtors	17,601	35,193	52,794	14,521
VAT	60,292	27,106	87,398	178,991
Prepayments and other debtors	64,003	(23,529)	40,474	88,765
PWLB loan received in July 2019	-	-	-	1,378,339
Cash at bank and in hand	<u>1,794,222</u>	430,334	<u>2,224,556</u>	2,834,601
Total Cash at Bank	1,794,222	430,334	2,224,556	4,212,940
	<u>1,938,228</u>	<u>469,104</u>	<u>2,407,332</u>	<u>4,495,824</u>
Current Liabilities				
Trade creditors	87,369	(36,482)	50,887	68,312
Accruals and other creditors	66,810	(5,970)	60,841	124,203
Prior Mayors charity account	-	-	0	0
Precept received in advance of budget	-	516,625	516,625	506,365
Receipts in advance (rent and hall hire)	13,522	(7,140)	6,382	8,935
	<u>167,701</u>	<u>467,033</u>	<u>634,735</u>	<u>707,815</u>
Net Current Assets	<u>1,770,526</u>	<u>2,071</u>	<u>1,772,597</u>	<u>3,788,009</u>
Represented by:				
General Funds				
Revenue Reserves	417,571	24,122	441,693 Note 1	358,702
Earmarked/Designated Funds				
Council Offices Reserve	11,198	-	11,198	16,397
Pension Reserve	2,814	-	2,814	2,814
Rolling Capital Prog Revenue Reserve	30,433	-	30,433	34,478
Street Lighting Reserve	4,270	-	4,270	4,937
Stag Winding Up Reserve	8,000	-	8,000	7,000
Planning Fees Reserve	12,500	-	12,500	12,500
Youth Activities Reserve	11,500	-	11,500	1,500
STP Activities Reserve	538	-	538	-
Non-annual commitments reserve	5,824	-	5,824	-
Staff training reserve	4,775	-	4,775	-
Capital Receipts Quaker Hall	29,231	-	29,231	-
Capital Receipts Reserve	639,367	(120,213)	519,154 Note 2	745,023
Bat & Ball Station Management & Maintenance reserve	279,804	-	279,804	320,903
PWL repayment reserve	121,262	-	121,262 Note 2	1,378,339
CRF reserve	5,795	-	5,795	5,795
CIL Earmarked Reserve	102,065	98,162	200,227 Note 3	796,901
No 8 bus Reserve	78,808	-	78,808	82,117
QH Allotments Key Reserves	4,115	-	4,115	4,100
Mayor's Charity Reserve	656	-	656	16,503
	<u>1,352,955</u>	<u>(22,051)</u>	<u>1,330,904</u>	<u>3,429,307</u>
	<u>1,770,526</u>	<u>2,071</u>	<u>1,772,597</u>	<u>3,788,009</u>

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

Note 1 YTD movement is a net surplus of £24,122

Note 2 YTD spend mainly on B&B Ctr £81K (to be funded from PWL), and £51K on Business Hub. Also £11K receipt re residual proceeds from sale of Raleys land

Note 3 CIL income received £98,162

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Sevenoaks Town Council

Statement of Fund Balances as at 30 April 2021

£ (2020/21)		S&P Rating 30/04/2021		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%
876	<u>National Westminster Bank</u>	A	A1				
391,195	Business Reserve Account			876			
1,000	Current Account			821,700			0.01%
1,000	Payroll Account			1,000			
8,101	HITB Youth café			1,000			
4,600	Sevenoaks Town Partnership			8,101			
	Mayors Charity Account			<u>4,600</u>	837,277	37.64%	
50,501	<u>HSBC</u>	A+	A1				
	Business money manager			<u>50,501</u>	50,501	2.27%	0.01%
64,302	<u>Handelsbanken</u>	AA-	A1+				
260,005	Deposit account			64,302			0.00%
	35 day notice account			<u>260,005</u>	324,307	14.58%	0.01%
502,116	<u>Nationwide</u>	A	A1				
10,163	Instant Saver			502,116			0.05%
	Sevenoaks Fund Instant Saver			<u>10,163</u>	512,279	23.03%	0.05%
500,000	<u>CCLA</u>						
	Business money manager	AAA (Fitch only)		<u>500,000</u>	500,000	22.48%	0.02%
1	<u>Clydesdale</u>						
	Current account	BBB+	A2	<u>1</u>	1		
861	<u>Petty Cash</u>				690	0.03%	
-499	<u>Cashbook suspense</u>				-499	-0.02%	
<u>1,794,222</u>					<u>2,224,556</u>	<u>100.00%</u>	

Instant access funds

1,941,495

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

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Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
29/04/2021	29/04/21	29460	AMEX	AME001	1.58	0.00	1.58	6976	31	1.58	29459/April card trans chgs
30/04/2021	66054	29459	APPOINTMENT BUS	APP001	43.03	8.61	51.64	6200	31	33.99	29458/April printing chgs
								6200	30	9.04	29458/April printing chgs
07/04/2021	37878	29325	ARK TRADING	ARK001	199.31	39.85	239.16	6900	28	199.31	29325/staff t shirts & jumpers
15/04/2021	15/04/2021	29392	BANKLINE	BANKL01	101.80	0.00	101.80	6975	31	101.80	29392/bank chgs
06/04/2021	0001018072	29337	BJF CONNECTIONS LTD	BJF002	73,241.76	14,648.35	87,890.11	9063	91	73,241.76	29337/Construction work- Ap 14
01/04/2021	3566400	29360	BOOKER	BOOK001	163.12	10.97	174.09	6500	28	147.84	29360/Goods for resale
								6200	28	10.29	29360/order pads
								6013	28	4.99	29360/cleaning equipment
15/04/2021	3566726	29384	BOOKER	BOOK001	226.71	26.20	252.91	6500	28	215.73	29384/Goods for resale
								6013	28	2.99	29384/cleaning equipment
								5500	28	7.99	29384/10ltr food storer
15/04/2021	3566727	29383	BOOKER	BOOK001	71.82	10.93	82.75	6500	28	17.18	29383/Goods for resale
								6013	28	30.16	29383/cleaning equipment
								6505	28	24.48	29383/cafe consumables
29/04/2021	3567026	29453	BOOKER	BOOK001	239.71	22.51	262.22	6500	28	186.79	29454/Goods for resale
								6013	28	44.13	29454/cleaning eq
								5500	28	8.79	29454/food storage boxes
30/04/2021	SVO/358698	29466	BREWERS	BREW001	79.90	15.98	95.88	5410	28	79.90	29466/painting equipment
30/04/2021	SVO/358699	29467	BREWERS	BREW001	6.66	1.33	7.99	5425	60	6.66	29467/fence paint
30/04/2021	SVO/358700	29468	BREWERS	BREW001	17.18	3.44	20.62	5425	60	6.66	29468/painting equipment
								5410	28	10.52	29468/painting equipment
30/04/2021	SVO/358701	29465	BREWERS	BREW001	34.10	6.82	40.92	5425	60	34.10	29465/painting equipment
17/04/2021	M122 GC	29371	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	29371/April telephone chgs
30/04/2021	37296	29447	BSP LIMITED	BSP001	210.00	42.00	252.00	6935	21	210.00	29447/skip hire 40581
05/04/2021	0005313613	29367	CASTLE WATER	CAS003	183.05	0.00	183.05	6000	29	183.05	29367/Feb-Jul water chgs
08/04/2021	INV-205057	29366	CURD & CURE	CHS001	77.84	0.00	77.84	6500	28	77.84	29366/goods for resale
13/04/2021	INV-205532	29363	CURD & CURE	CHS001	45.74	3.60	49.34	6500	28	45.74	29363/goods for resale

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
14/04/2021	INV-205601	29364	CURD & CURE	CHS001	69.67	0.00	69.67	6500	28	69.67	29364/goods for resale
21/04/2021	INV-206223	29393	CURD & CURE	CHS001	77.84	0.00	77.84	6500	28	77.84	29393/goods for resale
28/04/2021	INV-206897	29411	CURD & CURE	CHS001	77.84	0.00	77.84	6500	28	77.84	29411/goods for resale
07/04/2021	150608	29348	CONNECTAPHONE	CON001	495.16	99.03	594.19	6101	41	17.48	29348/March telephone chgs
								6101	36	46.98	29348/March telephone chgs
								6101	30	72.74	29348/March telephone chgs
								6101	21	11.73	29348/March telephone chgs
								6101	22	15.11	29348/March telephone chgs
								6101	31	331.12	29348/March telephone chgs
19/04/2021	144	29354	STREETLIGHTS	DIR001	-701.00	-140.20	-841.20	6862	26	-701.00	29354/Credit against inv 12002
10/04/2021	249705	29462	ERNEST DOE	DOE001	1,259.83	251.95	1,511.78	5525	22	1,259.83	29462/JCB service
08/04/2021	949454	29313	ERNEST DOE	DOE001	735.00	147.00	882.00	5500	21	735.00	29313/fertiliser spreader x 1
10/04/2021	975290	29444	ERNEST DOE	DOE001	607.70	121.52	729.22	5500	22	607.70	29444/Thwaites dumper service
02/04/2021	H19AB85583	29319	E-ON	E-ON	415.69	83.14	498.83	6862	26	415.69	29319/March electric chgs
12/04/2021	19789	29388	EDEN PARK	EDEN001	326.40	25.00	351.40	6802	22	90.00	29388/grass seed
								9063	91	111.40	29388/grass seed
								5120	21	125.00	25KG loam
02/04/2021	0003362534	29320	ELITE	EFS001	168.13	0.00	168.13	6500	28	168.13	29320/goods for resale
08/04/2021	0003363712	29322	ELITE	EFS001	69.62	2.28	71.90	6500	28	69.62	29322/goods for resale
10/04/2021	0003364767	29361	ELITE	EFS001	107.92	0.00	107.92	6500	28	107.92	29361/goods for resale
15/04/2021	0003367197	29365	ELITE	EFS001	144.98	0.00	144.98	6500	28	144.98	29365/goods for resale
17/04/2021	0003368656	29396	ELITE	EFS001	79.05	0.00	79.05	6500	28	79.05	29396/goods for resale
21/04/2021	0003370618	29395	ELITE	EFS001	97.96	2.28	100.24	6500	28	97.96	29395/goods for resale
24/04/2021	0003372962	29408	ELITE	EFS001	162.51	2.47	164.98	6500	28	162.51	29408/goods for resale
29/04/2021	0003375653	29410	ELITE	EFS001	163.37	0.00	163.37	6500	28	163.37	29410/goods for resale
14/04/2021	42326	29382	EJPFIREPROTECT	EJPFIRE001	150.00	30.00	180.00	6930	22	150.00	29382/Annual fire eq service
30/04/2021	42402	29423	EJPFIREPROTECT	EJPFIRE001	1,374.00	274.80	1,648.80	9071	91	1,374.00	29423/Wireless fire alarm syst
28/04/2021	SINV025078	29334	ELLIS WHITTAM	ELLI001	400.00	80.00	480.00	6922	36	400.00	29334/Safety Inspection
28/04/2021	SINV025279	29421	ELLIS WHITTAM	ELLI001	3,800.00	760.00	4,560.00	6922	31	3,800.00	29421/combined core - 1 year

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/04/2021	SINV025280	29422	ELLIS WHITTAM	ELLI001	815.38	17.00	832.38	6020	31	815.38	29422/Legal expenses insurance
05/03/2021	5THMARCH2021	29437	EMAP	EMAP001	332.00	0.00	332.00	6730	31	332.00	29437/LGC subs
01/04/2021	55555	29349	ATLAS FM/EMPRISE SVS	EMP001	404.64	80.93	485.57	6932	22	404.64	29349/April lock up chgs
01/04/2021	55556	29350	ATLAS FM/EMPRISE SVS	EMP001	1,012.20	202.44	1,214.64	5310	21	1,012.20	29350/April lock up chgs
01/04/2021	55557	29351	ATLAS FM/EMPRISE SVS	EMP001	675.00	135.00	810.00	5310	21	675.00	29351/April lock up chgs
10/04/2021	975290	29352	ATLAS FM/EMPRISE SVS	EMP001	607.70	121.52	729.22	5500	22	607.70	29352/Thwaites dumper service
10/04/2021	975290/REV	29443	ATLAS FM/EMPRISE SVS	EMP001	-607.70	-121.52	-729.22	5500	22	-607.70	29443/wrong supplier used
08/04/2021	302265	29338	EXPRESS MATTING SERV	EXP004	2,334.00	466.80	2,800.80	5425	60	2,334.00	29338/Atrificial grass
08/04/2021	302265/REV	29469	EXPRESS MATTING SERV	EXP004	-2,334.00	-466.80	-2,800.80	5425	60	-2,334.00	29469/grass tiles refund
16/04/2021	0063/00004853	29505	FAIRALLS	FAIR001	146.16	29.23	175.39	6822	22	146.16	29505/4 tonne roadstone
12/04/2021	0063/02582180	29387	FAIRALLS	FAIR001	41.55	8.31	49.86	9063	91	41.55	29387/1.27T sharp sand
16/04/2021	0063/02590963	29504	FAIRALLS	FAIR001	36.54	7.31	43.85	6822	22	36.54	29504/1 tonne roadstone
27/04/2021	0063/02608430	29503	FAIRALLS	FAIR001	40.34	8.07	48.41	5425	60	40.34	29503/planters lining
01/04/2021	1025230	29277	FORGE GARAGE	FORG001	353.91	61.78	415.69	5550	21	353.91	29277/GU14XKZ MOT & service
28/04/2021	1939	29405	FOUR HANDS	FOU001	40.33	8.07	48.40	6415	31	40.33	29405/Glass Jug for Mayor
29/04/2021	INV486554	29499	GAZA TIMBER	GAZA001	416.75	83.35	500.10	5425	60	416.75	29499/waferboards x 29
01/04/2021	SI813481	29315	GLASDON	GLAS001	1,094.76	218.95	1,313.71	5050	21	1,094.76	29315/60L dog bins x 4
16/04/2021	1344	29359	HARRY STEBBING WORKS	HAR001	1,363.00	272.60	1,635.60	9063	91	1,363.00	29359/notice board
30/04/2021	10479	29463	HARDWARE CENTRE	HARD001	79.29	15.85	95.14	5210	22	4.06	29463/masonry bit & plugs
								5410	22	15.26	29463/jobbers,screws,oil,straw
								5410	28	19.64	29463/tape
								5500	21	40.33	29463/socket,ratchet,saw
08/04/2021	78832	29362	HERBERT & WARD	HAW001	144.00	1.20	145.20	6505	28	138.00	29362/coffee & sprinkles
								6505	28	6.00	29362/expresso cups
14/04/2021	78907	29394	HERBERT & WARD	HAW001	220.75	18.00	238.75	6500	28	130.75	29394/coffee & tea
								6505	28	90.00	29394/12 oz cups 500 x 2
20/04/2021	78958	29397	HERBERT & WARD	HAW001	168.00	33.60	201.60	6505	28	168.00	29397/compostable cups & lids
29/04/2021	79091	29452	HERBERT & WARD	HAW001	211.00	14.80	225.80	6500	28	137.00	29452/goods for resale
								6505	28	74.00	29452/cups and lids

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2021	15366	29493	HELIOCENTRIX	HELI001	573.75	114.75	688.50	6240	31	573.75	29493/support overusage 01/03
30/04/2021	15369	29458	HELIOCENTRIX	HELI001	1,708.34	341.67	2,050.01	6240	31	1,065.06	29458/April office365
								6242	31	643.28	29458/April IT support
30/04/2021	T1757	29454	HELIOCENTRIX	HELI001	39.90	7.98	47.88	6101	22	39.90	29454/April phone chgs
01/04/2021	4306/2021/22	29391	ICCM	ICCM001	95.00	0.00	95.00	6730	22	95.00	29391/ICCM Membership
16/04/2021	SEVE02FL01/15/04	29358	INVICTA INSURANCE	INV003	3,300.33	0.00	3,300.33	6020	31	3,300.33	29358/fleet insurance
08/04/2021	91454	29323	JIK	JIK001	99.00	19.80	118.80	6315	31	99.00	29323/O/S Clerk job advertised
01/04/2021	8066	29274	KALC	KALC	1,620.00	324.00	1,944.00	6730	31	1,620.00	29274/KALC membership 2021/22
01/04/2021	1005229	29317	KALL KWIK	KALL001	20.00	4.00	24.00	5425	60	20.00	29317/pop up market poster
02/04/2021	13779694	29335	KCC KCS	KCC003	79.34	15.87	95.21	5500	36	51.36	29335/60L litter bins x 3
								5500	36	18.48	29335/Desktop bin x 6
								6013	33	9.50	29335/toilet roll
09/04/2021	13780545	29326	KCC KCS	KCC003	63.05	12.61	75.66	6200	31	46.95	29326/A4 files 3 x 10
								6013	33	16.10	29326/cleaning equipment
15/04/2021	13781438	29356	KCC KCS	KCC003	32.55	6.51	39.06	6013	36	15.00	29356/cleaning eq
								6200	31	17.55	29356/stationery
15/04/2021	13781439	29357	KCC KCS	KCC003	27.90	5.58	33.48	5500	28	27.90	29357/80ltr heavy duty bin x 3
18/04/2021	13782045	29355	KCC KCS	KCC003	34.24	6.85	41.09	5500	36	34.24	29355/60ltr blue bin
18/04/2021	13782046	29353	KCC KCS	KCC003	91.50	18.30	109.80	6200	31	91.50	29353/stationery
01/04/2021	15521	29275	KENTFARM	KENTFAR001	57.00	0.00	57.00	5420	60	57.00	29275/KFMA annual subs
08/04/2021	99083	29314	LANDSCAPE SUPPLY CO	LAND001	106.18	21.23	127.41	5500	21	62.80	29314/padlock x 2
								6952	22	37.02	29314/10 pairs of gloves
								6952	21	6.36	29314/4 pairs of gloves
15/04/2021	99267	29386	LANDSCAPE SUPPLY CO	LAND001	94.28	18.86	113.14	5500	22	94.28	29386/padlocks x 3
15/04/2021	99268	29403	LANDSCAPE SUPPLY CO	LAND001	61.45	12.29	73.74	6952	21	61.45	29403/safety boots
21/04/2021	22579396	29398	NISBETS	NIS001	750.48	150.09	900.57	9071	91	45.98	29398/kettle x 2
								9071	91	439.98	29398/microwave & coffee brewer
								9071	91	264.52	29398/bins & anti-slip tray
27/04/2021	Q461862	29426	NLA MEDIA	NLA001	214.00	42.80	256.80	6730	31	214.00	29426/NLA Media licence

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/04/2021	28/APR/ANN	29498	ONECARD	ONE002	6,791.70	1,117.48	7,909.18	6101	31	10.00	29498/LL ipad
								6101	22	8.34	29498/AC cemetery mobile
								6500	28	49.80	29498/goods for resale
								6500	28	37.72	29498/goods for resale
								6500	28	36.24	29498/goods for resale
								6500	28	52.27	29498/goods for resale
								6500	28	1.67	29498/goods for resale
								6500	28	38.56	29498/Goods for resale
								6500	28	58.61	29498/goods for resale
								6500	28	62.95	29498/goods for resale
								6500	28	20.42	29498/goods for resale
								6104	21	6.67	29498/O/S team ipad
								6104	21	8.34	29498/RG Mobile
								6104	21	8.34	29498/NC Mobile
								6104	21	8.34	29498/RG mobile
								6104	21	6.67	29498/O/S ipad
								9063	91	72.50	29498/plants
								9063	91	3.95	29498/delivery fee
								6200	28	16.84	29498/loyalty cards - 250 pk
								6200	31	24.99	29498/credit card machine roll
								6240	11	10.95	29498/Acrobat Standard Licence
								6240	50	16.64	29498/Adobe Illustrator - HITB
								6240	40	41.62	29498/Creative cloud subs
								5500	28	22.71	29498/metal grease mesh filter
								5500	31	36.99	29498/A4 picture frame
								5550	21	277.50	29498/12 month tax GU14XKZ
								5425	60	3,575.00	29498/5 picnic tables
								5425	60	1,709.24	29498/grass for pop up market
								6210	28	7.00	29498/Delivery fee

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6210	31	265.00	29498/stamp sheets x 4
								5700	21	7.50	29498/Electric van fuel
								5700	21	277.50	29498/stamp sheets x 4
								6900	28	2.08	29498/flowers
								6013	28	8.75	29498/cleaning equipment
28/04/2021	28/APR/LIN	29497	ONECARD	ONE002	383.88	61.09	444.97	6415	31	30.00	29497/Flowers for DG
								9063	91	72.00	29497/Planters
								6730	31	119.90	29497/Zoom subs Apr/21-Apr/22
								6730	31	116.28	29497/meeting zoom subs
								9071	91	15.00	29497/plants
								9071	91	24.30	29497/coat hooks
								6900	31	6.40	29497/Train ticket re DVCRP
08/04/2021	00002498449-036	29324	PLUSNET	PLUS01	43.50	8.70	52.20	6101	31	43.50	29324/April phone chgs
04/04/2021	00002976949-036	29272	PLUSNET	PLUS01	27.13	5.43	32.56	6101	28	27.13	29272/April phone chgs
04/04/2021	00003028653-036	29318	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	29318/April telephone chgs
03/04/2021	00003028673-036	29273	PLUSNET	PLUS01	18.65	3.73	22.38	6101	22	18.65	29273/April phone chgs
28/04/2021	SIN1664080	29412	PPL PRS	PPLPRS001	310.04	62.01	372.05	6635	36	310.04	29412/Music licence
19/04/2021	189062	29390	PREMIER ALARMS	PREM001	75.00	15.00	90.00	6930	22	75.00	29390/Alarm reset callout
30/04/2021	189277	29445	PREMIER ALARMS	PREM001	892.67	178.53	1,071.20	6930	41	139.00	29445/CCTV annum maint
								9071	91	753.67	29445/CCTV installation
30/04/2021	189278	29446	PREMIER ALARMS	PREM001	732.83	146.57	879.40	6930	41	139.00	29446/alarm annum maint
								9071	91	593.83	29446/alarm installation
30/04/2021	189279	29500	PREMIER ALARMS	PREM001	477.94	95.58	573.52	9071	91	211.92	29500/movement detectors x 2
								9071	91	266.02	29500/magnetic contacts x 3
12/04/2021	SI-9659	29368	PROFESSIONAL SPORTS	PSD001	1,990.00	398.00	2,388.00	5120	21	1,990.00	29368/Drainage investigation
29/01/2021	INSU00098597	29489	SAVILLS	SAV001	1,500.00	300.00	1,800.00	9065	91	1,500.00	29489/SRFC planning services
08/04/2021	2064820	29336	SDC	SDC001	3,162.78	0.00	3,162.78	5421	60	2,041.79	29336/April market rent
								5420	60	1,120.99	29336/April market rent
29/04/2021	2065087	29413	SDC	SDC001	84.00	12.00	96.00	6889	31	84.00	29413/refuse & recycling sacks

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2021	2065313	29416	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	29416/bin collection 29/3-25/4
30/04/2021	2065314	29415	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	29415/bin collection 29/3-25/4
30/04/2021	2065315	29414	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	29414/bin collection 29/3-25/4
30/04/2021	2065322	29417	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	28	65.60	29417/bin collection 29/3-25/4
28/04/2021	28962	29418	SEEMP	SEEMP001	349.00	69.80	418.80	6730	31	349.00	29418/SEE 2021/22 membership
28/04/2021	GAC38572	29451	SETYRES	SETY001	35.00	7.00	42.00	5410	60	35.00	29451/tyre
30/04/2021	24302	29464	SEV GLAZING	SEV001	10.00	2.00	12.00	5310	21	10.00	29464/perpex sign
05/02/2021	13445	29502	SEV MOWERS	SEV006	130.33	26.07	156.40	5525	21	130.33	29502/strimmer service
30/04/2021	SG001876	29430	THE SEVENOAKS FLORIS	SEV052	150.00	30.00	180.00	6900	31	150.00	29430/DOE floral tribute
04/04/2021	6849541	29316	SHELL	SHEL001	104.32	20.86	125.18	5700	21	104.32	29316/fuel & Annual card chg
11/04/2021	6887278	29389	SHELL	SHEL001	123.56	24.71	148.27	5700	21	123.56	29389/fuel
18/04/2021	6924352	29448	SHELL	SHEL001	116.25	23.25	139.50	5700	21	19.11	29448/fuel
								5700	22	97.14	29448/fuel
25/04/2021	6968974	29507	SHELL	SHEL001	6.00	1.20	7.20	5700	21	6.00	29507/fleet control & insights
08/04/2021	0035	29332	SSE	SSE003	-56.14	-2.81	-58.95	6010	29	-56.14	29332/electric cred 18/11-25/2
08/04/2021	0036	29331	SSE	SSE003	154.30	7.71	162.01	6010	29	154.30	29331/electric chgs 18/11-25/2
08/04/2021	0040	29328	SSE	SSE004	-450.88	-22.54	-473.42	6010	28	-450.88	29328/electric cred 18/11-25/2
08/04/2021	0041	29327	SSE	SSE004	632.98	126.59	759.57	6010	28	632.98	29327/electric chgs 18/11-25-2
08/04/2021	0083	29329	SSE	SSE006	350.60	70.12	420.72	6010	22	350.60	29329/electric chgs 2/3-1/4
08/04/2021	0026	29333	SSE	SSE008	316.87	15.84	332.71	6011	30	316.87	29333/March electric chgs
08/04/2021	0007	29330	SSE	SSE009	1,733.26	346.65	2,079.91	6011	36	1,733.26	29330/March electric chgs
13/04/2021	0015	29369	SSE	SSE012	86.50	4.32	90.82	6010	60	86.50	29369/Jan-March electric chgs
30/04/2021	0042	29461	SSE	SSE013	875.34	175.06	1,050.40	6012	36	875.34	29461/Jan gas chgs
15/03/2021	0009	29492	SSE	SSE014	1,040.52	208.10	1,248.62	6012	30	1,040.52	29492/28/11/11-11/03 gas chgs
23/04/2021	3291	29420	SOUTHBLOOM	SSEB001	203.00	0.00	203.00	6865	26	203.00	29420/ SEIB entries
30/04/2021	4695	29491	STAG	STAG002	123.50	24.70	148.20	5410	50	123.50	29491/paint for decorating
15/04/2021	366162	29372	SYBRON UK LTD	SYB001	148.03	29.61	177.64	6505	28	148.03	29372/cafe consumables
08/04/2021	38836	29321	TAYWELL	TAY001	102.90	20.58	123.48	6500	28	102.90	29321/goods for resale
26/04/2021	38943	29409	TAYWELL	TAY001	112.70	22.54	135.24	6500	28	112.70	29409/goods for resale

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
20/04/2021	32509	29385	TELESHORE UK	TELE003	67.00	13.40	80.40	5525	22	67.00	29385/5L all weather fluid x 2
31/03/2021	141773/REV	29432	VEOLIA	VEOL001	-1,822.39	-364.48	-2,186.87	6013	30	-227.80	29432/wrong supplier used
								5020	29	-683.39	29432/wrong supplier used
								5025	21	-683.40	29432/wrong supplier used
								5026	21	-227.80	29432/wrong supplier used
31/03/2021	141774/REV	29434	VEOLIA	VEOL001	-30.20	-6.04	-36.24	5020	29	-12.95	29434/wrong supplier used
								5025	21	-12.94	29434/wrong supplier used
								5026	21	-4.31	29434/wrong supplier used
30/04/2021	LAO1232163	29490	VEOLIA	VEOL001	19.80	3.96	23.76	6935	33	19.80	29490/April glass collection
30/04/2021	WN3513	29427	WEBBS NETWORKS LTD	WEB001	1,187.00	237.40	1,424.40	9071	91	1,187.00	29427/second cable fix
26/04/2021	26.04.2021	29429	DAVID WELLS	WEL001	420.00	0.00	420.00	5425	60	420.00	29429/4 planters
31/03/2021	141773	29431	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	29431/March cleaning chgs
								5020	29	683.39	29431/March cleaning chgs
								5025	21	683.40	29431/March cleaning chgs
								5026	21	227.80	29431/March cleaning chgs
31/03/2021	141774	29433	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5020	29	12.95	29433/Hygeine unit clean March
								5025	21	12.94	29433/Hygeine unit clean March
								5026	21	4.31	29433/Hygeine unit clean March
30/04/2021	142082	29449	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	5020	29	227.80	29449/April cleaning chgs
								6013	30	227.80	29449/April cleaning chgs
								5025	21	683.39	29449/April cleaning chgs
								5026	21	683.40	29449/April cleaning chgs
30/04/2021	142083	29450	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5020	29	12.95	29450/April hygeine unit clean
								5025	21	12.94	29450/April hygeine unit clean
								5026	21	4.31	29450/April hygeine unit clean
30/04/2021	142230	29501	WETTON CLEANING SERV	WET001	355.20	71.04	426.24	6013	28	355.20	29501/April clean & fogging
23/04/2021	777	29401	WOODSIDE CONTRACT SE	WOO002	45,565.70	9,113.14	54,678.84	9071	91	45,565.70	29401/refurbishment works
30/04/2021	150215066	29455	WORLDPAY	WOR001	32.50	6.50	39.00	6976	30	32.50	29455/April card trans chgs
30/04/2021	150339648	29457	WORLDPAY	WOR001	11.81	0.09	11.90	6976	31	11.81	29457/April card trans chgs

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2021	150348170	29456	WORLDPAY	WOR001	63.80	8.60	72.40	6976	28	63.80	29456/April card trans chgs
01/04/2021	WM11493436	29276	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	29276/April card chgs
13/04/2021	1132	29370	YELLOW DUCK	YELL002	990.00	198.00	1,188.00	9063	91	990.00	29370/B&B Centre entrance sign
26/04/2021	1149	29400	YELLOW DUCK	YELL002	3,195.00	639.00	3,834.00	9063	91	3,195.00	29400/Totum sign x 1
26/04/2021	1150	29399	YELLOW DUCK	YELL002	1,765.00	353.00	2,118.00	9063	91	1,765.00	29399/station cafe sign
11/03/2021	50613353	29438	ZURICH INSURANCE	ZUR001	-0.10	0.00	-0.10	110	0	-0.10	29438/Insurance - Apr21-Mar22
TOTAL INVOICES					<u>180,537.24</u>	<u>33,582.07</u>	<u>214,119.31</u>			<u>180,537.24</u>	

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Receipts for Month 1

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	
GRANT	Banked: 20/04/2021	8,944.11						
GRANT	HMRC Banked: 23/04/2021	8,944.11 51,074.08			1450	31	8,944.11	March HMRC JRS Grant
BACS23/4	Nat West - Current Account Banked: 26/04/2021	51,074.08 24,003.45			201		51,074.08	Monthly Salaries Tfr April '21
BACS26/4	Nat West - Current Account Banked: 29/04/2021	24,003.45 3,489.69			201		24,003.45	Monthly HMRC/KCC Tfr April '21
3489.69	Nat West - Current Account	3,489.69			201		3,489.69	Monthly L&G Tfr April '21
Total Receipts for Month		87,511.33	0.00	0.00			87,511.33	
Cashbook Totals		<u>88,511.33</u>	<u>0.00</u>	<u>0.00</u>			<u>88,511.33</u>	

Payments for Month 1

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/04/2021	Nat West - Current Account	GRANT20/4	8,944.11			201		8,944.11	March HMRC JRS Grant Tfr
23/04/2021	Employees	BACS23/4	51,074.08			520		51,074.08	Monthly Salaries April '21
26/04/2021	HMRC/KCC	BACS26/4-1	23,988.01			516		10,456.98	Monthly KCC Spril '21
						515	0	13,531.03	Monthly HMRC Spril '21
26/04/2021	HMRC	BACS26/4-2	15.44			515		15.44	Monthly HMRC Payment Pt.2 Apri
29/04/2021	Legal & General	DD29/2	3,489.69			516		3,489.69	Monthly L&G Payment April '21
Total Payments for Month			87,511.33	0.00	0.00			87,511.33	
Balance Carried Fwd			1,000.00						
Cashbook Totals			88,511.33	0.00	0.00			88,511.33	

Receipts for Month 1

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 :	861.34					861.34	
	Banked: 14/04/2021	254.16						
001569	Nat West - Current Account	254.16				201	254.16	Petty cash top up
Total Receipts for Month		254.16	0.00	0.00			254.16	
Cashbook Totals		<u>1,115.50</u>	<u>0.00</u>	<u>0.00</u>			<u>1,115.50</u>	

Payments for Month 1

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>
01/04/2021	Vine Cafe	636	122.50			6500	28	122.50	Goods for resale
12/04/2021	Establishments	637	3.00			6900	31	3.00	Parking for market visit
21/04/2021	Vine Cafe	638	24.00			6500	28	24.00	Goods for resale
26/04/2021	Bat and Ball Centre	639/A	35.55			5500	36	35.55	9 planters
26/04/2021	Bat and Ball Centre	639/B	14.25			5500	21	14.25	4 planters
26/04/2021	Open Spaces	639/B/A	14.25			5500	21	14.25	4 planters
27/04/2021	Bat and Ball Centre	639/B/REV	-14.25			5500	21	-14.25	4 planters
27/04/2021	Open Spaces	640	18.60		3.10	6200	21	15.50	stationery
28/04/2021	Establishments	641	3.00			6900	31	3.00	Car parking for market
30/04/2021	Vine Cafe	642/A	114.43			6500	28	114.43	Goods for resale
30/04/2021	Vine Cafe	642/B	15.49			5500	28	15.49	kitchen equipment
30/04/2021	Vine Cafe	642/C	5.70			6013	28	5.70	cleaning equipment
30/04/2021	Vine Cafe	642/D	11.00		1.83	6900	28	9.17	Easter decorations
30/04/2021	Markets	643/A	50.00			5425	60	50.00	plants, compost, stone
30/04/2021	Open Spaces	643/B	7.95			5410	21	7.95	keys
Total Payments for Month			425.47	0.00	4.93			420.54	
Balance Carried Fwd			690.03						
Cashbook Totals			<u>1,115.50</u>	<u>0.00</u>	<u>4.93</u>			<u>1,110.57</u>	

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	20 th April 2021
To	31 st March 2022
and any other period for which cover has been agreed.	
Adjustment Premium	£ 608.97

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

Schedule Number	86131838
Long term agreement active until	01 st April 2022
Preparation Date	12 th May 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 Drive, Sevenoaks, Kent, TN13 3RP	£450,377.98	N/A	£6,029.97	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

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. Bat and Ball Centre, Otford Road, Sevenoaks, Kent, TN14 5DN	£2,712,000.00	N/A	£94,633.47	£5,070.00	£0.00	£104,846.79	£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	£255,000.00	N/A	£12,416.84	£0.00	£3,927.00	£0.00	£0.00	£0.00	£0.00
15. Bat & Ball Railway Station, Chatham Hill Road, Sevenoaks, Kent, TN14 5AP	£2,000,000.00	N/A	£37,252.00	£5,935.00	£4,653.00	£3,688.00	£0.00	£0.00	£0.00

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	£42,000.00	£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 Bat & Ball Centre Fixed Asset Register	£3,000.00	£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
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		
		Email:	zmotorclaimsoffice@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>

Zurich Municipal is a trading name of Zurich Insurance plc, a public limited company incorporated in Ireland Registration No. 13460 Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland UK Branch registered in England and Wales Registration No. BR7985. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ. Zurich Insurance plc is authorised and regulated by the Central Bank of Ireland. Authorised by the Prudential Regulation Authority and with deemed variation of permission. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details of the Temporary Permissions Regime, which allows EEA-based firms to operate in the UK for a limited period while seeking full authorisation, are available on the Financial Conduct Authority's website. Our FCA Firm Reference Number is 203093.

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

SEVENOAKS TOWN COUNCIL
CODE OF PRACTICE FOR HANDLING COMPLAINTS

1. This code is concerned with complaints about the Council's procedures and administration.
2. It is not concerned with complaints against an individual employee, which will be dealt with as an employment matter; nor is it concerned with complaints about an individual councillor, which are subject to the jurisdiction of the Standards Board* .

3. Making a complaint

- 3.1 The complainant should be asked to put the complaint about the council's procedures or administration in writing to the Chief Executive/Town Clerk.
- 3.2 If the complainant does not wish to put the complaint to the Chief Executive/Town Clerk they are advised to put it to the Mayor.
- 3.3 The Chief Executive/Town Clerk shall acknowledge receipt of the complaint within 5 working days and advise the complainant when the matter will be considered by the panel established for the purposes of hearing complaints.
- 3.4 The panel will consist of three of the following: - the Mayor, the chairmen or vice chairmen of Community Infrastructure, Finance & General Purposes, Open Spaces and Leisure, Planning, Personnel and Youth Services committees.
- 3.5 The complainant shall be invited to attend the meeting of the panel and bring with them such representative who is either a friend or relative, or a trade union representative.
- 3.6 The meeting will not be open to the public and press; however, witnesses may be called for the appropriate part of the hearing.
- 3.7 Seven clear working days prior to the meeting the complainant shall provide the council with copies of any documentation or other evidence that they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

4. At the Meeting

- 4.1 The Mayor, or in his/her absence the chairman of the panel, to introduce everyone.

- 4.2 The Mayor, or in his/her absence the chairman of the panel, to explain procedure.
- 4.3 The complainant (or representative) to outline the grounds for complaint.
- 4.4 Members to ask any question of the complainant.
- 4.5 The Chief Executive/Town Clerk or relevant committee chairman to represent and explain the council's position.
- 4.6 Members to ask any question of the council's representative.
- 4.7 Council representative and complainant or his/her representative to be offered the opportunity of summing up. No further evidence may be introduced at this stage.
- 4.8 Chief Executive/Town Clerk or committee chairman and complainant and his/her representative to be asked to leave the room while the panel decide whether the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).
- 4.9 Chief Executive/Town Clerk or committee chairman and complainant and his/her representative return to hear decision or to be advised when decision will be made. The decision of the panel will be by simple majority and will be final.

5. Vexations and Repeated Complaints

If it appears to the Complaints Committee of the Council that a complaint is:

- a. Trivial*
- b. Vexations*
- c. Repetitive*
- d. Frivolous*

it shall so report to the Finance and General Purposes Committee with a recommendation that no further correspondence related to it be entered into by any members of officers.

6. After the Meeting

- 6.1 Decision confirmed in writing to the complainant within ten working days together with details of any action to be taken.
- 6.2 Any decision on a complaint shall be announced at a Council meeting in public.

- * Following the abolition of the Standards Board Sevenoaks District Council is responsible for handling complaints which relate to a member's failure to comply with the council's code of conduct.

**Sevenoaks Town Council
Finance & General Purposes Committee – 7th June 2021**

Freedom of Information Procedure

Updated NALC guidance issued 1st April 2021 on the Freedom of Information Act 2000 is attached, together with the Town Council's Freedom of Information Publication Schedule.

Recommendation, that Sevenoaks Town Council:

- 1) adopts the NALC Guidance LTN37 as the basis of its Freedom of Information Procedure
- 2) re-adopts the attached Freedom of Information Publication Schedule

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1 APRIL 2021

LTN 37 | FREEDOM OF INFORMATION

What does the Freedom of Information Act 2000 do?

1. S. 1 of the Freedom of Information Act 2000 (“the 2000 Act”) gives a general right of access to all types of recorded information held by public authorities. It also sets out exemptions from that right and places a number of obligations on public authorities. Local councils are subject to the 2000 Act. The Information Commissioner’s Office (ICO) is the regulator of the freedom of information regime. The ICO guidance on the 2000 Act is recommended to councils as an up-to-date source of information and guidance.

Who is covered by the Act?

2. A detailed list of public authorities is contained in Schedule 1 of the 2000 Act. This includes local authorities (including local councils and parish meetings), Government departments, the Police and the House of Commons.
3. Schedule 1 also contains a long list of other public bodies ranging from various official advisory and expert committees to regulators. There is a provision in the 2000 Act for other authorities to be named at a later date and for organisations to be named as public authorities for relevant parts of their work.

What are the rights for requesters?

4. S.1(1) of the 2000 Act gives applicants two related rights:
 - to be told whether the information exists, and
 - to receive the information.
5. The right to access information held by public authorities can be exercised by anyone, both natural and legal persons (e.g. a corporate body) worldwide. Applicants are able to exercise their right of access to the information held by public authorities. They are able to ask for information recorded both before and after the Act was passed, that is, it is fully retrospective. The 2000 Act is purpose and motive blind, meaning that

councils cannot refuse a request on the basis they do not agree with or like the reason for the request.

How can requests be made?

6. Applicants are not required to mention the 2000 Act when making a request for information. However, the request must be in writing (including in email form), in a legible form and capable of being used for subsequent reference. Requests sent using pseudonyms are not validly made requests (e.g. Mr Santa Claus, North Pole Lane). Councils should give the benefit of doubt if unsure.

How do councils respond to requests?

7. Before a public authority is required to respond, a request has to satisfy certain conditions, for example it must be in permanent form and must include sufficient information to enable the authority to identify the information requested (s.8 of the 2000 Act and see paragraph 6 above). Authorities do not have to comply with vexatious requests or repeated requests if the authority has recently responded to an identical or substantially similar request from the same person (s.14). The ICO has produced [guidance](#) on refusing requests. However public authorities are under a duty to provide advice and assistance to anyone making a request (s.16). The ICO has issued [guidance](#) on the duty.
8. Under s.12 of the 2000 Act an authority is not required to comply with a request if to do so means exceeding an appropriate cost limit as set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (the 2004 Regulations). This is £450 for local authorities, equivalent to 18 hours' work at £25 per hour regardless of actual hourly rates. Public authorities can only include certain activities when estimating whether responding to a request would breach the £450 cost limit. These are: establishing whether information is held, locating and retrieving information and extracting relevant information from the document containing it. Councils in such cases that refuse to disclose the requested information can discuss with the requester whether they would like to modify their request so as to reduce costs to below the £450 limit.
9. A charge may also be made for dealing with a request over the cost limit. The authority should however issue a refusal notice stating that it is relying on s.12 of the 2000 Act. A charge may also be made if disbursement costs

apply for dealing with a request that comes within the £450 limit e.g. printing and photocopying costs. A fees notice will be issued and it is the actual cost that can only be charged. The details of the charging regime are set out in ICO guidance on fees that may be charged when the cost of compliance exceeds the appropriate limit and fees that may be charged when the cost of compliance does not exceed the appropriate limit.

10. In accordance with s.11 of the 2000 Act, where possible, information must be provided to the applicant in the manner requested, e.g. a requester may request a response by email, or the applicant may ask to inspect the record in person. Applicants are not entitled to information to which any of the exemptions in the 2000 Act applies. However, information covered by an exemption must still be released if it is in the public interest to do so - exemptions and the issue of public interest are considered in detail later in this note.
11. S.10 of the 2000 Act requires public authorities to respond to requests not covered by an exemption promptly but no later than 20 working days following its receipt. The first day starts the day after a valid request is received by the authority. The date on which a request is received is the day on which it arrives or, if this is not a working day, the first working day following its arrival. Non-working days include weekends and public holidays anywhere in the UK. Councils cannot rely on their staff being part-time and not seeing the request in terms of the clock starting. It is advisable for councils to have a central address/ contact point to which FOI requests can be made, e.g. an email address not linked to any individual and which is routinely monitored by the council. The “promptly” point is important to bear in mind as it is not just a case of waiting until the last day to respond and the ICO may not look favourably on such a delay.
12. A public authority may ask for further information which it reasonably requires in order to identify and locate the information requested. Where a public authority issues a fees notice (see paragraph 9 above) in order to comply with s.1 (1) of the 2000 Act, the applicant has three months to pay. If the payment is not made within this time, the public authority does not have to answer the request (s.9 (2) of the 2000 Act).
13. Where an authority decides not to release the information requested because it considers an exemption applies, it must give reasons for its decision and must inform the applicant if they have a right to complain to

the authority about the handling of the request (e.g. through a complaints or other procedure and give details of the procedure), or state that there is no procedure, and of their right to complain to the ICO (s.17 of the 2000 Act). In cases where an exemption applies, but an authority is then required to release the information because it determines it is in the public interest to do so, it must disclose the information requested within a reasonable timescale.

14. Councils must not delete information further to receiving a request, even when they believe they can do so in reliance of an exemption (e.g. s.22 of the 2000 Act - information intended for future publication).

What are the exemptions under the 2000 Act and what is the Public Interest?

15. In the majority of cases where an exemption applies, to some or all of the information requested, the public authority has to consider whether it must override the exemption because it is in the public interest to release the information. The public interest test involves considering the circumstances of each particular case and the exemption that covers the information. The balance lies in favour of disclosure, in that information can only be withheld if the public interest in withholding it is greater than the public interest in releasing it.

The Exemptions

16. Whilst the 2000 Act creates a general right of access to information held by public bodies, it then sets out specific exemptions where that right is either disapplied or qualified. The categories of exemption are described below.
17. Apart from vexatious or repeated requests, to which an authority need not respond, there are two general categories of exemptions - those where, even though an exemption exists, a public authority has a duty to consider whether disclosure is required in the public interest and those where there is no duty to consider the public interest.

A) Exemptions where the public interest test applies (“qualified exemptions”)

18. The majority of exemptions fall into this category:

- s.22 Information intended for future publication;
- s.24 National security (other than information supplied by or relating to named security organisations, where the duty to disclose in the public interest does not arise);
- s.26 Defence;
- s.27 International relations;
- s.28 Relations within the United Kingdom;
- s.29 The economy;
- s.30 Investigations and proceedings conducted by public authorities;
- s.31 Law enforcement;
- s.33 Audit Functions;
- s.35 Formulation of government policy, etc;
- s.36 Prejudice to effective conduct of public affairs (except information held by the House of Commons or the House of Lords);
- s.37 Communications with Her Majesty, etc and honours;
- s.38 Health and Safety;
- s.39 Environmental information;
- s.40 Personal information of a third party (i.e. not data relating to the requester). An exemption will stand or fall on whether disclosure of the information to a member of the public would be unfair, taking into account all the circumstances involved, in particular how the information was obtained; the likely expectations of the data subject regarding the disclosure of the information; the effect which disclosure would have on the data subject; and the public interest in disclosure of the information. If disclosure of personal data to a member of the public would be unfair then the request is likely to need to be refused under the 2000 Act insofar as it relates to that personal data.
- s.42 Legal Professional Privilege – (communications between a lawyer and their client);
- s.43 Commercial interests.

To establish that the information falls within the terms of a qualified exemption, it is necessary to consider whether the public interest nevertheless requires that the information should be released. The central

question to consider is whether the public interest in withholding the information outweighs the public interest in disclosing the information.

19. Where a public authority considers that the public interest in withholding the information requested outweighs the public interest in releasing it, the authority must inform the applicant of its reasons, unless to do so would mean releasing the exempt information. The powers of the ICO in respect of disclosures in the public interest are considered later in this note.

B) The Absolute Exemptions

20. There are exemptions where, if the exemption applies, it is not necessary to go on to consider disclosure in the public interest:

- s.21 Information accessible to applicant by other means;
- s.23 Information supplied by, or relating to, bodies dealing with security matters;
- s.32 Court records etc;
- s.34 Parliamentary privilege;
- s.36 Prejudice to effective conduct of public affairs (only applies to information held by House of Commons or House of Lords);
- s.40 Personal information - where the applicant is the subject of the information, the applicant already has the right of subject access under the Data Protection Act 2018 (the 2018 Act); where the information concerns a third party and disclosure would breach one of the data protection principles or other conditions as set out in s.40 apply.
- s.41 Information provided in confidence;
- s.44 Prohibitions on disclosure where a disclosure is prohibited by an enactment or would constitute contempt of court;

What other responsibilities do public authorities have?

Publication Schemes

21. The 2000 Act places a duty on public authorities to adopt and maintain publication schemes which must be approved by the ICO. Such schemes must set out:

- the types of information the authority publishes,
- the manner in which the information is published, and

- details of any charges.

22. Once approved, it will be up to the authority to decide how to publish its scheme. S.19 of the 2000 Act requires public authorities to review publication schemes periodically. In deciding what information should be included in the scheme, public authorities must have regard to the public interest in allowing access to information and the public interest in the publication of reasons for decisions made by the authority. Schemes may either be designated for particular bodies or may be generic. A model publication scheme applies to local councils and parish meetings without a separate parish council.

23. Information is exempt from the 2000 Act if it is accessible to the applicant by other means (see s.21 of the 2000 Act). Where information is already accessible because it is covered by the authority's publication scheme, the authority will not then be required to provide the information in response to an individual request.

Codes of Practice

24. The Government issues a Code of Practice under s.45 of the 2000 Act. This provides guidance to public authorities on the discharge of their functions and responsibilities under Part I (Access to information held by public authorities) of the 2000 Act. The latest 2018 code of Practice.

25. The Information Commissioner also has a statutory duty to promote good practice by public authorities, including following this Code of Practice. The Commissioner can issue practice recommendations where he or she considers that public authorities have not conformed with the guidance set out in the Code. The Commissioner can also refer to non-compliance with the Code in decision and enforcement notices.

What does the ICO do?

26. The ICO is an independent regulator and the Information Commissioner is a public official reporting directly to Parliament. In respect of the 2000 Act, the Commissioner has a duty to:

- approve / revoke publication schemes;
- promote good practice;
- promote public authorities' compliance with the 2000 Act;

- disseminate information and give advice about the 2000 Act;
- assess, with the consent of a public authority, whether a public authority is following good practice; and
- report annually to Parliament.

Enforcement

27. A person who has made a request for information may apply to the ICO for a decision as to whether the request has been dealt with by the public authority according to the 2000 Act. In response the ICO may serve a decision notice on the public authority and applicant setting out any steps which the public authority is required to take in order to comply with their duties (s.50 of the 2000 Act). The Commissioner also has the power to serve information notices and enforcement notices on public authorities (s.51 and s.52 of the 2000 Act).

28. In certain circumstances when notices are served, for example, on a government department, or a public authority specifically designated by the Secretary of State, the ICO can issue a decision or enforcement notice requiring disclosure of information in the public interest. However, this may be subject to an executive override. In such a case the public authority has 20 days from receipt of the notice to obtain a signed certificate from a Cabinet Minister overriding the ICO's notice (s.53 of the 2000 Act).

Appeals

29. There is no right of appeal against the Ministerial Certificate although it may be possible to mount a Judicial Review claim against the minister in respect of it. Decision, information and enforcement notices may be appealed to the independent Information Tribunal (s.57 of the 2000 Act). When serving a notice of any kind, the Information Commissioner must at the same time explain the appeals mechanism.

30. Where a notice has been served earlier, the complainant or the public authority may appeal to the Information Tribunal which may uphold, overturn or vary the notice (s.58 of the 2000 Act).

What is the relationship between freedom of information and data protection?

31. The 2000 Act extends access rights set out under the 2018 Act (incorporating the UK GDPR). A request by an individual for information

about themselves will be exempt under the 2000 Act and will continue to be handled as a subject access request under the 2018 Act. In certain circumstances such a request may involve the release of associated third party information.

32. Where an applicant specifically requests information about a third party, the request falls within the remit of the 2000 Act (see paragraph 20 above. However, the authority must apply the data protection principles (see Legal Topic Note 38) when considering the disclosure of information relating to living individuals. An authority must not release third party information, if to do so would mean breaching one of the above principles.

What other advice and guidance is available for local councils?

33. Individual enquiries in aspect of the 2000 Act can be addressed to the ICO via their helpline (0303 123 1113) or chat function on their [website](#). The postal address is Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

LTN	Title	Relevance
38	Data Protection	Sets out the circumstances in which personal data should not be disclosed.
40	Local Councils’ Documents and Records	Sets out the documentation councils should retain for legal and other purposes.

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Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

The Freedom of Information Act came into force at the beginning of 2005 and encourages greater openness and transparency across the public sector. The Act provides individuals or organisations with the right to request information held by a public authority.

The Act requires Sevenoaks Town Council to adopt a Guide to Information. This document specifies what information the Council will routinely publish, in what format that information will be available, and whether the Council will charge for providing the information and if so the level of charge.

Information to be published	How the information can be obtained
Class 1: Council Internal Practice and Procedure	
Minutes of council, committees and sub-committee meetings – limited to the last 2 years	STC website / STC Council Offices
Procedural Standing Orders	STC website/ STC Council Offices
Councils Annual Report to Parish Meeting	STC website/ STC Council Offices
Class 2: Code of Conduct	
Members Declaration of Acceptance of Office	STC website/ STC Council Offices
Members register of Interests	STC website/ STC Council Offices
Register of Interests Book	STC website/ STC Council Offices
Class 3: Periodical Electoral Review	
Information relating to the last Periodic Electoral Review of the council area	STC Council Offices
Information relating to the last boundary review of the council area	STC Council Offices
Class 4: Employment Practice and Procedure	
Terms and Condition of Employment	STC Council Offices
Job descriptions	STC Council Offices

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

Class 5: Planning Documents	
Responses to planning applications	STC Council Offices / Website
Class 6: Audit and Accounts	
Annual Return Form – limited to the last financial year	STC website/ STC Council Offices
Annual Statutory Report by auditor (internal and external) – limited to the last financial year	STC Council Offices
Receipt / Payment reports, receipt books of all kinds, bank statements from all accounts – limited to the last financial year	STC Council Offices
Precept request – limited to last financial year	STC website/ STC Council Offices
VAT records – limited to the last financial year	STC Council Offices
Financial Standing Orders and Regulations	STC website/ STC Council Offices
Assets Register – this will include details of commons / village greens owned by the Council including management schemes for commons as well as community centres and recreation ground.	STC Council Offices
Risk Assessments	STC Council Offices
Class 7: Development and Implementation of Policy	
Policy Statements issued by Council	STC Council Offices / Website
Responses made by council to consultation papers	STC Council Offices
Analysis of responses received to public consultation by the Council	STC Council Offices
Complaints handling procedure	STC Council Offices/ Website
Class 8: Byelaws	Not applicable
Class 9: Council Circulars / Newsletters	
Town Guide	STC Council Offices
History of town	STC Council Offices / STC Website

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

Town Crier	STC website/ STC Council Offices
Class 10: Arts, Entertainment & Tourist Information	
Details relating to the Stag Community Arts Centre	STC Council Offices / Website / Stag
Details relating to the Tourist Information Centre	STC Council Offices / Website
Class 11: Allotments	
Plans	STC Council Offices
Standard Tenancy Agreement	STC Council Offices
Class 12: Burial Grounds	
Plans	STC Council Offices / Greatness Park Cemetery
General Policies	STC Council Offices / Greatness Park Cemetery

Contact Details:

Sevenoaks Town Council, Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG

Tel: 01732 459953 Fax: 01732 742577 Email: council@sevenoakstown.gov.uk

Website: www.sevenoakstown.gov.uk

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

Fees and Charges

Upon request one paper copy of each document will be photocopied and posted free of charge to residents of Sevenoaks Town.

For non residents documents will be photocopied at £0.10 per page and charged normal rate of postage.

Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page, Twitter account and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council Facebook pages and Twitter account intends to provide information and updates regarding activities and opportunities within our Town and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by either the Town Clerk or delegated member of personnel;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's Facebook page or Twitter site for commercial purposes or to advertise market or sell products.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook or Twitter will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that '*A post breaching the Council's Social Media Policy has been removed*'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Sevenoaks Town Council Website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council reserves the right to remove any or all of a local group's information from the web site if it feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

Sevenoaks Town Council email

The Town Clerk and officers of the Council have their own council email address (Town Clerk is townclerk@sevenoakstown.gov.uk).

The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

The Town Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Town Clerk, and/or otherwise will always be copied to the Town Clerk. All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence. Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Town Clerk. NB any emails copied to the Town Clerk become official and will be subject to The Freedom of Information Act. These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting)

Members and the Town Council officers may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing e.g. Skype

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Town Council

The Town Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

**Sevenoaks Town Council
Finance & General Purposes Committee – 7th June 2021**

Sevenoaks Town Council Risk Assessment

At the meeting of this Committee held on 1st March 2021, it was resolved that a Working Party be formed to review the Town Council's Risk Assessment comprising the Chairman and Vice-Chairman of the Finance & General Purposes Committee, the Chairman of the Open Spaces & Leisure Committee, Cllr Bonin, the Town Clerk, Responsible Finance Officer and other senior management as required.

(Minute 461.3, F&GP 01.03.2021 refers)

Following consultation with the Risk Management Working Party, LCRS risk management software has been purchased.

Council risks have been assessed by the Responsible Finance Officer and the Town Clerk and a full risk management report circulated to the Working Party members for review.

The summary report is attached for information.

Recommendation:

That the Committee note the purchase of LCRS risk management software and the progress to date on the Town Council's Risk Assessment Review.

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Assessment year: 2021

<i>Area / Function</i>	<i>Duty</i>	<i>Responsibility</i>	<i>No of risks</i>	<i>Number scored</i>	<i>No of uncontrolled Risks</i>	<i>Your action plan rank</i>
Allotments	Duty to provide allotments. Power to improve and adapt land for allotments, and to let graz	Allotments Admi	21	21	0	<input type="text"/>
Bar Services	Powers to provide	Cafe manager	8	8	0	<input type="text"/>
Bus Shelters	Power to provide and maintain shelters	OSL manager	6	6	0	<input type="text"/>
Car Parks	Powers to provide		14	6	0	<input type="text"/>
Cemeteries/Churchyards	Power to provide Power to acquire and maintain	OSL manager	21	21	0	<input type="text"/>
Clocks	Power to provide public clocks	OSL manager	5	5	0	<input type="text"/>
Code of Conduct	Duty to adopt a code of conduct	Clerk	2	2	0	<input type="text"/>
Commons and Common Pastures	Powers in relation to enclosure, as to regulation and managemen nt, and as to providing common pasture	OSL manager	17	12	0	<input type="text"/>
Community Centres	Power to provide and equip buildings for use of clubs having at hletic, social or educational objectives.	Clerk	16	15	0	<input type="text"/>
Computing	Power to facilitate discharge of any function	Clerk	3	3	0	<input type="text"/>
Council Meetings	Power to meet	Clerk	4	4	0	<input type="text"/>
Council Property and Documents	Duty to disclose documents and to adopt publication scheme	Responsible Fin	4	4	0	<input type="text"/>
Crime Prevention - CCTV	Powers to spend money on crime detection and prevention mea sures.		10	10	0	<input type="text"/>
Data Protection	Duty of Notification and Duty to Disclose (subject access)	Clerk	1	1	0	<input type="text"/>
Drainage	Power to deal with ponds and ditches	OSL manager	7	7	0	<input type="text"/>
Employment of Staff	Duty to Appoint	Clerk	8	8	0	<input type="text"/>

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Assessment year: 2021

<i>Area / Function</i>	<i>Duty</i>	<i>Responsibility</i>	<i>No of risks</i>	<i>Number scored</i>	<i>No of uncontrolled Risks</i>	<i>Your action plan rank</i>
Entertainment and the arts	Provision of entertainment and support of the arts		15	8	0	<input type="text"/>
Financial Management	Duty to ensure responsibility for financial affairs	Responsible Fin	10	10	0	<input type="text"/>
GDPR	Duty to comply with the regulations.	Clerk	23	23	0	<input type="text"/>
Gifts	Power to accept gifts	Clerk	1	1	0	<input type="text"/>
Investments	Power to participate in schemes of collective investment	Responsible Fin	4	4	0	<input type="text"/>
Land	Power to acquire by agreement, to appropriate, to dispose of land	Clerk	14	13	0	<input type="text"/>
Litter	Power to provide receptacles. Power to take enforcement action against those that litter.	OSL manager	7	5	0	<input type="text"/>
Markets	Power to establish or acquire by agreement markets within their area and provide a market place and market buildings.	Markets/ OSL Cl	16	16	2	<input type="text"/>
Meeting of the Council	Duty to meet	Clerk	4	4	0	<input type="text"/>
Newsletters	Power to provide information relating to matters affecting local government	Clerk	7	7	0	<input type="text"/>
Open spaces	Power to acquire land and maintain	OSL manager	13	13	0	<input type="text"/>
Planning & Development Control	Rights of consultation	Planning Clerk	1	1	0	<input type="text"/>
Play Areas	Power to provide	OSL manager	4	4	0	<input type="text"/>
Provision of Office Accommodation	Power to provide	Clerk	6	6	0	<input type="text"/>
Provision of Website/Internet Access	Power to provide 'free resource'	Clerk	2	2	0	<input type="text"/>

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Assessment year: 2021

<i>Area / Function</i>	<i>Duty</i>	<i>Responsibility</i>	<i>No of risks</i>	<i>Number scored</i>	<i>No of uncontrolled Risks</i>	<i>Your action plan rank</i>
Public buildings and Village hall	Power to provide buildings for offices and for public meetings and assemblies	Clerk	16	15	0	<input type="text"/>
Public Conveniences	Power to provide	OSL manager	13	12	0	<input type="text"/>
Shelters & Seats	Power to provide	Clerk	6	6	0	<input type="text"/>
Skatepark	Power to provide	Responsible Finance Officer	5	5	0	<input type="text"/>
Street/Footway Lighting	Power to light roads and public places	Deputy Clerk	8	7	0	<input type="text"/>
Town and Country Planning	Right to be notified of planning applications	Planning Clerk	3	3	0	<input type="text"/>
Village Signs	Power to erect (with Highway Authority approval)	OSL manager	4	3	0	<input type="text"/>
War memorials	Power to maintain, repair, protect and alter war memorials	OSL manager	3	3	0	<input type="text"/>
Web Sites	Power for councils to have their own websites	Clerk	19	18	0	<input type="text"/>

Completed by:

Overall totals/scores **351** **322** **2**

Date:

Position:

How to complete:

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number one.
3. Repeat on all areas until all uncontrolled areas are allocated.

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Sevenoaks Town Council
Finance & General Purposes Committee - 7th June 2021

Community Infrastructure Levy (CIL)

Sevenoaks Town Council receives an allocation of 25% of CIL twice a year in October and March.

In March 2021, the receipt was £98,162.13.

Definition	Type of Payment	Amount
Payment A	Proportions of CIL receipts as laid out in Section 59A of the CIL Regulations where Sevenoaks District Council has a duty to pay you.	£58,897.27
Payment B	The equalisation of CIL receipts paid at the discretion of the Sevenoaks District Council Cabinet, to ensure you receive 25% of the CIL monies secured in your area at the highest rates set out in the CIL charging schedule.	£39,264.86
	TOTAL	£98,162.13

The Town Council had previously allocated £65,000 of the funds towards the upgrade of electrics and drainage to the Town Council site.

This would leave an unallocated sum of £33,162.13.

There was also an unallocated sum of £11,712.24 from October 2020.

From this, two requests were made at the Open Spaces & Leisure Committee meeting in February 2021:

£2000 for Greatness cemetery gates – this was approved at March F&GP

£8000 for sports pitches – this was superseded at March F&GP by an allocation of £30K from CRR for sports pitches.

Therefore, the unallocated from October 2020 is £9,712.24.

The total unallocated sum to be used for Capital Projects is £42,874.37.

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**Sevenoaks Town Council
Finance & General Purposes Committee 7th June 2021**

Sevenoaks Neighbourhood Development Plan (NDP) – Budget

Sevenoaks Town Council originally set aside £100,000 within its Community Investment Plan for the production and progressing of a Sevenoaks Neighbourhood Development Plan.

The Town Council was also successful in obtaining grants and free consultant workshop assistance for the early stages of community engagement.

Sevenoaks District Council is provided with government funding to progress the legal requirements relating to an NDP.

During the process, the Town Council took the decision to carry out some specific work relating to northern Sevenoaks and its future. It was agreed that a Masterplan was needed for the area. Unfortunately, Sevenoaks District Council could not commit to this financially and therefore Sevenoaks Town Council took the unusual step for a town council to commission and progress its own Northern Sevenoaks Masterplan. This was at a cost of approximately £40,000. It did delay the process, however, overall was well supported by the public and helped to form the overall NDP.

There were further delays in waiting for the Sevenoaks Urban Area Economic Study to be completed and then further due to the pandemic.

The Sevenoaks Neighbourhood Development Plan is now reaching towards the conclusion with a referendum planned for the autumn of 2021.

Due mainly to the additional work undertaken for the Masterplan the original budget for the NDP is depleted. An additional sum of £8,000 is projected to complete the process.

RECOMMENDATION: Sevenoaks Town Council allocates a further £8,000 from its Capital Reserves for the final stages of the Sevenoaks Neighbourhood Development Plan.

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Sevenoaks Town Council
Finance & General Purposes Committee - 7th June 2021

New Carpets for Council Chamber

The Town Council Chamber is a venue not only for Council Meetings but also used by local community organisations for events. The current carpet was installed at least 20 years ago and is becoming threadbare in some places. It would make sense to replace now whilst meetings and events are not taking place.

Three quotations have been obtained from local suppliers:

Quote A	£11,443.33
Quote B	£11,799.78
Quote C	£10,926.77

Following the decision for Sevenoaks Town Council to retain the current building and not relocate, some funds were put aside for improvements. There is currently £11,448, however with some commitments in place for other more minor works.

Recommendations

- i) Quote C is accepted at £10,926.77 and progressed if possible before 21st June.**
- ii) £8,000 is used from the Earmarked Reserve for STC Offices and £2,926.77 is used from contingency.**