

27th July 2021

You are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held at the **Bat & Ball Centre**, Crampton's Road, Sevenoaks, TN14 5DN on **Monday 2nd August 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/drPSLB8Dij8> 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. 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 Merilyn 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.

1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	
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2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).			
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	-		
4	<u>MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE – 7th June 2021</u> To receive and sign the notes of the meeting of the Finance & General Purposes Working Party held on 7 th June 2021.	Attached		
5	<u>FINANCE REPORTS - ACCOUNTS -TO 31st MAY 2021 AND 30TH JUNE 2021</u> To receive and consider the Finance Officer's reports			
5.1	<u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report and variance analysis for the period to 30th June 2021	Attached		
5.2	<u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the 1st to 31st May 2021 and 1 st to 30th June 2021	Attached		
5.3	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for the period 1st to 31st May 2021 and 1 st to 30th June 2021	Attached		
5.4	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the period 1st to 31st May 2021 and 1 st to 30th June 2021	Attached		
5.5	<u>Hospitality and Gifts Register:</u> To receive and note the following Hospitality or Gifts received by Councillors or staff for the period 1st to 31st May 2021, and 1 st to 30th June 2021: <table border="1" data-bbox="295 1585 1249 1664"> <tr> <td>Town Clerk</td> <td>- 2 x tickets to Reuthes Gardens BBQ 7th July 2021, accepted 29th June 2021 (Not used)</td> </tr> </table>	Town Clerk	- 2 x tickets to Reuthes Gardens BBQ 7 th July 2021, accepted 29 th June 2021 (Not used)	-
Town Clerk	- 2 x tickets to Reuthes Gardens BBQ 7 th July 2021, accepted 29 th June 2021 (Not used)			
5.6	<u>SEVENOAKS TOWN COUNCIL RISK ASSESSMENT</u> To consider and approve the detailed Risk Assessment for the Town Council	See separate document		

6	<u>PENSION SCHEME DEFICIT</u>	Attached
7	<u>REVIEW OF ALLOTMENT RENTS</u>	Attached
8	<u>STREETLIGHTING UPDATE REPORT</u>	Attached
9	<u>PLAY AREAS CAPITAL INVESTMENT PROGRAMME</u> To note the Capital Investment Programme for Play Areas agreed in principle by the Open Spaces & Leisure Committee	Attached
10	<u>FRIENDS OF RHEINBACH FUNDRAISING APPEAL</u>	Attached
11	<u>SEVENOAKS TOWN TEAM</u> To receive and note the minutes of the meetings held on 7 th April and 16th June 2021.	Previously circulated and available on request
12	<u>CURRENT MATTERS AND PRIORITIES</u> To receive and note a list of a) current matters b) priorities of the Town Council	Attached Attached
13	<u>PRESS RELEASE</u> To consider any agenda item, which would be considered appropriate for a press release	–

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Sevenoaks Town Council
Notes of Finance & General Purposes Committee Working Party*
Held via Zoom on 7th June 2021

Livestreamed and available to view on YouTube: https://youtu.be/UOW-6qy_VS0

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.56 p.m.

Present:

Cllr Tony Clayton, Chairman	Present	Cllr Roderick Hogarth	Present
Cllr Keith Bonin, Vice-Chairman	Present	Cllr Tom Morris Brown	Absent
Cllr Sue Camp	Present	Cllr Robert Piper	Apologies
Cllr Dr Merylyn Canet	Present	Cllr Simon Raikes	Present
Cllr Andrew Eyre	Present	Cllr Edward Waite	Apologies
Cllr Victoria Granville-Baxter	Present		

Substitute	For
Cllr Richard Parry	Cllr Robert Piper
Cllr Claire Shea	Cllr Edward Waite

In attendance: Cllr Nick Busvine, Town Clerk, Responsible Finance Officer and Senior Committee Clerk

Representations received from Members of the Public: None

93. Chairman and Vice-Chairman

Noted that at the Annual Council Meeting held on 4th May 2021, the following appointments were made:

- a) Chairman – Cllr Tony Clayton
- b) Vice-Chairman – Cllr Keith Bonin

94. Apologies for Absence: As noted above.

95. Dispensations: There were no requests for Dispensations.

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

97. Minutes of the Finance & General Purposes Committee held on 12th April 2021
RESOLVED: To receive and note the Minutes of the Finance & General Purposes Committee held on 12th April 2021 as a true record

98. Finance Reports Year End

98.1 Management Accounts Year Ended 31st March 2021

The Committee received and noted, for the year ended 31st March 2021, the Responsible Finance Officer's Report with Variance Analysis, Income and Expenditure, Working Capital Summary, Statement of Fund Balances and Capital Expenditure and funds, together with the:

- Suppliers Accounts for year ended 31st March 2021, balance £179,066.00

- Payroll Accounts for year ended 31st March 2021, balance £95,761.44
- Petty Cash Accounts for year ended 31st March 2021, balance £861.34

The write-off of irrecoverable debts of £885.30 relating to prior years was noted; the net impact had been covered by a release from general reserves. At future meetings irrecoverable debts would become a standard agenda item.

It was noted that the year-end position at the end of March 2021 gave 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 had been sufficient revenue surplus to allow the return to reserves of the £65k which had been released to cover the first tranche of grant funding given to the Stag theatre. The surplus of £2,604 was net of this transfer.

The 2020/21 budget had been expected to deliver a deficit of £6,000, meaning that the Town Council was £8,604 favourable to budget full year.

It was noted that the working capital net current assets had decreased by £2.183m during the financial year to a year-end balance of £1,770,526. Revenue reserves had increased by £34,000.

The Committee congratulated the Town Clerk and Responsible Finance Officer, and their support teams, on all their hard work during the year to achieve this result, which had not been anticipated considering the challenges of the pandemic.

RESOLVED: That the Management Accounts for the Year Ended 31st March 2021 be received and accepted.

98.2 Review of Internal Controls and Annual Return for the Year Ended 31st March 2021

It was noted that the Internal Audit Report for the Year-end Visit had not yet been received but was anticipated shortly. Once received, a face-to-face meeting of the full Council would be arranged to formally sign off the:

- Internal Audit Report for Year End Visit 2020/21
- Annual Internal Audit Report 2020/21
- Statement on the System of Internal Control
- Annual Governance and Accountability Return 2020/21, including the Annual Governance Statement, Statement of Accounts to 31st March 2021, and supporting papers for submission to the External Auditors

RESOLVED: That, subject to the receipt of the final audit inspection report:

- 1) The Statement on the System of Internal Control be approved and signed by the Chairman or Vice-Chairman of the Committee; and

- 2) The following reports be accepted and **RECOMMENDED** to the full Council for approval: Annual Governance and Accountability Return 2020/21, including the Annual Governance Statement, Statement of Accounts to 31st March 2021, and supporting papers for submission to the External Auditors.

99 Finance Reports to 30th April

99.1 Management Accounts 1st to 30th April 2021

The Committee received and noted, for the period 1st to 30th April 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 30th April 2021, balance £180,537.24
- Payroll Accounts 1st to 30th April 2021, balance £87,511.33
- Petty Cash Accounts 1st to 30th April 2021, balance £690.03

It was noted that the year-to-date position at the end of April 2021 gave a revenue surplus of £24,122. Within this surplus was 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.

RESOLVED: To accept the Management Accounts 1st to 30th April 2021.

99.2 Hospitality and Gifts Register: Noted, nothing to report.

100. Review of Financial Matters in accordance with the Town Council's Standing Orders

The Committee received and noted the following financial matters in accordance with the Town Council's Standing Orders, adopted at the Annual Council Meeting on 4th May 2021 (Minute 57, 04.05.21 refers):

- Insurance Cover 2021/2022
- Complaints Procedure
- Freedom of Information Procedure
- Social Media and Electronic Communications Policy

It was noted that the Responsible Finance officer would be undertaking an insurance procurement round for the following year, including a new valuation of all Town Council buildings.

RESOLVED that:

- 1) The Town Council's Insurance Policy with Zurich Municipal for 2021/2022 be received and noted;
- 2) The following be received and re-adopted:
 - Complaints Procedure
 - Social Media & Electronic Communication Policy;
- 3) That the Town Council adopts the NALC Guidance LTN37 as the basis of its Freedom of Information Procedure; and
- 4) That the Freedom of Information Publication Schedule be re-adopted.

101. Sevenoaks Town Council Risk Assessment

It was noted that LCRS Risk Management Software had been purchased. A detailed risk management report had been circulated to the Risk Assessment Working Party members for review.

RESOLVED: That the purchase of LCRS Risk management software and the progress to date on the Town Council’s risk assessment review be noted; and the full document to be reviewed at a future meeting.

102. Community Infrastructure Levy

The Committee noted receipt of £98,162.13 in March 2021 for its portion of the Community Infrastructure Payment (CIL).

Following the previously agreed allocation of £65,000 of the funds towards the upgrade of electrics and drainage to the Town Council site, the total unallocated sum to be used for capital projects was £42,874.37.

103. Sevenoaks Neighbourhood Development Plan (NDP) Budget

The Sevenoaks Neighbourhood Development Plan was reaching towards its conclusion, with a referendum planned for the Autumn of 2021. It was noted that, due largely to additional work undertaken to prepare the Northern Sevenoaks Masterplan, the original budget was depleted, and an additional sum of £8,000 required to complete the project.

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

104. New Carpets for Council Chamber

It was noted that the carpets in the Town Council Chamber and foyer needed replacing. There was an opportunity to carry out this work whilst the Chamber was not in use, due to pandemic restrictions. Three quotations had been obtained from local suppliers.

RESOLVED that:

- 1) Quotation C is accepted at £10,926.77 and progressed as soon as possible; and
- 2) £8,000 is used from the Earmarked Reserve for the Town Council offices, and £2,926.77 used from contingency.

105. Press Release

RESOLVED: To distribute a press release relating to additional funding to progress the Neighbourhood Development Plan.

There being no further business the Chairman closed the Meeting.

Signed

Chairman

Dated

Sevenoaks Town Council

Finance Officer's Report

Financial report for the month ended 30th June 2021

1. Summary

The year-to-date position at the end of June gives a revenue surplus of £27,787.

The main reason for this surplus is phasing of spend, with more cost commitments expected later in the year. £10,000 has been released from earmarked reserves, being the grant received for HitB staff. This will cover spend on salaries across the year. £12,690 HLF grant has been received to help fund the re-opening of the Bat & Ball cafe, we anticipate spending this grant before the end of Q2.

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

The biggest variances to budget to date are as follows:

£10K released from reserves, being HitB staff salaries grant & £13K HLF grant for Bat & Ball station café (as above).

£9K of CJRS grant received – all staff have now returned from furlough.

£6K spent on pop up market set up. Income was lower than originally anticipated mainly due to bad weather in May.

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

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>
21	OSL	6,877 (F)	Please refer to the variance report.
26	OSL/ Streetlighting/Gen	5,507 (F)	Please refer to the variance report.
28	Vine Cafe	6,561 (A)	Please refer to the variance report.
30	Bat & Ball Stn Cafe	9,707 (F)	Please refer to the variance report.
33	Council Offices	7,190 (A)	Please refer to the variance report.
41	Business Hub	5,934 (A)	Please refer to the variance report.
50	Youth Café	12,530 (F)	Please refer to the variance report.
60	Markets	5,956 (A)	Please refer to the variance report.

3.0 Use of Contingency

As agreed in minute 104, £2,927 of contingency will be used to part-fund new carpet for the council offices (with remaining £8,000 funding from earmarked reserve).

This virement was processed in July & will be seen in next month's results.

Remaining contingency budget post this virement is £64,403.

4.0 Proposed use of Earmarked Funds/ Virements

The committee is asked to approve the following use of Earmarked funds for expenditure incurred year to date:

Staff Training - £1,885 from for Staff Training earmarked reserve, for OSL RP3 Inspection course

Pop up Market - £6,244 net cost of the Pop-up Market (£7,014 spend on outdoor furniture, plants, planters, set up & advertising, less £770 of income).

£5,795 from CRF earmarked fund towards the net cost of the Pop-up Market & cover the remaining £449 cost from this year's CRF budget (via virement).

Recommendation

The Committee approves the release of £1,885 Staff training reserve for OSL training, £5,795 CRF reserve for Pop-up Market, and £449 CRF budget virement for Pop-up Market.

5.0 Working Capital (Appendix 3)

The net current assets have decreased by £60,463 year to date, leaving a month-end balance of £1,710,064. This corresponds to an increase in revenue reserves of £27,786 and a decrease in Earmarked Reserves of £88,249.

The increase in revenue reserves aligns to the year-to-date surplus.

The current policy of Sevenoaks Town Council is to work towards a general reserves fund of up to 6 months of the current precept. (2021/22 £619,949).

General reserves balance at the end of June is £445,357, which equates to over 4 months of precept.

The decrease in Earmarked reserves is due to £18K of released earmarked reserves (£10K to HitB for staff salaries, £8K re council office carpet) and capital expenditure of £180K (mainly £82K Bat & Ball Ctr & £90K 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 4) and Cashflow

The statement of fund balances as at 30th June 2021 totals £2,016,873 (31 Mar 2021 £1,794,222).

£1,733,772 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 June 2021.

7.0 Risk Assessment

Following feedback from the Internal Auditors, Cyber Security has been added as a separate risk within the Computing section of the Risk Assessment.

Recommendation

As the Risk Assessment has been shared with the working party and reviewed by internal audit, the Committee is asked to adopt the Risk Assessment for 2021/22.

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

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	2,067	2,127	60	6,026	6,381	355	25,523		19,497	
4270 Employers Pension Contribution	83	90	7	237	270	33	1,087		850	
6240 Computer/ Data Base/WP's	54	66	12	97	198	101	920		823	
6630 Professional Fees	0	255	255	0	255	255	1,020		1,020	
6720 Books and Periodicals	0	0	0	0	0	0	306		306	
Planning - General :- Indirect Expenditure	2,203	2,538	335	6,361	7,104	743	28,856	0	22,495	0
Net Expenditure	(2,203)	(2,538)	(335)	(6,361)	(7,104)	(743)	(28,856)			
<u>21 O/ Spaces & Leisure - General</u>										
1022 Letting & Hire of Facilities	50	0	(50)	2,856	2,893	37	31,827		0	
1316 Raleys Car Park Permits	0	0	0	1,467	0	(1,467)	1,803		0	
1850 Log Sales	0	0	0	0	0	0	1,273		0	
1990 Other Income	0	64	64	306	192	(114)	764		0	
O/ Spaces & Leisure - General :- Income	50	64	15	4,629	3,085	(1,544)	35,667			0
4010 Gross Pay	15,195	15,191	(4)	44,860	45,573	713	182,290		137,430	
4270 Employers Pension Contribution	886	1,014	128	2,633	3,042	409	12,172		9,539	
5010 Vine Area General Maintenance	15	0	(15)	15	0	(15)	0		(15)	
5013 Graffiti Removal	0	0	0	0	170	170	1,020		1,020	
5025 Lower St Johns Toilets	595	892	297	3,134	2,676	(458)	10,710		7,576	
5026 Greatness Rec Convenience	232	255	23	1,152	765	(387)	3,060		1,908	
5050 Seats And Litter Bins	0	709	709	1,095	709	(386)	2,836		1,741	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

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
5060 Sevenoaks Common	0	0	0	0	0	0	3,774		3,774	
5065 Tree Safety Survey	0	0	0	0	0	0	3,876		3,876	
5070 Other Woodlands	0	0	0	0	842	842	3,366		3,366	
5110 Knole Paddock & Pavilion	0	400	400	0	400	400	4,030		4,030	
5120 Knole Paddock Pitch & Grnd Mt	299	2,400	2,101	2,414	2,400	(14)	3,570		1,156	
5310 Miscellaneous Open Spaces	545	154	(391)	673	462	(211)	1,842		1,169	
5311 Security Open Spaces	1,687	1,300	(387)	5,118	3,900	(1,218)	15,600		10,482	
5316 Skatepark Maintenance	0	0	0	300	600	300	2,627		2,327	
5317 Raleys Car Park	486	0	(486)	486	0	(486)	510		24	
5320 Fertilizers	106	0	(106)	106	300	194	1,224		1,118	
5330 Grass Seed	0	0	0	0	0	0	2,142		2,142	
5340 Plants	1,059	638	(421)	1,192	638	(554)	2,550		1,358	
5410 Repairs & General Maintenance	87	128	41	150	384	234	1,530		1,380	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	49	701	652	902	2,103	1,201	8,415		7,513	
5525 Equipment Maintenance	539	960	421	806	1,920	1,114	8,160		7,354	
5550 Vehicle Expenses	410	1,333	923	1,342	3,999	2,657	16,000		14,658	
5700 Fuel	221	527	306	982	1,581	599	6,324		5,342	
6000 Rent & Rates	0	0	0	0	612	612	1,224		1,224	
6010 Light Heat & Cleaning	1,151	536	(615)	1,151	536	(615)	2,142		991	
6101 Telephone	11	17	6	35	51	16	204		169	
6104 Mobile Telephone	73	17	(56)	112	51	(61)	204		92	
6320 Staff Training	0	765	765	1,885	765	(1,120)	3,060		1,175	
6330 Welfare/Hospitality	0	17	17	23	51	28	204		181	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

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	141	0	(141)	141	204	63	204		63	
6812 Road Dues	0	0	0	0	0	0	1,530		1,530	
6851 Bus Shelter Maintenance	0	15	15	0	45	45	179		179	
6900 Sundry Expenses	0	8	8	16	24	9	102		87	
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)	130	0	(130)	1,224		1,094	
6934 Waste Bin Collection-Dog Bins	0	714	714	0	714	714	2,856		2,856	
6935 Waste Bin Disposal-Waste Bins	0	359	359	624	1,077	453	4,304		3,680	
6952 Protective Clothing	86	123	37	154	369	216	1,479		1,326	
O/ Spaces & Leisure - General :- Indirect Expenditure	23,916	29,173	5,257	71,630	76,963	5,333	320,080	0	248,450	0
Net Income over Expenditure	(23,866)	(29,109)	(5,243)	(67,001)	(73,878)	(6,877)	(284,413)			
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1700 Cemetery Income	4,926	7,957	3,031	23,277	23,871	594	95,481		0	
O/ Spaces & Leisure - Cemetery :- Income	4,926	7,957	3,031	23,277	23,871	594	95,481			0
4010 Gross Pay	7,206	7,180	(26)	21,647	21,540	(107)	86,161		64,514	
4270 Employers Pension Contribution	556	599	43	1,668	1,797	129	7,184		5,516	
5210 Cemetery Chapel & Office	183	0	(183)	187	0	(187)	210		23	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	179		179	
5410 Repairs & General Maintenance	138	85	(53)	192	255	63	1,020		828	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

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	32	272	240	734	816	82	3,264		2,530	
5525 Equipment Maintenance	1,327	212	(1,115)	2,057	636	(1,421)	2,550		493	
5700 Fuel	21	60	39	229	180	(49)	714		485	
6000 Rent & Rates	1,022	558	(464)	2,651	1,674	(977)	6,701		4,050	
6010 Light Heat & Cleaning	0	105	105	337	315	(22)	1,265		928	
6101 Telephone	156	64	(92)	276	192	(84)	765		489	
6104 Mobile Telephone	0	10	10	0	30	30	122		122	
6105 Broadband wi-fi service	40	0	(40)	80	0	(80)	0		(80)	
6200 Printing & Stationery	0	8	8	0	24	24	102		102	
6240 Computer/ Data Base/WP's	30	0	(30)	89	0	(89)	408		319	
6320 Staff Training	0	510	510	0	510	510	2,040		2,040	
6330 Welfare/Hospitality	0	14	14	0	42	42	173		173	
6500 Goods for Resale	0	17	17	0	51	51	204		204	
6630 Professional Fees	0	102	102	0	102	102	102		102	
6650 Bad debts	0	0	0	4	0	(4)	0		(4)	
6730 Subscriptions	0	0	0	95	0	(95)	102		7	
6802 Trees Plants Turf & Fertilizer	545	765	220	740	765	25	3,060		2,320	
6822 Roads Path & Boundaries	0	0	0	250	0	(250)	714		464	
6832 Lawn/Wall of Remembrance	0	0	0	10	0	(10)	102		92	
6900 Sundry Expenses	0	4	4	0	12	12	51		51	
6922 Health&Safety/Risk Assessments	0	0	0	0	568	568	2,270		2,270	
6930 Alarm Maintenance	0	0	0	815	816	1	816		1	
6932 Cemetery Security	405	391	(14)	1,214	1,173	(41)	4,692		3,478	
6935 Waste Bin Disposal-Waste Bins	0	104	104	161	312	151	1,255		1,094	

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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
6952 Protective Clothing	0	64	64	115	192	77	765		650	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	11,660	11,124	(536)	33,552	32,002	(1,550)	128,191	0	94,639	0
Net Income over Expenditure	(6,734)	(3,167)	3,567	(10,275)	(8,131)	2,144	(32,710)			
<u>23 O/ Spaces & Leisure- Allotment</u>										
1010 Rental Income	0	0	0	33	0	(33)	1,111		0	
1047 QH Allotments Income	14	0	(14)	48	0	(48)	7,516		0	
O/ Spaces & Leisure- Allotment :- Income	14	0	(14)	82	0	(82)	8,627			0
4010 Gross Pay	453	541	88	1,243	1,623	380	6,496		5,253	
4270 Employers Pension Contribution	26	22	(4)	83	66	(17)	260		177	
5410 Repairs & General Maintenance	0	0	0	413	306	(107)	1,224		811	
6000 Rent & Rates	58	130	72	174	390	216	1,561		1,387	
6002 QH Allotments Costs	0	178	178	600	178	(422)	714		114	
6922 Health&Safety/Risk Assessments	0	306	306	0	306	306	306		306	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	537	1,177	640	2,513	2,869	356	10,561	0	8,048	0
Net Income over Expenditure	(523)	(1,177)	(654)	(2,431)	(2,869)	(438)	(1,934)			
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	8	0	(8)	8	0	(8)	9,091		0	
1990 Other Income	0	103	103	0	309	309	1,236		0	
1997 In Bloom Income	0	0	0	400	0	(400)	0		0	
Open Spaces-Street Lighting/Ge :- Income	8	103	95	408	309	(99)	10,327			0

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6861 Public Clock Maintenance	0	742	742	17	742	725	2,966		2,949	
6862 Street Lighting	415	1,140	725	1,943	3,420	1,477	13,682		11,739	
6865 In Bloom Costs	245	3,045	2,800	709	3,915	3,207	14,790		14,082	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	660	4,927	4,267	2,669	8,077	5,408	31,438	0	28,769	0
Net Income over Expenditure	(652)	(4,824)	(4,172)	(2,261)	(7,768)	(5,507)	(21,111)			
<u>28 O/ Spaces & Leisure-Vine Cafe</u>										
1211 Sale of Goods	6,748	8,263	1,515	20,767	18,433	(2,334)	63,561		0	
1450 Furlough Grant Income	0	0	0	217	0	(217)	0		0	
1990 Other Income	7	0	(7)	25	0	(25)	0		0	
O/ Spaces & Leisure-Vine Cafe :- Income	6,755	8,263	1,508	21,009	18,433	(2,576)	63,561			0
4010 Gross Pay	6,629	5,137	(1,492)	20,061	15,061	(5,000)	51,746		31,685	
4270 Employers Pension Contribution	146	172	26	438	516	78	2,070		1,632	
5410 Repairs & General Maintenance	454	42	(412)	611	126	(485)	510		(101)	
5500 Equipment Hired and New	80	153	73	163	459	296	1,836		1,673	
5525 Equipment Maintenance	28	42	14	84	126	42	510		426	
6000 Rent & Rates	68	102	34	203	306	103	1,224		1,021	
6010 Light Heat & Cleaning	291	0	(291)	1,533	408	(1,125)	1,632		99	
6101 Telephone	27	26	(1)	56	78	22	315		259	
6200 Printing & Stationery	2	0	(2)	29	0	(29)	31		2	
6210 Postage & Courier	11	41	30	18	41	23	163		145	
6240 Computer/ Data Base/WP's	115	38	(77)	115	38	(77)	153		38	

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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
6320 Staff Training	0	0	0	0	0	0	306		306	
6340 Staff Uniforms	0	0	0	54	0	(54)	0		(54)	
6460 Publicity & Democratic notices	0	64	64	0	64	64	255		255	
6500 Goods for Resale	3,265	2,678	(587)	8,035	5,974	(2,061)	20,600		12,565	
6505 Cafe consumables	334	310	(24)	1,229	930	(299)	3,718		2,489	
6533 Copyright Fees/Royalties	0	0	0	0	0	0	326		326	
6635 Professional Fees Licensing	20	0	(20)	61	153	92	153		92	
6900 Sundry Expenses	4	18	14	215	54	(161)	210		(5)	
6922 Health&Safety/Risk Assessments	910	0	(910)	1,041	0	(1,041)	510		(531)	
6930 Alarm Maintenance	0	0	0	0	0	0	525		525	
6935 Waste Bin Disposal-Waste Bins	0	175	175	131	525	394	2,101		1,970	
6976 Credit card charges	0	48	48	64	144	80	578		514	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	12,384	9,046	(3,338)	34,140	25,003	(9,137)	89,472	0	55,332	0
Net Income over Expenditure	(5,629)	(783)	4,846	(13,131)	(6,570)	6,561	(25,911)			
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	0	0	0	500	500	1,500		0	
1805 Tea Kiosk Rental & Pavilion	875	875	0	1,750	1,750	0	3,500		0	
1870 Vine Club Insurance Contrib.	354	0	(354)	354	0	(354)	352		0	
O/Spaces & Leisure-Vine Ground :- Income	1,229	875	(354)	2,104	2,250	146	5,352			0
4010 Gross Pay	707	763	56	2,216	2,289	73	9,157		6,941	
4270 Employers Pension Contribution	42	46	4	133	138	5	549		416	

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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
5010 Vine Area General Maintenance	10	344	334	10	1,032	1,022	4,122		4,112	
5020 Vine Public Convenience	696	722	26	1,637	2,166	529	8,670		7,033	
6000 Rent & Rates	0	44	44	144	132	(12)	525		381	
6460 Publicity & Democratic notices	0	64	64	0	64	64	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	1,455	1,983	528	4,140	5,821	1,681	27,317	0	23,177	0
Net Income over Expenditure	(226)	(1,108)	(882)	(2,036)	(3,571)	(1,535)	(21,965)			
<u>30 F&G P - Bat & Ball Station</u>										
1022 Letting & Hire of Facilities	424	2,040	1,616	1,077	6,120	5,043	24,480		0	
1211 Sale of Goods	1,706	4,083	2,377	2,368	12,249	9,881	49,000		0	
1213 Event catering	293	0	(293)	293	0	(293)	0		0	
1350 Revenue Grant income	0	0	0	12,690	0	(12,690)	0		0	
1450 Furlough Grant Income	0	0	0	4,149	0	(4,149)	0		0	
1990 Other Income	12	0	(12)	12	0	(12)	0		0	
F&G P - Bat & Ball Station :- Income	2,435	6,123	3,688	20,589	18,369	(2,220)	73,480			0
4010 Gross Pay	4,198	5,116	918	13,185	15,348	2,163	61,392		48,207	
4270 Employers Pension Contribution	126	219	94	318	657	339	2,629		2,311	
5410 Repairs & General Maintenance	141	135	(6)	512	405	(107)	1,618		1,106	
5500 Equipment Hired and New	230	128	(102)	453	384	(69)	1,530		1,077	

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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
6000 Rent & Rates	324	243	(81)	976	729	(247)	2,917		1,942	
6011 Electricity	0	453	453	757	1,359	602	5,432		4,675	
6012 Gas	792	525	(267)	265	525	260	2,101		1,836	
6013 Cleaning	265	340	75	807	1,020	213	4,080		3,273	
6014 Water	0	510	510	0	510	510	2,040		2,040	
6101 Telephone	74	57	(17)	219	171	(48)	683		464	
6200 Printing & Stationery	11	18	7	31	54	23	210		179	
6241 Website Costs	285	0	(285)	285	0	(285)	0		(285)	
6320 Staff Training	0	66	66	0	66	66	263		263	
6330 Welfare/Hospitality	34	0	(34)	103	0	(103)	0		(103)	
6460 Publicity & Democratic notices	0	170	170	0	510	510	2,040		2,040	
6500 Goods for Resale	1,124	1,700	576	1,786	5,100	3,314	20,400		18,614	
6505 Cafe consumables	167	50	(117)	201	150	(51)	600		399	
6533 Copyright Fees/Royalties	0	48	48	0	144	144	578		578	
6635 Professional Fees Licensing	0	0	0	0	0	0	578		578	
6900 Sundry Expenses	0	52	52	143	156	13	630		487	
6922 Health&Safety/Risk Assessments	99	0	(99)	296	268	(28)	1,072		776	
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	110	324	214	1,292		1,182	
6976 Credit card charges	0	44	44	77	132	55	525		448	
F& G P - Bat & Ball Station :- Indirect Expenditure	7,896	9,982	2,086	20,525	28,012	7,487	114,554	0	94,029	0
Net Income over Expenditure	(5,461)	(3,859)	1,602	64	(9,643)	(9,707)	(41,074)			

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

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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
31 F & G P - Establishments										
1115 Interest on Deposits	17	338	321	39	1,014	975	4,060		0	
1231 Banner Income	0	410	410	720	1,230	510	4,922		0	
1232 Town Crier Advertising	0	0	0	200	0	(200)	0		0	
1451 Kickstart funding	2,141	0	(2,141)	2,141	0	(2,141)	0		0	
1889 Waste Sacks Income	405	180	(225)	800	540	(260)	2,163		0	
1990 Other Income	0	8	8	0	24	24	103		0	
F & G P - Establishments :- Income	2,563	936	(1,627)	3,901	2,808	(1,093)	11,248			0
4010 Gross Pay	24,548	24,305	(243)	73,357	72,915	(442)	291,664		218,307	
4270 Employers Pension Contribution	2,531	2,798	267	7,693	8,394	701	33,570		25,877	
4271 Pension Deficiency	6,667	6,667	0	20,000	20,001	1	80,000		60,000	
5410 Repairs & General Maintenance	(98)	0	98	0	0	0	0		0	
5500 Equipment Hired and New	307	212	(95)	829	636	(193)	2,550		1,721	
6020 Insurance Cost	1,229	1,457	228	8,411	7,285	(1,126)	20,400		11,989	
6101 Telephone	395	489	94	812	1,467	655	5,865		5,053	
6103 Fax	0	8	8	0	24	24	102		102	
6200 Printing & Stationery	424	1,445	1,021	2,934	4,335	1,401	17,340		14,406	
6210 Postage & Courier	113	438	325	1,593	1,314	(279)	5,253		3,660	
6240 Computer/ Data Base/WP's	1,933	1,138	(795)	4,249	3,414	(835)	13,658		9,409	
6241 Website Costs	275	500	225	275	500	225	2,040		1,765	
6242 I.T. Infrastructure	892	680	(212)	2,662	2,040	(622)	8,160		5,498	
6281 Furnishings,Furniture/Eqpt	0	191	191	0	191	191	765		765	
6300 Computers Accountancy	503	289	(214)	917	867	(50)	3,468		2,551	

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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
6315 Recruitment Costs	0	170	170	198	510	312	2,040		1,842	
6320 Staff Training	456	255	(201)	669	765	97	3,060		2,392	
6321 Investors in People	0	0	0	0	0	0	840		840	
6330 Welfare/Hospitality	178	170	(8)	246	510	264	2,040		1,794	
6410 Civic Exps/Annual Reception	0	0	0	0	900	900	1,785		1,785	
6415 Gifts/hospitality	27	34	7	241	102	(139)	408		167	
6420 Annual Parish Meeting	0	0	0	0	0	0	102		102	
6421 Honour Bd. Badges & Insignia	254	0	(254)	371	255	(116)	255		(116)	
6435 Members Expenses	0	0	0	0	0	0	4,202		4,202	
6440 Press Notices	0	128	128	0	384	384	1,530		1,530	
6450 Bye Laws	0	0	0	0	0	0	102		102	
6460 Publicity & Democratic notices	0	212	212	140	636	496	2,550		2,410	
6461 Banner Costs	0	131	131	0	393	393	1,576		1,576	
6610 Audit Fees	0	551	551	0	1,102	1,102	4,957		4,957	
6620 Legal Expenses	0	0	0	0	1,530	1,530	3,060		3,060	
6635 Professional Fees Licensing	225	0	(225)	225	0	(225)	1,530		1,305	
6710 Conference Fees & Expenses	86	196	110	86	588	502	2,346		2,260	
6720 Books and Periodicals	0	32	32	0	96	96	388		388	
6730 Subscriptions	122	101	(21)	3,456	3,132	(324)	5,253		1,797	
6889 Waste Sacks	0	170	170	580	510	(70)	2,040		1,460	
6900 Sundry Expenses	(815)	42	857	(151)	126	277	510		661	
6922 Health&Safety/Risk Assessments	629	0	(629)	4,902	3,264	(1,638)	3,264		(1,638)	
6935 Waste Bin Disposal-Waste Bins	0	0	0	26	0	(26)	0		(26)	
6975 Bank Charges	168	132	(36)	254	396	142	1,581		1,327	

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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
6976 Credit card charges	10	60	50	855	180	(675)	714		(141)	
7010 Election Expenses	0	0	0	0	0	0	5,100		5,100	
7611 Contingency provision	0	0	0	0	0	0	64,403		64,403	
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	41,059	43,001	1,942	135,831	138,762	2,931	673,491	0	537,660	0
Net Income over Expenditure	(38,496)	(42,065)	(3,569)	(131,930)	(135,954)	(4,024)	(662,243)			
32 F & G P - General										
1490 Christmas Lights Switch On	0	0	0	0	0	0	6,000		0	
1495 Number 8 bus income	0	57	57	0	171	171	684		0	
F & G P - General :- Income	0	57	57	0	171	171	6,684			0
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	
6495 Number 8 bus expenses	0	3,365	3,365	0	10,095	10,095	40,384		40,384	
6869 Special Events	0	552	552	0	1,656	1,656	6,630		6,630	
F & G P - General :- Indirect Expenditure	0	3,917	3,917	0	11,751	11,751	76,594	0	76,594	0
Net Income over Expenditure	0	(3,860)	(3,860)	0	(11,580)	(11,580)	(69,910)			
33 F & G P - Council Offices										
1022 Letting & Hire of Facilities	554	1,416	863	966	4,248	3,282	16,995		0	
F & G P - Council Offices :- Income	554	1,416	863	966	4,248	3,282	16,995			0

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	1,012	1,115	103	3,794	3,345	(449)	13,384		9,590	
4270 Employers Pension Contribution	53	67	14	199	201	2	803		604	
5410 Repairs & General Maintenance	64	180	116	1,109	540	(569)	2,162		1,053	
6000 Rent & Rates	2,304	2,156	(148)	7,313	6,468	(845)	25,877		18,564	
6010 Light Heat & Cleaning	77	541	464	1,266	1,623	357	6,492		5,226	
6013 Cleaning	0	0	0	(63)	0	63	0		63	
6281 Furnishings,Furniture/Eqpt	10,927	0	(10,927)	10,927	0	(10,927)	2,927		(8,000)	8,000
6510 Catering Expenses	0	8	8	0	24	24	102		102	
6900 Sundry Expenses	123	8	(115)	123	24	(99)	102		(21)	
6922 Health&Safety/Risk Assessments	437	0	(437)	437	0	(437)	306		(131)	
6930 Alarm Maintenance	571	1,428	857	571	1,428	857	1,428		857	
6935 Waste Bin Disposal-Waste Bins	0	93	93	164	279	115	1,112		948	
F & G P - Council Offices :- Indirect Expenditure	15,568	5,596	(9,972)	25,840	13,932	(11,908)	54,695	0	28,855	8,000
Net Income over Expenditure	(15,014)	(4,180)	10,834	(24,874)	(9,684)	15,190	(37,700)			
8001 plus Transfer from EMR	8,000			8,000						
Movement to/(from) Gen Reserve	(7,014)			(16,874)						
<u>36 F & G P - Community Centre</u>										
1022 Letting & Hire of Facilities	6,000	6,542	542	18,200	19,626	1,426	78,500		0	
1350 Revenue Grant income	0	0	0	567	0	(567)	0		0	
1445 Outdoor Activities	108	0	(108)	412	0	(412)	0		0	
1450 Furlough Grant Income	194	0	(194)	1,071	0	(1,071)	0		0	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
1457 Indoor Activities	0	238	238	0	714	714	2,850		0	
F & G P - Community Centre :- Income	6,302	6,780	478	20,251	20,340	89	81,350			0
4010 Gross Pay	3,844	2,952	(892)	8,127	8,856	729	35,425		27,298	
4270 Employers Pension Contribution	148	167	19	343	501	158	2,006		1,663	
5318 SCC Car Park	24	0	(24)	72	0	(72)	500		428	
5410 Repairs & General Maintenance	260	0	(260)	276	0	(276)	0		(276)	
5500 Equipment Hired and New	139	0	(139)	279	250	(29)	1,000		721	
6000 Rent & Rates	471	628	157	1,413	1,884	471	7,540		6,127	
6011 Electricity	0	191	191	1,464	573	(891)	2,295		831	
6012 Gas	75	0	(75)	459	534	75	2,135		1,676	
6013 Cleaning	0	52	52	58	156	98	625		567	
6101 Telephone	47	45	(2)	94	135	41	545		451	
6104 Mobile Telephone	17	0	(17)	17	0	(17)	0		(17)	
6200 Printing & Stationery	0	64	64	0	64	64	255		255	
6330 Welfare/Hospitality	34	0	(34)	103	0	(103)	0		(103)	
6460 Publicity & Democratic notices	0	42	42	0	126	126	500		500	
6520 Refreshments for Resale	0	56	56	0	168	168	670		670	
6533 Copyright Fees/Royalties	0	665	665	0	665	665	665		665	
6635 Professional Fees Licensing	0	0	0	310	180	(130)	180		(130)	
6842 Grounds Maintenance	0	658	658	163	1,974	1,811	7,900		7,737	
6922 Health&Safety/Risk Assessments	0	0	0	400	465	65	465		65	
6930 Alarm Maintenance	225	0	(225)	225	0	(225)	2,500		2,275	
6931 CCTV Maintenance	0	0	0	0	0	0	320		320	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6935 Waste Bin Disposal-Waste Bins	16	135	119	47	405	358	1,620		1,573	
6939 Healthcare Services	0	91	91	0	273	273	1,090		1,090	
F & G P - Community Centre :- Indirect Expenditure	5,299	5,746	447	13,850	17,209	3,359	68,236	0	54,386	0
Net Income over Expenditure	1,003	1,034	31	6,401	3,131	(3,270)	13,114			
<u>38 F & G P - Grants</u>										
6937 Annual Subsidy-Comm Centre	0	25	25	0	25	25	255		255	
6938 Annual Subsidy-Council Chamber	0	85	85	0	255	255	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	2,000	0	(2,000)	2,000	0	(2,000)	3,173		1,173	
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	27,000	27,540	540	27,540		540	
7557 Community Rail Partnership	3,000	0	(3,000)	3,000	3,060	60	3,060		60	
F & G P - Grants :- Indirect Expenditure	5,000	110	(4,890)	32,000	30,880	(1,120)	58,395	0	26,395	0
Net Expenditure	(5,000)	(110)	4,890	(32,000)	(30,880)	1,120	(58,395)			
<u>39 F & G P - Property</u>										
1469 O/S Ground Rents & Wayleaves	0	0	0	1,878	1,875	(3)	5,925		0	
F & G P - Property :- Income	0	0	0	1,878	1,875	(3)	5,925			0

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

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
5010 Vine Area General Maintenance	15	0	(15)	15	0	(15)	0		(15)	
F & G P - Property :- Indirect Expenditure	15	0	(15)	15	0	(15)	0	0	(15)	0
Net Income over Expenditure	(15)	0	15	1,863	1,875	12	5,925			
<u>40 Sevenoaks Town Partnership</u>										
1206 Business Awards	0	0	0	0	2,500	2,500	7,210		0	
1207 Business Show	0	0	0	0	3,090	3,090	3,090		0	
1209 Wellbeing show income	0	0	0	0	3,090	3,090	3,090		0	
Sevenoaks Town Partnership :- Income	0	0	0	0	8,680	8,680	13,390			0
6101 Telephone	0	8	8	0	24	24	102		102	
6200 Printing & Stationery	0	8	8	0	24	24	102		102	
6240 Computer/ Data Base/WP's	107	42	(65)	196	126	(70)	510		314	
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	0	0	0	2,321	2,321	2,321		2,321	
6710 Conference Fees & Expenses	0	60	60	0	180	180	714		714	
6730 Subscriptions	545	0	(545)	545	0	(545)	0		(545)	
6900 Sundry Expenses	0	51	51	0	153	153	612		612	
7000 Reinvestment	0	0	0	0	0	0	1,049		1,049	
7608 Friends of Bat & Ball	0	85	85	0	255	255	1,020		1,020	
7616 Wellbeing show	0	0	0	0	2,550	2,550	2,550		2,550	
Sevenoaks Town Partnership :- Indirect Expenditure	652	254	(398)	741	5,633	4,892	18,390	0	17,649	0
Net Income over Expenditure	(652)	(254)	398	(741)	3,047	3,788	(5,000)			

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

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	7,209	7,209	28,840		0	
1025 Prov.of postal/Business address	0	80	80	0	240	240	960		0	
1026 Hot Desking Facility	17	667	650	17	2,001	1,984	8,000		0	
1027 Dedicated Desk x12	0	1,440	1,440	0	4,320	4,320	17,280		0	
1029 Office Pods	242	967	725	242	2,901	2,659	11,600		0	
1031 Chamber of Commerce	400	320	(80)	400	960	560	3,840		0	
Business Hub :- Income	658	5,877	5,219	658	17,631	16,973	70,520			0
5410 Repairs & General Maintenance	49	500	451	138	1,500	1,363	6,000		5,863	
6000 Rent & Rates	207	333	126	622	999	377	4,000		3,378	
6010 Light Heat & Cleaning	0	1,667	1,667	614	5,001	4,387	20,000		19,386	
6013 Cleaning	17	833	816	21	2,499	2,478	10,000		9,979	
6101 Telephone	367	167	(200)	401	501	100	2,000		1,599	
6200 Printing & Stationery	0	1,000	1,000	388	3,000	2,612	12,000		11,612	
6930 Alarm Maintenance	0	0	0	278	0	(278)	0		(278)	
Business Hub :- Indirect Expenditure	639	4,500	3,861	2,462	13,500	11,038	54,000	0	51,538	0
Net Income over Expenditure	19	1,377	1,358	(1,803)	4,131	5,934	16,520			
<u>42 Sevenoaks Town Mayor</u>										
6433 Mayors Allowance 2021/22	440	470	30	740	1,410	670	5,636		4,896	
6434 Mayor's Car Allowance 2021/22	0	209	209	0	627	627	2,511		2,511	
Sevenoaks Town Mayor :- Indirect Expenditure	440	679	239	740	2,037	1,297	8,147	0	7,407	0
Net Expenditure	(440)	(679)	(239)	(740)	(2,037)	(1,297)	(8,147)			

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

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	183	312	129	450	936	486	3,740		0	
1211 Sale of Goods	0	197	197	0	591	591	2,369		0	
1450 Furlough Grant Income	125	0	(125)	4,165	0	(4,165)	0		0	
Youth Cafe :- Income	308	509	201	4,615	1,527	(3,088)	6,109			0
4010 Gross Pay	2,550	2,170	(380)	7,900	6,510	(1,390)	26,041		18,141	10,000
4270 Employers Pension Contribution	59	87	28	204	261	57	1,042		838	
5410 Repairs & General Maintenance	295	85	(210)	419	255	(164)	1,020		602	
6010 Light Heat & Cleaning	0	42	42	0	126	126	510		510	
6101 Telephone	44	48	5	87	144	57	571		484	
6200 Printing & Stationery	0	42	42	0	126	126	510		510	
6240 Computer/ Data Base/WP's	33	64	31	68	192	124	765		697	
6281 Furnishings,Furniture/Eqpt	0	42	42	0	126	126	510		510	
6320 Staff Training	0	0	0	0	0	0	408		408	
6340 Staff Uniforms	0	51	51	0	51	51	204		204	
6460 Publicity & Democratic notices	0	42	42	0	126	126	510		510	
6500 Goods for Resale	0	144	144	0	432	432	1,734		1,734	
6635 Professional Fees Licensing	278	0	(278)	278	204	(74)	408		130	
6900 Sundry Expenses	0	13	13	0	39	39	153		153	
6922 Health&Safety/Risk Assessments	99	34	(65)	296	102	(194)	408		112	
Youth Cafe :- Indirect Expenditure	3,357	2,864	(493)	9,252	8,694	(558)	34,794	0	25,542	10,000
Net Income over Expenditure	(3,049)	(2,355)	694	(4,637)	(7,167)	(2,530)	(28,685)			
8001 plus Transfer from EMR	10,000			10,000						
Movement to/(from) Gen Reserve	6,951			5,363						

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

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>60</u> <u>Markets</u>										
1017 Rental Income Sat Market	1,352	1,928	576	4,529	5,784	1,255	23,130		0	
1018 Rental Income Wed Market	1,553	1,182	(371)	3,883	3,546	(337)	14,187		0	
1019 Rental Income Blighs Market	1,280	1,288	8	3,440	3,864	424	15,450		0	
1028 Rental Income Pop Up Market	570	0	(570)	770	0	(770)	0		0	
Markets :- Income	4,755	4,398	(357)	12,622	13,194	573	52,767			0
4010 Gross Pay	252	142	(110)	788	426	(362)	1,704		916	
5410 Repairs & General Maintenance	0	26	26	35	26	(9)	102		67	
5420 Saturday market charges	1,121	1,153	32	3,700	3,747	47	14,988		11,288	
5421 Wednesday Market charges	2,552	2,100	(452)	6,636	6,825	189	27,301		20,665	
5425 Pop Up Market	20	0	(20)	7,014	0	(7,014)	0		(7,014)	
6001 Blighs Market Charges	880	1,192	312	2,745	3,576	831	14,299		11,554	
6010 Light Heat & Cleaning	0	0	0	0	128	128	510		510	
6460 Publicity & Democratic notices	0	170	170	0	510	510	2,040		2,040	
Markets :- Indirect Expenditure	4,825	4,783	(42)	20,918	15,238	(5,680)	60,944	0	40,026	0
Net Income over Expenditure	(70)	(385)	(315)	(8,296)	(2,044)	6,252	(8,177)			
<u>70</u> <u>Precept</u>										
1995 Precept	103,325	103,325	0	309,974	309,975	1	1,239,898		0	
Precept :- Income	103,325	103,325	0	309,974	309,975	1	1,239,898			0
Net Income	103,325	103,325	0	309,974	309,975	1	1,239,898			

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

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	133,881	146,683	12,802	426,963	446,766	19,803	1,797,381			
Expenditure	137,564	141,400	3,836	417,176	443,487	26,311	1,858,155	0	1,440,979	
Net Income over Expenditure	(3,683)	5,283	8,966	9,787	3,279	(6,508)	(60,774)			
plus Transfer from EMR	18,000			18,000						
Movement to/(from) Gen Reserve	14,317			27,787						

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>91 Capital Infrastructure Budget</u>										
2011 Capital Receipts	0	0	0	11,455	0	(11,455)	0		0	
2012 CIL income allocation	0	0	0	98,162	0	(98,162)	0		0	
Capital Infrastructure Budget :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>109,617</u>	<u>0</u>	<u>(109,617)</u>	<u>0</u>			<u>0</u>
9062 Bat & Ball Station	535	0	(535)	535	0	(535)	0		(535)	
9063 New Community Centre	1,098	0	(1,098)	81,954	0	(81,954)	0		(81,954)	
9066 Northern Masterplan	69	0	(69)	7,258	0	(7,258)	0		(7,258)	
9071 Business Hub	6,414	0	(6,414)	90,118	0	(90,118)	0		(90,118)	
Capital Infrastructure Budget :- Indirect Expenditure	<u>8,117</u>	<u>0</u>	<u>(8,117)</u>	<u>179,866</u>	<u>0</u>	<u>(179,866)</u>	<u>0</u>	<u>0</u>	<u>(179,866)</u>	<u>0</u>
Net Income over Expenditure	<u>(8,117)</u>	<u>0</u>	<u>8,117</u>	<u>(70,249)</u>	<u>0</u>	<u>70,249</u>	<u>0</u>			
Grand Totals:- Income	0	0	0	109,617	0	(109,617)	0			
Expenditure	8,117	0	(8,117)	179,866	0	(179,866)	0	0	(179,866)	
Net Income over Expenditure	<u>(8,117)</u>	<u>0</u>	<u>8,117</u>	<u>(70,249)</u>	<u>0</u>	<u>70,249</u>	<u>0</u>			
Movement to/(from) Gen Reserve	<u>(8,117)</u>			<u>(70,249)</u>						

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June 2021 Year to Date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
 Negative numbers in the variance column (shown in red and brackets) denote favourable variances

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	(6,361)	(7,104)	(743)	(28,856)	Tracking budget to date.
Open Spaces & Leisure Committee					
General	(67,001)	(73,878)	(6,877)	(284,413)	The £1.5K favourable variance in code 1316 is caused by Raley's parking permits income coming in in April, not December, as is usually the case. Full year will be adverse due to budget including VAT. Other favourable variances are due to the phasing of spend on vehicles (£2.1K), and equipment hire (£1.2K) & maintenance (£1.1K). The adverse variance in 5311 is caused by additional costs for lockups at Pontoise Close & Upper High Street Gardens. Overspend will continue over the year, expected to be £4.8K adverse. The adverse variance in 5340 is due to the phasing of the budget, annuals have been purchased & planted for spring/ summer. Budget phasing will be corrected in month 4.
Cemetery	(10,275)	(8,131)	2,144	(32,710)	The £1.4K adverse variance in 5525 is due to works done on the Dumper & Excavator. Higher than budgeted for Rates are causing the adverse variance in 6000, expected to be c£3K adverse full year.
Allotments	(2,431)	(2,869)	(438)	(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	(2,261)	(7,768)	(5,507)	(21,111)	Favourable variance is due to timing of spend on In Bloom & Streetlighting. Full year budgets are expected to be spent.
Vine Café	(13,131)	(6,570)	6,561	(25,911)	Higher income than expected through June (£2.3k favourable) This did also require higher costs in Gross Pay (£5k adverse) and Goods for Resale (£2k adverse). Also £1K higher cleaning spend as a result of ongoing covid requirements. Pest Control work in code 6922 are responsible for £900 adverse variance this month.
Vine Grounds	(2,036)	(3,571)	(1,535)	(21,965)	Lower costs for maintenance through June than budgeted, considered to be timing of work.

June 2021 Year to Date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
 Negative numbers in the variance column (shown in red and brackets) denote favourable 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	64	(9,643)	(9,707)	(41,074)	Due to the café being closed due to Covid restrictions at the start of the financial year, and ongoing restrictions, Sale of Goods & Hall Hire income is £14.9K below budgeted levels. This is offset by £12.7K HLF grant to support the re-opening of the cafe, expected to be spent before the end of Q2. Also £4.1K Furlough grant. Underspends in goods for re-sale £3.3K due to cafe being closed until mid May, & £2.5K lower staff costs.
Establishments	(131,930)	(135,954)	(4,024)	(665,170)	Overspend in Gross Pay (£442) is offset by Kickstart Funding income (£2.1k). The £1.1K adverse variance in Insurance is due to phasing of the budget. It is not expected to be over budget for the whole year. The annual Ellis Whittam bill in code 6922 is causing the adverse variance in that code. Additional Covid Screens have further pushed the variance adverse.
General	-	(11,580)	(11,580)	(69,910)	No events through to end June.
Council Offices	(16,874)	(9,684)	7,190	(34,773)	Bookings for hire and now underway and are now generating income, but hirings are currently £3.3K below budgeted levels. The overspend in 6281 is due to the new carpeting for the hallway and chamber. An EMR transfer partially covers the overspend against budget, with £2.9K to be vired from contingency next month. Rates are £800 overbudget, expected to be c£2K over full year.
Community Centre	6,401	3,131	(3,270)	13,114	Income is in line with budget YTD, mainly due to KCC occupying the centre full time. Electric usage is high due to new supply contract. KCC will be paying for utilities used during their occupation. They have not yet been invoiced for this usage. Other spend is low due to phasing & centre being new so requiring less maintenance etc.
Grants	(32,000)	(30,880)	1,120	(58,395)	A few grants have been issued through June. Phasing of budget codes is causing an adverse variance in some cases.
Property	1,863	1,875	12	5,925	Tracking budget to date.

June 2021 Year to Date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
 Negative numbers in the variance column (shown in red and brackets) denote favourable variances

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Sevenoaks Town Partnership	(741)	3,047	3,788	(5,000)	Business Show is now scheduled for Sept & Business Awards planned for March. Wellbeing show has been deferred. Budget aligns to prior year events. The ATCM subscription is the value in code 6730.
Business Hub	(1,803)	4,131	5,934	16,520	The Hub has now started to become operational. Income has started to come in for hirings but are currently still slow. £17K lower income is partially offset by £11K lower running costs.
Sevenoaks Town Mayor	(740)	(2,037)	(1,297)	(8,147)	Mayoral expenses have started as of May.
Youth Cafe	5,363	(7,167)	(12,530)	(28,685)	£10K grant recognised in 2020/21 has been released from reserves & will be spent on salaries across the year. This is driving £8.6K variance. Also £4.1K furlough grant received due to café closure in April/ May.
Markets	(8,296)	(2,044)	6,252	(8,177)	The negative variance is attributable to the Pop-up Market not being budgetted for. Suggested that CRF is used to offset this spend.
Precept	309,974	309,975	1	1,239,898	
Revenue Surplus/ (Deficit) Total	27,787	3,279	(24,508)	(60,774)	
Capital Infrastructure	(70,249)	-	70,249	-	
Total inc Capital	(42,462)	3,279	45,741	(60,774)	

Summary by Committee:

Planning	(6,361)	(7,104)	(743)	(28,856)
Open spaces & Leisure	(84,004)	(96,217)	(12,213)	(362,133)
Vine Café	(13,131)	(6,570)	6,561	(25,911)
Bat Ball Station	64	(9,643)	(9,707)	(41,074)
Finance & General Purpose	(178,757)	(187,162)	(8,405)	(842,698)
Precept	309,974	309,975	1	1,239,898
Capital Infrastructure	(70,249)	-	70,249	-

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

	B/fwd 01-Apr-21 £	Movement* £	C/fwd 30-Jun-21 £	30-Jun-20 £
<u>Current Assets</u>				
Stock	2,109	-	2,109	606
Trade debtors	17,601	13,301	30,903	10,938
VAT	60,292	(17,981)	42,311	125,145
Prepayments and other debtors	64,003	(34,265)	29,738	57,969
PWLB loan received in July 2019	-	-	-	1,378,339
Cash at bank and in hand	<u>1,794,222</u>	<u>222,651</u>	<u>2,016,873</u>	<u>2,337,211</u>
Total Cash at Bank	1,794,222	222,651	2,016,873	3,715,550
	<u>1,938,228</u>	<u>183,706</u>	<u>2,121,934</u>	<u>3,910,208</u>
<u>Current Liabilities</u>				
Trade creditors	87,369	(54,331)	33,038	42,163
Accruals and other creditors	66,810	(9,023)	57,787	69,210
Precept received in advance of budget	-	309,974	309,974	303,819
Receipts in advance (rent, hall hire, cemetery)	13,522	(2,452)	11,071	8,472
	<u>167,701</u>	<u>244,168</u>	<u>411,870</u>	<u>423,664</u>
Net Current Assets	<u>1,770,526</u>	<u>(60,463)</u>	<u>1,710,064</u>	<u>3,486,544</u>
Represented by:				
<u>General Funds</u>				
Revenue Reserves	417,571	<u>27,786</u>	445,357 Note 1	<u>431,715</u>
<u>Earmarked/Designated Funds</u>				
Council Offices Reserve	11,198	(8,000)	3,198 Note 2	16,398
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	(10,000)	1,500 Note 3	11,500
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	(86,457)	552,910 Note 4	896,825
Bat & Ball Station Management & Maintenance reserve	279,804	-	279,804	320,903
PWL repayment reserve	121,262	(81,954)	39,308 Note 4	845,592
CRF reserve	5,795	-	5,795	5,795
CIL Earmarked Reserve	102,065	98,162	200,227 Note 5	796,900
No 8 bus Reserve	78,808	-	78,808	78,808
QH Allotments Key Reserves	4,115	-	4,115	4,085
Mayor's Charity Reserve	656	-	656	16,294
	<u>1,352,955</u>	<u>(88,249)</u>	<u>1,264,706</u>	<u>3,054,829</u>
	<u>1,770,526</u>	<u>(60,463)</u>	<u>1,710,064</u>	<u>3,486,544</u>

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

Note 1 YTD movement is a net surplus of £27786

Note 2 £8K put towards new carpet

Note 3 £10K grant for staff salaries to be spent 2021/22

Note 4 YTD spend mainly on B&B Ctr £82K (to be funded from PWL), £90K on Business Hub & £7K on NDP. Also £11K receipt re residual proceeds from sale of Raleys land

Note 5 CIL income received £98,162

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Sevenoaks Town Council

Statement of Fund Balances as at 30 June 2021

£ (2020/21)		S&P Rating 30/06/2021		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			613,978			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>	629,554	31.21%	
50,501	<u>HSBC</u>	A+	A1				
	Business money manager			<u>50,501</u>	50,501	2.50%	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	16.08%	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	25.40%	0.05%
500,000	<u>CCLA</u>						
	Business money manager	AAA (Fitch only)		<u>500,000</u>	500,000	24.79%	0.03%
1	<u>Clydesdale</u>						
	Current account	BBB+	A2	<u>1</u>	1		
861	<u>Petty Cash</u>				905	0.04%	
-499	<u>Cashbook suspense</u>				-675	-0.03%	
<u>1,794,222</u>					<u>2,016,873</u>	<u>100.00%</u>	

Instant access funds

1,733,772

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 3

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
29/06/2021	26/06/21	29783	AMEX	AME001	0.41	0.00	0.41	6976	31	0.41	29783/credit card chgs
30/06/2021	66459	29803	APPOINTMENT BUS	APP001	48.73	9.75	58.48	6200	31	38.79	29803/printing chgs
								6200	30	9.94	29803/printing chgs
07/06/2021	14080	29742	ARK TRADING	ARK001	85.69	17.13	102.82	6952	21	85.69	29743/work clothes
07/04/2020	SLI/54312	29782	ASSA ABLOY	ASS001	535.00	107.00	642.00	9062	91	535.00	29782/cancelled contract
10/06/2021	66183	29766	ATCM	ATCM01	545.00	109.00	654.00	6730	40	545.00	29766/ATCM membership
15/06/2021	15/06/2021	29737	BANKLINE	BANKL01	92.60	0.00	92.60	6975	31	92.60	29737/bank chgs
03/06/2021	3567884	29730	BOOKER	BOOK001	244.57	24.39	268.96	6013	28	4.99	29730/cleaning equipment
								6500	28	236.29	29730/goods for resale
								6505	28	3.29	29730/cafe consumables
17/06/2021	3568250	29777	BOOKER	BOOK001	99.63	8.33	107.96	6500	28	99.63	29777/goods for resale
24/06/2021	3568467	29810	BOOKER	BOOK001	209.89	25.25	235.14	6500	28	168.46	29810/Goods for resale
								5500	28	10.98	29810/broom handles
								6013	28	13.46	29810/cleaning equipment
								6505	28	16.99	29810/cleaning equipment
22/06/2021	MATCH	29754	BOOKER	BOOK002	1.50	0.30	1.80	6900	31	1.50	29754/HITB Goods for resale
10/06/2021	SVO/359181	29728	BREWERS	BREW001	22.90	4.58	27.48	5410	21	22.90	29728/paint set & white spirit
10/06/2021	SVO/359183	29727	BREWERS	BREW001	41.34	8.27	49.61	5410	28	29.35	29727/2.5L Gloss
								5410	30	11.99	29727/500ML Varnish
24/06/2021	SVO/359255	29820	BREWERS	BREW001	108.44	21.69	130.13	5410	28	108.44	29820/painting equipment
24/06/2021	SVO/359257	29823	BREWERS	BREW001	21.13	4.23	25.36	5410	28	21.13	29823/making tape& roller set
17/06/2021	M124 OL	29749	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	29749/June telephone chgs
28/03/2019	01861375	29759	CASTLE WATER	CAS002	800.78	0.00	800.78	6000	33	800.78	29759/Feb 2019 water chgs
06/04/2019	1895858/REV	29760	CASTLE WATER	CAS002	-886.58	0.00	-886.58	6000	33	-886.58	29760/wrong supplier used
21/06/2019	LPC436370227	29758	CASTLE WATER	CAS002	70.00	0.00	70.00	6000	33	70.00	29758/late payment chg
06/08/2019	00418080	29757	CASTLE WATER	CAS004	-81.80	0.00	-81.80	6000	28	-81.80	29757/LPC removal
09/01/2019	LPC434740931	29756	CASTLE WATER	CAS004	81.18	0.00	81.18	6000	28	81.18	29756/late payment chg
04/07/2019	02066816	29761	CASTLE WATER	CAS005	-347.25	0.00	-347.25	5025	21	-347.25	29761/June 2019 water credit

Purchase Ledger for Month No 3

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
17/06/2021	0005697866	29799	CASTLE WATER	CAS006	35.79	7.16	42.95	6000	21	35.79	29799/water chg 28/02-30/09
21/06/2021	2137	29773	A CHAILI	CHAI001	260.00	0.00	260.00	5410	36	260.00	29773/new kitchen tapes fitted
16/12/2019	CCNOTE-001574	29746	CURD & CURE	CHS001	-1.81	0.00	-1.81	6500	28	-1.81	29746/goods for resale credit
27/05/2021	INV-209582	29705	CURD & CURE	CHS001	79.65	0.00	79.65	6500	28	79.65	29705/goods for resale
17/06/2021	INV-211863	29776	CURD & CURE	CHS001	81.29	0.00	81.29	6500	28	81.29	29776/goods for resale
23/06/2021	INV-212541	29779	CURD & CURE	CHS001	67.64	5.40	73.04	6500	28	67.64	29779/goods for resale
01/05/2021	105968	29813	CITY TALK GROUP	CIT002	295.00	59.00	354.00	5410	50	295.00	29813/Door entry maintenance
02/06/2021	140543	29683	HW COLDBREATH	COL003	105.80	0.00	105.80	6500	30	105.80	29683/goods for resale
10/06/2021	150775	29744	CONNECTAPHONE	CON001	494.34	98.87	593.21	6101	41	17.48	29745/May telephone chgs
								6101	36	46.98	29745/May telephone chgs
								6101	30	73.57	29745/May telephone chgs
								6101	31	331.06	29745/May telephone chgs
								6101	21	11.49	29745/May telephone chgs
								6101	22	13.76	29745/May telephone chgs
30/06/2021	29	29797	DUNTON GREEN	DGSP001	50.00	0.00	50.00	6865	26	50.00	29797/bug hotel
11/05/2021	951508	29738	ERNEST DOE	DOE001	1,312.20	262.44	1,574.64	5525	22	1,312.20	29738/work to dumper&excavator
30/06/2021	954597	29824	ERNEST DOE	DOE001	14.73	2.95	17.68	5525	22	14.73	29824/HQ Drive belt
02/06/2021	H19E966AB2	29688	E-ON	E-ON	414.93	82.99	497.92	6862	26	414.93	29688/May electric chgs
24/05/2021	0003396279	29745	ELITE	EFS001	-10.20	0.00	-10.20	6500	30	-10.20	29746/goods for resale credit
03/06/2021	0003402753	29735	ELITE	EFS001	146.64	8.15	154.79	6500	28	146.64	29735/goods for resale
05/06/2021	0003404889	29702	ELITE	EFS001	104.00	0.00	104.00	6500	30	104.00	29702/goods for resale
07/06/2021	0003405683	29703	ELITE	EFS001	50.84	0.00	50.84	6500	30	50.84	29703/goods for resale
11/06/2021	0003409630	29733	ELITE	EFS001	108.56	0.00	108.56	6500	28	108.56	29733/goods for resale
12/06/2021	0003410596	29731	ELITE	EFS001	47.70	0.00	47.70	6500	28	47.70	29731/goods for resale
17/06/2021	0003414216	29752	ELITE	EFS001	50.89	4.55	55.44	6500	30	50.89	29752/goods for resale
11/06/2021	0003414793	29732	ELITE	EFS001	-47.70	0.00	-47.70	6500	28	-47.70	29732/goods for resale credit
18/06/2021	0003415614	29775	ELITE	EFS001	157.92	0.00	157.92	6500	28	157.92	29775/goods for resale
26/06/2021	0003422949	29808	ELITE	EFS001	111.39	0.00	111.39	6500	28	111.39	29808/goods for resale
03/06/2021	42530	29662	EJPFIREPROTECT	EJPFIRE001	250.00	50.00	300.00	9071	91	250.00	29662/Fire Risk Assessment

Purchase Ledger for Month No 3

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
21/06/2021	42577	29812	EJPFIREPROTECT	EJPFIRE001	225.00	45.00	270.00	6930	36	225.00	29812/Fire Alarm repair
23/06/2021	42589	29811	EJPFIREPROTECT	EJPFIRE001	20.00	4.00	24.00	6922	33	20.00	29811/fire log book x 2
01/06/2021	57851	29723	ATLAS FM/EMPRISE SVS	EMP001	404.64	80.93	485.57	6932	22	404.64	29723/June lock up chgs
01/06/2021	57852	29725	ATLAS FM/EMPRISE SVS	EMP001	1,012.20	202.44	1,214.64	5311	21	1,012.20	29725/June lock up chgs
01/06/2021	57853	29724	ATLAS FM/EMPRISE SVS	EMP001	675.00	135.00	810.00	5311	21	675.00	29724/June lock up chgs
01/06/2021	955164	29673	EXPRESS FACTORS	EXPR001	44.85	8.97	53.82	5410	21	44.85	29673/cable ties
18/06/2021	959327	29791	EXPRESS FACTORS	EXPR001	32.00	6.40	38.40	5500	22	32.00	29791/key set x 2
28/05/2021	0063/02658646	29741	FAIRALLS	FAIR001	6.64	1.33	7.97	9063	91	6.64	29742/path edging x 2
08/06/2021	0063/02672018	29789	FAIRALLS	FAIR001	135.14	27.03	162.17	9063	91	135.14	29789/2 ton bags of top soil
15/06/2021	0063/02684167	29795	FAIRALLS	FAIR001	9.58	1.92	11.50	5310	21	9.58	29795/post mix x 2
23/06/2021	STC2122	29772	FILMBANK	FILM001	119.17	23.83	143.00	6635	50	119.17	29772/PVSL 2021/22
01/06/2021	3958/4449/8	29665	FLASHPARK	FLASH001	486.00	97.20	583.20	5317	21	486.00	29665/An rental- warning signs
09/06/2021	INV488832	29739	GAZA TIMBER	GAZA001	18.10	3.62	21.72	9063	91	18.10	29740/gravel boards & timber
30/06/2021	INV489987	29822	GAZA TIMBER	GAZA001	46.78	9.36	56.14	5410	22	46.78	29822/sheet of plywood
31/05/2021	10516	29815	HARDWARE CENTRE	HARD001	106.67	21.33	128.00	5010	29	24.53	29815/discs,connectors,screws
								5500	21	3.29	29815/screw driver
								5410	21	18.92	29815/woodfil,blades,straw
								5410	22	19.37	29815/jobber,screws,WD40
								5410	22	8.94	29815/fuse,brasso,white spirit
								5410	28	21.62	29815/discs, tape
								5525	21	10.00	29815/shear sharpenning
03/06/2021	78203	29736	HERBERT & WARD	HAW001	34.60	5.40	40.00	6505	28	27.00	29736/cafe consumables
								6500	28	7.60	29736/goods for resale
28/05/2021	79421	29734	HERBERT & WARD	HAW001	176.00	18.00	194.00	6500	28	86.00	29734/Goods for resale
								6505	28	90.00	29734/compostable cups
17/06/2021	79615	29753	HERBERT & WARD	HAW001	196.00	0.00	196.00	6500	30	196.00	29753/goods for resale
17/06/2021	79623	29751	HERBERT & WARD	HAW001	140.00	0.00	140.00	6500	30	140.00	29751/goods for resale
17/06/2021	79631	29778	HERBERT & WARD	HAW001	313.00	9.00	322.00	6500	28	268.00	29778/goods for resale
								6505	28	45.00	29778/compostable cups

Purchase Ledger for Month No 3

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
24/06/2021	79737	29809	HERBERT & WARD	HAW001	26.00	5.20	31.20	6505	28	26.00	29809/4 cup tray x 160
30/06/2021	79798	29807	HERBERT & WARD	HAW001	295.00	24.60	319.60	6500	28	172.00	29807/cups&lids
								6500	28	115.00	29807/Goods for resale
								5500	28	8.00	29807/Group head brush & spoon
25/05/2021	15483	29715	HELIOCENTRIX	HELI001	350.00	70.00	420.00	9071	91	350.00	29715/Network installation
30/06/2021	15680	29800	HELIOCENTRIX	HELI001	1,720.47	344.09	2,064.56	6240	31	1,065.60	29800/June IT support
								6242	31	654.87	29800/June office 365
30/06/2021	15820	29805	HELIOCENTRIX	HELI001	403.75	80.75	484.50	6240	31	403.75	29805/contract overusage
30/06/2021	T2078	29806	HELIOCENTRIX	HELI001	388.93	77.79	466.72	6105	22	388.93	29806/June wifi chgs
09/04/2021	17158	29747	INSTITUTE OF GROUNDS	INST001	140.87	9.13	150.00	6730	21	140.87	29747/Trade Organisation Subs
21/06/2021	1765834197	29768	KALC	KALC	28.00	5.60	33.60	6320	31	28.00	29768/webinar session for GP
21/06/2021	1765837409	29769	KALC	KALC	28.00	5.60	33.60	6320	31	28.00	29769/webinar session for BD
04/06/2021	1005349	29771	KALL KWIK	KALL001	20.00	4.00	24.00	5425	60	20.00	29771/2 vegan market posters
02/06/2021	900130642	29676	KENT COUNTY COUNCIL	KCC002	195.00	33.00	228.00	6865	26	195.00	29676/load testing columns
11/06/2021	13814959	29697	KCC KCS	KCC003	2.80	0.56	3.36	6013	41	2.80	29697/cleaning product
04/06/2021	13810482	29668	KCC KCS	KCC003	62.85	12.57	75.42	6013	33	62.85	29668/cleaning equipment
09/06/2021	13812416	29698	KCC KCS	KCC003	12.50	2.50	15.00	6013	41	11.40	29698/cleaning products
								6200	31	1.10	29698/stationery
16/06/2021	13818098	29743	KCC KCS	KCC003	2.80	0.56	3.36	6013	41	2.80	29744/washroom cleaner
20/06/2021	13821023	29750	KCC KCS	KCC003	44.55	8.91	53.46	6200	31	44.55	29750/paper A4 box x 3
30/06/2021	13830523	29790	KCC KCS	KCC003	182.85	36.57	219.42	5210	22	182.85	29790/metal door cupboard
02/06/2021	7412583	29684	KFF	KFF001	56.57	5.08	61.65	6500	30	54.14	29684/Good for resale
								6013	30	2.43	29684/cleaning equipment
11/06/2021	7420406	29704	KFF	KFF001	81.15	5.75	86.90	6505	30	9.51	29704/sandwich bags
								6500	30	71.64	29704/goods for resale
15/06/2021	1156469866	29729	KONICA MINOLTA	KMB001	287.53	57.51	345.04	6200	31	287.53	29729/printing chgs
17/06/2021	1156496577	29774	KONICA MINOLTA	KMB001	230.97	46.19	277.16	6240	31	230.97	29774/bizhub C558 19.06-18.09
01/10/2020	40057009462	29784	KNOLE ESTATE	KNOL001	500.00	100.00	600.00	5310	21	500.00	29784/Environmental park rent
04/06/2021	100572	29670	LANDSCAPE SUPPLY CO	LAND001	139.38	27.88	167.26	5500	36	139.38	29670/Hose & attachments

Purchase Ledger for Month No 3

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
08/06/2021	775639	29748	LISTER WILDER	LIST002	10.42	2.08	12.50	5525	21	10.42	29748/primary drive chain
27/06/2021	776687	29818	LISTER WILDER	LIST002	244.00	48.80	292.80	5525	21	244.00	29818/repair to Kubota seat
24/06/2021	2826	29793	MILLS	MILL001	1,012.62	202.52	1,215.14	5340	21	1,012.62	29793/plants
24/06/2021	2827	29792	MILLS	MILL001	472.60	94.52	567.12	6802	22	472.60	29792/plants
30/06/2021	14804	29798	MIND	MWK001	400.00	0.00	400.00	6320	31	400.00	29798/Mental Health course
02/06/2021	22843675	29707	NISBETS	NIS001	84.29	16.85	101.14	6505	30	84.29	29707/cafe consumables
03/06/2021	22851893	29709	NISBETS	NIS001	7.99	1.59	9.58	6013	30	7.99	29709/sanitiser (box 6)
02/06/2021	22859808	29708	NISBETS	NIS001	37.78	7.55	45.33	5500	30	37.78	29708/cake stand & dome
11/06/2021	22910458	29700	NISBETS	NIS001	27.89	5.57	33.46	5500	30	27.89	29700/chopping boards
21/06/2021	22970880	29802	NISBETS	NIS001	7.99	1.59	9.58	6013	30	7.99	29802/blue cloth sheet
22/06/2021	22979893	29804	NISBETS	NIS001	68.27	13.65	81.92	6505	30	68.27	29804/cafe consumables
23/06/2021	22988878	29801	NISBETS	NIS001	12.59	2.51	15.10	6013	30	12.59	29801/blue roll
07/06/2021	21622554	29716	NISSAN	NIS002	132.50	26.50	159.00	5550	21	132.50	29716/GK20 DZO service
10/06/2021	OFO-4913	29719	OAKS FLOORING	OAK007	8,211.28	1,642.26	9,853.54	6281	33	8,211.28	29719/Chamber carpet inc fit
10/06/2021	OFO-4914	29720	OAKS FLOORING	OAK007	2,715.77	543.15	3,258.92	6281	33	2,715.77	29720/Hallway carpet inc fit
09/06/2021	977846	29726	OAKS PLANT HIRE	OAKS001	26.00	5.20	31.20	9063	91	26.00	29726/wacker plate hire
04/06/2021	0001/00103675	29740	OBM	OBM001	60.75	12.15	72.90	9063	91	60.75	29741/9 bags of tarmac
28/06/2021	28/JUN/LIN	29829	ONECARD	ONE002	64.99	15.00	79.99	5410	41	47.92	29829/23 double hooks
								5410	41	-10.00	29829/double hooks refund
								6415	31	27.07	29829/flowers for DR
28/06/2021	28/JUNE/ANN	29827	ONECARD	ONE002	2,077.20	217.10	2,294.30	6101	31	10.00	29827/LL ipad
								6104	21	6.67	29827/O/S team ipad
								6104	21	5.00	29827/RG mobile
								6104	36	8.34	29827/KW mobile
								6104	21	6.67	29827/O/S ipad
								6104	21	8.34	29827/NC mobile
								6500	28	27.51	29827/goods for resale
								6500	30	86.53	29827/goods for resale
								6500	30	59.53	29827/goods for resale

Purchase Ledger for Month No 3

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	40.92	29827/Goods for resale
								6500	28	65.18	29827/goods for resale
								6500	28	87.55	29827/goods for resale
								6500	30	87.78	29827/goods for resale
								6500	28	37.04	29827/Goods for resale
								6500	28	68.69	29827/Goods for resale
								6500	28	37.78	29827/goods for resale
								6500	28	73.80	29827/goods for resale
								6500	28	-2.00	29827/goods for resale credit
								6500	28	37.10	29827/goods for resale
								6210	28	7.00	29827/delivery fee
								6210	31	1.50	29827/postage
								6210	28	4.00	29827/delivery fee
								6240	11	10.95	29827/Acrobat Standard Licence
								6240	28	104.73	29827/VC website design subs
								6240	50	16.64	29827/Adobe Illustrator - HITB
								6240	40	41.62	29827/Creative Cloud Membershp
								6240	31	68.10	29827/3 headsets & webcams
								6240	31	87.37	29827/Business Hub plan subs
								6010	30	3.75	29827/cleaning products
								6010	30	2.92	29827/cleaning products
								5500	30	121.64	29827/2 folding garden tables
								5500	31	66.60	29827/4 cable winders
								5500	30	22.47	29827/3 milk jugs
								6635	50	159.00	29827/Annual TV Licence
								6900	28	2.08	29827/spray carnations
								6505	28	2.50	29827/Napkins 50pk
								6505	28	6.50	29827/foil and napkins
								6710	31	53.74	29827/Cllr S conference ticket

Purchase Ledger for Month No 3

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
								6710	31	32.44	29827/LL attend conference
								6922	31	491.50	29827/20 covid screens
								6013	33	14.22	29827/4 packs of screen wipes
								6013	28	2.00	29827/cleaning products
								6200	28	1.50	29827/10 pk of pens
28/05/2021	28/MAY/ANN	29695	ONECARD	ONE002	3,107.40	412.65	3,520.05	5500	28	25.36	29695/30cm cake dome
								5500	31	116.66	29695/Henry Hoover 200
								5500	31	123.27	29695/3 NHS Flags
								5500	28	36.11	29695/3 cake domes + stands
								6500	28	63.04	29695/goods for resale
								6500	28	5.83	29695/Goods for resale
								6500	28	51.92	29695/Goods for resale
								6500	28	43.26	29695/Goods for resale
								6500	28	77.96	29695/Goods for resale
								6500	28	100.82	29695/Goods for resale
								6500	28	49.37	29695/Goods for resale
								6500	28	42.26	29695/Goods for resale
								6500	28	101.68	29695/Goods for resale
								6500	28	-3.10	29695/Goods for resale credit
								6500	28	37.42	29695/goods for resale
								6101	31	10.00	29695/LL ipad
								6104	21	6.67	29695/O/S team ipad
								6104	21	8.34	29695/NC Mobile
								6104	21	6.67	29695/O/S ipad
								6104	21	8.34	29695/RG Mobile
								6104	36	8.34	29695/KW mobile
								6104	21	8.34	29695/RG mobile
								6104	21	8.34	29695/RG mobile
								6240	11	10.95	29695/Acrobat Standard Licence

Purchase Ledger for Month No 3

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	50	16.64	29695/Adobe Illustrator - HITB
								6240	40	41.62	29695/Creative Cloud Membership
								6240	28	10.24	29695/Website Annual domain
								6200	31	52.50	29695/Grey felt noticeboard
								6210	33	2.00	29695/Postage
								6210	31	100.00	29695/Drop & Go card top up
								5410	33	49.42	29695/Plants
								5410	33	14.74	29695/floor cable cover
								6900	33	123.00	29695/photograph of the Queen
								6900	28	2.08	29695/spray carnations
								9063	91	710.00	29695/4 slate boulders
								9063	91	-20.00	29695/boulder delivery credit
								5550	21	277.50	29695/LS55 CKL road tax
								5120	21	299.00	29695/25m x 4m wicket cover
								6922	33	416.60	29695/10 COVID screens
								6433	42	60.00	29695/2 Mayor concert tickets
								6013	28	0.67	29695/bin liners
								6013	28	3.54	29695/cleaning equipment
22/06/2021	1157	29781	JON PARKER CONSULTIN	PAR002	2,550.00	510.00	3,060.00	9071	91	2,550.00	29781/Access points installed
08/06/2021	00002498449-038	29714	PLUSNET	PLUS01	43.50	8.70	52.20	6101	31	43.50	29714/June phone chgs
04/06/2021	00002976949-038	29663	PLUSNET	PLUS01	26.91	5.38	32.29	6101	28	26.91	29663/June phone chgs
04/06/2021	00003028653-038	29664	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	29664/June phone chgs
03/06/2021	00003028673-038	29678	PLUSNET	PLUS01	133.50	26.70	160.20	6101	22	133.50	29678/June phone chgs
01/06/2021	189993	29669	PREMIER ALARMS	PREM001	571.21	114.24	685.45	6930	33	571.21	29669/An security maint
01/06/2021	150379	29672	PROVENDER	PRO002	96.80	10.78	107.58	6802	22	7.92	29672/feriliser
								9063	91	42.88	29672/plants
								5340	21	46.00	29672/plants
01/06/2021	150381	29671	PROVENDER	PRO002	33.75	6.75	40.50	9063	91	33.75	29671/1m square turf rolls x 9
30/06/2021	S89450	29786	RAWSTONE HIRE	RAW001	45.86	9.17	55.03	5500	21	45.86	29786/lifting sling hire

Purchase Ledger for Month No 3

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
24/06/2021	21486554	29785	RENTOKIL	RENT001	844.00	168.80	1,012.80	6922	28	844.00	29785/radar pest control units
01/06/2021	SM23695	29680	RIALTAS	RIAL001	296.00	59.20	355.20	6300	31	296.00	29680/Bookings An support
03/06/2021	03/06/21	29677	ROGER LEE	ROG001	81.42	0.00	81.42	6500	30	81.42	29677/Books for resale
24/05/2021	SEV/019/21	29765	SAFER SEVENOAKS	SAFE004	225.00	0.00	225.00	6635	31	225.00	29765/An crime radio hire
13/06/2021	13JUNE2021	29718	SAHA	SAH001	64.50	0.00	64.50	6802	22	64.50	29718/fertilizers
27/04/2021	27APRIL2021	29717	SAHA	SAH001	84.00	0.00	84.00	5320	21	84.00	29717/2 x 2.5ltr root grow
30/06/2021	30JUNE2021	29794	SAHA	SAH001	36.70	0.00	36.70	5320	21	22.00	29794/compost
								5010	21	14.70	29794/bamboo canes
03/06/2021	2065969	29674	SDC	SDC001	3,673.22	0.00	3,673.22	5421	60	2,552.24	29674/June market rent
								5420	60	1,120.98	29674/June market rent
23/06/2021	2066237	29764	SDC	SDC001	2,500.00	500.00	3,000.00	7557	38	2,500.00	29764/DVCR annual contribution
22/06/2021	REV	29755	SDC	SDC001	-816.00	0.00	-816.00	6900	31	-816.00	29755/B&B Business rates REV
30/06/2021	226655	29826	SEV GLAZING	SEV001	67.38	13.48	80.86	5410	30	67.38	29826/plastic sheet
28/06/2021	14325	29819	SEV MOWERS	SEV006	182.43	36.49	218.92	5525	21	182.43	29819/Toro mower service
22/06/2021	27	29767	WATER CHOICE	SEWAT001	205.82	0.00	205.82	6000	22	205.82	29767/water chgs 15/12-18/06
28/05/2021	82454	29787	SGE	SGE001	14.46	2.89	17.35	5410	22	14.46	29787/broom handle & bolts
31/05/2021	82612	29788	SGE	SGE001	21.06	4.21	25.27	5410	22	21.06	29788/4 weld threads
13/06/2021	7272095	29721	SHELL	SHEL001	164.34	32.86	197.20	5700	21	164.34	29721/fuel
20/06/2021	7311662	29796	SHELL	SHEL001	78.52	15.71	94.23	5700	21	57.14	29796/fuel
								5700	22	21.38	29796/fuel
11/06/2021	SI-2684679	29722	SPALDINGS	SPAL001	91.75	18.35	110.10	5525	21	91.75	29722/beacon & building bags
21/06/2021	SI-2686957	29825	SPALDINGS	SPAL001	85.00	17.00	102.00	9063	91	85.00	29825/hose trolley
08/06/2021	0038	29711	SSE	SSE005	1,276.12	255.22	1,531.34	6010	21	1,276.12	29711/electric chgs 12/03-07/6
04/06/2021	0085	29685	SSE	SSE006	108.10	5.40	113.50	6010	22	108.10	29685/electric chgs 02/05-01/6
08/06/2021	0037	29710	SSE	SSE007	66.80	3.34	70.14	5025	21	66.80	29710/electric chgs 12/03-7/06
04/06/2021	0028	29687	SSE	SSE008	439.58	87.91	527.49	6011	30	439.58	29687/May electricity chgs
04/06/2021	0009	29686	SSE	SSE009	557.30	111.46	668.76	6011	36	557.30	29686/May electric chgs
08/06/2021	0065	29713	SSE	SSE013	145.14	7.25	152.39	6012	36	145.14	29713/gas chgs 30/04-01/06
08/06/2021	0012	29712	SSE	SSE014	792.16	158.43	950.59	6012	30	792.16	29712/gas chgs 12/03-07/06

Purchase Ledger for Month No 3

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
08/06/2021	08JUNE2021	29699	STAG	STAG002	2,916.34	0.00	2,916.34	7100	42	2,916.34	29699/Donation to STAG
16/06/2021	16JUNE2021	29701	STAG	STAG002	27,000.00	0.00	27,000.00	7556	38	27,000.00	29701/Donation to STAG
21/05/2021	370854	29706	SYBRON UK LTD	SYB001	117.10	23.42	140.52	6505	28	117.10	29706/burger boxes 500 x 2
29/06/2021	0000514506	29821	TATE FENCING	TATE001	35.46	7.09	42.55	5310	21	35.46	29821/gravel boards&rails
02/06/2021	39214	29666	TAYWELL	TAY001	39.20	7.84	47.04	6500	28	39.20	29666/goods for resale
03/06/2021	39256	29667	TAYWELL	TAY001	72.52	14.50	87.02	6500	28	72.52	29667/goods for resale
23/06/2021	39453	29780	TAYWELL	TAY001	107.80	21.56	129.36	6500	28	107.80	29780/goods for resale
28/06/2021	28JUNE2021	29762	REACH PLC	TRM001	40.29	0.00	40.29	6730	31	40.29	29762/Sev Chronicle subs
30/06/2021	51947	29828	VAUGHTONS	VAU001	253.55	50.71	304.26	6421	31	253.55	29828/Velvet collar
01/06/2021	13170	29682	VISION ICT	VISICT001	275.00	55.00	330.00	6241	31	275.00	29682/Website hosting fees
01/06/2021	13213	29681	VISION ICT	VISICT001	285.00	57.00	342.00	6241	30	285.00	29681/website hosting support
16/06/2021	142630	29763	WETTON CLEANING SERV	WET001	266.40	53.28	319.68	6010	28	266.40	29763/cleaning & fogging
30/06/2021	142800	29816	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	5026	21	227.80	29816/June clean & lockup chgs
								6013	30	227.80	29816/June clean & lockup chgs
								5025	21	683.40	29816/June clean & lockup chgs
								5020	29	683.39	29816/June clean & lockup chgs
30/06/2021	142801	29817	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5020	29	12.95	29817/June hygeine unit clean
								5025	21	12.94	29817/June hygeine unit clean
								5026	21	4.31	29817/June hygeine unit clean
01/06/2021	WM11543864	29675	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	29675/May card trans chgs
13/06/2021	1180	29679	YELLOW DUCK	YELL002	3,264.00	652.80	3,916.80	9071	91	3,264.00	29679/Main entrance sign
23/06/2021	1202	29770	YELLOW DUCK	YELL002	265.00	53.00	318.00	5410	28	265.00	29770/contravision for doors
TOTAL INVOICES					<u>85,695.02</u>	<u>9,426.11</u>	<u>95,121.13</u>			<u>85,695.02</u>	

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
27/05/2021	66254	29584	APPOINTMENT BUS	APP001	44.69	8.94	53.63	6200	31	33.92	29584/print chgs
								6200	30	10.77	29584/print chgs
04/05/2021	13964	29487	ARK TRADING	ARK001	53.72	10.74	64.46	6340	28	53.72	29487/staff uniform
17/05/2021	17/05/2021	29508	BANKLINE	BANKL01	86.50	0.00	86.50	6975	31	86.50	29508/Bankline chgs
13/05/2021	3567347	29548	BOOKER	BOOK001	19.93	3.99	23.92	6013	28	19.93	cleaning products
13/05/2021	3567348	29549	BOOKER	BOOK001	158.74	5.37	164.11	6013	28	4.99	cleaning products
								6500	28	153.75	goods for resale
27/05/2021	3567695	29587	BOOKER	BOOK001	127.03	14.60	141.63	6013	28	17.65	29587/cleaning equipment
								6500	28	109.38	29587/goods for resale
18/05/2021	SVO/358798	29574	BREWERS	BREW001	38.31	7.66	45.97	5410	22	38.31	29574/painting equipment
25/05/2021	SVO/358827	29578	BREWERS	BREW001	41.76	8.35	50.11	5410	28	41.76	29578/paint&paint brushes
17/05/2021	M123KZ	29537	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	Cem phone bill May 2021
10/05/2021	0005464073	29514	CASTLE WATER	CAS002	494.59	0.00	494.59	6000	33	494.59	29514/Feb-Jul21 water chgs
04/05/2021	0005433122	29515	CASTLE WATER	CAS005	860.42	172.08	1,032.50	5025	21	860.42	29515/Feb-Aug21 water chgs
05/05/2021	INV-207481	29486	CURD & CURE	CHS001	93.14	3.06	96.20	6500	28	93.14	29486/goods for resale
19/05/2021	INV-208843	29555	CURD & CURE	CHS001	79.65	0.00	79.65	6500	28	79.65	goods for resale
14/05/2021	140452	29561	HW COLDBREATH	COL003	229.76	0.00	229.76	6500	30	229.76	goods for resale
24/05/2021	140493	29588	HW COLDBREATH	COL003	66.15	0.00	66.15	6500	30	66.15	29588/goods for resale
07/05/2021	150692	29525	CONNECTAPHONE	CON001	497.11	99.42	596.53	6101	41	17.48	29525/April telephone chgs
								6101	36	46.98	29525/April telephone chgs
								6101	30	72.77	29525/April telephone chgs
								6101	21	11.91	29525/April telephone chgs
								6101	22	16.89	29525/April telephone chgs
								6101	31	331.08	29525/April telephone chgs
01/05/2021	12187	29527	STREETLIGHTS	DIR001	1,411.84	282.37	1,694.21	6862	26	1,411.84	29527/1/2 maint contact pymt
11/05/2021	999	29534	DMH SOLUTIONS	DMH001	198.00	39.60	237.60	6922	31	198.00	29534/risk assesment tool
13/04/2021	949779	29543	ERNEST DOE	DOE001	607.70	121.52	729.22	5525	22	607.70	Thwaites dumper service
10/05/2021	951497	29620	ERNEST DOE	DOE001	43.86	8.78	52.64	5525	22	43.86	29620/axle for Honda& Toro cap

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Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
14/05/2021	951822	29621	ERNEST DOE	DOE001	11.36	2.27	13.63	5525	22	11.36	29621/2 plastic wheel covers
26/05/2021	952470	29622	ERNEST DOE	DOE001	46.94	9.39	56.33	5525	21	46.94	29622/back plate for BR200
26/05/2021	18391008600	29603	DYNO-ROD	DYNO001	330.00	66.00	396.00	5410	30	330.00	29603/pumping pit service
01/05/2021	H19C92061 D	29473	E-ON	E-ON	401.54	80.31	481.85	6862	26	401.54	29473/April electricity chgs
19/05/2021	PSI1778638	29654	EDE & RAVENSCROFT	EDE001	117.08	23.42	140.50	6421	31	117.08	29654/Jabot&Gloves
27/05/2021	26287	29572	EDWARD TYRRELL	EDW002	393.00	78.60	471.60	5410	23	393.00	29572/fencing works
01/05/2021	0003377208	29485	ELITE	EFS001	129.77	0.00	129.77	6500	28	129.77	29485/goods for resale
06/05/2021	0003379637	29484	ELITE	EFS001	111.08	0.00	111.08	6500	28	111.08	29484/goods for resale
08/05/2021	0003381157	29519	ELITE	EFS001	116.49	0.00	116.49	6500	28	116.49	29519/goods for resale
14/05/2021	0003384910	29559	ELITE	EFS001	143.57	4.04	147.61	6500	30	143.57	goods for resale
15/05/2021	0003385848	29554	ELITE	EFS001	124.34	0.00	124.34	6500	28	124.34	goods for resale
21/05/2021	0003390776	29586	ELITE	EFS001	140.54	0.00	140.54	6500	28	140.54	29586/goods for resale
24/05/2021	0003392864	29590	ELITE	EFS001	14.72	0.00	14.72	6500	30	14.72	29590/goods for resale
28/05/2021	0003397161	29623	ELITE	EFS001	263.84	7.44	271.28	6500	28	263.84	29623/goods for resale
01/05/2021	56838	29544	ATLAS FM/EMPRISE SVS	EMP001	404.64	80.93	485.57	6932	22	404.64	lock up/unlock May 2021
01/05/2021	56839	29546	ATLAS FM/EMPRISE SVS	EMP001	1,045.94	209.19	1,255.13	5311	21	1,045.94	Pontoise Cl lock/unlock May21
01/05/2021	56840	29545	ATLAS FM/EMPRISE SVS	EMP001	697.50	139.50	837.00	5311	21	697.50	High St Grd lock/unlock May21
14/05/2021	0063/02636544	29659	FAIRALLS	FAIR001	15.96	3.19	19.15	5410	36	15.96	29659/post mix x 4
19/05/2021	0063/02643251	29575	FAIRALLS	FAIR001	22.80	4.56	27.36	6822	22	22.80	29575/8 bags of shingle
19/05/2021	0063/02643252	29576	FAIRALLS	FAIR001	27.90	5.58	33.48	6822	22	27.90	29576/10 bags of sharp sand
24/05/2021	0063/02650193	29624	FAIRALLS	FAIR001	16.74	3.35	20.09	6822	22	16.74	29624/sharp sand
25/05/2021	9735	29656	FLAG WORKSHOP	FLA001	485.40	0.00	485.40	5500	31	485.40	29656/2 TC Flags
21/05/2021	INV487843	29660	GAZA TIMBER	GAZA001	6.58	1.32	7.90	5410	30	6.58	29660/Boards and nails
26/05/2021	7469	29606	G B SPORT AND LEISUR	GBS001	1,885.00	377.00	2,262.00	6320	21	1,885.00	29606/RP3 Inspection course x7
20/05/2021	28188	29558	GEER	GEER001	95.00	19.00	114.00	5410	33	95.00	gas boiler sevice
14/05/2021	29UK023-0003	29532	GEOXPHERE	GEO001	315.00	63.00	378.00	6730	31	315.00	29532/Parish online 05/21-5/22
27/04/2021	8997	29538	GRAHAM TAYLOR ENGRAV	GTE001	85.46	17.09	102.55	6415	31	85.46	Awards glass engraving x3
11/05/2021	79222	29556	HERBERT & WARD	HAW001	401.00	49.20	450.20	6500	28	155.00	goods for resale
								6505	28	246.00	cups,lids

Purchase Ledger for Month No 2

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
11/05/2021	79224	29557	HERBERT & WARD	HAW001	280.00	0.00	280.00	6500	28	280.00	goods for resale
13/05/2021	15474	29512	HELIOCENTRIX	HELI001	468.48	93.70	562.18	9071	91	468.48	29512/50" LED screen & stand
31/05/2021	15629	29652	HELIOCENTRIX	HELI001	1,718.80	343.76	2,062.56	6240	31	1,065.30	29652/May IT Support
								6242	31	653.50	29652/May Office 365
31/05/2021	T2041	29689	HELIOCENTRIX	HELI001	39.90	7.98	47.88	6105	22	39.90	29689/May wifi chgs
06/05/2021	13546	29470	ICCM	ICCM001	95.00	0.00	95.00	6730	31	95.00	29470/ICCM membership
13/05/2021	91871	29511	JIK	JIK001	99.00	19.80	118.80	6315	31	99.00	29511/O/S clerk job vacancy
11/05/2021	1005313	29530	KALL KWIK	KALL001	388.00	70.60	458.60	6200	41	388.00	29530/ flyer & lealets
20/05/2021	1005332	29550	KALL KWIK	KALL001	98.00	0.00	98.00	6865	26	98.00	Adopt a tree leaflets x1000
21/05/2021	1005337	29598	KALL KWIK	KALL001	287.00	57.40	344.40	5425	60	287.00	29598/Pop-up market prints
11/05/2021	900129236	29528	KENT COUNTY COUNCIL	KCC002	990.00	198.00	1,188.00	6610	31	990.00	29528/Yr end Audit fees
01/05/2021	I3791040	29617	KCC KCS	KCC003	37.85	7.57	45.42	6200	31	37.85	29617/stationery
06/05/2021	I3792886	29481	KCC KCS	KCC003	263.00	52.60	315.60	6013	33	251.70	29481/cleaning eq
								6200	31	11.30	29481/A4 pad
06/05/2021	I3792887	29480	KCC KCS	KCC003	42.90	8.58	51.48	6013	36	42.90	29480/tissue roll x 2
06/05/2021	I3792888	29482	KCC KCS	KCC003	52.00	10.40	62.40	6013	30	52.00	29482/cleaning eq
07/05/2021	I3793908	29471	KCC KCS	KCC003	154.15	30.83	184.98	6935	21	91.80	29471/refuse sacks
								6013	22	62.35	29471/cleaning eq
07/05/2021	I3793909	29483	KCC KCS	KCC003	30.65	6.13	36.78	6010	41	30.65	29483/cleaning eq
12/05/2021	I3796542	29529	KCC KCS	KCC003	20.65	4.13	24.78	6010	41	20.65	29529/hand towels
14/05/2021	I3798389	29510	KCC KCS	KCC003	4.45	0.89	5.34	6010	41	4.45	29510/yellow mop head x 1
16/05/2021	I3799351	29551	KCC KCS	KCC003	2.80	0.56	3.36	6010	22	2.80	floor mop head
19/05/2021	I3801168	29577	KCC KCS	KCC003	17.80	3.56	21.36	6013	22	17.80	29577/disinfectant sprays
20/05/2021	I3802203	29553	KCC KCS	KCC003	29.75	5.95	35.70	6013	33	17.60	cleaning products
								6200	31	12.15	stationery
20/05/2021	I3802204	29552	KCC KCS	KCC003	55.20	11.04	66.24	6200	31	55.20	laminating pouches A4-1Box
26/05/2021	I3805937	29599	KCC KCS	KCC003	4.45	0.89	5.34	6013	41	4.45	29599/vileda supermop red x 1
28/05/2021	I3808068	29573	KCC KCS	KCC003	13.40	2.68	16.08	6200	31	13.40	29573/stationery
14/05/2021	7398892	29560	KFF	KFF001	117.22	13.98	131.20	6500	30	117.22	goods for resale

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24/05/2021	7405487	29589	KFF	KFF001	61.28	7.89	69.17	6500	30	44.36	29589/Goods for resale
								6505	30	16.92	29589/foil & baking paper
07/05/2021	972	29488	KING RAMPS	KIN001	300.00	60.00	360.00	5316	21	300.00	29488/skate park repairs
28/05/2021	100421	29581	LANDSCAPE SUPPLY CO	LAND001	182.56	36.51	219.07	6802	22	104.95	29581/Grass seed 20kg
								6952	22	77.61	29581/gloves, visors
31/05/2021	775332	29626	LISTER WILDER	LIST002	88.41	17.68	106.09	5525	21	88.41	29626/major wheel yoke
13/05/2021	03351GR	29513	LOCUM LOCKS	LOC003	354.60	70.92	425.52	6002	23	354.60	29513/20 abloy keys
21/05/2021	051/21	29607	LOO OF THE YEAR AWAR	LOO001	143.00	28.60	171.60	6900	30	143.00	29607/LOTY awards entry
24/05/2021	394280	29600	NATIONAL LEAFLET CO	NAT010	1,010.85	201.57	1,212.42	6210	31	1,010.85	29600/Town Crier delivery
24/05/2021	394281	29655	NATIONAL LEAFLET CO	NAT010	176.46	35.29	211.75	6210	31	176.46	29655/Town Crier delivery
03/05/2021	394282	29509	NATIONAL LEAFLET CO	NAT010	2,131.00	0.00	2,131.00	6200	31	2,131.00	29509/Town Crier print chgs
16/05/2021	22721226	29562	NISBETS	NIS001	54.75	10.95	65.70	6013	30	34.04	cleaning products
								6505	30	10.82	freezer bags,cling film
								5500	30	9.89	clipex handle w/clips
28/05/2021	28/MAY/LIN	29661	ONECARD	ONE002	740.83	48.17	789.00	5425	60	240.83	29661/sound system
								6900	31	500.00	29661/Donation - zoom meetings
08/04/2021	131333	29694	PALMSTEAD	PALM002	121.45	24.29	145.74	5340	21	121.45	29694/Plants
22/05/2021	596057	29597	PIN BINS	PINB001	245.00	49.00	294.00	6002	23	245.00	29597/skip hire
08/05/2021	00002498449-037	29479	PLUSNET	PLUS01	43.50	8.70	52.20	6101	31	43.50	29479/May phone chgs
04/05/2021	00002976949-037	29407	PLUSNET	PLUS01	26.97	5.39	32.36	6101	28	26.97	29407/May telephone chgs
05/05/2021	00003028653-037	29406	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	29406/May phone chgs
03/05/2021	00003028673-037	29419	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	29419/May telephone chgs
01/05/2021	189362	29478	PREMIER ALARMS	PREM001	590.21	118.04	708.25	6930	22	590.21	29477/Annual alarm maint chgs
10/05/2021	147578	29522	PROVENDER	PRO002	182.82	36.58	219.40	5425	60	19.50	29522/plants
								6842	36	163.32	29522/gardening tools
25/05/2021	149616	29582	PROVENDER	PRO002	54.17	10.83	65.00	5310	21	54.17	29582/loose bark
26/05/2021	149762	29625	PROVENDER	PRO002	54.17	10.83	65.00	5310	21	54.17	29625/Ton of bark chippings
12/05/2021	50762	29523	REPOSS LTD	REP001	200.96	40.19	241.15	5525	30	200.96	29523/till software & parts
11/05/2021	21-017	29601	RUSSELL HARPER	RUS001	140.00	28.00	168.00	6460	31	140.00	29601/Mayoral portrait photo

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04/05/2021	2065392	29424	SDC	SDC001	3,443.02	0.00	3,443.02	5421	60	2,041.79	29424/May rent
								5420	60	1,401.23	29424/May rent
24/05/2021	2065510	29604	SDC	SDC001	420.00	0.00	420.00	6889	31	420.00	29604/30 bundles waste sacks
26/05/2021	2065616	29605	SDC	SDC001	76.00	0.00	76.00	6889	31	76.00	29605/paper sacks 2 packs
28/05/2021	2065744	29690	SDC DIRECT SERVICES	SDC002	33.58	6.72	40.30	6935	30	33.58	29690/May bin collection chgs
28/05/2021	2065857	29593	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	29593/bin collection 26/4-23/5
28/05/2021	2065858	29594	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	29594/bin collection 26/4-23/5
28/05/2021	2065859	29596	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	29596/bin collection 26/4-23/5
28/05/2021	2065866	29595	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	28	65.60	29595/bin collection 26/4-23/5
06/05/2021	9303315548	29524	SETON	SET001	61.27	12.25	73.52	5410	41	61.27	29524/first aid kit & document
28/05/2021	GAC39206	29619	SETYRES	SETY001	140.00	28.00	168.00	5550	21	140.00	29619/2 tyres repairs
30/04/2021	226457	29602	SEV GLAZING	SEV001	10.00	2.00	12.00	5310	21	10.00	29602/3m perspex
29/05/2021	SG001915	29653	THE SEVENOAKS FLORIS	SEV052	58.33	11.67	70.00	6415	31	58.33	29653/flowers for Deputy Mayor
20/04/2021	81964	29539	SGE	SGE001	27.76	1.41	29.17	5700	22	27.60	gas oil
								5410	22	0.16	bolt M06
27/04/2021	82054	29540	SGE	SGE001	20.49	4.10	24.59	5410	23	20.49	tap hose union 1/2 inch
30/04/2021	82154	29541	SGE	SGE001	24.84	1.24	26.08	5700	22	24.84	gas oil
30/04/2021	82183	29542	SGE	SGE001	55.80	11.16	66.96	5410	21	55.80	signs,handles,washer,fastening
02/05/2021	7017060	29472	SHELL	SHEL001	18.15	3.63	21.78	5700	22	18.15	29472/fuel
09/05/2021	7056994	29563	SHELL	SHEL001	137.47	0.00	137.47	5700	21	137.47	29563/fuel
16/05/2021	7095713	29579	SHELL	SHEL001	60.60	12.12	72.72	5700	21	60.60	29579/fuel
23/05/2021	7133895	29580	SHELL	SHEL001	88.69	17.74	106.43	5700	21	68.45	29580/fuel
								5700	22	20.24	29580/fuel
30/05/2021	7179581	29627	SHELL	SHEL001	253.56	50.71	304.27	5700	22	19.96	29627/fuel
								5700	21	233.60	29627/fuel
18/05/2021	0041	29566	SSE	SSE002	832.04	166.40	998.44	6010	33	832.04	29566/electric chg 20/02-17/05
24/05/2021	0037	29591	SSE	SSE003	56.15	2.80	58.95	5020	29	56.15	29591/electric chgs 26/2-21/5
24/05/2021	0042	29592	SSE	SSE004	696.52	139.30	835.82	6010	28	696.52	29592/electric chgs 26/02-21/5
07/05/2021	0084	29474	SSE	SSE006	134.42	6.72	141.14	6010	22	134.42	29474/April electricity chgs

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07/05/2021	0027	29476	SSE	SSE008	317.78	15.88	333.66	6011	30	317.78	29476/April electricity chgs
07/05/2021	0008	29475	SSE	SSE009	906.51	181.30	1,087.81	6011	36	906.51	29475/April electricity chgs
11/05/2021	0015	29518	SSE	SSE010	-51.85	-2.59	-54.44	6010	41	-51.85	29518/electric chg 11/20-02/21
11/05/2021	0016	29517	SSE	SSE010	29.93	1.49	31.42	6010	41	29.93	29517/electric chg 11/20-02/21
18/05/2021	0017	29567	SSE	SSE010	50.07	2.50	52.57	6010	41	50.07	29567/electric chg 20/02-17/05
11/05/2021	0013	29516	SSE	SSE011	-138.55	-6.92	-145.47	6010	41	-138.55	29516/electric chg 09/20-02/21
11/05/2021	0014	29506	SSE	SSE011	371.67	18.58	390.25	6010	41	371.67	29506/electric chgs 20/11-19/2
18/05/2021	0015	29569	SSE	SSE011	136.22	6.81	143.03	6010	41	136.22	29569/electric chg 20/02-17/05
19/05/2021	0016	29570	SSE	SSE011	-136.22	-6.81	-143.03	6010	41	-136.22	29570/electric cred 20/2-17/5
19/05/2021	0017	29568	SSE	SSE011	296.50	14.82	311.32	6010	41	296.50	29568/electric chg 20/02-17/05
21/05/2021	0043	29651	SSE	SSE013	-875.34	-175.06	-1,050.40	6012	36	-875.34	29651/Gas credit 29/1-29/4/21
21/05/2021	0044	29650	SSE	SSE013	-340.42	-17.02	-357.44	6012	36	-340.42	29650/Gas credit 28/10-28/1/21
21/05/2021	0045	29649	SSE	SSE013	-179.79	-8.98	-188.77	6012	36	-179.79	29649/Gas credit 01/8-27/10/20
21/05/2021	0046	29648	SSE	SSE013	-23.75	-4.75	-28.50	6012	36	-23.75	29648/Gas credit 30/04-31/7/20
21/05/2021	0047	29647	SSE	SSE013	-23.75	-4.75	-28.50	6012	36	-23.75	29647/Gas credit 29/01-29/4/20
21/05/2021	0048	29646	SSE	SSE013	-908.81	-181.76	-1,090.57	6012	36	-908.81	29646/Gas credit 26/10-28/1/20
21/05/2021	0049	29645	SSE	SSE013	-9.13	-1.82	-10.95	6012	36	-9.13	29645/Gas credit 26/7-25/10/19
21/05/2021	0050	29644	SSE	SSE013	-82.71	-4.13	-86.84	6012	36	-82.71	29644/Gas credit 30/04-25/7/19
21/05/2021	0051	29643	SSE	SSE013	-1,017.82	-203.56	-1,221.38	6012	36	-1,017.82	29643/Gas credit 29/01-29/04/1
21/05/2021	0052	29642	SSE	SSE013	-612.65	-122.53	-735.18	6012	36	-612.65	29642/gas chgs 24/11-28/01/19
21/05/2021	0053	29641	SSE	SSE013	-417.95	-20.89	-438.84	6012	36	-417.95	Gas credit 30/08-23/11/18
21/05/2021	0054	29640	SSE	SSE013	520.70	104.14	624.84	6012	36	520.70	29640/Gas chgs 30/08-23/11/18
21/05/2021	0055	29639	SSE	SSE013	694.40	138.88	833.28	6012	36	694.40	29639/Gas chgs 24/11-28/01/19
21/05/2021	0056	29638	SSE	SSE013	784.94	156.98	941.92	6012	36	784.94	29638/Gas chgs 29/01-29/04/19
21/05/2021	0057	29637	SSE	SSE013	148.86	7.44	156.30	6012	36	148.86	29637/Gas chgs 30/04-25/07/19
21/05/2021	0058	29636	SSE	SSE013	9.13	1.82	10.95	6012	36	9.13	29636/Gas chgs 26/07-25/10/19
21/05/2021	0059	29635	SSE	SSE013	908.81	181.76	1,090.57	6012	36	908.81	29635/Gas chgs 26/10-28/01/20
21/05/2021	0060	29634	SSE	SSE013	23.75	4.75	28.50	6012	36	23.75	29634/Gas chgs 29/01-29/04/20
21/05/2021	0061	29633	SSE	SSE013	23.75	4.75	28.50	6012	36	23.75	29633/Gas chgs 30/04-31/07/20

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21/05/2021	0062	29632	SSE	SSE013	179.79	8.98	188.77	6012	36	179.79	29632/Gas chgs 01/08-27/10/20
21/05/2021	0063	29631	SSE	SSE013	340.42	17.02	357.44	6012	36	340.42	29631/Gas chgs 28/10-28/01
21/05/2021	0064	29630	SSE	SSE013	598.53	119.70	718.23	6012	36	598.53	29630/Gas chgs 29/01-29/04
11/05/2021	0010	29521	SSE	SSE014	-1,040.52	-208.10	-1,248.62	6012	30	-1,040.52	29521/gas credit 11/20-03/21
11/05/2021	0011	29520	SSE	SSE014	513.52	25.67	539.19	6012	30	513.52	29520/gas chgs 11/20-03/21
14/05/2021	0030	29565	SSE	SSE015	549.20	109.84	659.04	6010	33	549.20	29565/gas chg 18/02-13/05
14/05/2021	0005	29564	SSE	SSE016	30.77	1.53	32.30	6861	26	30.77	29564/electric chg 18/02-13/05
21/05/2021	4708	29547	STAG	STAG002	212.50	42.50	255.00	6320	31	212.50	Inv recharge-First Aid course
12/05/2021	0686	29531	URBAN STUDIO	UIS001	7,050.00	1,410.00	8,460.00	9066	91	7,050.00	29531/NDP consultancy services
25/07/2020	5321/REV	29495	ALLAN UPSHER LTD	UPS001	-3,032.00	-606.40	-3,638.40	6281	31	-3,032.00	29496/Inv 5321 REVERSAL
31/05/2021	VC/31.05.2021.	29657	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6001	60	1,100.00	29657/Sat market set up chgs
30/04/2021	VC30.04.21	29658	V.C HANDYMAN	VCH001	440.00	0.00	440.00	6001	60	440.00	29658/Sat market set up chgs
31/05/2021	LAO1234396	29618	VEOLIA	VEOL001	13.20	2.64	15.84	6935	33	13.20	29618/May glass collection
28/05/2021	WN3570	29583	WEBBS NETWORKS LTD	WEB001	765.00	153.00	918.00	9071	91	765.00	29583/fibre cable installation
18/05/2021	142280	29585	WETTON CLEANING SERV	WET001	266.40	53.28	319.68	6013	28	266.40	29585/clean & fogging
31/05/2021	142415	29628	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.79	29628/May cleaning chgs
								5026	21	227.79	29628/May cleaning chgs
								5025	21	683.40	29628/May cleaning chgs
								5020	29	683.41	29628/May cleaning chgs
31/05/2021	142416	29629	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	29629/May hygiene unit clean
								5025	21	12.94	29629/May hygiene unit clean
								5020	29	12.95	29629/May hygiene unit clean
14/05/2021	779	29533	WOODSIDE CONTRACT SE	WOO002	950.00	190.00	1,140.00	5410	33	950.00	29533/car park drainage work
21/05/2021	781	29571	WOODSIDE CONTRACT SE	WOO002	31,728.74	6,345.75	38,074.49	9071	91	31,728.74	29571/Business Hub refurb
30/11/2020	133483726	29609	WORLDPAY	WOR001	22.90	4.43	27.33	6976	31	22.90	29609/Nov credit card chgs
31/12/2020	137352490	29610	WORLDPAY	WOR001	22.14	4.41	26.55	6976	31	22.14	29610/Dec credit card chgs
31/01/2021	140385787	29611	WORLDPAY	WOR001	37.15	2.08	39.23	6976	31	37.15	29610/Jan credit card chgs
31/01/2021	140385787/A	29616	WORLDPAY	WOR001	78.76	10.40	89.16	6976	31	78.76	29616/Jan credit card chgs
31/01/2021	140385787/REV	29615	WORLDPAY	WOR001	-37.15	-2.08	-39.23	6976	31	-37.15	29615/Wrong amount entered

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28/02/2021	143309467	29608	WORLDPAY	WOR001	146.44	18.94	165.38	6976	31	146.44	29608/Feb credit card chgs
31/03/2021	146419814	29612	WORLDPAY	WOR001	175.94	21.47	197.41	6976	31	175.94	29611/March credit card chgs
30/04/2021	150386084	29613	WORLDPAY	WOR001	155.18	20.31	175.49	6976	31	155.18	29612/April credit card chgs
31/05/2021	154472355	29614	WORLDPAY	WOR001	48.70	9.47	58.17	6976	31	48.70	29614/May credit card chgs
31/05/2021	154540544	29691	WORLDPAY	WOR001	44.93	7.89	52.82	6976	30	44.93	29690/May card trans chgs
31/05/2021	154647043	29693	WORLDPAY	WOR001	153.16	17.97	171.13	6976	31	153.16	29691/May card trans chgs
31/05/2021	154657643	29692	WORLDPAY	WOR001	8.31	0.03	8.34	6976	31	8.31	29692/May card trans chgs
01/05/2021	WM11518712	29477	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	29476/April card trans chgs
12/05/2021	506922616	29526	ZURICH INSURANCE	ZUR001	608.97	0.00	608.97	6020	31	608.97	29526/insurance
TOTAL INVOICES					<u>76,705.58</u>	<u>12,556.97</u>	<u>89,262.55</u>			<u>76,705.58</u>	

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
HMRC JRS G	Banked: 17/06/2021	3,065.85						
HMRC JRS G	HMRC	3,065.85			1450	31	3,065.85	HMRC JRS Grant May '21
	Banked: 25/06/2021	52,250.29						
BACS25/6	Nat West - Current Account	52,250.29			201		52,250.29	Monthly Salaries Tfr JUNE '21
	Banked: 28/06/2021	24,549.69						
BACS28/6	Nat West - Current Account	24,549.69			201		24,549.69	Monthly HMRC/KCC Tfr June '21
	Banked: 30/06/2021	3,679.82						
DD30/6	Nat West - Current Account	3,679.82			201		3,679.82	Monthly L&G Tfr June '21
Total Receipts for Month		83,545.65	0.00	0.00			83,545.65	
Cashbook Totals		<u>84,545.65</u>	<u>0.00</u>	<u>0.00</u>			<u>84,545.65</u>	

Payments for Month 3

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>
17/06/2021	Nat West - Current Account	BACS17/6	3,065.85			201		3,065.85	May HMRC JRS Grant
25/06/2021	Employees	BACS25/6-1	51,850.29			520		51,850.29	Monthly Salaries June '21
25/06/2021	Councillors	BACS25/6-2	400.00			520		400.00	Monthly Allowances June '21
28/06/2021	HMRC/KCC	BACS28/6	24,549.69			515		14,169.17	Monthly HMRC June '21
						516	0	10,380.52	Monthly KCC June '21
30/06/2021	Legal & General	DD30/6	3,679.82			516		3,679.82	Monthly L&G June '21
Total Payments for Month			83,545.65	0.00	0.00			83,545.65	
Balance Carried Fwd			1,000.00						
Cashbook Totals			84,545.65	0.00	0.00			84,545.65	

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
HMRC JRS G	Banked: 21/05/2021	6,217.55						
HMRC JRS G	HMRC	6,217.55			1450	31	6,217.55	HMRC JRS Grant for April '21
	Banked: 25/05/2021	50,196.03						
BACS25/05	Nat West - Current Account	50,196.03			201		50,196.03	May '21 Monthly Salaries Tfr
	Banked: 26/05/2021	24,447.33						
BACS26/05	Nat West - Current Account	24,447.33			201		24,447.33	May '21 Monthly HMRC/KCC Tfr
	Banked: 28/05/2021	3,596.19						
DD28/05	Nat West - Current Account	3,596.19			201		3,596.19	May '21 Monthly L&G Tfr
Total Receipts for Month		84,457.10	0.00	0.00			84,457.10	
Cashbook Totals		<u>85,457.10</u>	<u>0.00</u>	<u>0.00</u>			<u>85,457.10</u>	

Payments for Month 2

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>
21/05/2021	Nat West - Current Account	BACS21/05	6,217.55			201		6,217.55	April '21 HMRC JRS Grant Tfr
25/05/2021	Employees	BACS25/05	50,196.03			520		50,196.03	May '21 Monthly Salaries
26/05/2021	HMRC/KCC	BACS26/05	24,447.33			515		13,960.79	May '21 Monthly HMRC
						516	0	10,486.54	May '21 Monthly KCC
28/05/2021	Legal & General	DD28/05	3,596.19			516		3,596.19	May '21 L&G
Total Payments for Month			84,457.10	0.00	0.00			84,457.10	
Balance Carried Fwd			1,000.00						
Cashbook Totals			<u>85,457.10</u>	<u>0.00</u>	<u>0.00</u>			<u>85,457.10</u>	

Receipts for Month 3

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 :	886.59					886.59	
	Banked: 18/06/2021	309.22						
001574	Nat West - Current Account	309.22				201	309.22	Pett cash top up
Total Receipts for Month		309.22	0.00	0.00			309.22	
Cashbook Totals		<u>1,195.81</u>	<u>0.00</u>	<u>0.00</u>			<u>1,195.81</u>	

Payments for Month 3

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>
01/06/2021	Business Hub	659	9.00			5410	41	9.00	Keys
02/06/2021	Bat & Ball Station	660	24.75		4.13	5410	30	20.62	Glue, hardboard, foam strip
02/06/2021	Cemetery	661	27.30			5410	22	27.30	Brass bench plate
11/06/2021	Vine Cafe	662	97.24			6500	28	97.24	Goods for resale
11/06/2021	Bat and Ball Station	663/A	10.50			5410	30	10.50	keys
11/06/2021	Bat&Ball Station	663/B	37.02		6.18	5410	30	30.84	bench repair materials
21/06/2021	Bat&Ball Cafe	664/A	46.03			6500	30	46.03	Goods for resale
21/06/2021	Bat&Ball Cafe	664/B	19.96			5500	30	19.96	plates x 4
21/06/2021	Bat&Ball Cafe	664/C	0.98		0.16	6200	30	0.82	Diary x 2
21/06/2021	Bat&Ball Cafe	664/D	4.98			6505	30	4.98	Sandwich flags and labels
21/06/2021	Establishments	665	4.85			6210	31	4.85	postage
23/06/2021	Vine Cafe	666	8.00			5410	28	8.00	keys for cleaning cupboard
Total Payments for Month			290.61	0.00	10.47			280.14	
Balance Carried Fwd			905.20						
Cashbook Totals			1,195.81	0.00	10.47			1,185.34	

Receipts for Month 2

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 :	690.03					690.03	
	Banked: 07/05/2021	314.62						
001571	Nat West - Current Account	314.62			201		314.62	petty cash top up
	Banked: 21/05/2021	290.51						
001572	Nat West - Current Account	290.51			201		290.51	petty cash top up
Total Receipts for Month		605.13	0.00	0.00			605.13	
Cashbook Totals		<u>1,295.16</u>	<u>0.00</u>	<u>0.00</u>			<u>1,295.16</u>	

Payments for Month 2

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>
04/05/2021	Business Hub	644	14.65			5410	41	14.65	Keys
05/05/2021	Markets	645	36.00			5425	60	36.00	Plants for Pop-up market
10/05/2021	Open Spaces	647	22.79		3.80	5025	21	18.99	Plumbing pipes x 3
10/05/2021	Open Spaces	648	23.29			6300	21	23.29	milk, tea, coffee
12/05/2021	Markets	649/A	26.00		4.34	5425	60	21.66	bolt posts x 3
12/05/2021	Markets	649/B	110.40			5425	60	110.40	fencing eq & plants
12/05/2021	Vine Cafe	650	6.99		1.16	5410	28	5.83	hinge
19/05/2021	Business Hub	651/A	13.00			5410	41	13.00	Shelving
19/05/2021	Council Offices	651/B	4.39			6330	31	4.39	milk and tea
20/05/2021	Open Spaces	652	12.00			5340	21	12.00	plants
21/05/2021	Bat and Ball Station	653	35.65		5.96	5410	30	29.69	brushes, tape, batteries
24/05/2021	Bat&Ball Cafe	655/A	45.72			6500	30	45.72	Goods for resale
24/05/2021	Bat&Ball Cafe	655/B	3.95		0.66	6505	30	3.29	baking papers
24/05/2021	Bat&Ball Cafe	655/C	14.99		2.50	5500	30	12.49	basket, cake boards, xmas boxes
24/05/2021	Bat&Ball Cafe	655/D	3.16			6505	30	3.16	pastry ready rolls
26/05/2021	Council Offices	657/A	17.30			6210	31	17.30	postage
26/05/2021	Council Offices	657/B	1.00			6900	31	1.00	parking
28/05/2021	Open Spaces	656/A	2.50		0.42	5525	21	2.08	4.5" grinder
28/05/2021	Cemetery	656/B	10.00			6832	22	10.00	Engraving
28/05/2021	bBat and Ball station	658	4.79		0.80	5410	30	3.99	wood adhesive
Total Payments for Month			408.57	0.00	19.64			388.93	
Balance Carried Fwd			886.59						
Cashbook Totals			<u>1,295.16</u>	<u>0.00</u>	<u>19.64</u>			<u>1,275.52</u>	

Sevenoaks Town Council

Pension Scheme review

Kent County Council Pension Fund receive an actuarial valuation of the pension fund every 3 years.

Based on Sevenoaks Town Council's membership & funding, this valuation provides the required employer secondary pension contributions for the following 3 years.

These are then fixed until the next valuation is received (3 years later).

The secondary employer contributions for y/e 31 March 2021, 2022 and 2023, were included in the 31 March 2019 report, received in January 2020.

The amounts are: 2020/21 £77K
 2021/22 £80K
 2022/23 £83K

I have requested a copy of the 31 March 2020 report (referred to in the 31 March 2019 report), which contains valuation assumptions. I will share this with councillors once received.

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**Sevenoaks Town Council
Finance & General Purposes Committee - 2nd August 2021**

Allotment Rent

At the time of writing, there are no vacant allotment plots on either Bradbourne Vale or Quaker’s Hall allotment sites. There is a waiting list of 46 (2020: 23) people (total across both sites) with a potential for another 2 who have not yet returned their application forms.

Rents are due on 1st October, and this is the time when people usually consider surrendering their plots.

Turnover of plots in the 2020-21 season (to date) has been no better or worse than any other year, with the surrender of 46 plots. Some of these returns are from existing tenants who have simply reduced their space so that someone on the waiting list can have a plot.

At the Open Spaces & Leisure Committee meeting held on 6th July 2020, it was agreed to change the method of charging allotment tenants from the traditional ‘per rod’ system to the more modern ‘per metre’ system.

This new system of charging was communicated to all allotment tenants in September 2020 along with their tenancy renewal invoice. No one responded to the change, which will be implemented on 1st October 2021.

Since the Town Council took over the management of the Quaker’s Hall site from Sevenoaks Allotment Holders’ Association (SAHA) back in October 2017, rents have been set as follows:

2017-18	£2.00 per rod*	
2018-19	£3.50 per rod	(75% increase)
2019-20	£4.00 per rod	(14% increase)
2020-21	£4.15 per rod	(3.5% increase)
2021-22	18p per square metre	(9% increase)

*this figure was set by SAHA in 2016-17 and was one third less than 2015-16 (£3.00). This meant that Sevenoaks Town Council started from a low point, hence the 75% increase the following year.

Sevenoaks Town Council continues to invest in both allotment sites, mostly by improving infrastructure and with the removal of rubbish.

Sevenoaks’ allotment rents are still considered some of the best value in the South-East.

Recommendation

That the Committee increase rents by slightly more than the rate of inflation, spreading any increase over a few years rather than implementing a large increase all at once. Any increase will be communicated to the tenants in September along with their renewal letter and invoice, with the increase effective on 1st October 2022.

Ruth King
Allotments Manager

13th July 2021

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Sevenoaks Town Council

Streetlighting Update

1. Inventory & Funding

Sevenoaks town council is responsible for the streetlighting provided by 94 columns in 24 different streets & locations.

The columns are included with all risks cover in STC's insurance.

STC's policy is that the cost of providing streetlighting in private roads is billed to the private roads, except in the case of an agreed PROW (public right of way).

The cost of streetlighting covered by STC & included in annual precept is c£4,600.

The location of columns and responsibility for paying for these is as per the following table:

Location	Funding status	Number of columns
Clarendon Road	Road	3
Clockhouse Lane	PROW	2
Coombe Avenue	Outstanding	2
Farnaby Drive	Road	7
Garvock Drive	Road	1
Grassy Lane	Road	3
Harrison Way	Road	9
Heathfield Road	Road	2
Judds Piece Hollybush Lane	STC	1
Linden Chase	PROW	19
Lyle Park	PROW	1
	Road	3
Pineneedle Lane	Road	3
Quarry Hill	Road	1
Rectory Lane	STC	2
South Park	Road	4
	STC	1
St Boltophs Avenue	Road	2
St James Road	Road	2
St Nicholas Drive	STC	1
The Glade	Road	2
Wildernesse Avenue	Road	7
Wildernesse Mount	Road	3
Wood Drive	Road	3
Woodside Road	Outstanding	7
Yeomans Meadow	Road	3
Grand Total		94

2. Update on private roads with outstanding matters

Due to COVID and other priorities, these haven't been progressed further. The latest status is as follows:

Coombe Avenue

Western end light - to be removed as per previous decision. Residents have been contacted. 1 resident has replied to say they are unhappy. Resident on Crampton's Road is being kept updated as the light is to the rear of their property.

Initial quote is £845 + VAT to UKPN to disconnect the supply, plus an estimate of £500 plus VAT for necessary shrub clearance & pruning to access the column.

Eastern end light – Councillors were to investigate whether we could treat this as a footpath light or keep light within council policy.

Woodside Road

Woodside Road – Residents were all contacted with deadline of end Nov 2020 to form a single party to receive streetlighting charges.

RFO received contact from 3 households who are unhappy with this decision.

One resident was very proactive & was attempting to co-ordinate the road & get agreement for a single party to receive the charges, or for the existing road company to take this on. However there has been no further communication since March.

Cost to disconnect the lighting columns estimated at £1K per column, plus VAT. £7K plus VAT total cost.

3. Reserves and balances held re streetlighting

Streetlighting Reserve £4,270 held on behalf of some private roads, towards the upgrade of their lanterns.

STC sinking fund £3,373

STC fund for disconnections £1,686

**Sevenoaks Town Council
Finance & General Purposes Committee – 2nd August 2021**

**Schedule of Capital Investment to Play Areas
(Subject to availability of funds)**

Sevenoaks Town Council owns and maintains several play areas within the town. Greatness Recreation Ground, Hillingdon Recreation Ground and Julian's Meadow were inherited from SDC in 2008.

The Town Council pays for repairs, general maintenance and H&S checks from its annual revenue budget. Capital investment for new and upgraded equipment is subject to being successful with external grants, capital income and in recent years CIL income.

At the Report to the Open Spaces Committee on 5th July 2021 (*Minute 157 refers*), the Committee resolved:

That the following programme of capital investment be agreed in principle, subject to availability of funds.

Play Area	Last Capital Investment	Expenditure	Target Date	Proposed Budget
Hillingdon Rise Rec. Ground	2008	£35,000	2021	£50,000
Julian's Meadow	2008	£35,000	2022	£50,000
Greatness Rec. Ground	2008	£50,000	2023	£50,000
	2018	£10,000		
Buckhurst Play Area	2016	£100,000	2024	£50,000
Vine Play Area	2016	£10,000	2021	£10,000
Kippington Meadow	2018	£3,000	2025	£5,000
Pontoise	2019	£10,000	2026	£30,000
Mount Close	2020	£20,000	2027	£30,000
		£273,000		£275,000

RECOMMENDATION: That the Finance & General Purposes Committee note the programme of capital investment in play areas agreed in principle by the Open Spaces & Leisure Committee, subject to the availability of funds.

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**Sevenoaks Town Council
Finance & General Purposes Committee – 2nd August 2021**

Friends of Rheinbach Fundraising Appeal

In response to the recent devastating floods in our twin town of Rheinbach in Germany, the Friends of Rheinbach have launched a fundraising appeal.

It was considered that the speediest way to raise funds from the general public was to create a Just Giving Page. However, this would require the Friends of Rheinbach to set up a separate appeal bank account which would be subject to considerable delay.

The Friends of Rheinbach contacted the Town Council and it was agreed that the Just Giving page could be linked to a Town Council account. The STP account will be temporarily used for this purpose as it doesn't have a "sweep" function with the main account. Current funds have been moved out temporarily so that it is clean for this fundraising purpose.

The Responsible Finance Officer will ensure that there is a clear audit trail regarding the income received and its transfer to the Friends of Rheinbach and onward to the appropriate body in Rheinbach itself.

The Town Council will also assist with publicity for the appeal via social media, Newsletters, and website.

The link to the Just Giving page is: <https://www.justgiving.com/crowdfunding/friends-of-rheinbach>



RHEINBACH DISASTER APPEAL

Please support the people of our twin town

For further information please go:

www.friends-of-rheinbach.org.uk

www.sevenoakstown.gov.uk

Recommendation: The Committee is asked to note the arrangement made with Friends of Rheinbach to use a Town Council bank account temporarily for the purpose of its Just Giving appeal page.

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Sevenoaks Town Council
Finance & General Purposes Committee – 2nd August 2021

Current Matters

Item	Minute No		Status	Latest update														
1	461.3 – F&GP 01.03.21 101 - F&GP 07.06.21	Risk Assessment Review	Ongoing	<p>RESOLVED: That a Working Party be formed to review the 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.</p> <p>Sevenoaks Town Council Risk Assessment <i>It was noted that LCRS Risk Management Software had been purchased. A detailed risk management report had been circulated to the Risk Assessment Working Party members for review.</i></p> <p>RESOLVED: That the purchase of LCRS Risk management software and the progress to date on the Town Council's risk assessment review be noted; and the full document to be reviewed at a future meeting.</p> <p><i>See separate report at Agenda Item 5.6</i></p>														
2	08 – F&GP 3.4.2017 263 – F&GP 18.9.2017 222 - OSL 3.9.18 197 – F&GP 05.08.19	Street Lighting	Ongoing	<p>Invoices were sent prior to the financial year end (March).</p> <p>Upgrades to streetlights in Linden Chase (PROW) have been completed.</p> <p>197. Streetlighting The Committee received and considered the report from the Responsible Financial Officer and note the Town Council's policy as set out in Minute No. 61 of the Finance & General Purposes Committee held on 15th June 2015.</p> <p>The following private roads had adopted their streetlights:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Clarendon Road</td> <td style="width: 50%;">St Botolphs Avenue</td> </tr> <tr> <td>Quarry Hill</td> <td>St James Road</td> </tr> <tr> <td>Yeomans Meadow</td> <td>The Glade</td> </tr> <tr> <td>Heathfield Road</td> <td>South Park</td> </tr> <tr> <td>Garvock Drive</td> <td>Harrison Way</td> </tr> <tr> <td>Wilderness Mount</td> <td>Farnaby Drive</td> </tr> <tr> <td>Wood Drive</td> <td>Wilderness Avenue</td> </tr> </table> <p>The following private roads had not adopted their streetlights:</p>	Clarendon Road	St Botolphs Avenue	Quarry Hill	St James Road	Yeomans Meadow	The Glade	Heathfield Road	South Park	Garvock Drive	Harrison Way	Wilderness Mount	Farnaby Drive	Wood Drive	Wilderness Avenue
Clarendon Road	St Botolphs Avenue																	
Quarry Hill	St James Road																	
Yeomans Meadow	The Glade																	
Heathfield Road	South Park																	
Garvock Drive	Harrison Way																	
Wilderness Mount	Farnaby Drive																	
Wood Drive	Wilderness Avenue																	

Sevenoaks Town Council
Finance & General Purposes Committee – 2nd August 2021

Item	Minute No		Status	Latest update
	<p data-bbox="236 1279 352 1379">280 – F&GP 16.09.19</p> <p data-bbox="236 1957 352 2058">377 – F&GP 25.11.19</p>			<p data-bbox="730 331 1254 423">Coombe Avenue Woodside Road Pineneedle Lane Lyle Park Heathfield Road Kincaig Drive</p> <p data-bbox="810 465 948 495">RESOLVED:</p> <p data-bbox="715 539 1390 741">i) To proceed with LED upgrade option 3 i.e. LED upgrade plus match existing heritage style lighting on Rectory Land and Judd’s Piece at a cost of £17,790 noting that the Sevenoaks Town Council shortfall of £11,717 to be met from Capital Reserves.</p> <p data-bbox="715 786 1382 1099">ii) To write to remaining private roads who have chosen to not adopt their streetlights providing one month’s notice that the Town Council intends to proceed as per Minute No.61 F&GP 15th June 205 for removal of all lights on all private roads with unadopted lights at a cost of £12,978. Noted that the projected budget shortfall of £7,978 would be met from Revenue Reserves.</p> <p data-bbox="715 1144 1382 1245">iii) To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.</p> <p data-bbox="715 1290 1206 1319">F&GP Committee 16.09.19 (Minute 280):</p> <p data-bbox="715 1364 852 1393">RESOLVED:</p> <p data-bbox="762 1397 1390 1599">i) That residents of Woodside Road, Coombe Avenue and Heathfield Road be advised that the decision whether to pay for the street lights, together with payment, was required by 31st October 2019 latest or the Town Council would proceed to removal of the lights;</p> <p data-bbox="762 1610 1390 1744">ii) That residents of Lyle Park and Pineneedle Lane be advised that the response date to request to pay for the lights be extended to 30th November 2019; and</p> <p data-bbox="762 1789 1390 1890">iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights.</p> <p data-bbox="715 1935 1206 1964">F&GP Committee 25.11.19 (Minute 377):</p> <p data-bbox="715 2009 903 2038">RESOLVED that:</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 2nd August 2021

Item	Minute No		Status	Latest update
	<p data-bbox="236 1104 352 1200">407 – Council 09.12.19</p> <p data-bbox="236 1458 352 1554">199 – F&GP 14.09.20</p>			<p data-bbox="710 320 1406 1059"> 1) It be noted that residents of Pineneedle and Lyle Park had agreed to adopt their lights and discussions were therefore concluded; 2) Following notification by residents of Kincaig Drive that they would not adopt their lights, the lights be removed; 3) That the lights in Coombe Avenue be removed, subject to local ward members ascertaining whether one light needs to be retained for safety purposes; 4) The 15 households in Woodside Road be asked whether they would form a group to administer payments to the Town Council; and 5) That the Council be asked to rescind the following Resolution, removing the requirement for residents of Heathfield Road to pay outstanding charges for the last two years: “To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.” (Minute 197 (iii) 05.08.19 refers) </p> <p data-bbox="710 1104 1217 1133">Council 09.12.19 (Minute 407) RESOLVED:</p> <p data-bbox="710 1173 1394 1270">That the following Resolution 197(iii) of the Finance and General Purposes Committee held on 5th August 2019 be rescinded:</p> <p data-bbox="754 1317 1394 1413"> “To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.”</p> <p data-bbox="710 1458 1066 1487">199. Streetlighting Update</p> <p data-bbox="710 1529 858 1559">RESOLVED:</p> <p data-bbox="858 1570 1406 1989"> 1) That residents of Woodside Road be advised of a deadline by which this matter needed to be resolved, including providing a single point of contact for the road for the Town Council to invoice, after which time the lights would be removed; and 2) That the light at the eastern end of Coombe Avenue be retained while officers investigate whether the footpath is a Public Right of Way or whether the light could be retained under the Town Council’s current policy. </p>

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	320 - F&GP 23.11.20			<p>Update: Coombe Ave – Western end light to be removed as per previous decision. Residents have been contacted. 1 resident has replied to say they are unhappy. Resident on Cramptons Road is being kept updated as the light is to the rear of their property. Eastern end – Councillors were to investigate whether we could treat this as a footpath light or keep light within council policy.</p> <p>Woodside Road – Residents all contacted with deadline of end Nov to form a single party to receive streetlighting charges. RFO has received contact from 3 households who are unhappy with this decision.</p> <p>Update : Kippington Lane footpath SU21 – at the edge of the footpath between Kippington Meadow & no 67 Oakhill Road. Repairs have been paid for by STC. Light is not SDC or KCC.</p> <p><i>Update in separate report, Agenda Item 8</i></p>
3	361 – F&GP 26.11.18	Markets	Ongoing	<p>RESOLVED: unanimously to formally request Sevenoaks District Council to permit the Wednesday market to operate on the ‘Charter Market’ site in the High Street. The Committee requested that negotiations include:</p> <ul style="list-style-type: none"> • reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income • the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces. <p>Sevenoaks District Council wrote to the Town Council on 5th March 2019: - Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that out options are tightly regulated. The invitation to tender was originally advertised nationally and across the EU. The EU procurement rules set out some principles to make sure that it is an even playing field for all and that favourable contracts are not granted to particular companies. Changes to a contract should only be allowed where all companies know this beforehand and are given a chance to bid on that basis.</p> <p>Regulation 72 of the 2015 Regulations explains the</p>

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				<p>limited circumstances in which we can modify an existing contract. Tenderers were asked to submit bids for the Sevenoaks Markets based on entering the draft contract which was attached. the Heads of Terms clearly sets out the location of the Wednesday market. Changes are not permitted unless they are explicitly allowed for in the contract documents, where the changes are below a certain value threshold, or the changes fall within some specific other categories. In this case, the contract did not explicitly allow for reductions in the rent. The change in rent would also be larger than what is permitted under the regulations. In order to reduce the rent for the Town Council, we would have to make all bidders aware of this before we awarded the contract. If we make a modification to the contract that is not compliant with the rules, then we would be required to carry out a completely new procurement process for this revised contract (reg. 72 (9)). Therefore, for this reason, it is not open to the District Council to agree to the Town Council's proposals.</p> <p>The Town Council has been informed by the Market Traders that they submitted a petition on this topic to Sevenoaks District Council.</p> <p>Sevenoaks Town Council continue to request SDC for permission to move Wednesday Market to the High Street identifying this as a solution to the long-term viability of the market and potential for additional revenue for SDC for 40+ car parking spaces becoming available.</p> <p>Meeting took place with SDC 17th February 2020. SDC considering temporary relocation of Wednesday market.</p> <p>No further information received.</p> <p><i>Further legal advice from NABMA (National Association of British Markets) to be considered at a future meeting</i></p>
4	472 – F&GP 04.03.19	Wayleaves	Ongoing	<p>The Responsible Financial Officer to provide an information report to a future meeting.</p> <p><i>STC has ongoing agreements with UKPN & Openreach to receive payment relating to power lines/ telegraph poles & equipment on/ over STC land.</i></p> <p><i>In 2020/21 STC received the following payment of Wayleaves:</i></p> <p><i>Openreach £1,242.44</i></p> <p><i>UKPN £64.65</i></p>

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				<i>STC has £1,422 relating to Wayleaves within the 2021/22 budget. This is included in the account line 1469/39 Ground Rents and Wayleaves</i>
5	49 - F&GP 08.06.20	SAHA Trading Hut Lease	<i>Ongoing</i>	Sevenoaks Allotment Holders Association (SAHA) Trading Hut Lease Renewal RESOLVED: That the Sevenoaks Allotment Holders Association lease for the Trading Centre at Quakers Hall Allotment Site be renewed for three years, at a peppercorn rent, with effect from October 2020. <i>In process</i>
6	F&GP 18.01.21	Jubilee Clock		Update: Clock has been refurbished by Smiths of Derby and re-erected. However, there is some internal electrical wiring which needs replacing and at present Toni & Guy (the hairdressers is closed due to lockdown) and James Taylor, the local electrician who we have instructed to do the re-wiring can't gain access at the present time. The final work is therefore delayed for the time being. <i>Open Spaces Manager and electrician met on site to agree works to internally illuminate clock. Work has been commissioned.</i>
7	463- F&GP 01.03.21 17.1 – F&GP 12.04.21	Knole Paddock & Raleys Field	Ongoing	RESOLVED: 1) That £30k of Capital Reserves be allocated to the upgrading of the sports pitches at Knole Paddock and Raleys Field; and 2) That £2k be allocated from CIL funds for the installation of new gates between the Cemetery and Greatness Recreation Ground. Sports Pitch 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

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Item	Minute No		Status	Latest update
				<p><i>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.</i></p> <p><i>Two of three quotes received so far.</i></p>
8	17.2 – F&GP 12.04.21	Floodlighting Knole Paddock		<p>RESOLVED: <i>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.</i></p> <p><i>Awaiting quotes</i></p>
9	104 – F&GP 07.06.21	New carpets for Council Chamber		<p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) <i>Quotation C is accepted at £10,926.77 and progressed as soon as possible; and</i> 2) <i>£8,000 is used from the Earmarked Reserve for the Town Council offices, and £2,926.77 used from contingency.</i> <p><i>New carpets in Council Chamber and foyer were installed 21st & 22nd July 2021.</i></p>

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Sevenoaks Town Council Priorities

PRIORITY ONE

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

Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment												
2	Bat & Ball Centre	Construction of new multipurpose community centre	December 2020	£3,078,805	Completed.												
3	Bat & Ball Station building	STC acquire station building on long peppercorn lease. Use as community building.	December 2019	£1,500,000 approx.	Completed.												
4	Neighbourhood Development Plan (NDP) for Sevenoaks Includes: <ul style="list-style-type: none"> • Northern Sevenoaks Masterplan • Cultural Quarter • Transport Strategy • Sports Strategy 	To provide a long-term sustainable plan for the Sevenoaks	December 2020	£100,000 (initial budget)	<table border="1"> <thead> <tr> <th colspan="2">DRAFT SEA Timeline (If Locality Technical Support Application is approved)</th> </tr> </thead> <tbody> <tr> <td>Approval of Strategic Environmental Assessment (SEA) Technical Support package, to be provided by AECOM</td> <td>End of July</td> </tr> <tr> <td>SEA carried out, estimated 8-12 weeks – including 5 week consultation to Statutory Consultants</td> <td>End of September/ end of October</td> </tr> <tr> <td>Modify Neighbourhood Plan in response to the SEA recommendations (if required) and preparation of Consultation Statement and Basic Conditions Statement</td> <td>November 2021</td> </tr> <tr> <td>Sign off Final (Regulation 16) Plan with NP Steering Group/Planning Committee</td> <td>November 2021</td> </tr> <tr> <td>Submit the Plan formally to SDC Once the plan is submitted to SDC (with Basic Conditions Statement and Consultation Statement) they will be responsible for: <ul style="list-style-type: none"> a) Publicising the plan for a six-week period (Regulation 16) b) Notifying anyone referred to in the consultation statement that the plan has been received; and c) Appointing an independent examiner </td> <td>December 2021</td> </tr> </tbody> </table>	DRAFT SEA Timeline (If Locality Technical Support Application is approved)		Approval of Strategic Environmental Assessment (SEA) Technical Support package, to be provided by AECOM	End of July	SEA carried out, estimated 8-12 weeks – including 5 week consultation to Statutory Consultants	End of September/ end of October	Modify Neighbourhood Plan in response to the SEA recommendations (if required) and preparation of Consultation Statement and Basic Conditions Statement	November 2021	Sign off Final (Regulation 16) Plan with NP Steering Group/Planning Committee	November 2021	Submit the Plan formally to SDC Once the plan is submitted to SDC (with Basic Conditions Statement and Consultation Statement) they will be responsible for: <ul style="list-style-type: none"> a) Publicising the plan for a six-week period (Regulation 16) b) Notifying anyone referred to in the consultation statement that the plan has been received; and c) Appointing an independent examiner 	December 2021
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Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment
					<p>Any representations received on the plan during the 6-week consultation period will be passed to the independent examiner for consideration. At this stage, the examiner will only be concerned about whether the Plan meets the Basic Conditions (i.e., is in conformity with planning policy) not any other comments about its contents.</p> <p>Examiner's report At the end of the 6-week period the independent examiner will issue a report to the SDC and the Town Council and may make recommendations on modifications required to the plan prior to going to referendum.</p> <p>Modify Neighbourhood Plan in responds to Examiner's recommendations (if required)</p> <p>Referendum Assuming that the plan is found to be satisfactory then SDC will organise a referendum. They will need to publicise these 28 working days before the referendum is held.</p> <p>If more than 50% of those voting in the referendum vote yes to support the plan, it will then become a part of the statutory development plan.</p>
					February/March 2022
					March/April 2022
					Spring 2022
5	Business Hub	Convert old Red cross building to Business Hub for new start-up of small businesses	June 2020	£373,000	Completed except for UKPN connection and handrail to ramp.
6	Business Improvement District (BID)	To progress a BID to ensure that Sevenoaks remains a competitive	Tbc	Tbc	Referendum to be on hold until after the NDP referendum Postponed due to Covid-19

Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment
		environment to do business.			
7	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	Unknown	£1,500,000	<p>Football Club submitting planning application for new pavilion and seeking funding. Consultation needed with football club(s) and residents. GRA prefer this ambitions scheme and are submitting scheme for pre-planning advice to have separate building to replace current portacabins, current pavilion adjacent to pitch 2 refurbished to accommodate public toilets, café and community space for hire. Consideration to be given to joint management of facility.</p> <p>Would release current pavilion building, adjacent to pitch 2 for alternative use.</p> <p>Planning application due to be submitted. STC agreed current pavilion to be retained by STC as Community Hub.</p> <p>STFC preparing planning application.</p>
8	3G Pitch at Knole Paddock	Identifies as part of the Sevenoaks Sports Strategy.	Tbc	Tbc	Refused planning permission 2019. Appeal process not successful.
9	Community Right to Bid.	To nominate assets of community value to Sevenoaks District Council which Sevenoaks Town Council would be interested in purchasing if they were to be sold.			<p>Cllrs to be asked to provide information of such buildings within their wards</p> <p>Registration process for Stag. Completed.</p> <p>Registration process for Bradbourne Lakes completed.</p> <p>To Register Kaleidoscope (Library)</p> <p>Assets to be re-registered as listings expired.</p>

Sevenoaks Town Council Priorities

PRIORITY TWO

No	Project	Details	Proposed target timescale	£	Update / comment
1	South East in Bloom	Provide action plan for obtaining gold award.			Judging took place 15 th July 2021.
2	MUGA Multi Use Games Area	Install to replace facility at Community centre	September 2020	£139,000	Completed.
3	Tarmac Site	Develop community facility provision as part of the NDP / Local Plan	Tbc	Tbc	Ensure community facilities are delivered as outlined in the Northern Sevenoaks Masterplan. Invest in feasibility and project design where appropriate particularly in relation to Oast House. Tarmac presented to Planning Committee 13 th January 2020. Tarmac to provide STC with update on its progress, planning application expected end of 2021.
4	Markets	Long term aim for Sevenoaks Town Council to take over control of the markets.	Tbc	Tbc	Currently 'owned' by Sevenoaks District Council
5	St John's car park public toilets	Refurbish	2020	£10,000	Potentially from future CIL receipts. Following consideration of lower cost option, OS&L Committee on 06.07.2020 RESOLVED THAT: 1) The Open Spaces & Leisure Committee use £7,608.52 [CIL allocation] towards the refurbishment and adaption of the St John's Public Toilets to create two unisex, accessible toilet (one on Radar key).

Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment
					<p>2) A request be made to the Finance & General Purposes Committee for the remaining £2,391.48 to be met from Sevenoaks Town Council's Capital Reserves.</p> <p>F&GP Committee on 20.02.2020 RESOLVED: That £2,391.48 be allocated to the St John's Public Toilets Refurbishment from Capital Reserves.</p> <p>Permission needed from Sevenoaks District Council who lease the public toilets to Town Council.</p> <p>STC staff to commence this project when resources permit.</p>
6	Electric Bus	To convert No.8 bus to meet sustainable agenda	2020	£300,000	To initially seek grant funding.
7	Darent Valley Community Rail Partnership	Support and be involved in the development.	2019	£3,000 p.a.	<p>Launched in September 2019, working in partnership with Sevenoaks District Council, representatives from six stations, Southeastern and GTR.</p> <p>SDC recruited member of staff. To create a Community Interest Company with STC as 'accountable body' when resources permit.</p>

Sevenoaks Town Council Priorities

PRIORITY THREE

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

Sevenoaks Town Council Priorities

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