

11<sup>th</sup> January 2022



**Arrangements During COVID 19**

Sevenoaks Town Council is endeavouring where possible to continue with its day-to-day activities. There are still public health restrictions and "Council Meetings" via Zoom are not currently permitted.

This advisory meeting is being held by electronic means in accordance with the emergency measures agreed at the meeting of the Town Council held on 6<sup>th</sup> December 2021 (*Minute 411 refers*).

You are hereby summoned to attend a virtual meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held **via Zoom** on Monday 17<sup>th</sup> January 2022 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/OtPmLMfpHjI> 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](https://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 ( <b>Chairman</b> )	Cllr Roderick Hogarth
Cllr Keith Bonin ( <b>Vice-Chairman</b> )	Cllr Tom Morris Brown
Cllr Sue Camp	Cllr Robert Piper
Cllr Dr Marilyn Canet (ex officio)	Cllr Simon Raikes
Cllr Andrew Eyre	Cllr Edward Waite
Cllr Victoria Granville-Baxter	

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

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## 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.	-
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 &amp; GENERAL PURPOSES COMMITTEE – 22<sup>nd</sup> NOVEMBER 2021</u> To receive and sign the minutes of the meeting of the Finance & General Purposes Committee held on 22 <sup>nd</sup> November 2021.	Attached
5	<u>FINANCE REPORTS</u> To receive and consider the Finance Officer's reports	Attached
5.1	<u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report and variance analysis for the period 1 <sup>st</sup> to 30 <sup>th</sup> November 2021 and 1 <sup>st</sup> to 31 <sup>st</sup> December 2021	Attached
5.2	<u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the period 1 <sup>st</sup> to 30 <sup>th</sup> November 2021 and 1 <sup>st</sup> to 31 <sup>st</sup> December 2021	Attached
5.3	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for period 1 <sup>st</sup> to 30 <sup>th</sup> November 2021 and 1 <sup>st</sup> to 31 <sup>st</sup> December 2021	Attached
5.4	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the period 1 <sup>st</sup> to 30 <sup>th</sup> November 2021 and 1 <sup>st</sup> to 31 <sup>st</sup> December 2021	Attached

5.5	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 <sup>st</sup> November 2021 to 31 <sup>st</sup> December 2021:																
	<table><tr><th>Date</th><th>Donor</th><th>Recipient</th><th>Item</th><th>Value</th></tr><tr><td>21.12.21</td><td>Theis &amp; Khan Architects</td><td>Town Clerk</td><td>M&amp;S Hamper</td><td>Approx £40</td></tr><tr><td>24.12.21</td><td>Wettons Cleaning services Ltd</td><td>Facilities Manager</td><td>Hamper</td><td>Approx £40</td></tr></table>	Date	Donor	Recipient	Item	Value	21.12.21	Theis & Khan Architects	Town Clerk	M&S Hamper	Approx £40	24.12.21	Wettons Cleaning services Ltd	Facilities Manager	Hamper	Approx £40	
Date	Donor	Recipient	Item	Value													
21.12.21	Theis & Khan Architects	Town Clerk	M&S Hamper	Approx £40													
24.12.21	Wettons Cleaning services Ltd	Facilities Manager	Hamper	Approx £40													
6	<u>REVIEW OF INTERNAL CONTROLS</u>																
6.1	To review and adopt updated Financial Regulations 2022/2023	Attached															
6.2	To receive and review the following internal policies for 2022/2023: a) Investment Strategy b) Reserves	To Follow To Follow															
7	<u>CYBER SECURITY UPDATE</u>	Attached															
8	<u>BLIGH’S MARKET LEASE RENEWAL</u>	Attached															
9	<u>RECRUITMENT OF TEMPORARY STAFF</u>	Attached															
10	<u>CURRENT MATTERS</u> To receive and note list of current matters.	Attached															
11	<u>PRESS RELEASE</u> To consider any agenda item, which would be considered appropriate for a press release.	—															

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**Sevenoaks Town Council**  
**Minutes of Finance & General Purposes Committee held on 22<sup>nd</sup> November 2021**  
**Held via Zoom**  
**Livestreamed on YouTube <https://youtu.be/jrYr7Uhr4W8>**

Meeting commenced: 7.00pm

Meeting Concluded: 7.55pm

**Present:**

Cllr Tony Clayton, <b>Chairman</b>	Present	Cllr Victoria Granville-Baxter	Present
Cllr Keith Bonin, <b>Vice-Chairman</b>	Present	Cllr Roderick Hogarth	Apologies
Cllr Sue Camp (from 19.04)	Present	Cllr Tom Morris Brown	Apologies
Cllr Andrew Eyre (from 19.03)	Present	Cllr Simon Raikes	Present

<b>Substitute</b>		<b>For</b>
Cllr Marilyn Canet	Present	Cllr Edward Waite
Cllr Richard Parry	Present	Cllr Robert Piper

**In attendance:** Cllr Shea, Cllr Michaelides, Town Clerk via Zoom, Responsible Financial Officer, OSL Committee Clerk.

**Representations received from Members of the Public: None**

**373. Apologies for Absence**

As noted above.

**374. Dispensations**

There were no requests for dispensations.

**375. Declaration of Interests**

Declarations of Interests were declared by the following Councillors in respect of the items shown:

- Cllr Raikes declared a pecuniary interest in respect of the Street Lighting Update (Agenda Item 10) which was submitted for noting only.

**376. Minutes of the Finance & General Purposes Committee on 13<sup>th</sup> September 2021**

**RESOLVED:** To receive and sign the Minutes of the Finance and General Purposes Committee held on 13<sup>th</sup> September 2021 as a true record.

**377. Finance Reports**

**377.1 Management Accounts 1<sup>st</sup> to 31<sup>st</sup> August; 1<sup>st</sup> to 30<sup>th</sup> September; and 1<sup>st</sup> to 31<sup>st</sup> October 2021**

The Committee received and noted, for the periods 1<sup>st</sup> to 31<sup>th</sup> August; 1<sup>st</sup> to 30<sup>th</sup> September; and 1<sup>st</sup> to 31<sup>st</sup> October 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:
  - 1<sup>st</sup> to 31<sup>st</sup> August 2021, Balance £44,485.82
  - 1<sup>st</sup> to 30<sup>th</sup> September 2021, Balance £64,456.18
  - 1<sup>st</sup> to 31<sup>st</sup> October 2021, Balance £77,257.29
- Payroll Accounts:
  - 1<sup>st</sup> August to 31<sup>st</sup> August 2021, Balance £83,380.68
  - 1<sup>st</sup> to 30<sup>th</sup> September 2021, Balance £82,526.78
  - 1<sup>st</sup> to 31<sup>st</sup> October 2021, Balance £79,209.10
- Petty Cash Accounts:
  - 1<sup>st</sup> to 31<sup>st</sup> August 2021, Balance £798.16
  - 1<sup>st</sup> to 30<sup>th</sup> September 2021, Balance £673.35
  - 1<sup>st</sup> to 31<sup>st</sup> October 2021, Balance £711.39

It was noted that the year-to-date position at the end of October 2021 gave a revenue surplus of £44,790. Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement (£22,475 YTD to be adjusted at year end), the position was an adjusted surplus of £67,265.

It was noted that Covid restrictions had led to a lower-than-expected hire income. Although Bat & Ball Centre and the sporting venues were recovering, hires for the Bat & Ball Station building and the Council Chamber were still low.

It was also noted that the budget for the Business Hub had been overly ambitious for a startup business and that next year's budget would be more attainable.

The Cemetery income was very low for October. The full year position was expected to be adverse to budget.

Councillors congratulated the Town Clerk and Responsible Financial Officer on their superb financial management during the current crisis.

**RESOLVED:** To accept the Management Accounts 1<sup>st</sup> to 31<sup>st</sup> August; 1<sup>st</sup> to 30<sup>th</sup> September; and 1<sup>st</sup> to 31<sup>st</sup> October 2021.

### **377.2 Conclusion of Audit, Year Ended 31<sup>st</sup> March 2020**

The Committee noted the successful conclusion of the audit for 2020/2021. The external auditors, PKF Littlejohn, had raised no matters of concern.

The Responsible Financial Officer was congratulated on the outcome.

### **377.3 Hospitality and Gifts Register**

Nothing to report.

### **378. SDC GRANT: Covid-19 Compliance Activities and Awareness Funding – Sevenoaks District Town Centres**

The Committee considered recommendations for the allocation of a £4,238 Grant awarded by Sevenoaks District Council to Sevenoaks Town Council to help support the Town Council's own Covid-19 compliance and awareness activities. Funds to be spent by end of December 2021.

**RESOLVED:** That the following recommendations be adopted:

- 1) Installation of 16 refillable hand sanitizer stations in STC buildings;
- 2) Provision of hand sanitisers and face masks for distribution via voluntary organisations;
- 3) Bespoke promotion by STC on buses promoting shopping in Sevenoaks; and
- 4) Display signage within STC buildings encouraging members of the public to follow government guidelines regarding the use of face masks.

### 379. Community Infrastructure Levy Payment October 2021

The Committee noted the payment of £135,302.60 received in October 2021 for the Town Council's portion of the Community Infrastructure Payment (CIL) which included a CIL payment of £88,815.63 relating to the Farmers Site.

The Committee considered recommendations for the allocation of CIL funding.

It was proposed by Councillor Bonin, seconded by Councillor Parry, to amend item 3 to read: Public Realm/Town Ward Redevelopment so as to widen its scope and include improvements within Town Ward and the High Street.

It was unanimously agreed to rename item 3 to Public Realm Improvements.

**RESOLVED:** That the following projects be recommended to the Community Infrastructure Committee for consideration:

1	Hillingdon Rise Play Area refurbishment (noting £40,000 grant obtained)	£6,000
2	Julian's Meadow Play Area refurbishment (noting £40,000 grant obtained)	£6,000
3	Public Realm Improvements for Town Ward	£50,000
4	Judd's Piece - resurface	£2,000
5	Woodside Road – replace fencing	£1,000
6	Greatness CCTV replacement	£9,000
7	Vine Gardens crazy paving, relay, repoint	£10,000
8	St John's Toilets £40,000 project to refurbish and reduce ongoing maintenance (£25,000 previously set aside)	£15,000
	Total	£99,000

### **380. 2022/2023 Draft Revenue Estimates and Rolling Capital Programme**

#### **380.1 Recommendation from the Open Spaces and Leisure Committee**

The Committee received and noted the recommendation from the Open Spaces and Leisure Committee [*Minute 350, 08.11.2021 refers*] that the draft Revenue Budget 2022/23 and the Rolling Capital Programme Budget 2022/23, attached as Appendices A and B [to the OS&L Minutes], be adopted

#### **380.2 Draft Revenue Estimates 2022/23**

The Committee received and noted the report of the Responsible Financial Officer outlining the key assumptions in the preparation of the 2022/23 budget.

The Committee reviewed the Draft Revenue Estimates 2022/23.

**RESOLVED:** That officers work on the assumptions with the aim of bringing the precept increase below 5% and review further at the meeting of this Committee to be held on 17<sup>th</sup> January 2022/23.

#### **380.3 Draft Capital Programme 2022/23**

**RESOLVED:** That the Draft Capital Programme 2022/23 be approved in principle, subject to further review at the meeting of this Committee to be held on 17<sup>th</sup> January 2022/23.

#### **380.4 Charges 2022/23**

The Committee reviewed proposed Town Council charges for 2022/23 based on an increase of 3%.

The Committee received and noted the recommendation from the Open Spaces and Leisure Committee [*Minute 290(i), OS&L 27.09.2021 refers*] proposing adoption of the draft charges in respect of Cemetery Charges; Open Spaces and Leisure Committee [*Minute 290 (iii), OS&L 27.09.2021 refers*] in respect of General Charges; and Open Spaces and Leisure Committee [*Minute 351), OS&L 08.11.2021 refers*] Charges for Sports Facilities and the Charging and Non-Charging Schedule for the MUGA at the Bat & Ball Centre.

**RESOLVED:** That the proposed Town Council charges 2022/23 in relation to the following (attached as Appendices A to H) be adopted:

- A. Hire of the Council Chamber with effect from April 2022
- B. Charges for the Bat & Ball Centre with effect from April 2022
- C. Charges for the Bat & Ball Station with effect from April 2022
- D. Charges for the Business Hub with effect from April 2022
- E. General charges (effective dates as set out)
- F. Cemetery charges with effect from April 2022
- G. Charges for Sports Facilities with effect from April 2022
- H. Charges and non-charging schedule for the MUGA at Bat & Ball Centre with effect from April 2022



**381. Grant Applications from Local Community Groups**

The Committee considered the grant application from We Are Beams. It was agreed that in line with the Town Council's criteria that grants be provided for "services that will directly benefit the area and residents of Sevenoaks Town", a grant award could only be made proportionate to the number of Sevenoaks Town Residents participating in the project.

**RESOLVED:** That:

- 1) A grant be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
61	We Are Beams	Towards hall hire at Bat&Ball Centre or Bat&Ball Station building and used to support families within Sevenoaks Town	£1,416.00	£600

**382. Minutes of Sevenoaks Town Team Meetings**

The Minutes of the AGM held on 6<sup>th</sup> October 2021 were received and noted. Councillors noted the popularity and the high attendance at the Vegan Market held on 15<sup>th</sup> November 2021.

**383. Current Matters**

The Committee received and noted the update on Current Matters.

**384. Press Releases: None**

There being no further business the Chairman closed the Meeting.

Signed .....

Dated .....

Chairman

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Chamber Fees and Charges FINAL 01.04.2021 to 31.03.2022COUNCIL CHAMBERFEES & CHARGES FROM 1 APRIL 2022(Prices inclusive of VAT)

RATES (£)		
Hourly Charge	Local Organisations only	37.00 36.00
Hourly Charge (6+ hours)	Local Organisations only	31.00 30.00
Hourly Charge	Non-local Organisations	42.00 41.00
Set up costs (	Services of Caretaker	41.00 40.00
Unlimited Tea/Coffee	Per person/per session	2.20 2.00

OTHER CHARGES (£)		
Photocopying - Information retrieved from Council Files	First copy	0.78 0.75
	Subsequent copies	0.14 0.13
Photocopying - Copying from caller's original	Per copy (black and white)	0.14 0.13
	Per copy (colour)	0.26 0.25
Signing Document		15.50 15.00

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## BAT & BALL CENTRE CHARGES FROM 1 April 2022

(Prices inclusive of VAT)

WEEKEND RATES (£)		
Harry Garrett (A)	Hourly Charge	52.00 50.00
	Hourly Charge 6hrs+	46.00 45.00
John London (B)	Hourly Charge	46.00 45.00
	Hourly Charge 6hrs+	41.00 40.00
Meeting Room	Hourly Charge	31.00 30.00
	Hourly Charge 6hrs+	26.00 25.00
A+B	Hourly Charge	98.00 95.00
	Hourly Charge 6hrs+	87.00 85.00

MID WEEK HOURLY RATES (£)		
Harry Garrett (A)	9:00am – 6:00pm	41.00 40.00
	6:00pm – 11:00pm	46.00 45.00
	6hrs + of hire	36.00 35.00
John London (B)	9:00am – 6:00pm	36.00 35.00
	6:00pm – 11:00pm	41.00 40.00
	6hrs + of hire	31.00 30.00
Meeting Room	9:00am – 6:00pm	21.00 20.00
	6:00pm – 11:00pm	26.00 25.00
	6hrs + of hire	15.50 15.00
A+B	9:00am – 6:00pm	77.00 75.00
	6:00pm – 11:00pm	87.00 85.00
	6hrs + of hire	67.00 65.00

ADHOC PRICES (£)		
Caretaker Set-up Costs	Per Session	41.00 40.00
Kitchen	Per Session	26.00 25.00
A1 Poster Bays	Per Month, Per Bay	62.00 60.00
Tea Dance	Per Person	3.60 3.50
MUGA (Multi-use Games Arena)	Per Hour, available for sports parties	21.00 20.00

### Notes:

Above rates are strictly non-commercial. Commercial rates are available – POA

Refundable Deposit per booking – 25%

Refreshments/Technical AV Support are available - POA

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**BAT and BALL STATION CHARGES FROM 1 APRIL 2021**  
**(Prices inclusive of VAT)**

<b>WEEKEND RATES (£)</b>		
<b>Booking Hall</b>	Hourly charge	<del>42.00</del> 41.00
	Hourly charge 6hrs +	<del>37.00</del> 36.00
<b>Luggage Room Hall</b>	Hourly charge	<del>32.00</del> 31.00
	Hourly charge 6hrs +	<del>27.00</del> 26.00
<b>Hall Set up Costs</b>	For the caretaker to set up the hall, as required	<del>41.00</del> 40.00

<b>MID WEEK HOURLY RATES (£)</b>		
<b>Booking Hall</b>	Mon-Fri 9:00am – 6:00pm	<del>32.00</del> 31.00
	Mon-Fri 6:00pm – 10:30pm	<del>37.00</del> 36.00
	Mon-Fri 6hrs+ hire	<del>27.00</del> 26.00
<b>Luggage Room Hall</b>	Mon-Fri 9:00am – 6:00pm	<del>22.00</del> 21.00
	Mon-Fri 6:00pm – 10:30pm	<del>27.00</del> 26.00
	Mon-Fri 6hrs+ hire	<del>15.50</del> 15.00
<b>Hall Set up Costs</b>	For the caretaker to set up the hall, as required	<del>41.00</del> 40.00

**Notes:**

Above rates are strictly non-commercial. Commercial rates are available – POA  
 Refundable Deposit per booking - £150  
 Refreshments/Technical AV Support are available - POA  
 Access to parking at the Community Centre included in all rates

**Email: [hallhire@sevenoakstown.gov.uk](mailto:hallhire@sevenoakstown.gov.uk)**

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**Business Hub CHARGES FROM 1 APRIL 2022**  
**(Prices inclusive of VAT)**

<b>MONTHLY RATES (£)</b>		
<b>Postal/Business Address</b>	Postal/Business Address. Storage for post until collected.	<b>31.00</b> 30.00
<b>Hotdesking – 8 Days</b>	Access to hotdesk 8 days/month	<b>124.00</b> 120.00
<b>Hotdesking – 20 Days</b>	Access to hotdesk 20 days/month	<b>206.00</b> 200.00
<b>Dedicated Desk</b>	Unlimited Access Dedicated Desk 2 hours meeting room time/month	<b>247.00</b> 240.00
<b>Private Pod Workspace</b>	Unlimited Access Dedicated Desk in enclosed lockable pod 2 hours meeting room time/month	<b>299.00</b> 290.00

<b>Membership</b>	One off charge	<b>21.00</b> 20.00
<b>Meeting Room – Members</b>	Room seating 10 people Refreshments facilities Hourly Charge	<b>15.50</b> 15.00
<b>Meeting Room – Non-Members</b>	Room seating 10 people Refreshments facilities Hourly Charge	<b>21.00</b> 20.00

**Opening Hours:**

Monday to Saturday  
 9:00am to 8:00pm

**Email:** [hallhire@sevenoakstown.gov.uk](mailto:hallhire@sevenoakstown.gov.uk)

**Phone:** 01732 459953

**http://**[www.batandballstation.com](http://www.batandballstation.com)

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General Fees and Charges DRAFT 01.04.2022 to 31.03.2023GENERAL OPEN SPACES CHARGES FROM 1 APRIL 2022CHARGES GENERAL CATEGORIES

<b>ALLOTMENTS AND LOGS (prices are inclusive of VAT)</b>	
<b>Bradbourne Vale Road Allotments:</b>	
<ul style="list-style-type: none"> <li>Normal size – 253m2 (10 rods equivalent)</li> </ul>	£0.18 per m2 wef 29.09.2021 £0.19.8 per m2 wef 01.10.2022
<b>Quakers Hall Allotments:</b>	
<ul style="list-style-type: none"> <li>Normal size – 253m2 (10 rods equivalent)</li> </ul>	£0.18 per m2 wef 29.09.2021 £0.19.8 per m2 wef 01.10.2022
<b>Logs:</b>	
<ul style="list-style-type: none"> <li>Full Load</li> </ul>	£125.00 £128.00
<ul style="list-style-type: none"> <li>Half Load</li> </ul>	£75.00 £77.00
<b>GROUND RENTS/LEASES</b>	
Sevenoaks Rugby Football Club (Commenced 2020 for 5 years. Lease expires December 2025)	£3,750.00 Review Sept 2025
Sevenoaks Clarendon LTC (reviewed March 2014 for next 7 years. Main lease expires March 2042)	£412.00 per annum Review March 2021
Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5-year reviews. Lease expires 23 September 2028)	£3,500 per annum Review Sept 2025
Vine Cricket Ground (Licence commenced September 2003)	One peppercorn per annum
<b>Sevenoaks Town Junior Football Club:</b>	
<ul style="list-style-type: none"> <li>Pitch 1(Lease expires 27 April 2021)</li> </ul>	£1 per annum
<ul style="list-style-type: none"> <li>Pitch 2 &amp; Pavilion (Lease commenced 1 April 2005 and expires 27 April 2021). Last reviewed 2015</li> </ul>	£520 per annum

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Cemetery Charges DRAFT 01.04.2022 to 31.03.2023GREATNESS PARK CEMETERYFEES & CHARGES FROM 1 APRIL 2022(All prices are inclusive of VAT)TARIFF CATEGORIES

	Resident (£)		Non-Resident (£)	
<b>EXCLUSIVE RIGHTS OF BURIAL</b>				
In a grave previously used for a limited period burial:				
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.				
In a New Grave (For 75 years):				
Includes Certificate of Grant, entry in Register (all sites)				
Earth (Lawn section) Grave Site A	1050.00	930.00	3150.00	2,790.00
Earth (Lawn section) Grave Site B	666.00	592.00	1998.00	1,776.00
Earth (Lawn section) Grave Site C	449.00	438.00	1347.00	1,314.00
Infants (non-viable foetuses, still born children, and under 5 years)	24.00	23.00	72.00	69.00
<i>Outside spaces are surcharged 25%</i>				
Pre-purchase of Gravemarker	69.00	67.00	69.00	67.00
<b>INTERMENT FEES (Including grave digging)</b>				
Infant's Grave (single depth grave in infant's section)	159.00	155.00	477.00	465.00
Single depth in an adult grave (all ages)	528.00	515.00	1584.00	1,545.00
Double depth in an adult grave (all ages)	710.00	690.00	2130.00	2,070.00
<i>Surcharge for casket burials is double the above fees</i>				
Burials with coffins & caskets outside of normal dimensions	POA		POA	
Interment of cremated remains within a Grave	90.00	88.00	270.00	264.00
<b>OTHER FEES</b>				
Transfer of Exclusive Rights of Burial Grant (per document)	74.00	72.00	74.00	72.00
To search Register of Burials per name (same family)	37.00	36.00	37.00	36.00
Annual Grave Maintenance-Grass Grave	106.00	103.00	106.00	103.00
Annual Grave Maintenance-Full Memorial	148.00	144.00	148.00	144.00
Turfing of old graves (at client's request)	74.00	72.00	74.00	72.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	165.00	160.00	165.00	160.00
Weekend surcharge-cremated remains burial	165.00	160.00	165.00	160.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	60.00	57.00	60.00	57.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)		POA		POA

**NOTE:**

Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT

A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

NON RESIDENT

Any non parishioner

Cemetery Charges DRAFT 01.04.2022 to 31.03.2023GREATNESS PARK CEMETERYFEES & CHARGES FROM 1 APRIL 2022(All prices are inclusive of VAT)

*The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. All invoicing must be settled in full prior to permission being given by the Council for any work to be carried out in the Cemetery.*

DRAFT

Cemetery Charges DRAFT 01.04.2022 to 31.03.2023GREATNESS PARK CEMETERYFEES & CHARGES FROM 1 APRIL 2022(All prices are inclusive of VAT)

	Resident (£)		Non-Resident (£)	
CHAPEL SERVICE				
Use of chapel (includes provision of music if required)	170.00	160.00	170.00	160.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)				
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	175.00	170.00	175.00	170.00
Double headstones	350.00	340.00	350.00	340.00
Additional inscriptions after first interment	120.00	118.00	120.00	118.00
Tablets, scrolls, bird baths and books up to 15 inches in height	132.00	129.00	132.00	129.00
To replace a memorial with similar or smaller memorial	47.00	46.00	47.00	46.00
Memorial removal and disposal fee	106.00	103.00	106.00	103.00
Notes to Memorial permits				
1. Kerbstones and border stones are <b>NOT</b> permitted on grave sites: (a) for which exclusive burial rights were purchased on or after 1.11.80 (b) in Lawn Areas (whenever exclusive burial rights were purchased).				
2. Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above.				
3. Memorial prices will rise above inflation to cover additional costs for inspection.				
4. All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.				
WALL OF REMEMBRANCE				
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	137.00	134.00	137.00	134.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	265.00	258.00	795.00	774.00
Additional inscription to existing plaque	53.00	52.00	53.00	52.00

**NOTE:**

Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

**RESIDENT**

A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

**NON RESIDENT**

Any non parishioner

*The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. All invoicing must be settled in full prior to permission being given by the Council for any work to be carried out in the Cemetery.*

Cemetery Charges DRAFT 01.04.2022 to 31.03.2023GREATNESS PARK CEMETERYFEES & CHARGES FROM 1 APRIL 2022(All prices are inclusive of VAT)

	Resident (£)		Non-Resident (£)	
LAWN OF REMEMBRANCE				
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	190.00	185.00	570.00	555.00
Interment of ashes (digging charge)	90.00	88.00	270.00	264.00
BOOK OF REMEMBRANCE				
Memorial Roses (details entered in a Book of Remembrance)	165.00	160.00	165.00	160.00

**NOTE:**

Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT

A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

NON RESIDENT

Any non parishioner

*The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. All invoicing must be settled in full prior to permission being given by the Council for any work to be carried out in the Cemetery.*



# SEVENOAKS TOWN COUNCIL

## SPORTS FEES

### DRAFT FEES & CHARGES FROM 1 APRIL 2022

Sports charges have been reviewed and compared with several neighbouring authorities including London Borough of Croydon, London Borough of Bromley and Swanley TC.

It was also noted that we were inconsistent in our additional charge for the use of the dressing rooms, so this has been brought into line, with small reductions to encourage junior sports.

Generally, a 3% inflationary rise has been applied.

	All Day		Afternoon		Evening	
	(£)		from 1.30 p.m.		from 5.30 p.m	
	(£)		(£)		(£)	
CRICKET (Summer Sport)						
Pitch hire per game inclusive of use of pavilion facilities						
Weekday games - Adults	105	105.00	95	90.00	81	75.00
Weekday games - Juniors	63	70.00	57	60.00	44	50.00
Weekend games - Adults	131	125.00	110	110.00	95	85.00
Weekend games - Juniors	83	80.00	67	65.00	56	55.00
Pitch hire per game exclusive of use of pavilion facilities						
Weekday games - Adults	72	70.00	62	60.00	48	46.00
Weekday games - Juniors	48	46.00	42	41.00	29	28.00
Weekend games - Adults	98	95.00	77	75.00	62	60.00
Weekend games - Juniors	67	65.00	52	50.00	41	40.00
SOCCER (Winter Sport)						
Pitch hire per game inclusive of use of pavilion facilities						
Weekday games - Adults			90	80.00		
Weekday games - Juniors			47	45.00		
Weekend games - Adults			108	100.00		
Weekend games - Juniors			53	55.00		
Pitch hire per game exclusive of use of pavilion facilities						
Weekday games - Adults			57	55.00		
Weekday games - Juniors			32	31.00		
Weekend games - Adults			77	75.00		
Weekend games - Juniors			38	37.00		
RUGBY (Winter Sport)						
Pitch hire per game inclusive of use of pavilion facilities						
Weekday games - Adults			110	110.00		
Weekday games - Juniors			61	65.00		
Weekend games - Adults			131	135.00		
Weekend games - Juniors			82	85.00		
Pitch hire per game exclusive of use of pavilion facilities						
Weekday games - Adults			77	75.00		
Weekday games - Juniors			46	45.00		

**SEVENOAKS TOWN COUNCIL**  
**SPORTS FEES**

**DRAFT FEES & CHARGES FROM 1 APRIL 2022**

Weekend games - Adults		98	95.00	
Weekend games - Juniors		67	65.00	
Mini Tournaments		150	145.00	
Junior Training Areas		41	40.00	
Adult Mens Training per hour		33	32.00	
Delete this line Ladies Training per hour		28	27.00	
Delete this line Outside Rugby clubs-normal fee plus		33	32.00	
A discount of 10% will apply to all fees for an advance booking of 10 or more games				
	<b>All Day</b>	<b>Afternoon from</b>	<b>Evening</b>	
	<b>(£)</b>	<b>1.30 p.m.</b>	<b>from 5.30 p.m</b>	
		<b>(£)</b>	<b>(£)</b>	
<b>Other Uses: Use of Pavilion for Social Purposes</b>				
<b>including showers (minimum charge 2 hours)</b>				
Per hour - Adults		33	32.00	
Per hour - Juniors		15	22.00	
<b>excluding showers (minimum charge 2 hours)</b>				
Per hour - Adults		23	22.00	
Per hour - Juniors		12	17.00	
<b>Daily rates (7 hours)</b>				
For Sevenoaks organisations		118	115.00	
For non-Sevenoaks organisations		144	140.00	
Fetes, Sports Meetings etc (one field plus pavilion) whole day		417	405.00	
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only		221	215.00	
<b>Junior Sports Meetings (7 hours)</b>				
Restricted Area		113	110.00	
One field and Pavilion		190	205.00	
One field		175	170.00	
Athletics Track by arrangement				

**Proposed Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2022/2023**

	Monday (Tennis Nets)	Tuesday	Wednesday (Tennis Nets)	Thursday	Friday	Saturday	Sunday (Tennis Nets)
6.00 a.m. – 9.00 a.m.	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
9.00 a.m. – 12.00 p.m.	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge
12.00 p.m. – 3.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge	No Charge
3.00 p.m. – 6.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Bookable for sports parties at B&B Ctr	No Charge
6.00 p.m. – 9.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	Charging for Pre-Booked	No Charge	No Charge

Charging for Pre-Booked:

Non-Commercial Junior	£5.15 <del>£5</del>	Per hour Including VAT
Non- Commercial Adult	£10.30 <del>£10</del>	Per hour Including VAT
Commercial	£25.75 <del>£25</del>	Per hour Including VAT
Team Sports Adults	£25.75 <del>£25</del>	Per hour Including VAT
Team Sports Juniors / Sports Parties	£20.60 <del>£20</del>	Per hour Including VAT

**Proposed Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2022/2023**

- i) Sevenoaks Town Council's Multi Use Games Area at Bat & Ball Centre is designed to enable the following sports to be played: Tennis, Netball, 5 A Side Football, Basketball practice. Days indicating Tennis Nets will mean that only tennis can be played. Days without Tennis Nets mean that the facility is available for other sports.
- ii) During times when there are no charges if someone is waiting is time is limited to 40 minutes to enable others to use the MUGA.
- iii) Hall hire facilities are also available to facilitate sports-based parties on Saturday afternoons
- iv) VAT exempt price is available to block bookings of 10 or more sessions to recognised sports bodies meeting relevant conditions – please enquire for form

## Sevenoaks Town Council

### Finance Officer's Report for the period ended 31<sup>st</sup> December 2021

#### 1. Summary

The year-to-date position at the end of December gives a revenue surplus of £42,077. This is before reserves release for Bat & Ball café YTD deficit of £31,611 (to be adjusted at year end). Allowing for this release gives an adjusted surplus December YTD of £73,688.

As in previous months, the main reason for this surplus is phasing of spend, (precept being received in advance of being spent) with more cost commitments expected later in the year. In addition, Christmas has delayed the receipt of some invoices. Known liabilities for December have been accrued, but some expenses relating to December won't be shown until January.

At the November F&GP, a Forecast was presented predicting over £30K full year surplus, inclusive of £34K contingency spend. Having reviewed the actual spend for November and December, I am expecting a full year surplus of at least £30K.

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

The biggest variances to budget to date are as follows:

- Kickstart funding of £12K - to cover positions in the Council office, Cafes, Vine Gardens, & B&B Ctr, with further positions being recruited. Offset by salaries.
- £10K released from reserves, being HitB staff salaries grant.
- £9K of CJRS grant received – all staff have now returned from furlough.
- £4K Covid grant, spent on advertising and pump dispensers for hand sanitiser.
- One off income received re £7.5K VAT temporary reduction for takeaways, £3K Toilet tax refund, £7.8K KCC utilities payment for consumption during Bat & Ball Centre use.
- £6K spent on pop up market set up. Income was lower than originally anticipated mainly due to bad weather in May. – covered by reserves and contingency budget virement.
- £37K Lower hire income than budgeted to date– due to Covid restrictions at the start of the year, we have achieved 67% of full year budgeted hire income year to date. Hire income is improving in all centres, with sports income & B&B Ctr now at 82% and 80% of year-to-date budget. However, Bat & Ball Station & Chamber bookings are still low.
- Business Hub (excluded from above). YTD the Hub is £18K adverse to budget. Hub use had been improving after the delayed opening, however this dropped during the festive period. We are anticipating a break-even position for the remaining months of the year. The Hub budget was ambitious for a start-up, & next year's budget has been modelled on a less challenging target.
- Cemetery income £14K adverse to budget YTD, with October a one-off unusually low month. YTD monthly average income is slightly higher than last year.

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	24,438 (F)	Please refer to the variance report.
22	Cemetery	6,391 (A)	Please refer to the variance report.
31	Establishments	7,975 (F)	Please refer to the variance report.
32	F&GP General	24,910 (F)	Please refer to the variance report.
33	Council Offices	22,750 (A)	Please refer to the variance report.
41	Business Hub	18,242 (A)	Please refer to the variance report.
50	Youth Café	10,205 (F)	Please refer to the variance report.

## 3.0 Use of Contingency

The following uses of contingency are proposed:

St Nicholas War Memorial – cleaning and repointing the memorial, as agreed at OSL committee in 2019.

Total cost £3,824.65, less grant received of £1,820 leaves £2,004.62 suggested to be funded from contingency.

Remembrance Day - £2,861 spent on filming and streaming the service to allow those unable to attend in person due to COVID to view the ceremony.

Unspent contingency at the end of December is £64,403. Balance after proposed uses will be £59,537.

## 4.0 Proposed use of Earmarked Funds/ Virements

None for this month.

## 5.0 Working Capital (Appendix 3)

The net current assets have decreased by £12,096 year to date, leaving a month-end balance of £1,758,430. This corresponds to an increase in revenue reserves of £41,040 and a decrease in Earmarked Reserves of £53,136.

The increase in revenue reserves is mainly due 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 December is £458,611, which is around 4 and a half months of precept.

The decrease in Earmarked reserves is due to £27K of released earmarked reserves (£10K to HitB for staff salaries, £9,650K re council office carpet, £5,795 re pop up market & £1,885 re staff training) and capital expenditure of £254K (mainly £111K Bat & Ball Ctr & £109K Business Hub), offset by £233,465 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 31<sup>st</sup> December 2021 totals £2,112,796 (31 Mar 2021 £1,794,222).

£1,828,831 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 31<sup>st</sup> December 2021.

### **6.0 2022/23 Precept**

At Sevenoaks Town Council meeting held on 6th December 2021, the 2022/23 precept of £1,295,675 was agreed.

SDC have now confirmed that the Band D number for 2022/23 is 9766.28.

This means that the 2022/23 precept costs each Band D equivalent £132.67 per year or £2.55 per week. This is a 3.24% increase compared to 2021/22, equivalent to 8p per week.

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## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## 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
<b>11 Planning - General</b>										
4010 Gross Pay	1,923	2,127	204	18,008	19,143	1,135	25,523		7,515	
4270 Employers Pension Contribution	67	90	23	701	810	109	1,087		386	
6240 Computer/ Data Base/WP's	154	66	(88)	658	725	67	920		262	
6630 Professional Fees	0	255	255	54	765	711	1,020		966	
6720 Books and Periodicals	0	0	0	0	306	306	306		306	
Planning - General :- Indirect Expenditure	<b>2,144</b>	<b>2,538</b>	<b>394</b>	<b>19,420</b>	<b>21,749</b>	<b>2,329</b>	<b>28,856</b>	<b>0</b>	<b>9,436</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,144)</b>	<b>(2,538)</b>	<b>(394)</b>	<b>(19,420)</b>	<b>(21,749)</b>	<b>(2,329)</b>	<b>(28,856)</b>			
<b>21 O/ Spaces &amp; Leisure - General</b>										
1022 Letting & Hire of Facilities	3,935	2,893	(1,042)	18,505	23,145	4,640	31,827		0	
1316 Raleys Car Park Permits	0	0	0	1,475	1,803	328	1,803		0	
1350 Revenue Grant income	0	0	0	1,820	0	(1,820)	0		0	
1850 Log Sales	119	273	154	812	1,273	461	1,273		0	
1853 Adopt a Tree income	1,600	0	(1,600)	2,000	0	(2,000)	0		0	
1990 Other Income	66	64	(2)	3,931	576	(3,355)	764		0	
O/ Spaces & Leisure - General :- Income	<b>5,720</b>	<b>3,230</b>	<b>(2,490)</b>	<b>28,544</b>	<b>26,797</b>	<b>(1,747)</b>	<b>35,667</b>			<b>0</b>
4010 Gross Pay	15,291	15,191	(100)	135,015	136,719	1,704	182,290		47,275	
4270 Employers Pension Contribution	895	1,014	119	7,907	9,126	1,219	12,172		4,265	
5013 Graffiti Removal	0	0	0	450	680	230	1,020		570	
5025 Lower St Johns Toilets	696	892	196	11,343	8,028	(3,315)	10,710		(633)	
5026 Greatness Rec Convenience	232	255	23	2,089	2,295	206	3,060		971	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## 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
5031 St Nicholas War Memorial	0	0	0	3,825	0	(3,825)	0		(3,825)	
5050 Seats And Litter Bins	0	709	709	2,661	2,127	(534)	2,836		175	
5060 Sevenoaks Common	0	0	0	640	3,774	3,134	3,774		3,134	
5065 Tree Safety Survey	0	0	0	308	2,500	2,192	3,876		3,568	
5070 Other Woodlands	0	0	0	5,172	2,526	(2,646)	3,366		(1,806)	
5110 Knole Paddock & Pavilion	0	400	400	30	2,800	2,770	4,030		4,000	
5120 Knole Paddock Pitch & Grnd Mt	0	0	0	2,325	2,400	75	3,570		1,245	
5310 Miscellaneous Open Spaces	48	154	106	2,270	1,386	(884)	1,842		(428)	
5311 Security Open Spaces	1,743	1,300	(443)	15,466	11,700	(3,766)	15,600		134	
5316 Skatepark Maintenance	0	0	0	550	2,627	2,077	2,627		2,077	
5317 Roleys Car Park	0	0	0	486	510	24	510		24	
5320 Fertilizers	0	0	0	134	300	166	1,224		1,090	
5330 Grass Seed	0	0	0	0	0	0	2,142		2,142	
5340 Plants	165	638	473	3,933	1,914	(2,019)	2,550		(1,383)	
5410 Repairs & General Maintenance	119	128	9	1,421	1,152	(269)	1,530		109	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	102	701	599	1,556	6,309	4,753	8,415		6,859	
5525 Equipment Maintenance	204	960	756	1,313	6,720	5,407	8,160		6,847	
5550 Vehicle Expenses	257	1,333	1,076	1,650	11,997	10,347	16,000		14,350	
5700 Fuel	91	527	436	3,513	4,743	1,230	6,324		2,811	
6000 Rent & Rates	(62)	0	62	(62)	1,224	1,286	1,224		1,286	
6010 Light Heat & Cleaning	0	536	536	3,118	1,608	(1,510)	2,142		(976)	
6013 Cleaning	129	0	(129)	129	0	(129)	0		(129)	
6101 Telephone	12	17	5	106	153	47	204		98	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## 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
6104 Mobile Telephone	0	17	17	245	153	(92)	204		(41)	
6200 Printing & Stationery	0	0	0	22	0	(22)	0		(22)	
6320 Staff Training	0	765	765	1,885	2,295	410	3,060		1,175	1,885
6330 Welfare/Hospitality	19	17	(2)	213	153	(60)	204		(9)	
6730 Subscriptions	0	0	0	141	204	63	204		63	
6812 Road Dues	0	230	230	0	230	230	1,530		1,530	
6851 Bus Shelter Maintenance	0	15	15	0	135	135	179		179	
6900 Sundry Expenses	0	8	8	16	72	57	102		87	
6922 Health&Safety/Risk Assessments	0	0	0	490	0	(490)	1,581		1,091	
6930 Alarm Maintenance	0	0	0	736	755	19	755		19	
6931 CCTV Maintenance	43	0	(43)	390	1,224	834	1,224		834	
6934 Waste Bin Collection-Dog Bins	0	714	714	1,310	2,142	832	2,856		1,546	
6935 Waste Bin Disposal-Waste Bins	484	359	(125)	2,941	3,231	290	4,304		1,363	
6952 Protective Clothing	84	123	39	479	1,107	628	1,479		1,000	
O/ Spaces & Leisure - General :- Indirect Expenditure	<b>20,553</b>	<b>27,003</b>	<b>6,450</b>	<b>216,213</b>	<b>237,019</b>	<b>20,806</b>	<b>320,080</b>	<b>0</b>	<b>103,867</b>	<b>1,885</b>
<b>Net Income over Expenditure</b>	<b>(14,833)</b>	<b>(23,773)</b>	<b>(8,940)</b>	<b>(187,669)</b>	<b>(210,222)</b>	<b>(22,553)</b>	<b>(284,413)</b>			
8001 plus Transfer from EMR	0			1,885						
<b>Movement to/(from) Gen Reserve</b>	<b>(14,833)</b>			<b>(185,784)</b>						
<u>22 O/ Spaces &amp; Leisure - Cemetery</u>										
1700 Cemetery Income	10,507	7,957	(2,550)	57,952	71,613	13,661	95,481		0	
O/ Spaces & Leisure - Cemetery :- Income	<b>10,507</b>	<b>7,957</b>	<b>(2,550)</b>	<b>57,952</b>	<b>71,613</b>	<b>13,661</b>	<b>95,481</b>			<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010	Gross Pay	7,316	7,180	(136)	57,868	64,620	6,752	86,161		28,293	
4270	Employers Pension Contribution	501	599	98	4,462	5,391	929	7,184		2,722	
5210	Cemetery Chapel & Office	0	0	0	366	105	(261)	210		(156)	
5230	Cemetery Wshop/Messroom Mtce	0	0	0	346	0	(346)	179		(167)	
5410	Repairs & General Maintenance	20	85	65	795	765	(30)	1,020		225	
5412	Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500	Equipment Hired and New	224	272	48	1,190	2,448	1,258	3,264		2,074	
5525	Equipment Maintenance	180	212	32	2,809	1,908	(901)	2,550		(259)	
5700	Fuel	44	60	16	526	540	14	714		188	
6000	Rent & Rates	816	558	(258)	7,984	5,022	(2,962)	6,701		(1,283)	
6010	Light Heat & Cleaning	185	105	(80)	1,033	945	(88)	1,265		232	
6101	Telephone	44	64	20	549	576	27	765		216	
6104	Mobile Telephone	0	10	10	0	90	90	122		122	
6105	Broadband wi-fi service	40	0	(40)	319	0	(319)	0		(319)	
6200	Printing & Stationery	0	8	8	0	72	72	102		102	
6240	Computer/ Data Base/WP's	188	0	(188)	572	408	(164)	408		(164)	
6320	Staff Training	0	510	510	0	1,530	1,530	2,040		2,040	
6330	Welfare/Hospitality	0	14	14	118	126	8	173		55	
6500	Goods for Resale	0	17	17	0	153	153	204		204	
6630	Professional Fees	0	0	0	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	0	765	765	1,460	2,295	835	3,060		1,600	
6822	Roads Path & Boundaries	0	0	0	250	0	(250)	714		464	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## 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
6832 Lawn/Wall of Remembrance	0	0	0	49	0	(49)	102		53	
6900 Sundry Expenses	0	4	4	0	36	36	51		51	
6922 Health&Safety/Risk Assessments	0	0	0	836	1,704	868	2,270		1,434	
6930 Alarm Maintenance	0	0	0	815	816	1	816		1	
6932 Cemetery Security	405	391	(14)	3,642	3,519	(123)	4,692		1,050	
6935 Waste Bin Disposal-Waste Bins	161	104	(57)	938	936	(2)	1,255		317	
6952 Protective Clothing	0	64	64	387	576	189	765		378	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	<b>10,124</b>	<b>11,022</b>	<b>898</b>	<b>87,414</b>	<b>94,683</b>	<b>7,269</b>	<b>128,191</b>	<b>0</b>	<b>40,777</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>383</b>	<b>(3,065)</b>	<b>(3,448)</b>	<b>(29,461)</b>	<b>(23,070)</b>	<b>6,391</b>	<b>(32,710)</b>			
<u>23 O/ Spaces &amp; Leisure- Allotment</u>										
1010 Rental Income	0	0	0	1,255	1,111	(144)	1,111		0	
1047 QH Allotments Income	95	0	(95)	6,954	7,516	562	7,516		0	
O/ Spaces & Leisure- Allotment :- Income	<b>95</b>	<b>0</b>	<b>(95)</b>	<b>8,208</b>	<b>8,627</b>	<b>419</b>	<b>8,627</b>			<b>0</b>
4010 Gross Pay	488	541	53	3,747	4,869	1,122	6,496		2,749	
4270 Employers Pension Contribution	20	22	2	217	198	(19)	260		43	
5410 Repairs & General Maintenance	0	0	0	432	918	486	1,224		792	
6000 Rent & Rates	(583)	130	713	(353)	1,170	1,523	1,561		1,914	
6002 QH Allotments Costs	9	178	169	2,868	534	(2,334)	714		(2,154)	
6300 Computer Software	0	0	0	124	0	(124)	0		(124)	
6922 Health&Safety/Risk Assessments	0	0	0	0	306	306	306		306	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<b>(66)</b>	<b>871</b>	<b>937</b>	<b>7,036</b>	<b>7,995</b>	<b>959</b>	<b>10,561</b>	<b>0</b>	<b>3,525</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>160</b>	<b>(871)</b>	<b>(1,031)</b>	<b>1,173</b>	<b>632</b>	<b>(541)</b>	<b>(1,934)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	(89)	0	89	9,091		0	
1997 In Bloom Income	0	0	0	400	1,236	836	1,236		0	
Open Spaces-Street Lighting/Ge :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>311</b>	<b>1,236</b>	<b>925</b>	<b>10,327</b>			<b>0</b>
6861 Public Clock Maintenance	0	742	742	461	2,226	1,765	2,966		2,505	
6862 Street Lighting	1,528	1,140	(388)	9,859	10,260	401	13,682		3,823	
6865 In Bloom Costs	0	0	0	11,452	14,790	3,338	14,790		3,338	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<b>1,528</b>	<b>1,882</b>	<b>354</b>	<b>21,773</b>	<b>27,276</b>	<b>5,503</b>	<b>31,438</b>	<b>0</b>	<b>9,665</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,528)</b>	<b>(1,882)</b>	<b>(354)</b>	<b>(21,462)</b>	<b>(26,040)</b>	<b>(4,578)</b>	<b>(21,111)</b>			
<u>28 O/ Spaces &amp; Leisure-Vine Cafe</u>										
1211 Sale of Goods	2,033	2,860	827	55,064	54,981	(83)	63,561		0	
1450 Furlough Grant Income	0	0	0	217	0	(217)	0		0	
1451 Kickstart funding	0	0	0	2,141	0	(2,141)	0		0	
1990 Other Income	0	0	0	7,502	0	(7,502)	0		0	
O/ Spaces & Leisure-Vine Cafe :- Income	<b>2,033</b>	<b>2,860</b>	<b>827</b>	<b>64,925</b>	<b>54,981</b>	<b>(9,944)</b>	<b>63,561</b>			<b>0</b>
4010 Gross Pay	2,470	3,217	747	45,138	42,093	(3,045)	51,746		6,608	
4270 Employers Pension Contribution	97	172	75	1,159	1,548	389	2,070		911	
5410 Repairs & General Maintenance	26	42	16	1,642	378	(1,264)	510		(1,132)	
5500 Equipment Hired and New	2	153	151	1,079	1,377	298	1,836		757	
5525 Equipment Maintenance	28	42	14	1,559	378	(1,181)	510		(1,049)	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

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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
6000 Rent & Rates	69	102	33	2,407	918	(1,489)	1,224		(1,183)	
6010 Light Heat & Cleaning	54	0	(54)	4,759	1,224	(3,535)	1,632		(3,127)	
6101 Telephone	29	26	(3)	219	234	15	315		96	
6200 Printing & Stationery	3	0	(3)	148	15	(133)	31		(117)	
6210 Postage & Courier	0	41	41	22	123	101	163		141	
6240 Computer/ Data Base/WP's	0	38	38	115	114	(1)	153		38	
6320 Staff Training	0	0	0	0	306	306	306		306	
6330 Welfare/Hospitality	0	0	0	21	0	(21)	0		(21)	
6340 Staff Uniforms	0	0	0	339	0	(339)	0		(339)	
6460 Publicity & Democratic notices	0	64	64	71	192	121	255		184	
6500 Goods for Resale	291	927	636	17,849	17,819	(30)	20,600		2,751	
6505 Cafe consumables	92	310	218	2,436	2,790	354	3,718		1,282	
6533 Copyright Fees/Royalties	0	0	0	0	326	326	326		326	
6635 Professional Fees Licensing	20	0	(20)	116	153	37	153		37	
6900 Sundry Expenses	18	18	0	52	162	110	210		158	
6922 Health&Safety/Risk Assessments	0	0	0	1,917	0	(1,917)	510		(1,407)	
6930 Alarm Maintenance	0	0	0	583	525	(58)	525		(58)	
6935 Waste Bin Disposal-Waste Bins	292	175	(117)	1,389	1,575	186	2,101		712	
6976 Credit card charges	82	48	(34)	1,003	432	(571)	578		(425)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	<b>3,573</b>	<b>5,375</b>	<b>1,802</b>	<b>84,022</b>	<b>72,682</b>	<b>(11,340)</b>	<b>89,472</b>	<b>0</b>	<b>5,450</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,540)</b>	<b>(2,515)</b>	<b>(975)</b>	<b>(19,098)</b>	<b>(17,701)</b>	<b>1,397</b>	<b>(25,911)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>29 O/Spaces &amp; Leisure-Vine Ground</u>										
1208 Other Events Income	0	500	500	540	1,500	960	1,500		0	
1451 Kickstart funding	0	0	0	2,933	0	(2,933)	0		0	
1805 Tea Kiosk Rental & Pavilion	875	875	0	3,500	3,500	0	3,500		0	
1870 Vine Club Insurance Contrib.	0	0	0	354	352	(2)	352		0	
<b>O/Spaces &amp; Leisure-Vine Ground :- Income</b>	<b>875</b>	<b>1,375</b>	<b>500</b>	<b>7,327</b>	<b>5,352</b>	<b>(1,975)</b>	<b>5,352</b>			<b>0</b>
4010 Gross Pay	1,089	763	(326)	10,005	6,867	(3,138)	9,157		(848)	
4270 Employers Pension Contribution	63	46	(17)	479	414	(65)	549		70	
5010 Vine Area General Maintenance	0	344	344	4,800	3,096	(1,704)	4,122		(678)	
5020 Vine Public Convenience	696	722	26	7,731	6,498	(1,233)	8,670		939	
5410 Repairs & General Maintenance	0	0	0	143	0	(143)	0		(143)	
6000 Rent & Rates	0	44	44	337	396	59	525		188	
6460 Publicity & Democratic notices	30	64	34	234	192	(42)	255		21	
6635 Professional Fees Licensing	0	0	0	0	102	102	102		102	
6868 Summer Concerts	0	0	0	3,910	3,264	(646)	3,264		(646)	
6922 Health&Safety/Risk Assessments	0	0	0	281	0	(281)	0		(281)	
6931 CCTV Maintenance	0	0	0	556	673	117	673		117	
<b>O/Spaces &amp; Leisure-Vine Ground :- Indirect Expenditure</b>	<b>1,878</b>	<b>1,983</b>	<b>105</b>	<b>28,475</b>	<b>21,502</b>	<b>(6,973)</b>	<b>27,317</b>	<b>0</b>	<b>(1,158)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,003)</b>	<b>(608)</b>	<b>395</b>	<b>(21,148)</b>	<b>(16,150)</b>	<b>4,998</b>	<b>(21,965)</b>			



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>30 F&amp; G P - Bat &amp; Ball Station</u>										
1022 Letting & Hire of Facilities	232	2,040	1,808	3,016	18,360	15,344	24,480		0	
1211 Sale of Goods	2,148	4,083	1,935	16,224	36,747	20,523	49,000		0	
1213 Event catering	448	0	(448)	2,992	0	(2,992)	0		0	
1350 Revenue Grant income	0	0	0	14,100	0	(14,100)	0		0	
1450 Furlough Grant Income	0	0	0	4,149	0	(4,149)	0		0	
1451 Kickstart funding	941	0	(941)	1,882	0	(1,882)	0		0	
1990 Other Income	0	0	0	12	0	(12)	0		0	
<b>F&amp; G P - Bat &amp; Ball Station :- Income</b>	<b>3,769</b>	<b>6,123</b>	<b>2,354</b>	<b>42,376</b>	<b>55,107</b>	<b>12,731</b>	<b>73,480</b>			<b>0</b>
4010 Gross Pay	5,438	5,116	(322)	43,608	46,044	2,436	61,392		17,784	
4270 Employers Pension Contribution	105	219	114	966	1,971	1,005	2,629		1,663	
5410 Repairs & General Maintenance	0	135	135	1,974	1,215	(759)	1,618		(356)	
5500 Equipment Hired and New	3	128	125	748	1,152	404	1,530		782	
6000 Rent & Rates	324	243	(81)	2,920	2,187	(733)	2,917		(3)	
6011 Electricity	564	453	(111)	4,031	4,077	46	5,432		1,401	
6012 Gas	763	525	(238)	893	1,575	682	2,101		1,208	
6013 Cleaning	262	340	78	3,048	3,060	12	4,080		1,032	
6014 Water	0	510	510	0	1,530	1,530	2,040		2,040	
6101 Telephone	73	57	(16)	659	513	(146)	683		24	
6200 Printing & Stationery	2	18	16	269	162	(107)	210		(59)	
6241 Website Costs	0	0	0	410	0	(410)	0		(410)	
6320 Staff Training	0	66	66	0	198	198	263		263	
6330 Welfare/Hospitality	31	0	(31)	269	0	(269)	0		(269)	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

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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
6340 Staff Uniforms	0	0	0	442	0	(442)	0		(442)	
6460 Publicity & Democratic notices	127	170	43	647	1,530	883	2,040		1,393	
6500 Goods for Resale	772	1,700	928	8,233	15,300	7,067	20,400		12,167	
6505 Cafe consumables	120	50	(70)	783	450	(333)	600		(183)	
6533 Copyright Fees/Royalties	0	48	48	0	432	432	578		578	
6635 Professional Fees Licensing	0	0	0	360	578	218	578		218	
6900 Sundry Expenses	21	52	31	221	468	247	630		409	
6922 Health&Safety/Risk Assessments	0	0	0	1,282	804	(478)	1,072		(210)	
6930 Alarm Maintenance	0	0	0	290	642	353	1,292		1,003	
6931 CCTV Maintenance	0	0	0	0	0	0	652		652	
6935 Waste Bin Disposal-Waste Bins	303	108	(195)	1,439	972	(467)	1,292		(147)	
6976 Credit card charges	83	44	(39)	496	396	(100)	525		29	
F & G P - Bat & Ball Station :- Indirect Expenditure	<b>8,993</b>	<b>9,982</b>	<b>989</b>	<b>73,987</b>	<b>85,256</b>	<b>11,269</b>	<b>114,554</b>	<b>0</b>	<b>40,567</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,224)</b>	<b>(3,859)</b>	<b>1,365</b>	<b>(31,611)</b>	<b>(30,149)</b>	<b>1,462</b>	<b>(41,074)</b>			
<b>31 F &amp; G P - Establishments</b>										
1115 Interest on Deposits	24	338	314	333	3,042	2,709	4,060		0	
1231 Banner Income	0	410	410	1,464	3,690	2,226	4,922		0	
1232 Town Crier Advertising	0	0	0	500	0	(500)	0		0	
1350 Revenue Grant income	0	0	0	4,328	0	(4,328)	0		0	
1451 Kickstart funding	0	0	0	6,847	0	(6,847)	0		0	
1889 Waste Sacks Income	119	180	61	2,624	1,620	(1,004)	2,163		0	
1990 Other Income	0	8	8	663	72	(591)	103		0	638
F & G P - Establishments :- Income	<b>143</b>	<b>936</b>	<b>793</b>	<b>16,760</b>	<b>8,424</b>	<b>(8,336)</b>	<b>11,248</b>			<b>638</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

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## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	25,580	24,305	(1,275)	226,227	218,745	(7,482)	291,664		65,437	
4270 Employers Pension Contribution	2,733	2,798	65	23,437	25,182	1,745	33,570		10,133	
4271 Pension Deficiency	6,667	6,667	0	60,000	60,003	3	80,000		20,000	
5500 Equipment Hired and New	0	212	212	1,063	1,908	845	2,550		1,487	
6020 Insurance Cost	1,229	1,457	228	15,782	16,027	245	20,400		4,618	
6101 Telephone	378	489	111	3,009	4,401	1,392	5,865		2,856	
6103 Fax	0	8	8	0	72	72	102		102	
6200 Printing & Stationery	676	1,445	769	9,654	13,005	3,351	17,340		7,686	
6210 Postage & Courier	5	438	433	4,576	3,942	(634)	5,253		677	
6240 Computer/ Data Base/WP's	1,310	1,138	(172)	11,387	10,242	(1,145)	13,658		2,271	
6241 Website Costs	0	0	0	380	1,540	1,160	2,040		1,660	
6242 I.T. Infrastructure	931	680	(251)	8,202	6,120	(2,082)	8,160		(42)	
6281 Furnishings,Furniture/Eqpt	0	191	191	0	573	573	765		765	
6300 Computer Software	207	289	82	3,403	2,601	(802)	3,468		65	
6315 Recruitment Costs	0	170	170	358	1,530	1,172	2,040		1,682	
6320 Staff Training	0	255	255	1,227	2,295	1,068	3,060		1,833	
6321 Investors in People	0	0	0	0	0	0	840		840	
6330 Welfare/Hospitality	262	170	(92)	2,058	1,530	(528)	2,040		(18)	
6410 Civic Exps/Annual Reception	0	885	885	713	1,785	1,073	1,785		1,073	
6415 Gifts/hospitality	0	34	34	966	306	(660)	408		(558)	
6420 Annual Parish Meeting	0	0	0	0	0	0	102		102	
6421 Honour Bd. Badges & Insignia	0	0	0	1,206	255	(951)	255		(951)	
6435 Members Expenses	415	0	(415)	4,129	4,202	73	4,202		73	
6440 Press Notices	0	128	128	0	1,152	1,152	1,530		1,530	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

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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
6450 Bye Laws	0	0	0	0	0	0	102		102	
6460 Publicity & Democratic notices	1,870	212	(1,658)	2,440	1,908	(532)	2,550		110	
6461 Banner Costs	0	131	131	684	1,179	495	1,576		892	
6610 Audit Fees	0	551	551	3,303	4,958	1,656	4,957		1,655	
6620 Legal Expenses	0	0	0	0	3,060	3,060	3,060		3,060	
6635 Professional Fees Licensing	0	0	0	1,365	1,530	165	1,530		165	
6710 Conference Fees & Expenses	0	196	196	310	1,764	1,454	2,346		2,036	
6720 Books and Periodicals	0	32	32	0	288	288	388		388	
6730 Subscriptions	61	101	40	4,424	4,748	324	5,253		829	
6889 Waste Sacks	0	170	170	2,831	1,530	(1,301)	2,040		(791)	
6900 Sundry Expenses	(25)	42	67	(169)	378	547	510		679	
6922 Health&Safety/Risk Assessments	870	0	(870)	5,475	3,264	(2,211)	3,264		(2,211)	
6975 Bank Charges	177	132	(45)	1,114	1,188	75	1,581		468	
6976 Credit card charges	10	60	50	1,193	540	(653)	714		(479)	
7010 Election Expenses	0	0	0	0	0	0	5,100		5,100	
7611 Contingency provision	0	0	0	0	(2,927)	(2,927)	64,403		64,403	
7614 Stag reserve	0	0	0	0	0	0	1,020		1,020	
7617 PWLB Loan Repayment	0	0	0	35,801	36,000	199	72,000		36,199	
F & G P - Establishments :- Indirect Expenditure	<b>43,355</b>	<b>43,386</b>	<b>31</b>	<b>436,547</b>	<b>436,824</b>	<b>277</b>	<b>673,491</b>	<b>0</b>	<b>236,944</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(43,212)</b>	<b>(42,450)</b>	<b>762</b>	<b>(419,787)</b>	<b>(428,400)</b>	<b>(8,613)</b>	<b>(662,243)</b>			
8002 less Transfer to EMR	0			638						
<b>Movement to/(from) Gen Reserve</b>	<b>(43,212)</b>			<b>(420,425)</b>						

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## 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
<b>32 F &amp; G P - General</b>										
1490 Christmas Lights Switch On	870	0	(870)	6,620	6,000	(620)	6,000		0	
1495 Number 8 bus income	0	57	57	0	513	513	684		0	
<b>F &amp; G P - General :- Income</b>	<b>870</b>	<b>57</b>	<b>(813)</b>	<b>6,620</b>	<b>6,513</b>	<b>(107)</b>	<b>6,684</b>			<b>0</b>
6490 Christmas Lights Switch On	1,695	0	(1,695)	30,555	26,520	(4,035)	26,520		(4,035)	
6491 Remembrance Day/Civic Serv.	0	0	0	4,884	3,060	(1,824)	3,060		(1,824)	
6495 Number 8 bus expenses	0	3,365	3,365	0	30,285	30,285	40,384		40,384	
6869 Special Events	0	552	552	4,590	4,968	378	6,630		2,040	
6900 Sundry Expenses	0	0	0	1,036	0	(1,036)	0		(1,036)	1,036
<b>F &amp; G P - General :- Indirect Expenditure</b>	<b>1,695</b>	<b>3,917</b>	<b>2,222</b>	<b>41,066</b>	<b>64,833</b>	<b>23,767</b>	<b>76,594</b>	<b>0</b>	<b>35,528</b>	<b>1,036</b>
<b>Net Income over Expenditure</b>	<b>(825)</b>	<b>(3,860)</b>	<b>(3,035)</b>	<b>(34,446)</b>	<b>(58,320)</b>	<b>(23,874)</b>	<b>(69,910)</b>			
8001 plus Transfer from EMR	0			1,036						
<b>Movement to/(from) Gen Reserve</b>	<b>(825)</b>			<b>(33,410)</b>						
<b>33 F &amp; G P - Council Offices</b>										
1022 Letting & Hire of Facilities	549	1,416	867	4,333	12,744	8,411	16,995		0	
<b>F &amp; G P - Council Offices :- Income</b>	<b>549</b>	<b>1,416</b>	<b>867</b>	<b>4,333</b>	<b>12,744</b>	<b>8,411</b>	<b>16,995</b>			<b>0</b>
4010 Gross Pay	2,298	1,115	(1,183)	19,880	10,035	(9,845)	13,384		(6,496)	
4270 Employers Pension Contribution	123	67	(56)	1,055	603	(452)	803		(252)	
5410 Repairs & General Maintenance	105	180	75	4,015	1,620	(2,395)	2,162		(1,853)	1,650

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## 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	2,320	2,156	(164)	22,964	19,404	(3,560)	25,877		2,913	
6010 Light Heat & Cleaning	18	541	523	4,126	4,869	743	6,492		2,366	
6013 Cleaning	328	0	(328)	328	0	(328)	0		(328)	
6281 Furnishings,Furniture/Eqpt	0	0	0	10,983	2,927	(8,056)	2,927		(8,056)	8,000
6510 Catering Expenses	55	8	(47)	55	72	17	102		47	
6900 Sundry Expenses	0	8	8	123	72	(51)	102		(21)	
6922 Health&Safety/Risk Assessments	75	306	231	793	306	(487)	306		(487)	
6930 Alarm Maintenance	0	0	0	848	1,428	580	1,428		580	
6935 Waste Bin Disposal-Waste Bins	168	93	(75)	993	837	(156)	1,112		119	
<b>F &amp; G P - Council Offices :- Indirect Expenditure</b>	<b>5,490</b>	<b>4,474</b>	<b>(1,016)</b>	<b>66,162</b>	<b>42,173</b>	<b>(23,989)</b>	<b>54,695</b>	<b>0</b>	<b>(11,467)</b>	<b>9,650</b>
<b>Net Income over Expenditure</b>	<b>(4,941)</b>	<b>(3,058)</b>	<b>1,883</b>	<b>(61,829)</b>	<b>(29,429)</b>	<b>32,400</b>	<b>(37,700)</b>			
8001 plus Transfer from EMR	0			9,650						
<b>Movement to/(from) Gen Reserve</b>	<b>(4,941)</b>			<b>(52,179)</b>						
<b>36 F &amp; G P - Bat &amp; Ball Centre</b>										
1022 Letting & Hire of Facilities	5,022	6,542	1,520	48,411	58,878	10,467	78,500		0	
1032 Linen and table hire	(20)	0	20	132	0	(132)	0		0	
1350 Revenue Grant income	0	0	0	567	0	(567)	0		0	
1445 Outdoor Activities	0	0	0	662	0	(662)	0		0	
1450 Furlough Grant Income	0	0	0	1,071	0	(1,071)	0		0	
1451 Kickstart funding	0	0	0	1,916	0	(1,916)	0		0	
1457 Indoor Activities	469	238	(231)	2,237	2,142	(95)	2,850		0	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## 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
1990 Other Income	0	0	0	7,765	0	(7,765)	0		0	
F & G P - Bat & Ball Centre :- Income	<b>5,471</b>	<b>6,780</b>	<b>1,309</b>	<b>62,763</b>	<b>61,020</b>	<b>(1,743)</b>	<b>81,350</b>			<b>0</b>
4010 Gross Pay	4,758	2,952	(1,806)	28,838	26,568	(2,270)	35,425		6,587	
4270 Employers Pension Contribution	190	167	(23)	1,187	1,503	316	2,006		819	
5318 SCC Car Park	0	0	0	471	500	29	500		29	
5340 Plants	0	0	0	685	0	(685)	0		(685)	
5410 Repairs & General Maintenance	437	0	(437)	1,351	0	(1,351)	0		(1,351)	
5500 Equipment Hired and New	0	0	0	1,646	750	(896)	1,000		(646)	
6000 Rent & Rates	387	628	241	2,425	5,652	3,227	7,540		5,115	
6011 Electricity	3,574	191	(3,383)	8,074	1,719	(6,355)	2,295		(5,779)	
6012 Gas	0	0	0	1,061	1,602	541	2,135		1,074	
6013 Cleaning	202	52	(150)	589	468	(121)	625		36	
6101 Telephone	47	45	(2)	419	405	(14)	545		126	
6104 Mobile Telephone	0	0	0	92	0	(92)	0		(92)	
6200 Printing & Stationery	0	64	64	145	192	47	255		110	
6240 Computer/ Data Base/WP's	0	0	0	572	0	(572)	0		(572)	
6330 Welfare/Hospitality	31	0	(31)	5,750	0	(5,750)	0		(5,750)	5,484
6460 Publicity & Democratic notices	0	42	42	455	378	(77)	500		45	455
6520 Refreshments for Resale	240	56	(184)	1,088	504	(584)	670		(418)	
6533 Copyright Fees/Royalties	0	0	0	0	665	665	665		665	
6620 Legal Expenses	600	0	(600)	600	0	(600)	0		(600)	
6635 Professional Fees Licensing	0	0	0	490	180	(310)	180		(310)	
6842 Grounds Maintenance	0	658	658	239	5,922	5,683	7,900		7,661	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6900 Sundry Expenses	51	0	(51)	461	0	(461)	0		(461)	197
6922 Health&Safety/Risk Assessments	0	0	0	750	465	(285)	465		(285)	
6930 Alarm Maintenance	0	0	0	870	2,500	1,630	2,500		1,630	
6931 CCTV Maintenance	0	0	0	0	320	320	320		320	
6935 Waste Bin Disposal-Waste Bins	185	135	(50)	859	1,215	356	1,620		761	
6939 Healthcare Services	0	91	91	0	819	819	1,090		1,090	
6952 Protective Clothing	0	0	0	225	0	(225)	0		(225)	
F & G P - Bat & Ball Centre :- Indirect Expenditure	<b>10,702</b>	<b>5,081</b>	<b>(5,621)</b>	<b>59,343</b>	<b>52,327</b>	<b>(7,016)</b>	<b>68,236</b>	<b>0</b>	<b>8,893</b>	<b>6,136</b>
<b>Net Income over Expenditure</b>	<b>(5,231)</b>	<b>1,699</b>	<b>6,930</b>	<b>3,420</b>	<b>8,693</b>	<b>5,273</b>	<b>13,114</b>			
8001 plus Transfer from EMR	0			6,136						
<b>Movement to/(from) Gen Reserve</b>	<b>(5,231)</b>			<b>9,556</b>						
<b>38 F &amp; G P - Grants</b>										
6937 Annual Subsidy-Comm Centre	483	25	(458)	2,610	175	(2,435)	255		(2,355)	
6938 Annual Subsidy-Council Chamber	0	85	85	135	765	630	1,020		885	
7500 Local Organisations Grants	0	0	0	6,839	6,415	(424)	12,830		5,991	
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,100		5,100	
7503 Community Resilience Fund	0	0	0	2,000	2,000	0	2,724		724	
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	
7556 Stag Community Arts Centre	0	0	0	27,000	27,540	540	27,540		540	
7557 Community Rail Partnership	0	0	0	3,000	3,060	60	3,060		60	
F & G P - Grants :- Indirect Expenditure	<b>483</b>	<b>110</b>	<b>(373)</b>	<b>41,584</b>	<b>39,955</b>	<b>(1,629)</b>	<b>57,436</b>	<b>0</b>	<b>15,852</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(483)</b>	<b>(110)</b>	<b>373</b>	<b>(41,584)</b>	<b>(39,955)</b>	<b>1,629</b>	<b>(57,436)</b>			



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## 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>39 F &amp; G P - Property</u>										
1469 O/S Ground Rents & Wayleaves	998	2,025	1,027	5,060	5,925	865	5,925		0	
F & G P - Property :- Income	<b>998</b>	<b>2,025</b>	<b>1,027</b>	<b>5,060</b>	<b>5,925</b>	<b>865</b>	<b>5,925</b>			<b>0</b>
<b>Net Income</b>	<b>998</b>	<b>2,025</b>	<b>1,027</b>	<b>5,060</b>	<b>5,925</b>	<b>865</b>	<b>5,925</b>			
<u>40 Town Team</u>										
1206 Business Awards	0	0	0	0	2,500	2,500	7,210		0	
1207 Business Show	0	0	0	4,250	3,090	(1,160)	3,090		0	
1208 Other Events Income	0	0	0	500	0	(500)	0		0	
1209 Wellbeing show income	0	0	0	0	3,090	3,090	3,090		0	
Town Team :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,750</b>	<b>8,680</b>	<b>3,930</b>	<b>13,390</b>			<b>0</b>
6101 Telephone	0	8	8	139	72	(67)	102		(37)	
6200 Printing & Stationery	0	8	8	41	72	31	102		61	
6240 Computer/ Data Base/WP's	24	42	18	655	378	(277)	510		(145)	
6241 Website Costs	0	0	0	267	0	(267)	0		(267)	
6244 Information Screens	0	0	0	1,275	1,530	255	1,530		255	
6322 Business Awards	0	0	0	0	0	0	7,880		7,880	
6323 Business Show	0	0	0	2,904	2,321	(583)	2,321		(583)	
6710 Conference Fees & Expenses	0	60	60	0	540	540	714		714	
6730 Subscriptions	0	0	0	545	0	(545)	0		(545)	
6900 Sundry Expenses	0	51	51	1,157	459	(698)	612		(545)	
7000 Reinvestment	0	0	0	0	0	0	1,049		1,049	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## 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
7607 Christmas gift guide expenses	0	0	0	669	0	(669)	0		(669)	
7608 Friends of Bat & Ball	0	85	85	0	765	765	1,020		1,020	
7616 Wellbeing show	0	0	0	0	2,550	2,550	2,550		2,550	
Town Team :- Indirect Expenditure	<b>24</b>	<b>254</b>	<b>230</b>	<b>7,653</b>	<b>8,687</b>	<b>1,034</b>	<b>18,390</b>	<b>0</b>	<b>10,737</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(24)</b>	<b>(254)</b>	<b>(230)</b>	<b>(2,903)</b>	<b>(7)</b>	<b>2,896</b>	<b>(5,000)</b>			
<u>41 Business Hub</u>										
1022 Letting & Hire of Facilities	50	2,403	2,353	204	21,627	21,423	28,840		0	
1025 Prov.of postal/Business addres	0	80	80	0	720	720	960		0	
1026 Hot Desking Facility	183	667	484	1,172	6,003	4,831	8,000		0	
1027 Dedicated Desk x12	0	1,440	1,440	0	12,960	12,960	17,280		0	
1029 Office Pods	483	967	484	2,860	8,703	5,843	11,600		0	
1031 Chamber of Commerce	400	320	(80)	2,800	2,880	80	3,840		0	
Business Hub :- Income	<b>1,117</b>	<b>5,877</b>	<b>4,760</b>	<b>7,036</b>	<b>52,893</b>	<b>45,857</b>	<b>70,520</b>			<b>0</b>
4010 Gross Pay	380	1,250	870	2,837	6,250	3,413	10,000		7,163	
5410 Repairs & General Maintenance	106	500	394	424	4,500	4,076	6,000		5,576	
5500 Equipment Hired and New	0	0	0	32	0	(32)	0		(32)	
6000 Rent & Rates	207	333	126	1,864	2,997	1,133	4,000		2,136	
6010 Light Heat & Cleaning	360	1,667	1,307	1,299	15,003	13,704	20,000		18,701	
6101 Telephone	0	167	167	489	1,503	1,014	2,000		1,511	
6105 Broadband wi-fi service	283	0	(283)	1,698	0	(1,698)	0		(1,698)	
6200 Printing & Stationery	0	1,000	1,000	677	9,000	8,323	12,000		11,323	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## 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
6241 Website Costs	0	0	0	133	0	(133)	0		(133)	
6511 Sales commission	72	0	(72)	423	0	(423)	0		(423)	
6620 Legal Expenses	0	0	0	750	0	(750)	0		(750)	
6900 Sundry Expenses	10	0	(10)	423	0	(423)	0		(423)	
6922 Health&Safety/Risk Assessments	0	0	0	245	0	(245)	0		(245)	
6930 Alarm Maintenance	0	0	0	278	0	(278)	0		(278)	
6975 Bank Charges	0	0	0	2	0	(2)	0		(2)	
6976 Credit card charges	12	0	(12)	63	0	(63)	0		(63)	
Business Hub :- Indirect Expenditure	<b>1,430</b>	<b>4,917</b>	<b>3,487</b>	<b>11,637</b>	<b>39,253</b>	<b>27,616</b>	<b>54,000</b>	<b>0</b>	<b>42,363</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(314)</b>	<b>960</b>	<b>1,274</b>	<b>(4,602)</b>	<b>13,640</b>	<b>18,242</b>	<b>16,520</b>			
<b>42 Sevenoaks Town Mayor</b>										
1500 Fundraising	374	0	(374)	445	0	(445)	0		0	
1752 Quiz Night Income	240	0	(240)	240	0	(240)	0		0	
Sevenoaks Town Mayor :- Income	<b>614</b>	<b>0</b>	<b>(614)</b>	<b>685</b>	<b>0</b>	<b>(685)</b>	<b>0</b>			<b>0</b>
6433 Mayors Allowance 2021/22	550	470	(80)	3,083	4,230	1,147	5,636		2,553	
6434 Mayor's Car Allowance 2021/22	0	209	209	113	1,881	1,769	2,511		2,399	
Sevenoaks Town Mayor :- Indirect Expenditure	<b>550</b>	<b>679</b>	<b>129</b>	<b>3,196</b>	<b>6,111</b>	<b>2,916</b>	<b>8,147</b>	<b>0</b>	<b>4,952</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>64</b>	<b>(679)</b>	<b>(743)</b>	<b>(2,510)</b>	<b>(6,111)</b>	<b>(3,601)</b>	<b>(8,147)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## 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>43 Youth Council</u>										
7555 Youth Council Support	0	42	42	45	378	333	510		465	
Youth Council :- Indirect Expenditure	<u>0</u>	<u>42</u>	<u>42</u>	<u>45</u>	<u>378</u>	<u>333</u>	<u>510</u>	<u>0</u>	<u>465</u>	<u>0</u>
<b>Net Expenditure</b>	<u><b>0</b></u>	<u><b>(42)</b></u>	<u><b>(42)</b></u>	<u><b>(45)</b></u>	<u><b>(378)</b></u>	<u><b>(333)</b></u>	<u><b>(510)</b></u>			
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	83	312	229	1,400	2,808	1,408	3,740		0	
1211 Sale of Goods	0	197	197	129	1,773	1,644	2,369		0	
1450 Furlough Grant Income	0	0	0	4,165	0	(4,165)	0		0	
1990 Other Income	0	0	0	5	0	(5)	0		0	
Youth Cafe :- Income	<u>83</u>	<u>509</u>	<u>426</u>	<u>5,699</u>	<u>4,581</u>	<u>(1,118)</u>	<u>6,109</u>			<u>0</u>
4010 Gross Pay	1,967	2,170	203	22,705	19,530	(3,175)	26,041		3,336	10,000
4270 Employers Pension Contribution	27	87	60	521	783	262	1,042		521	
5410 Repairs & General Maintenance	0	85	85	787	765	(22)	1,020		233	
6010 Light Heat & Cleaning	0	42	42	30	378	348	510		480	
6101 Telephone	48	48	0	367	432	65	571		204	
6200 Printing & Stationery	59	42	(17)	63	378	315	510		447	
6240 Computer/ Data Base/WP's	0	64	64	604	576	(28)	765		161	
6281 Furnishings,Furniture/Eqpt	0	42	42	0	378	378	510		510	
6320 Staff Training	0	0	0	0	204	204	408		408	
6330 Welfare/Hospitality	0	0	0	30	0	(30)	0		(30)	
6340 Staff Uniforms	0	51	51	0	153	153	204		204	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## 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
6460 Publicity & Democratic notices	0	42	42	29	378	349	510		481	
6500 Goods for Resale	94	144	50	281	1,296	1,015	1,734		1,453	
6505 Cafe consumables	0	0	0	6	0	(6)	0		(6)	
6635 Professional Fees Licensing	0	0	0	278	408	130	408		130	
6900 Sundry Expenses	0	13	13	279	117	(162)	153		(126)	
6922 Health&Safety/Risk Assessments	0	34	34	1,015	306	(709)	408		(607)	
Youth Cafe :- Indirect Expenditure	<b>2,195</b>	<b>2,864</b>	<b>669</b>	<b>26,995</b>	<b>26,082</b>	<b>(913)</b>	<b>34,794</b>	<b>0</b>	<b>7,799</b>	<b>10,000</b>
<b>Net Income over Expenditure</b>	<b>(2,111)</b>	<b>(2,355)</b>	<b>(244)</b>	<b>(21,296)</b>	<b>(21,501)</b>	<b>(205)</b>	<b>(28,685)</b>			
8001 plus Transfer from EMR	0			10,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(2,111)</b>			<b>(11,296)</b>						
<u>60 Markets</u>										
1017 Rental Income Sat Market	1,444	1,928	484	13,555	17,352	3,797	23,130		0	
1018 Rental Income Wed Market	1,033	1,182	150	10,460	10,638	178	14,187		0	
1019 Rental Income Blighs Market	2,640	1,288	(1,352)	12,680	11,592	(1,088)	15,450		0	
1028 Rental Income Pop Up Market	0	0	0	770	0	(770)	0		0	
Markets :- Income	<b>5,117</b>	<b>4,398</b>	<b>(719)</b>	<b>37,465</b>	<b>39,582</b>	<b>2,117</b>	<b>52,767</b>			<b>0</b>
4010 Gross Pay	130	142	12	1,685	1,278	(407)	1,704		19	
5410 Repairs & General Maintenance	17	26	9	53	78	25	102		49	
5420 Saturday market charges	1,121	1,153	32	11,002	11,241	239	14,988		3,986	
5421 Wednesday Market charges	2,552	2,100	(452)	19,907	20,475	568	27,301		7,394	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## 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
5425 Pop Up Market	0	0	0	7,794	449	(7,345)	449		(7,345)	5,795
6001 Blighs Market Charges	1,580	1,192	(388)	9,165	10,728	1,563	14,299		5,134	
6010 Light Heat & Cleaning	31	0	(31)	170	384	214	510		340	
6460 Publicity & Democratic notices	0	170	170	0	1,530	1,530	2,040		2,040	
6635 Professional Fees Licensing	0	0	0	180	0	(180)	0		(180)	
Markets :- Indirect Expenditure	<u>5,432</u>	<u>4,783</u>	<u>(649)</u>	<u>49,957</u>	<u>46,163</u>	<u>(3,794)</u>	<u>61,393</u>	<u>0</u>	<u>11,436</u>	<u>5,795</u>
<b>Net Income over Expenditure</b>	<u>(315)</u>	<u>(385)</u>	<u>(70)</u>	<u>(12,492)</u>	<u>(6,581)</u>	<u>5,911</u>	<u>(8,626)</u>			
8001 plus Transfer from EMR	0			5,795						
<b>Movement to/(from) Gen Reserve</b>	<u>(315)</u>			<u>(6,697)</u>						
<u>70 Precept</u>										
1995 Precept	103,325	103,325	0	929,924	929,925	1	1,239,898		0	
Precept :- Income	<u>103,325</u>	<u>103,325</u>	<u>0</u>	<u>929,924</u>	<u>929,925</u>	<u>1</u>	<u>1,239,898</u>			<u>0</u>
<b>Net Income</b>	<u>103,325</u>	<u>103,325</u>	<u>0</u>	<u>929,924</u>	<u>929,925</u>	<u>1</u>	<u>1,239,898</u>			
Grand Totals:- Income	141,285	146,868	5,583	1,290,736	1,354,000	63,264	1,797,381			
Expenditure	120,084	131,163	11,079	1,282,522	1,330,948	48,426	1,858,155	0	575,633	
<b>Net Income over Expenditure</b>	<u>21,202</u>	<u>15,705</u>	<u>(5,497)</u>	<u>8,213</u>	<u>23,052</u>	<u>14,839</u>	<u>(60,774)</u>			
plus Transfer from EMR	0			34,502						
less Transfer to EMR	0			638						
<b>Movement to/(from) Gen Reserve</b>	<u>21,202</u>			<u>42,077</u>						

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## 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	2,157	2,127	(30)	16,085	17,016	931	25,523		9,438	
4270 Employers Pension Contribution	88	90	2	633	720	87	1,087		454	
6240 Computer/ Data Base/WP's	53	66	13	504	659	155	920		416	
6630 Professional Fees	0	0	0	54	510	456	1,020		966	
6720 Books and Periodicals	0	0	0	0	306	306	306		306	
Planning - General :- Indirect Expenditure	2,298	2,283	(15)	17,275	19,211	1,936	28,856	0	11,581	0
Net Expenditure	(2,298)	(2,283)	15	(17,275)	(19,211)	(1,936)	(28,856)			
<u>21 O/ Spaces &amp; Leisure - General</u>										
1022 Letting & Hire of Facilities	4,925	2,893	(2,032)	14,570	20,252	5,682	31,827		0	
1316 Raleys Car Park Permits	0	0	0	1,475	1,803	328	1,803		0	
1350 Revenue Grant income	1,820	0	(1,820)	1,820	0	(1,820)	0		0	
1850 Log Sales	129	800	671	693	1,000	307	1,273		0	
1853 Adopt a Tree income	100	0	(100)	400	0	(400)	0		0	
1990 Other Income	0	64	64	3,866	512	(3,354)	764		0	
O/ Spaces & Leisure - General :- Income	6,974	3,757	(3,217)	22,824	23,567	743	35,667			0
4010 Gross Pay	14,353	15,191	838	119,724	121,528	1,804	182,290		62,566	
4270 Employers Pension Contribution	852	1,014	162	7,012	8,112	1,100	12,172		5,160	
5013 Graffiti Removal	0	170	170	450	680	230	1,020		570	
5025 Lower St Johns Toilets	1,566	892	(674)	10,646	7,136	(3,510)	10,710		64	
5026 Greatness Rec Convenience	232	255	23	1,857	2,040	183	3,060		1,203	

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## 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
5031 St Nicholas War Memorial	3,825	0	(3,825)	3,825	0	(3,825)	0		(3,825)	
5050 Seats And Litter Bins	0	0	0	2,661	1,418	(1,243)	2,836		175	
5060 Sevenoaks Common	640	0	(640)	640	3,774	3,134	3,774		3,134	
5065 Tree Safety Survey	0	0	0	308	2,500	2,192	3,876		3,568	
5070 Other Woodlands	1,555	0	(1,555)	5,172	2,526	(2,646)	3,366		(1,806)	
5110 Knole Paddock & Pavilion	0	400	400	30	2,400	2,370	4,030		4,000	
5120 Knole Paddock Pitch & Grnd Mt	1,164	0	(1,164)	2,325	2,400	75	3,570		1,245	
5310 Miscellaneous Open Spaces	500	154	(346)	2,222	1,232	(990)	1,842		(380)	
5311 Security Open Spaces	1,687	1,300	(387)	13,723	10,400	(3,323)	15,600		1,877	
5316 Skatepark Maintenance	0	0	0	550	2,627	2,077	2,627		2,077	
5317 Roleys Car Park	0	0	0	486	510	24	510		24	
5320 Fertilizers	0	0	0	134	300	166	1,224		1,090	
5330 Grass Seed	0	0	0	0	0	0	2,142		2,142	
5340 Plants	1,741	0	(1,741)	3,768	1,276	(2,492)	2,550		(1,218)	
5410 Repairs & General Maintenance	400	128	(272)	1,302	1,024	(278)	1,530		228	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	118	701	583	1,455	5,608	4,153	8,415		6,960	
5525 Equipment Maintenance	14	960	946	1,108	5,760	4,652	8,160		7,052	
5550 Vehicle Expenses	0	1,333	1,333	1,393	10,664	9,271	16,000		14,607	
5700 Fuel	565	527	(38)	3,422	4,216	794	6,324		2,902	
6000 Rent & Rates	0	612	612	0	1,224	1,224	1,224		1,224	
6010 Light Heat & Cleaning	574	0	(574)	3,118	1,072	(2,046)	2,142		(976)	
6101 Telephone	12	17	5	94	136	42	204		110	
6104 Mobile Telephone	27	17	(10)	245	136	(109)	204		(41)	



## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## 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
6200 Printing & Stationery	0	0	0	22	0	(22)	0		(22)	
6320 Staff Training	0	0	0	1,885	1,530	(355)	3,060		1,175	1,885
6330 Welfare/Hospitality	16	17	2	193	136	(57)	204		11	
6730 Subscriptions	0	0	0	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	120	120	179		179	
6900 Sundry Expenses	0	8	8	16	64	49	102		87	
6922 Health&Safety/Risk Assessments	490	0	(490)	490	0	(490)	1,581		1,091	
6930 Alarm Maintenance	614	615	1	736	755	19	755		19	
6931 CCTV Maintenance	43	1,224	1,181	347	1,224	877	1,224		877	
6934 Waste Bin Collection-Dog Bins	0	0	0	1,310	1,428	118	2,856		1,546	
6935 Waste Bin Disposal-Waste Bins	242	359	117	2,457	2,872	415	4,304		1,847	
6952 Protective Clothing	0	123	123	395	984	589	1,479		1,084	
O/ Spaces & Leisure - General :- Indirect Expenditure	31,228	26,032	(5,196)	195,661	210,016	14,355	320,080	0	124,419	1,885
Net Income over Expenditure	(24,255)	(22,275)	1,980	(172,836)	(186,449)	(13,613)	(284,413)			
8001 plus Transfer from EMR	0			1,885						
Movement to/(from) Gen Reserve	(24,255)			(170,951)						
<u>22 O/ Spaces &amp; Leisure - Cemetery</u>										
1700 Cemetery Income	3,867	7,957	4,090	47,445	63,656	16,211	95,481		0	
O/ Spaces & Leisure - Cemetery :- Income	3,867	7,957	4,090	47,445	63,656	16,211	95,481			0

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	6,067	7,180	1,113	50,552	57,440	6,888	86,161		35,609	
4270 Employers Pension Contribution	426	599	173	3,961	4,792	831	7,184		3,223	
5210 Cemetery Chapel & Office	0	0	0	366	105	(261)	210		(156)	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	346	0	(346)	179		(167)	
5410 Repairs & General Maintenance	65	85	20	776	680	(96)	1,020		244	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	146	272	126	966	2,176	1,210	3,264		2,298	
5525 Equipment Maintenance	483	212	(271)	2,630	1,696	(934)	2,550		(80)	
5700 Fuel	27	60	33	482	480	(2)	714		232	
6000 Rent & Rates	1,061	558	(503)	7,168	4,464	(2,704)	6,701		(467)	
6010 Light Heat & Cleaning	99	105	6	847	840	(7)	1,265		418	
6101 Telephone	45	64	19	505	512	7	765		260	
6104 Mobile Telephone	0	10	10	0	80	80	122		122	
6105 Broadband wi-fi service	40	0	(40)	279	0	(279)	0		(279)	
6200 Printing & Stationery	0	8	8	0	64	64	102		102	
6240 Computer/ Data Base/WP's	30	0	(30)	383	408	25	408		25	
6320 Staff Training	0	0	0	0	1,020	1,020	2,040		2,040	
6330 Welfare/Hospitality	31	14	(17)	118	112	(6)	173		55	
6500 Goods for Resale	0	17	17	0	136	136	204		204	
6630 Professional Fees	0	0	0	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	143	0	(143)	1,460	1,530	70	3,060		1,600	
6822 Roads Path & Boundaries	0	0	0	250	0	(250)	714		464	

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## 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
6832 Lawn/Wall of Remembrance	0	0	0	49	0	(49)	102		53	
6900 Sundry Expenses	0	4	4	0	32	32	51		51	
6922 Health&Safety/Risk Assessments	770	568	(202)	836	1,704	868	2,270		1,434	
6930 Alarm Maintenance	0	0	0	815	816	1	816		1	
6932 Cemetery Security	405	391	(14)	3,237	3,128	(109)	4,692		1,455	
6935 Waste Bin Disposal-Waste Bins	60	104	44	777	832	55	1,255		478	
6952 Protective Clothing	0	64	64	387	512	125	765		378	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	9,897	10,315	418	77,289	83,661	6,372	128,191	0	50,902	0
Net Income over Expenditure	(6,030)	(2,358)	3,672	(29,844)	(20,005)	9,839	(32,710)			
<u>23 O/ Spaces &amp; Leisure- Allotment</u>										
1010 Rental Income	0	0	0	1,255	1,111	(144)	1,111		0	
1047 QH Allotments Income	110	0	(110)	6,859	7,516	657	7,516		0	
O/ Spaces & Leisure- Allotment :- Income	110	0	(110)	8,114	8,627	513	8,627			0
4010 Gross Pay	649	541	(108)	3,259	4,328	1,069	6,496		3,237	
4270 Employers Pension Contribution	33	22	(11)	198	176	(22)	260		62	
5410 Repairs & General Maintenance	19	0	(19)	432	918	486	1,224		792	
6000 Rent & Rates	0	130	130	229	1,040	811	1,561		1,332	
6002 QH Allotments Costs	535	0	(535)	2,859	356	(2,503)	714		(2,145)	
6300 Computer Software	0	0	0	124	0	(124)	0		(124)	
6922 Health&Safety/Risk Assessments	0	0	0	0	306	306	306		306	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	1,237	693	(544)	7,101	7,124	23	10,561	0	3,460	0
Net Income over Expenditure	(1,127)	(693)	434	1,012	1,503	491	(1,934)			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	(89)	0	89	9,091		0	
1997 In Bloom Income	0	0	0	400	1,236	836	1,236		0	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	311	1,236	925	10,327			0
6861 Public Clock Maintenance	31	0	(31)	461	1,484	1,023	2,966		2,505	
6862 Street Lighting	415	1,140	725	8,331	9,120	789	13,682		5,351	
6865 In Bloom Costs	0	0	0	11,452	14,790	3,338	14,790		3,338	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	446	1,140	694	20,245	25,394	5,149	31,438	0	11,193	0
Net Income over Expenditure	(446)	(1,140)	(694)	(19,935)	(24,158)	(4,223)	(21,111)			
<u>28 O/ Spaces &amp; Leisure-Vine Cafe</u>										
1211 Sale of Goods	3,750	3,814	64	53,031	52,121	(910)	63,561		0	
1450 Furlough Grant Income	0	0	0	217	0	(217)	0		0	
1451 Kickstart funding	0	0	0	2,141	0	(2,141)	0		0	
1990 Other Income	0	0	0	7,502	0	(7,502)	0		0	
O/ Spaces & Leisure-Vine Cafe :- Income	3,750	3,814	64	62,891	52,121	(10,770)	63,561			0
4010 Gross Pay	2,723	3,217	494	42,667	38,876	(3,791)	51,746		9,079	
4270 Employers Pension Contribution	101	172	71	1,062	1,376	314	2,070		1,008	
5410 Repairs & General Maintenance	175	42	(133)	1,615	336	(1,279)	510		(1,105)	
5500 Equipment Hired and New	107	153	46	1,078	1,224	146	1,836		758	
5525 Equipment Maintenance	148	42	(106)	1,531	336	(1,195)	510		(1,021)	

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## 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	1,590	102	(1,488)	2,338	816	(1,522)	1,224		(1,114)	
6010 Light Heat & Cleaning	981	0	(981)	4,705	1,224	(3,481)	1,632		(3,073)	
6101 Telephone	26	26	0	190	208	18	315		125	
6200 Printing & Stationery	0	0	0	146	15	(131)	31		(115)	
6210 Postage & Courier	0	0	0	22	82	60	163		141	
6240 Computer/ Data Base/WP's	0	0	0	115	76	(39)	153		38	
6320 Staff Training	0	0	0	0	306	306	306		306	
6330 Welfare/Hospitality	0	0	0	21	0	(21)	0		(21)	
6340 Staff Uniforms	286	0	(286)	339	0	(339)	0		(339)	
6460 Publicity & Democratic notices	0	0	0	71	128	57	255		184	
6500 Goods for Resale	742	1,236	494	17,558	16,892	(666)	20,600		3,042	
6505 Cafe consumables	73	310	237	2,344	2,480	136	3,718		1,374	
6533 Copyright Fees/Royalties	0	0	0	0	326	326	326		326	
6635 Professional Fees Licensing	20	0	(20)	96	153	57	153		57	
6900 Sundry Expenses	(273)	18	291	34	144	110	210		176	
6922 Health&Safety/Risk Assessments	245	0	(245)	1,917	0	(1,917)	510		(1,407)	
6930 Alarm Maintenance	0	0	0	583	525	(58)	525		(58)	
6935 Waste Bin Disposal-Waste Bins	146	175	29	1,096	1,400	304	2,101		1,005	
6976 Credit card charges	90	48	(42)	922	384	(538)	578		(344)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	7,180	5,541	(1,639)	80,449	67,307	(13,142)	89,472	0	9,023	0
Net Income over Expenditure	(3,430)	(1,727)	1,703	(17,558)	(15,186)	2,372	(25,911)			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>29 O/Spaces &amp; Leisure-Vine Ground</u>										
1208 Other Events Income	540	0	(540)	540	1,000	460	1,500		0	
1451 Kickstart funding	0	0	0	2,933	0	(2,933)	0		0	
1805 Tea Kiosk Rental & Pavilion	0	0	0	2,625	2,625	0	3,500		0	
1870 Vine Club Insurance Contrib.	0	0	0	354	352	(2)	352		0	
O/Spaces & Leisure-Vine Ground :- Income	540	0	(540)	6,452	3,977	(2,475)	5,352			0
4010 Gross Pay	1,127	763	(364)	8,916	6,104	(2,812)	9,157		241	
4270 Employers Pension Contribution	65	46	(19)	416	368	(48)	549		133	
5010 Vine Area General Maintenance	2,031	344	(1,687)	4,800	2,752	(2,048)	4,122		(678)	
5020 Vine Public Convenience	829	722	(107)	7,035	5,776	(1,259)	8,670		1,635	
5410 Repairs & General Maintenance	143	0	(143)	143	0	(143)	0		(143)	
6000 Rent & Rates	0	44	44	337	352	15	525		188	
6460 Publicity & Democratic notices	59	0	(59)	204	128	(76)	255		51	
6635 Professional Fees Licensing	0	0	0	0	102	102	102		102	
6868 Summer Concerts	0	0	0	3,910	3,264	(646)	3,264		(646)	
6922 Health&Safety/Risk Assessments	245	0	(245)	281	0	(281)	0		(281)	
6931 CCTV Maintenance	0	0	0	556	673	117	673		117	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	4,497	1,919	(2,578)	26,597	19,519	(7,078)	27,317	0	720	0
Net Income over Expenditure	(3,957)	(1,919)	2,038	(20,145)	(15,542)	4,603	(21,965)			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>30 F&amp;G P - Bat &amp; Ball Station</u>										
1022 Letting & Hire of Facilities	678	2,040	1,362	2,784	16,320	13,536	24,480		0	
1211 Sale of Goods	2,600	4,083	1,483	14,076	32,664	18,588	49,000		0	
1213 Event catering	605	0	(605)	2,544	0	(2,544)	0		0	
1350 Revenue Grant income	1,410	0	(1,410)	14,100	0	(14,100)	0		0	
1450 Furlough Grant Income	0	0	0	4,149	0	(4,149)	0		0	
1451 Kickstart funding	941	0	(941)	941	0	(941)	0		0	
1990 Other Income	0	0	0	12	0	(12)	0		0	
<b>F&amp;G P - Bat &amp; Ball Station :- Income</b>	<b>6,234</b>	<b>6,123</b>	<b>(111)</b>	<b>38,606</b>	<b>48,984</b>	<b>10,378</b>	<b>73,480</b>			<b>0</b>
4010 Gross Pay	5,499	5,116	(383)	38,170	40,928	2,758	61,392		23,222	
4270 Employers Pension Contribution	104	219	116	861	1,752	891	2,629		1,768	
5410 Repairs & General Maintenance	155	135	(20)	1,974	1,080	(894)	1,618		(356)	
5500 Equipment Hired and New	36	128	92	745	1,024	279	1,530		785	
6000 Rent & Rates	324	243	(81)	2,596	1,944	(652)	2,917		322	
6011 Electricity	572	453	(119)	3,467	3,624	157	5,432		1,965	
6012 Gas	413	0	(413)	129	1,050	921	2,101		1,972	
6013 Cleaning	808	340	(468)	2,786	2,720	(66)	4,080		1,294	
6014 Water	0	0	0	0	1,020	1,020	2,040		2,040	
6101 Telephone	73	57	(16)	585	456	(129)	683		98	
6200 Printing & Stationery	1	18	17	267	144	(123)	210		(57)	
6241 Website Costs	0	0	0	410	0	(410)	0		(410)	
6320 Staff Training	0	0	0	0	132	132	263		263	
6330 Welfare/Hospitality	33	0	(33)	237	0	(237)	0		(237)	

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6340 Staff Uniforms	442	0	(442)	442	0	(442)	0		(442)	
6460 Publicity & Democratic notices	500	170	(330)	520	1,360	840	2,040		1,520	
6500 Goods for Resale	1,184	1,700	516	7,461	13,600	6,139	20,400		12,939	
6505 Cafe consumables	93	50	(43)	663	400	(263)	600		(63)	
6533 Copyright Fees/Royalties	0	48	48	0	384	384	578		578	
6635 Professional Fees Licensing	0	0	0	360	578	218	578		218	
6900 Sundry Expenses	(438)	52	490	201	416	215	630		429	
6922 Health&Safety/Risk Assessments	245	0	(245)	1,282	804	(478)	1,072		(210)	
6930 Alarm Maintenance	0	0	0	290	642	353	1,292		1,003	
6931 CCTV Maintenance	0	0	0	0	0	0	652		652	
6935 Waste Bin Disposal-Waste Bins	26	108	82	1,135	864	(271)	1,292		157	
6976 Credit card charges	76	44	(32)	413	352	(61)	525		112	
F & G P - Bat & Ball Station :- Indirect Expenditure	10,146	8,881	(1,265)	64,994	75,274	10,280	114,554	0	49,560	0
Net Income over Expenditure	(3,913)	(2,758)	1,155	(26,387)	(26,290)	97	(41,074)			
<u>31 F &amp; G P - Establishments</u>										
1115 Interest on Deposits	113	338	225	309	2,704	2,395	4,060		0	
1231 Banner Income	30	410	380	1,464	3,280	1,816	4,922		0	
1232 Town Crier Advertising	150	0	(150)	500	0	(500)	0		0	
1350 Revenue Grant income	0	0	0	4,328	0	(4,328)	0		0	
1451 Kickstart funding	941	0	(941)	6,847	0	(6,847)	0		0	
1889 Waste Sacks Income	249	180	(69)	2,505	1,440	(1,065)	2,163		0	
1990 Other Income	0	8	8	663	64	(599)	103		0	638
F & G P - Establishments :- Income	1,483	936	(547)	16,617	7,488	(9,129)	11,248			638



## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	25,157	24,305	(852)	200,647	194,440	(6,207)	291,664		91,017	
4270 Employers Pension Contribution	2,650	2,798	148	20,705	22,384	1,679	33,570		12,865	
4271 Pension Deficiency	6,667	6,667	0	53,333	53,336	3	80,000		26,667	
5500 Equipment Hired and New	234	212	(22)	1,063	1,696	633	2,550		1,487	
6020 Insurance Cost	1,229	1,457	228	14,554	14,570	16	20,400		5,846	
6101 Telephone	255	489	234	2,631	3,912	1,281	5,865		3,234	
6103 Fax	0	8	8	0	64	64	102		102	
6200 Printing & Stationery	177	1,445	1,269	8,979	11,560	2,581	17,340		8,361	
6210 Postage & Courier	1,302	438	(864)	4,571	3,504	(1,067)	5,253		682	
6240 Computer/ Data Base/WP's	987	1,138	151	10,076	9,104	(972)	13,658		3,582	
6241 Website Costs	0	0	0	380	1,540	1,160	2,040		1,660	
6242 I.T. Infrastructure	931	680	(251)	7,272	5,440	(1,832)	8,160		888	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	382	382	765		765	
6300 Computer Software	372	289	(83)	3,196	2,312	(884)	3,468		272	
6315 Recruitment Costs	0	170	170	358	1,360	1,002	2,040		1,682	
6320 Staff Training	50	255	205	1,227	2,040	813	3,060		1,833	
6321 Investors in People	0	0	0	0	0	0	840		840	
6330 Welfare/Hospitality	223	170	(53)	1,796	1,360	(436)	2,040		244	
6410 Civic Exps/Annual Reception	713	0	(713)	713	900	188	1,785		1,073	
6415 Gifts/hospitality	107	34	(73)	966	272	(694)	408		(558)	
6420 Annual Parish Meeting	0	0	0	0	0	0	102		102	
6421 Honour Bd. Badges & Insignia	0	0	0	1,206	255	(951)	255		(951)	
6435 Members Expenses	3,714	0	(3,714)	3,714	4,202	488	4,202		488	
6440 Press Notices	0	128	128	0	1,024	1,024	1,530		1,530	

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## 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
6450 Bye Laws	0	0	0	0	0	0	102		102	
6460 Publicity & Democratic notices	0	212	212	570	1,696	1,126	2,550		1,980	
6461 Banner Costs	220	131	(89)	684	1,048	364	1,576		892	
6610 Audit Fees	0	0	0	3,303	4,407	1,105	4,957		1,655	
6620 Legal Expenses	0	0	0	0	3,060	3,060	3,060		3,060	
6635 Professional Fees Licensing	1,140	0	(1,140)	1,365	1,530	165	1,530		165	
6710 Conference Fees & Expenses	75	196	121	310	1,568	1,258	2,346		2,036	
6720 Books and Periodicals	0	32	32	0	256	256	388		388	
6730 Subscriptions	61	101	40	4,363	4,647	284	5,253		890	
6889 Waste Sacks	87	170	83	2,831	1,360	(1,471)	2,040		(791)	
6900 Sundry Expenses	(22)	42	64	(144)	336	480	510		654	
6922 Health&Safety/Risk Assessments	0	0	0	4,605	3,264	(1,341)	3,264		(1,341)	
6975 Bank Charges	189	132	(57)	936	1,056	120	1,581		645	
6976 Credit card charges	126	60	(66)	1,182	480	(702)	714		(468)	
7010 Election Expenses	0	0	0	0	0	0	5,100		5,100	
7611 Contingency provision	0	0	0	0	(2,927)	(2,927)	64,403		64,403	
7614 Stag reserve	0	0	0	0	0	0	1,020		1,020	
7617 PWLB Loan Repayment	0	0	0	35,801	36,000	199	72,000		36,199	
F & G P - Establishments :- Indirect Expenditure	46,643	41,759	(4,884)	393,192	393,438	246	673,491	0	280,299	0
Net Income over Expenditure	(45,159)	(40,823)	4,336	(376,575)	(385,950)	(9,375)	(662,243)			
8002 less Transfer to EMR	0			638						
Movement to/(from) Gen Reserve	(45,159)			(377,213)						

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## 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>32 F &amp; G P - General</u>										
1490 Christmas Lights Switch On	5,750	5,000	(750)	5,750	6,000	250	6,000		0	
1495 Number 8 bus income	0	57	57	0	456	456	684		0	
F & G P - General :- Income	<u>5,750</u>	<u>5,057</u>	<u>(693)</u>	<u>5,750</u>	<u>6,456</u>	<u>706</u>	<u>6,684</u>			<u>0</u>
6490 Christmas Lights Switch On	26,208	20,627	(5,581)	28,861	26,520	(2,341)	26,520		(2,341)	
6491 Remembrance Day/Civic Serv.	4,449	1,560	(2,889)	4,884	3,060	(1,824)	3,060		(1,824)	
6495 Number 8 bus expenses	0	3,365	3,365	0	26,920	26,920	40,384		40,384	
6869 Special Events	984	552	(432)	4,590	4,416	(174)	6,630		2,040	
6900 Sundry Expenses	0	0	0	1,036	0	(1,036)	0		(1,036)	1,036
F & G P - General :- Indirect Expenditure	<u>31,641</u>	<u>26,104</u>	<u>(5,537)</u>	<u>39,371</u>	<u>60,916</u>	<u>21,545</u>	<u>76,594</u>	<u>0</u>	<u>37,223</u>	<u>1,036</u>
Net Income over Expenditure	<u>(25,891)</u>	<u>(21,047)</u>	<u>4,844</u>	<u>(33,621)</u>	<u>(54,460)</u>	<u>(20,839)</u>	<u>(69,910)</u>			
8001 plus Transfer from EMR	0			1,036						
Movement to/(from) Gen Reserve	<u>(25,891)</u>			<u>(32,585)</u>						
<u>33 F &amp; G P - Council Offices</u>										
1022 Letting & Hire of Facilities	757	1,416	659	3,784	11,328	7,544	16,995		0	
F & G P - Council Offices :- Income	<u>757</u>	<u>1,416</u>	<u>659</u>	<u>3,784</u>	<u>11,328</u>	<u>7,544</u>	<u>16,995</u>			<u>0</u>
4010 Gross Pay	2,269	1,115	(1,154)	17,582	8,920	(8,662)	13,384		(4,198)	
4270 Employers Pension Contribution	122	67	(55)	932	536	(396)	803		(129)	
5410 Repairs & General Maintenance	75	180	105	3,910	1,440	(2,470)	2,162		(1,748)	1,650

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## 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	2,320	2,156	(164)	20,644	17,248	(3,396)	25,877		5,233	
6010 Light Heat & Cleaning	1,317	541	(776)	4,108	4,328	220	6,492		2,384	
6281 Furnishings,Furniture/Eqpt	0	0	0	10,983	2,927	(8,056)	2,927		(8,056)	8,000
6510 Catering Expenses	0	8	8	0	64	64	102		102	
6900 Sundry Expenses	0	8	8	123	64	(59)	102		(21)	
6922 Health&Safety/Risk Assessments	245	0	(245)	718	0	(718)	306		(412)	
6930 Alarm Maintenance	0	0	0	848	1,428	580	1,428		580	
6935 Waste Bin Disposal-Waste Bins	79	93	14	825	744	(81)	1,112		287	
F & G P - Council Offices :- Indirect Expenditure	6,427	4,168	(2,259)	60,672	37,699	(22,973)	54,695	0	(5,977)	9,650
Net Income over Expenditure	(5,670)	(2,752)	2,918	(56,888)	(26,371)	30,517	(37,700)			
8001 plus Transfer from EMR	0			9,650						
Movement to/(from) Gen Reserve	(5,670)			(47,238)						
<u>36 F &amp; G P - Bat &amp; Ball Centre</u>										
1022 Letting & Hire of Facilities	7,415	6,542	(873)	43,389	52,336	8,947	78,500		0	
1032 Linen and table hire	0	0	0	152	0	(152)	0		0	
1350 Revenue Grant income	0	0	0	567	0	(567)	0		0	
1445 Outdoor Activities	0	0	0	662	0	(662)	0		0	
1450 Furlough Grant Income	0	0	0	1,071	0	(1,071)	0		0	
1451 Kickstart funding	716	0	(716)	1,916	0	(1,916)	0		0	
1457 Indoor Activities	592	238	(354)	1,768	1,904	136	2,850		0	
1990 Other Income	0	0	0	7,765	0	(7,765)	0		0	
F & G P - Bat & Ball Centre :- Income	8,723	6,780	(1,943)	57,291	54,240	(3,051)	81,350			0

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	4,664	2,952	(1,712)	24,080	23,616	(464)	35,425		11,345	
4270 Employers Pension Contribution	174	167	(7)	997	1,336	339	2,006		1,009	
5318 SCC Car Park	0	0	0	471	500	29	500		29	
5340 Plants	0	0	0	685	0	(685)	0		(685)	
5410 Repairs & General Maintenance	577	0	(577)	915	0	(915)	0		(915)	
5500 Equipment Hired and New	0	0	0	1,646	750	(896)	1,000		(646)	
6000 Rent & Rates	387	628	241	2,038	5,024	2,986	7,540		5,502	
6011 Electricity	871	191	(680)	4,501	1,528	(2,973)	2,295		(2,206)	
6012 Gas	340	0	(340)	1,061	1,602	541	2,135		1,074	
6013 Cleaning	0	52	52	386	416	30	625		239	
6101 Telephone	52	45	(7)	372	360	(12)	545		173	
6104 Mobile Telephone	0	0	0	92	0	(92)	0		(92)	
6200 Printing & Stationery	0	0	0	145	128	(17)	255		110	
6240 Computer/ Data Base/WP's	0	0	0	572	0	(572)	0		(572)	
6330 Welfare/Hospitality	31	0	(31)	5,719	0	(5,719)	0		(5,719)	5,484
6460 Publicity & Democratic notices	0	42	42	455	336	(119)	500		45	455
6520 Refreshments for Resale	240	56	(184)	848	448	(400)	670		(178)	
6533 Copyright Fees/Royalties	0	0	0	0	665	665	665		665	
6635 Professional Fees Licensing	0	0	0	490	180	(310)	180		(310)	
6842 Grounds Maintenance	0	658	658	239	5,264	5,025	7,900		7,661	
6900 Sundry Expenses	177	0	(177)	409	0	(409)	0		(409)	197
6922 Health&Safety/Risk Assessments	245	0	(245)	750	465	(285)	465		(285)	
6930 Alarm Maintenance	0	0	0	870	2,500	1,630	2,500		1,630	
6931 CCTV Maintenance	0	0	0	0	320	320	320		320	

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## 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	97	135	38	674	1,080	406	1,620		946	
6939 Healthcare Services	0	91	91	0	728	728	1,090		1,090	
6952 Protective Clothing	0	0	0	225	0	(225)	0		(225)	
F & G P - Bat & Ball Centre :- Indirect Expenditure	7,855	5,017	(2,838)	48,640	47,246	(1,394)	68,236	0	19,596	6,136
Net Income over Expenditure	867	1,763	896	8,651	6,994	(1,657)	13,114			
8001 plus Transfer from EMR	0			6,136						
Movement to/(from) Gen Reserve	867			14,787						
<u>38 F &amp; G P - Grants</u>										
6937 Annual Subsidy-Comm Centre	1,160	25	(1,135)	2,127	150	(1,977)	255		(1,872)	
6938 Annual Subsidy-Council Chamber	30	85	55	135	680	545	1,020		885	
7500 Local Organisations Grants	0	0	0	6,839	6,415	(424)	12,830		5,991	
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,100		5,100	
7503 Community Resilience Fund	0	0	0	2,000	2,000	0	2,724		724	
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	
7556 Stag Community Arts Centre	0	0	0	27,000	27,540	540	27,540		540	
7557 Community Rail Partnership	0	0	0	3,000	3,060	60	3,060		60	
F & G P - Grants :- Indirect Expenditure	1,190	110	(1,080)	41,101	39,845	(1,256)	57,436	0	16,335	0
Net Expenditure	(1,190)	(110)	1,080	(41,101)	(39,845)	1,256	(57,436)			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## 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>39 F &amp; G P - Property</u>										
1469 O/S Ground Rents & Wayleaves	5	0	(5)	4,062	3,900	(162)	5,925		0	
F & G P - Property :- Income	<u>5</u>	<u>0</u>	<u>(5)</u>	<u>4,062</u>	<u>3,900</u>	<u>(162)</u>	<u>5,925</u>			<u>0</u>
Net Income	<u>5</u>	<u>0</u>	<u>(5)</u>	<u>4,062</u>	<u>3,900</u>	<u>(162)</u>	<u>5,925</u>			
<u>40 Town Team</u>										
1206 Business Awards	0	0	0	0	2,500	2,500	7,210		0	
1207 Business Show	0	0	0	4,250	3,090	(1,160)	3,090		0	
1208 Other Events Income	500	0	(500)	500	0	(500)	0		0	
1209 Wellbeing show income	0	0	0	0	3,090	3,090	3,090		0	
Town Team :- Income	<u>500</u>	<u>0</u>	<u>(500)</u>	<u>4,750</u>	<u>8,680</u>	<u>3,930</u>	<u>13,390</u>			<u>0</u>
6101 Telephone	139	8	(131)	139	64	(75)	102		(37)	
6200 Printing & Stationery	0	8	8	41	64	23	102		61	
6240 Computer/ Data Base/WP's	174	42	(132)	631	336	(295)	510		(121)	
6241 Website Costs	0	0	0	267	0	(267)	0		(267)	
6244 Information Screens	0	0	0	1,275	1,530	255	1,530		255	
6322 Business Awards	0	0	0	0	0	0	7,880		7,880	
6323 Business Show	0	0	0	2,904	2,321	(583)	2,321		(583)	
6710 Conference Fees & Expenses	0	60	60	0	480	480	714		714	
6730 Subscriptions	0	0	0	545	0	(545)	0		(545)	
6900 Sundry Expenses	361	51	(310)	1,157	408	(749)	612		(545)	
7000 Reinvestment	0	0	0	0	0	0	1,049		1,049	

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## 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
7607 Christmas gift guide expenses	669	0	(669)	669	0	(669)	0		(669)	
7608 Friends of Bat & Ball	0	85	85	0	680	680	1,020		1,020	
7616 Wellbeing show	0	0	0	0	2,550	2,550	2,550		2,550	
Town Team :- Indirect Expenditure	1,343	254	(1,089)	7,629	8,433	804	18,390	0	10,761	0
Net Income over Expenditure	(843)	(254)	589	(2,879)	247	3,126	(5,000)			
<u>41 Business Hub</u>										
1022 Letting & Hire of Facilities	58	2,403	2,345	154	19,224	19,070	28,840		0	
1025 Prov.of postal/Business addres	0	80	80	0	640	640	960		0	
1026 Hot Desking Facility	475	667	192	988	5,336	4,348	8,000		0	
1027 Dedicated Desk x12	0	1,440	1,440	0	11,520	11,520	17,280		0	
1029 Office Pods	483	967	484	2,376	7,736	5,360	11,600		0	
1031 Chamber of Commerce	400	320	(80)	2,400	2,560	160	3,840		0	
Business Hub :- Income	1,417	5,877	4,460	5,919	47,016	41,097	70,520			0
4010 Gross Pay	409	1,250	842	2,457	5,000	2,543	10,000		7,543	
5410 Repairs & General Maintenance	0	500	500	319	4,000	3,681	6,000		5,681	
5500 Equipment Hired and New	0	0	0	32	0	(32)	0		(32)	
6000 Rent & Rates	207	333	126	1,657	2,664	1,007	4,000		2,343	
6010 Light Heat & Cleaning	0	1,667	1,667	938	13,336	12,398	20,000		19,062	
6101 Telephone	17	167	150	489	1,336	847	2,000		1,511	
6105 Broadband wi-fi service	283	0	(283)	1,415	0	(1,415)	0		(1,415)	
6200 Printing & Stationery	0	1,000	1,000	677	8,000	7,323	12,000		11,323	



## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## 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
6241 Website Costs	0	0	0	133	0	(133)	0		(133)	
6511 Sales commission	102	0	(102)	352	0	(352)	0		(352)	
6620 Legal Expenses	0	0	0	750	0	(750)	0		(750)	
6900 Sundry Expenses	96	0	(96)	413	0	(413)	0		(413)	
6922 Health&Safety/Risk Assessments	245	0	(245)	245	0	(245)	0		(245)	
6930 Alarm Maintenance	0	0	0	278	0	(278)	0		(278)	
6975 Bank Charges	0	0	0	2	0	(2)	0		(2)	
6976 Credit card charges	23	0	(23)	50	0	(50)	0		(50)	
Business Hub :- Indirect Expenditure	1,381	4,917	3,536	10,207	34,336	24,129	54,000	0	43,793	0
Net Income over Expenditure	35	960	925	(4,288)	12,680	16,968	16,520			
<u>42 Sevenoaks Town Mayor</u>										
1500 Fundraising	0	0	0	71	0	(71)	0		0	
Sevenoaks Town Mayor :- Income	0	0	0	71	0	(71)	0			0
6433 Mayors Allowance 2021/22	270	470	200	2,533	3,760	1,227	5,636		3,103	
6434 Mayor's Car Allowance 2021/22	0	209	209	113	1,672	1,560	2,511		2,399	
Sevenoaks Town Mayor :- Indirect Expenditure	270	679	409	2,646	5,432	2,787	8,147	0	5,502	0
Net Income over Expenditure	(270)	(679)	(409)	(2,575)	(5,432)	(2,858)	(8,147)			
<u>43 Youth Council</u>										
7555 Youth Council Support	0	42	42	45	336	291	510		465	
Youth Council :- Indirect Expenditure	0	42	42	45	336	291	510	0	465	0
Net Expenditure	0	(42)	(42)	(45)	(336)	(291)	(510)			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## 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	1,317	2,496	1,179	3,740		0	
1211 Sale of Goods	40	197	157	129	1,576	1,447	2,369		0	
1450 Furlough Grant Income	0	0	0	4,165	0	(4,165)	0		0	
1990 Other Income	0	0	0	5	0	(5)	0		0	
Youth Cafe :- Income	<u>223</u>	<u>509</u>	<u>286</u>	<u>5,615</u>	<u>4,072</u>	<u>(1,543)</u>	<u>6,109</u>			<u>0</u>
4010 Gross Pay	2,589	2,170	(419)	20,737	17,360	(3,377)	26,041		5,304	10,000
4270 Employers Pension Contribution	59	87	28	495	696	201	1,042		547	
5410 Repairs & General Maintenance	369	85	(284)	787	680	(107)	1,020		233	
6010 Light Heat & Cleaning	0	42	42	30	336	306	510		480	
6101 Telephone	46	48	2	319	384	65	571		252	
6200 Printing & Stationery	4	42	38	4	336	332	510		506	
6240 Computer/ Data Base/WP's	251	64	(187)	604	512	(92)	765		161	
6281 Furnishings,Furniture/Eqpt	0	42	42	0	336	336	510		510	
6320 Staff Training	0	0	0	0	204	204	408		408	
6330 Welfare/Hospitality	0	0	0	30	0	(30)	0		(30)	
6340 Staff Uniforms	0	0	0	0	102	102	204		204	
6460 Publicity & Democratic notices	0	42	42	29	336	307	510		481	
6500 Goods for Resale	49	144	95	187	1,152	965	1,734		1,547	
6505 Cafe consumables	6	0	(6)	6	0	(6)	0		(6)	
6635 Professional Fees Licensing	0	0	0	278	408	130	408		130	
6900 Sundry Expenses	34	13	(21)	279	104	(175)	153		(126)	
6922 Health&Safety/Risk Assessments	0	34	34	1,015	272	(743)	408		(607)	
Youth Cafe :- Indirect Expenditure	<u>3,406</u>	<u>2,813</u>	<u>(593)</u>	<u>24,800</u>	<u>23,218</u>	<u>(1,582)</u>	<u>34,794</u>	<u>0</u>	<u>9,994</u>	<u>10,000</u>
Net Income over Expenditure	<u>(3,183)</u>	<u>(2,304)</u>	<u>879</u>	<u>(19,185)</u>	<u>(19,146)</u>	<u>39</u>	<u>(28,685)</u>			
8001 plus Transfer from EMR	0			10,000						

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
Movement to/(from) Gen Reserve	(3,183)			(9,185)						
<u>60 Markets</u>										
1017 Rental Income Sat Market	1,444	1,928	484	12,111	15,424	3,313	23,130		0	
1018 Rental Income Wed Market	1,080	1,182	102	9,428	9,456	29	14,187		0	
1019 Rental Income Blighs Market	1,240	1,288	48	10,040	10,304	264	15,450		0	
1028 Rental Income Pop Up Market	0	0	0	770	0	(770)	0		0	
Marks :- Income	3,764	4,398	634	32,349	35,184	2,836	52,767			0
4010 Gross Pay	130	142	12	1,554	1,136	(418)	1,704		150	
5410 Repairs & General Maintenance	1	0	(1)	36	52	16	102		66	
5420 Saturday market charges	1,121	1,153	32	9,881	10,088	207	14,988		5,107	
5421 Wednesday Market charges	2,042	2,100	58	17,355	18,375	1,020	27,301		9,946	
5425 Pop Up Market	0	0	0	7,794	449	(7,345)	449		(7,345)	5,795
6001 Blighs Market Charges	880	1,192	312	7,585	9,536	1,951	14,299		6,714	
6010 Light Heat & Cleaning	75	0	(75)	139	384	245	510		371	
6460 Publicity & Democratic notices	0	170	170	0	1,360	1,360	2,040		2,040	
6635 Professional Fees Licensing	0	0	0	180	0	(180)	0		(180)	
Marks :- Indirect Expenditure	4,250	4,757	507	44,525	41,380	(3,145)	61,393	0	16,868	5,795
Net Income over Expenditure	(486)	(359)	127	(12,176)	(6,196)	5,980	(8,626)			
8001 plus Transfer from EMR	0			5,795						
Movement to/(from) Gen Reserve	(486)			(6,381)						

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## 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>70</u> Precept										
1995 Precept	103,325	103,325	0	826,599	826,600	1	1,239,898		0	
Precept :- Income	<u>103,325</u>	<u>103,325</u>	<u>0</u>	<u>826,599</u>	<u>826,600</u>	<u>1</u>	<u>1,239,898</u>			<u>0</u>
Net Income	<u>103,325</u>	<u>103,325</u>	<u>0</u>	<u>826,599</u>	<u>826,600</u>	<u>1</u>	<u>1,239,898</u>			
Grand Totals:- Income	147,421	149,949	2,528	1,149,451	1,207,132	57,681	1,797,381			
Expenditure	171,337	147,424	(23,913)	1,162,439	1,199,785	37,346	1,858,155	0	695,716	
Net Income over Expenditure	<u>(23,915)</u>	<u>2,525</u>	<u>26,440</u>	<u>(12,988)</u>	<u>7,347</u>	<u>20,335</u>	<u>(60,774)</u>			
plus Transfer from EMR	0			34,502						
less Transfer to EMR	0			638						
Movement to/(from) Gen Reserve	<u>(23,915)</u>			<u>20,875</u>						

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

## 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	233,465	0	(233,465)	0		0	
Capital Infrastructure Budget :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>244,919</u>	<u>0</u>	<u>(244,919)</u>	<u>0</u>			<u>0</u>
9011 Cemetery Paths Resurfacing	0	0	0	24,020	0	(24,020)	0		(24,020)	24,020
9062 Bat & Ball Station	0	0	0	535	0	(535)	0		(535)	
9063 New Community Centre	10,852	0	(10,852)	121,745	0	(121,745)	0		(121,745)	
9065 Rugby pitch	0	0	0	1,990	0	(1,990)	0		(1,990)	
9066 Northern Masterplan	69	0	(69)	7,675	0	(7,675)	0		(7,675)	
9071 Business Hub	0	0	0	109,054	0	(109,054)	0		(109,054)	
9074 Jubilee Clock	0	0	0	210	0	(210)	0		(210)	
Capital Infrastructure Budget :- Indirect Expenditure	<u>10,921</u>	<u>0</u>	<u>(10,921)</u>	<u>265,229</u>	<u>0</u>	<u>(265,229)</u>	<u>0</u>	<u>0</u>	<u>(265,229)</u>	<u>24,020</u>
Net Income over Expenditure	<u>(10,921)</u>	<u>0</u>	<u>10,921</u>	<u>(20,310)</u>	<u>0</u>	<u>20,310</u>	<u>0</u>			
8001 plus Transfer from EMR	0			24,020						
Movement to/(from) Gen Reserve	<u>(10,921)</u>			<u>3,710</u>						
Grand Totals:- Income	0	0	0	244,919	0	(244,919)	0			
Expenditure	10,921	0	(10,921)	265,229	0	(265,229)	0	0	(265,229)	
Net Income over Expenditure	<u>(10,921)</u>	<u>0</u>	<u>10,921</u>	<u>(20,310)</u>	<u>0</u>	<u>20,310</u>	<u>0</u>			
plus Transfer from EMR	0			24,020						
Movement to/(from) Gen Reserve	<u>(10,921)</u>			<u>3,710</u>						

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## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2021

Month No: 8

## 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	233,465	0	(233,465)	0		0	
Capital Infrastructure Budget :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>244,919</u>	<u>0</u>	<u>(244,919)</u>	<u>0</u>			<u>0</u>
9011 Cemetery Paths Resurfacing	0	0	0	24,020	0	(24,020)	0		(24,020)	24,020
9062 Bat & Ball Station	0	0	0	535	0	(535)	0		(535)	
9063 New Community Centre	6,761	0	(6,761)	110,894	0	(110,894)	0		(110,894)	
9065 Rugby pitch	0	0	0	1,990	0	(1,990)	0		(1,990)	
9066 Northern Masterplan	69	0	(69)	7,606	0	(7,606)	0		(7,606)	
9071 Business Hub	368	0	(368)	109,054	0	(109,054)	0		(109,054)	
9074 Jubilee Clock	0	0	0	210	0	(210)	0		(210)	
Capital Infrastructure Budget :- Indirect Expenditure	<u>7,199</u>	<u>0</u>	<u>(7,199)</u>	<u>254,308</u>	<u>0</u>	<u>(254,308)</u>	<u>0</u>	<u>0</u>	<u>(254,308)</u>	<u>24,020</u>
Net Income over Expenditure	<u>(7,199)</u>	<u>0</u>	<u>7,199</u>	<u>(9,389)</u>	<u>0</u>	<u>9,389</u>	<u>0</u>			
8001 plus Transfer from EMR	0			24,020						
Movement to/(from) Gen Reserve	<u>(7,199)</u>			<u>14,631</u>						
Grand Totals:- Income	0	0	0	244,919	0	(244,919)	0			
Expenditure	7,199	0	(7,199)	254,308	0	(254,308)	0	0	(254,308)	
Net Income over Expenditure	<u>(7,199)</u>	<u>0</u>	<u>7,199</u>	<u>(9,389)</u>	<u>0</u>	<u>9,389</u>	<u>0</u>			
plus Transfer from EMR	0			24,020						
Movement to/(from) Gen Reserve	<u>(7,199)</u>			<u>14,631</u>						

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## December 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
	£	£	£	£	
<b>Planning Committee</b>					
General	( 19,420)	( 21,749)	( 2,329)	( 28,856)	Broadly in line with budget, slightly under on Gross Pay due to staff sickness and resignation, also low Professional Fees paid this year.
<b>Open Spaces &amp; Leisure Committee</b>					
General	( 185,784)	( 210,222)	( 24,438)	( 284,413)	Other income includes £1,921 prior year Rates refund on St Johns Toilets, due to Toilet tax change. Other favourable variances are due to the phasing of spend on equipment hire & maintenance (£10.1K), Sevenoaks Common (£3.1K), Tree Safety Survey (£2.1K), Knole Paddock (£2.7K) and Skatepark (£2K). Budget also included vehicle expenses for a new vehicle (£11.4K) and capial items (£1.2K) which haven't happened yet. This is partially offset by Sports income which is adverse £4.6K year to date. This is mainly due to no income in April due to lockdown. £3.3K adverse variance in Lower St Johns Toilets is due to £3.7K electric charges in September, being a catch up on actual usage, having been based on estimates previously. £3.8K St Nicholas War memorial relates to a 2019 commitment, and is partially offset by £1.8K grant. The £2.9K 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 c£5K adverse. The £328 adverse variance in code 1316 is caused by budget for Raley's parking permits erroneously including VAT.
Cemetery	( 29,461)	( 23,070)	6,391	( 32,710)	The variance is mainly driven by lower cemetery income than budget (£13.6K). This is partially offset by £7.6K favourable pay related, driven by long term sickness and a period with an unfilled vacancy. Higher than budget Rates are causing the adverse vaiance in 6000, expected to cause £2K worth of adverse variance for the full year.
Allotments	1,173	632	( 541)	( 1,934)	Income is slightly lower than expected post-renewals (£419). Gross Pay is £1.1K under budget ytd. Favourable rates is due to a correction to the water bill, which had been based on estimates. Asbestos Removal in July is the main cause behind the adverse variance in 6002.
Street lighting/ general	( 21,462)	( 26,040)	( 4,578)	( 21,111)	Favourable variance is mainly due to spend on Public Clock Maintenance & In Bloom being lower than budget to date.
Vine Grounds	( 21,148)	( 16,150)	4,998	( 21,965)	Higher Gross Pay costs (£3.1k) are offset by the Kickstart grant income received (£2.9k). New Noticeboard for the Vine (£1.3k) is the cause of the adverse variance in Vine general maintenance. Higher costs for the Summer bands (£650), & Vegan market being the only income from Other events to date (£1K variance) also contributes to the adverse variance.

## December 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
	£	£	£	£	
<b>Finance &amp; General Purposes Committee</b>					
Vine Café	( 19,098)	( 17,701)	1,397	( 25,911)	Sale of Goods income tracking budget to December. £7.5k Other Income relates to a retrospective refund relating to partial VAT reduction on ceretain takeaway food during COVID. £2.1k income relates to kickstart funding (offset by salary cost of Kickstart employee). New manager has reviewed staffing levels. Overspends in Repairs & General Maintenance and Equipment Maintenance (£2.4K) relate to repairst to Oven & Dishwasher. High water bill is under investigation (£1.4K). £3.5K higher cleaning spend as a result of ongoing covid requirements. Pest Control work in code 6922 in June & September driving £1.9K adverse.
Bat & Ball Station	( 31,611)	( 30,149)	1,462	( 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 £35.8K below budget. This is offset by £14.1K HLF grant to support the re-opening of the cafe, & £4.1K Furlough grant. Also £1.9K kickstart grant. The cafe are also taking on more catering, (£3K favourable) including the weekly tea dance. Underspends in goods for re-sale £7K due to cafe being closed until mid May, and ongoing lower customer levels, & £3.4K lower staff costs.
Establishments	( 420,425)	( 428,400)	( 7,975)	( 662,243)	Favourable variance to date is mainly due to expected phasing of spend: £4.7K Audit fees & legal expenses expected later in year. £4.3K covid grant invoices expected soon.  The following variances are also of interest: Lower interest received to date. Full year budget £4K at risk due to interest rates. Banner income is also lower than expected, due to less advertising by third parties. Partially offset by lower banner costs. Overspend in Gross Pay (£7.5K) is offset by Kickstart Funding income (£6.8k). Underspend in Printing & Stationery (£3.3k) partly due to STC move to reduce paper & printing usage where possible. Microsoft licences are higher than budget, with overspend full year expected to be £2.6K. The council is moving to MS Business Premium which will be a cost saving in 2022/23. Additional Covid Screens have caused the variance adverse in 6922 Health Safety. Waste sacks costs (£2.8k) partially offset by Waste Sacks income (£2.6k)
General	( 33,410)	( 58,320)	( 24,910)	( 69,910)	Christmas Lights costs have largely finished for the event now. The purchase of extra lights (£2.5k) contributed to the £4k overspend on the event. Slightly higher income for the event (£620). £1.8K higher spend on remembrance due to screening the event for covid reasons. The majority of the favourable variance is due to No 8 bus no longer being STC run.

## December 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
	£	£	£	£	
Council Offices	( 52,179)	( 29,429)	22,750	( 37,700)	Chamber bookings are currently £8.4K below budget, although bookings are slowly picking back up again. £10.3K higher pay related due to change of position. Rates are £3.5K overbudget due to phasing. Expected to be in line with budget full year. Repairs and maintenance higher due to car park has been re-lined costing £1650 (covered by reserves), and mandatory electricity report £460. Furnishings relates to the new carpetting for the hallway and chamber, covered by EMR and contingency budget virement.
Community Centre	9,556	8,693	( 863)	13,114	Monthly income is low for Dec due to Christmas, but had been above monthly budget. Year to date is lower due to the time spent building up hires after KCC ceased occupation. Tea dances also resumed in August, and are now above the monthly budget. Other income is KCC utilities usage during occupation, now fully paid. This offsets the higher electricity usage. Higher gross pay is offset by Kickstart funding, & grounds maintenance now brought in house. Hospitality spend is mainly the launch event, covered by a reserves transfer, as included in the project cost. Equipment is bins, hoover, vases and other small items. Computer is laptop for caretaker.
Grants	( 41,584)	( 39,955)	1,629	( 57,436)	Adverse variance due to changes in the way some free of charge hire is dealt with. B&B Ctr now included in free of charge calculations (including weekly tea dance), leading to more grant costs.
Property	5,060	5,925	865	5,925	Tracking budget to date. Timing vs phasing issue with income in December.

## December 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
	£	£	£	£	
Town Team	( 2,903)	( 7)	2,896	( 5,000)	Business Show happened in September. Generated £1.1k income over budget, & cost £583 over budget, net £577 surplus. 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. Christmas safari trail partially funded by donation.
Business Hub	( 4,602)	13,640	18,242	16,520	Income has started to build for the Hub, but is currently still slow. £45.8K lower income is partially offset by £27.6K lower running costs. 6105 is the leased line serving both Council Offices & Hub. Cost to be shared across both sites, & notice has been given to cease existing line rental/ fibre. Budget virements required to reflect more account codes used than in original cost plan
Sevenoaks Town Mayor	( 2,510)	( 6,111)	( 3,601)	( 8,147)	Mayoral expenses have started as of May. Claims for Allowance & Car Allowance are both lower then budgeted to date.
Youth Council	( 45)	( 378)	( 333)	( 510)	Current Youth Council spend is below budgeted, likely due to council only just recommencing following Covid.
Youth Cafe	( 11,296)	( 21,501)	( 10,205)	( 28,685)	£10K grant, recognised in 2020/21, has been released from reserves & will be spent on salaries across the year. This is driving the favourable variance. Also £4.1K furlough grant received due to café closure in April/ May. Adverse variances in Letting & Hire and Sale of Goods are the result of slow uptake in income streams & Youth cafe use post restrictions.
Markets	( 6,697)	( 6,581)	116	( 8,626)	The Pop-up Market net expenditure is now covered by CRF reserves release and budget. Saturday Market is doing worse than expected, Wednesday is in line with budget, and Blighs (including Xmas) is doing better than budget. Wednesday market continues to make a loss, £9.4K YTD, with the recent loss of a regular vendor this is expected to worsen. Blighs & Saturday markets are both making a surplus.
Precept	929,924	929,925	1	1,239,898	
<b>Revenue Surplus/ (Deficit) Total</b>	<b>42,077</b>	<b>23,052</b>	<b>( 19,025)</b>	<b>( 60,774)</b>	
Capital Infrastructure	3,710	-	( 3,710)	-	
<b>Total inc Capital</b>	<b>45,784</b>	<b>23,052</b>	<b>( 22,732)</b>	<b>( 60,774)</b>	

## Summary by Committee:

Planning	( 19,420)	( 21,749)	( 2,329)	( 28,856)
Open spaces & Leisure	( 256,682)	( 274,850)	( 18,168)	( 362,133)

## December 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
	£	£	£	£	
Vine Café	( 19,098)	( 17,701)	1,397	( 25,911)	
Bat Ball Station	( 31,611)	( 30,149)	1,462	( 41,074)	
Finance & General Purpose	( 561,035)	( 562,424)	( 1,389)	( 842,698)	
Precept	929,924	929,925	1	1,239,898	
Capital Infrastructure	3,710	-	( 3,710)	-	

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**Sevenoaks Town Council**  
**Working Capital Summary as at 31st December 2021**

	B/fwd 01-Apr-21 £	Movement* £	C/fwd 31-Dec-21 £	30-Dec-20 £
<b><u>Current Assets</u></b>				
Stock	2,109	-	2,109	606
Trade debtors	17,601	( 1,445)	16,156	17,200
VAT	60,292	( 46,040)	14,252	120,774
Prepayments and other debtors	64,003	( 49,955)	14,048	26,850
Total Cash at Bank	1,794,222	318,574	2,112,796	2,387,195
	<u>1,938,228</u>	<u>221,134</u>	<u>2,159,361</u>	<u>2,552,625</u>
<b><u>Current Liabilities</u></b>				
Trade creditors	87,369	( 75,221)	12,148	201,896
Accruals and other creditors	66,810	311,358	378,168	59,698
Precept received in advance of budget	-	413,298	413,298	303,819
Receipts in advance (rent, hall hire, cemetery)	13,522	( 416,205)	-402,683	7,272
	<u>167,701</u>	<u>233,230</u>	<u>400,931</u>	<u>572,685</u>
<b>Net Current Assets</b>	<u>1,770,526</u>	<u>( 12,096)</u>	<u>1,758,430</u>	<u>1,979,940</u>
<b>Represented by:</b>				
<b><u>General Funds</u></b>				
Revenue Reserves	417,571	41,040	458,611 Note 1	340,508
<b><u>Earmarked/Designated Funds</u></b>				
Youth Council Reserve	-	1,370	1,370 Note 2	-
Council Offices Reserve	11,198	( 9,650)	1,548 Note 3	15,123
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	( 10,731)	769 Note 4	1,500
STP Activities Reserve	538	-	538	-
Non-annual commitments reserve	5,824	-	5,824	-
Staff training reserve	4,775	( 1,885)	2,890	-
Capital Receipts Quaker Hall	29,231	-	29,231	-
Capital Receipts Reserve	639,367	( 114,628)	524,739 Note 5	352,306
Bat & Ball Station Management & Maintenance reserve	279,804	-	279,804	320,903
PWL repayment reserve	121,262	( 121,262)	0 Note 5	0
CRF reserve	5,795	( 5,795)	- Note 6	5,795
CIL Earmarked Reserve	102,065	209,445	311,510 Note 7	791,936
No 8 bus Reserve	78,808	-	78,808	78,808
QH Allotments Key Reserves	4,115	-	4,115	4,065
Mayor's Charity Reserve	656	-	656	7,266
	<u>1,352,955</u>	<u>( 53,136)</u>	<u>1,299,819</u>	<u>1,639,431</u>
	<u>1,770,526</u>	<u>( 12,096)</u>	<u>1,758,430</u>	<u>1,979,940</u>

Negative numbers denoted in red and brackets and represent a decrease

YTD movement is a net surplus of £42K

Represents unspent budget b/f for Youth Council

Spend on new carpet

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

YTD spend mainly on B&B Ctr £122K +£6K opening event (to be funded mostly from PWL), £109K on Business Hub & £8K on NDP.

Also £11K receipt re residual proceeds from sale of Raleys land

CRF reserves used to fund the Pop-Up Market held in May 2021

CIL income received £233,465 offset by £24K spent of cemetery paths

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Sevenoaks Town Council

Statement of Fund Balances as at 31 December 2021

£ (2020/21)		S&P Rating 31/12/2021		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
0	<u>Bank of Scotland</u>						
	Treasury deposit (1m)	A+	A1	0	0	0.00%	0.10%
876	<u>National Westminster Bank</u>	A	A1				
391,195	Business Reserve Account			4,486			
1,000	Current Account			705,239			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			5,285	725,111	34.32%	
50,501	<u>HSBC</u>	A+	A1				
	Business money manager			50,505	50,505	2.39%	0.01%
64,302	<u>Handelsbanken</u>	AA-	A1+				
260,005	Deposit account			64,317			0.00%
	35 day notice account			260,005	324,322	15.35%	0.01%
502,116	<u>Nationwide</u>	A	A1				
10,163	Instant Saver			502,284			0.05%
	Sevenoaks Fund Instant Saver			10,167	512,451	24.25%	0.05%
500,000	<u>CCLA</u>						
	Business money manager	AAA (Fitch only)		500,000	500,000	23.67%	0.01%
1	<u>Clydesdale</u>						
	Current account	BBB+	A2	1	1		
861	<u>Petty Cash</u>				907	0.04%	
-499	<u>Cashbook suspense</u>				-501	-0.02%	
1,794,222					2,112,796	100.00%	

Instant access funds

1,828,831

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

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11/01/2022

Sevenoaks Town Council

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## PURCHASE LEDGER INVOICE LISTING

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Purchase Ledger for Month No 9

Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
23/12/2021	92115	30806	AG MARKETING SERVICE	AGM001	605.00	121.00	726.00	6460	31	605.00	30860/Sevenoaks bus back ads
15/12/2021	15/12/2021	30799	BANKLINE	BANKL01	102.20	0.00	102.20	6975	31	102.20	30799/Nov bank chgs
17/12/2021	3452705	30803	BOOKER	BOOK001	-6.49	-1.30	-7.79	6505	28	-6.49	30803/gloves credit
16/12/2021	3573157	30802	BOOKER	BOOK001	73.99	3.41	77.40	6505	28	13.07	30802/cafe consumables
								6010	28	3.99	30802/cleaning equipment
								6500	28	56.93	30802/Goods for resale
17/12/2021	M130DT	30768	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	30768/Dec telephone chgs
13/12/2021	0006517250	30818	CASTLE WATER	CAS006	-62.39	-12.47	-74.86	6000	21	-62.39	30818/Oct-Mar22 water credit
25/11/2021	0006458944	30750	CASTLE WATER	CAS008	-347.44	-69.49	-416.93	6000	23	-347.44	30750/Jan-Jun21 water credit
25/11/2021	0006458946	30751	CASTLE WATER	CAS008	-235.14	-47.03	-282.17	6000	23	-235.14	30751/Jul-Dec2020 water credit
08/12/2021	147408	30777	HW COLDBREATH	COL003	206.64	0.00	206.64	6500	30	206.64	30777/Goods for resale
08/12/2021	INV-2584	30742	COMMERCIAL PRESSURE	COM003	50.00	10.00	60.00	6010	28	50.00	window cleaning
08/12/2021	151298	30766	CONNECTAPHONE	CON001	481.30	96.26	577.56	6101	21	11.83	30766/Nov telephone chgs
								6101	22	16.39	30766/Nov telephone chgs
								6101	30	73.42	30766/Nov telephone chgs
								6101	36	46.98	30766/Nov telephone chgs
								6101	31	332.68	30766/Nov telephone chgs
23/11/2021	12582	30824	STREETLIGHTS	DIR001	1,048.76	209.75	1,258.51	6862	26	1,048.76	30824/W.Avenue column repairs
02/12/2021	H1A7DCCE5E	30720	E-ON	E-ON	401.54	80.31	481.85	6862	26	401.54	30720/Nov electric chgs
02/12/2021	000011064585	30690	EDF ENERGY	EDF002	1,929.38	385.87	2,315.25	6101	50	1,929.38	30690/Nov electricity chgs
08/12/2021	000011138477	30752	EDF ENERGY	EDF003	11.32	0.57	11.89	6010	60	11.32	30752/Nov2021 electricity chgs
13/12/2021	000011171864	30761	EDF ENERGY	EDF004	72.96	3.65	76.61	6010	41	72.96	30761/Oct electric chgs
13/12/2021	000011171868	30762	EDF ENERGY	EDF004	267.86	13.39	281.25	6010	41	267.86	30762/Nov electric chgs
15/12/2021	35682	30800	EDGE DESIGN	EDGE001	810.90	162.18	973.08	110	0	540.60	30800/PC mapping software
								6240	11	111.60	30800/PC mapping software
								6240	22	158.70	30800/PC mapping software
13/12/2021	0003583263	30778	ELITE	EFS001	76.04	7.60	83.64	6500	30	38.02	30778/Goods for resale
								6505	30	13.13	30778/cafe consumables

## Purchase Ledger for Month No 9

## 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
								6013	30	24.89	30778/cleaning equipment
13/12/2021	0003584312	30779	ELITE	EFS001	-5.78	-1.16	-6.94	6505	30	-5.78	30779/cafe consumable credit
14/12/2021	SV295709	30796	ELS	ELS001	16.98	3.40	20.38	5410	60	16.98	30795/light plugs x 6
01/12/2021	64801	30794	ATLAS FM/EMPRISE SVS	EMP001	404.64	80.93	485.57	6932	22	404.64	30794/Dec lock up chgs
01/12/2021	64802	30793	ATLAS FM/EMPRISE SVS	EMP001	1,045.94	209.19	1,255.13	5311	21	1,045.94	30793/Dec lock up chgs
01/12/2021	64803	30792	ATLAS FM/EMPRISE SVS	EMP001	697.50	139.50	837.00	5311	21	697.50	30792/Dec lock up chgs
01/12/2021	0063/02927934	30713	FAIRALLS	FAIR001	72.72	14.54	87.26	5410	33	72.72	30712/post mix x 2
01/12/2021	I027136	30684	FORGE GARAGE	FORG001	256.82	40.40	297.22	5550	21	256.82	30683/LS55 CKL service
30/11/2021	10659	30798	HARDWARE CENTRE	HARD001	65.63	12.12	77.75	5410	22	2.52	30798/bracket
								5410	28	26.09	30798/nuts,washers,bolt,glue
								5525	21	23.83	30798/blades, jobber,battery
								5500	21	13.19	30798/saw, knife
09/12/2021	81504	30740	HERBERT & WARD	HAW001	134.00	9.00	143.00	6500	30	89.00	coffee, hot chocolate
								6505	30	45.00	cups
03/12/2021	81595	30739	HERBERT & WARD	HAW001	126.00	0.00	126.00	6500	30	126.00	coffee
09/12/2021	81648	30801	HERBERT & WARD	HAW001	218.95	16.00	234.95	6505	28	80.00	30801/Coffee cups & lids
								6500	28	138.95	30801/Coffee
01/12/2021	INV-2240	30689	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	30689/monthly planning tracker
02/12/2021	34110040	30737	INITIAL WASHROOMS	INIT001	594.75	118.95	713.70	6935	31	23.40	toilet bin clean services21/22
								6935	30	76.53	toilet bin clean services21/22
								6935	36	48.75	toilet bin clean services21/22
								110	0	70.20	toilet bin clean services21/22
								110	0	229.62	toilet bin clean services21/22
								110	0	146.25	toilet bin clean services21/22
19/11/2021	1005814	30782	KALL KWIK	KALL001	30.00	6.00	36.00	6460	29	30.00	30783/10 vegan market posters
19/11/2021	1005815	30784	KALL KWIK	KALL001	59.00	0.00	59.00	6200	50	59.00	30784/pool comp leaflets
19/11/2021	1005816	30783	KALL KWIK	KALL001	145.00	0.00	145.00	6490	32	145.00	30783/Window.W leafets
23/11/2021	1005817	30765	KALL KWIK	KALL001	176.00	0.00	176.00	6200	31	176.00	30765/Town Crier re-print x250
06/12/2021	1005818	30804	KALL KWIK	KALL001	127.00	6.00	133.00	6460	30	127.00	30804/leaflets & posters

Purchase Ledger for Month No 9					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
02/12/2021	900141108	30754	KENT COUNTY COUNCIL	KCC002	25.00	0.00	25.00	6490	32	25.00	30754/CLSO Advertising fee
09/12/2021	13939936	30708	KCC KCS	KCC003	19.20	3.84	23.04	6013	21	19.20	30708/limescale remover 1l x 3
05/12/2021	I3937312	30681	KCC KCS	KCC003	489.80	97.96	587.76	6013	36	202.38	30681/Cleaning equipment
								6013	33	287.42	30681/Cleaning equipment
05/12/2021	I3937313	30683	KCC KCS	KCC003	148.17	29.63	177.80	6200	31	143.92	30682/stationery
								6013	33	4.25	30682/cleaning equipment
07/12/2021	I3938241	30715	KCC KCS	KCC003	109.45	21.89	131.34	6013	21	109.45	30714/cleaning equipment
09/12/2021	I3939934	30718	KCC KCS	KCC003	29.85	5.97	35.82	6200	31	29.85	30718/stationery
09/12/2021	I3939935	30709	KCC KCS	KCC003	170.40	34.08	204.48	5410	22	17.04	30709/Rock salt
								5410	21	119.28	30709/Rock salt
								5410	33	17.04	30709/Rock salt
								5410	36	17.04	30709/Rock salt
09/12/2021	I3939937	30719	KCC KCS	KCC003	17.75	3.55	21.30	6010	33	17.75	30719/cleaning equipment
11/12/2021	I3941880	30776	KCC KCS	KCC003	28.95	5.79	34.74	6013	33	28.95	30776/toilet roll
16/12/2021	I3944541	30774	KCC KCS	KCC003	7.50	1.50	9.00	6013	33	7.50	30774/handwash
29/11/2021	7553081	30738	KFF	KFF001	18.81	1.94	20.75	6500	30	18.81	baps, juice
29/11/2021	7553082	30763	KFF	KFF001	200.30	17.50	217.80	6500	50	68.29	30763/Goods for resale
								6500	30	132.01	30763/Goods for resale
20/12/2021	7570008	30813	KFF	KFF001	171.47	10.74	182.21	6013	30	8.92	30813/cleaning equipment
								6505	30	19.40	30813/cafe consumables
								6500	30	143.15	30813/Goods for resale
20/12/2021	7570992	30812	KFF	KFF001	-18.65	0.00	-18.65	6500	30	-18.65	30812/Goods for resale credit
16/12/2021	1158679848	30822	KONICA MINOLTA	KMB001	215.49	43.10	258.59	6240	31	215.49	30822/Bizhub C558 19.12-18.03
22/12/2021	1158766208	30821	KONICA MINOLTA	KMB001	325.80	65.16	390.96	6200	31	325.80	30821/bizhub C558 print chgs
08/12/2021	105775	30714	LANDSCAPE SUPPLY CO	LAND001	140.85	28.17	169.02	6952	21	83.95	30713/boots x 2
								5500	21	56.90	30713/boots x 2
17/12/2021	106041	30795	LANDSCAPE SUPPLY CO	LAND001	31.59	6.32	37.91	5500	21	31.59	30795/bulb planter
02/12/2021	03795GR	30685	LOCUM LOCKS	LOC003	105.72	21.14	126.86	5410	41	105.72	30684/lock replacement
02/12/2021	HIGHT2116	30686	MATTHEW HIGHTON	MATT002	300.00	0.00	300.00	6490	32	300.00	30686/CLSO MCing

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## Purchase Ledger for Month No 9

## 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
16/12/2021	16THDECEMBER2021	30780	MATT JAMES PHOTOGRAP	MATT003	365.00	0.00	365.00	6460	31	365.00	30780/photography for bus ads
29/12/2021	UKSPS00072314	30820	NEXUDUS SL	NEX001	10.20	2.04	12.24	6900	41	10.20	30820/Dec booking sytem chgs
03/12/2021	24006368	30691	NISBETS	NIS001	869.85	173.97	1,043.82	6922	31	869.85	30692/15 sanitiser stations
06/12/2021	24016757	30741	NISBETS	NIS001	48.73	9.74	58.47	6505	30	48.73	burger boxes, food boxes
17/12/2021	24087804	30769	NISBETS	NIS001	74.90	14.98	89.88	6922	33	74.90	30769/Face Masks- 10 x 50 pack
08/12/2021	00002498449-044	30716	PLUSNET	PLUS01	45.56	9.11	54.67	6101	31	45.56	30715/Dec telephone chgs
04/12/2021	00002976949-044	30694	PLUSNET	PLUS01	29.04	5.81	34.85	6101	28	29.04	30694/Dec phone chgs
04/12/2021	00003028653-044	30695	PLUSNET	PLUS01	47.94	9.59	57.53	6101	50	47.94	30695/Dec telephone chgs
03/12/2021	00003028673-044	30692	PLUSNET	PLUS01	19.38	3.88	23.26	6101	22	19.38	30693/Dec telephone chgs
07/12/2021	4422	30748	PRIMO	PRIMO001	55.00	0.00	55.00	6500	31	55.00	coffee
09/12/2021	163595	30788	PROVENDER	PRO002	39.58	7.92	47.50	5410	36	39.58	30787/Top soil
30/11/2021	RS93588	30749	RAWSTONE HIRE	RAW001	334.15	66.83	400.98	6490	32	334.15	road signs, barriers hire
03/12/2021	21-090	30710	RUSSELL HARPER	RUS001	150.00	30.00	180.00	6490	32	150.00	30710/CLSO photography
09/12/2021	DS764	30781	SA EVENTS	SAE001	2,448.40	489.68	2,938.08	6490	32	2,448.40	30781/staging & tech for CLSO
13/12/2021	2070905	30775	SDC	SDC001	3,673.22	0.00	3,673.22	5421	60	2,552.24	30775/Dec market rent
								5420	60	1,120.98	30775/Dec market rent
10/12/2021	2070675	30753	SDC DIRECT SERVICES	SDC002	120.90	0.00	120.90	6935	30	120.90	30753/bin collection 8/11-5/12
10/12/2021	2070784	30747	SDC DIRECT SERVICES	SDC002	241.80	0.00	241.80	6935	21	241.80	bin coll 08/11-05/12 2021
10/12/2021	2070785	30745	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	bin coll 08/11-05/12 2021
10/12/2021	2070786	30744	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	bin coll 08/11-05/12 2021
10/12/2021	2070793	30743	SDC DIRECT SERVICES	SDC002	60.45	0.00	60.45	6935	36	60.45	bin coll 08/11-05/12 2021
10/12/2021	2070794	30746	SDC DIRECT SERVICES	SDC002	146.20	0.00	146.20	6935	28	146.20	bin coll 08/11-05/12 2021
01/12/2021	15250	30785	SEV MOWERS	SEV006	16.56	3.31	19.87	5525	22	16.56	30785/cover for battery
01/12/2021	15256	30711	SEV MOWERS	SEV006	180.60	36.12	216.72	5525	21	180.60	30711/Husqvarna mower service
24/11/2021	84448	30791	SGE	SGE001	29.26	1.46	30.72	5700	22	29.26	30791/Gas oil
30/11/2021	84525	30790	SGE	SGE001	14.94	0.75	15.69	5700	22	14.94	30790/Gas oil
30/11/2021	84588	30789	SGE	SGE001	48.00	9.60	57.60	5310	21	48.00	30788/gate pin
05/12/2021	8420606	30717	SHELL	SHEL001	91.07	18.21	109.28	5700	21	91.07	30717/fuel
06/12/2021	0046	30722	SSE	SSE002	-879.13	-175.82	-1,054.95	6010	33	-879.13	30722/Electric cred 19/8-11/11

## Purchase Ledger for Month No 9

## 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
06/12/2021	0047	30721	SSE	SSE002	666.44	133.28	799.72	6010	33	666.44	30721/Electric chgs 19/8-11/11
06/12/2021	0042	30724	SSE	SSE003	-56.15	-2.80	-58.95	5020	29	-56.15	30724/electric cred 25/8-17/11
06/12/2021	0043	30723	SSE	SSE003	132.40	6.62	139.02	5020	29	132.40	30723/electric chgs 25/8-17/11
06/12/2021	0047	30726	SSE	SSE004	-645.50	-129.10	-774.60	6010	28	-645.50	30726/electric cred 25/8-17/11
06/12/2021	0048	30725	SSE	SSE004	902.65	180.53	1,083.18	6010	28	902.65	30725/electric chgs 25/8-17/11
06/12/2021	0043	30728	SSE	SSE005	-859.62	-171.92	-1,031.54	6010	21	-859.62	30728/electric cred 7/9-29/11
06/12/2021	0044	30727	SSE	SSE005	573.50	114.70	688.20	6010	21	573.50	30727/electric chgs 7/9-29/11
09/12/2021	0091	30757	SSE	SSE006	-98.95	-4.94	-103.89	6010	22	-98.95	30757/Oct electric credit
09/12/2021	0092	30756	SSE	SSE006	197.91	39.58	237.49	6010	22	197.91	30756/Oct electric chgs
09/12/2021	0093	30758	SSE	SSE006	86.40	4.32	90.72	6010	22	86.40	30758/Nov electricity chg
06/12/2021	0042	30729	SSE	SSE007	-67.14	-3.35	-70.49	5025	21	-67.14	30729/electric cred 7/9-29/11
06/12/2021	0042/REV	30807	SSE	SSE007	67.13	3.36	70.49	5025	21	67.13	30807/inv0043 reversal
06/12/2021	0042A	30808	SSE	SSE007	-67.10	-3.36	-70.46	5025	21	-67.10	30808/Electr credit 7/9-29/11
06/12/2021	0043	30730	SSE	SSE007	400.56	20.02	420.58	5025	21	400.56	30730/electric chgs 7/9-29/11
06/12/2021	0034	30731	SSE	SSE008	563.78	112.75	676.53	6011	30	563.78	30731/Nov electric chgs
06/12/2021	0008	30732	SSE	SSE013	229.22	45.84	275.06	6012	36	229.22	30732/Nov gas chgs
08/12/2021	0017	30760	SSE	SSE014	-412.53	-20.62	-433.15	6012	30	-412.53	30760/Sep-Nov gas credit
08/12/2021	0018	30759	SSE	SSE014	540.71	108.14	648.85	6012	30	540.71	30759/Sep-Nov gas chgs
24/12/2021	0019	30816	SSE	SSE014	-540.71	-108.14	-648.85	6012	30	-540.71	30816/Sep-Nov gas credit
24/12/2021	0020	30815	SSE	SSE014	237.41	11.87	249.28	6012	30	237.41	30815/Sep-Nov Gas chgs
24/12/2021	0021	30814	SSE	SSE014	170.85	34.17	205.02	6012	30	170.85	30814/Nov gas chgs
06/12/2021	0035	30734	SSE	SSE015	-599.53	-119.90	-719.43	6010	33	-599.53	30734/gas credit 17/8-9/11
06/12/2021	0036	30733	SSE	SSE015	648.49	129.69	778.18	6010	33	648.49	30733/Gas chgs 17/8-9/11
01/12/2021	00384058	30688	STAGE ELECTRICS	STA001	486.74	97.35	584.09	9063	91	486.74	30688/staging equipment
22/12/2021	00384636	30817	STAGE ELECTRICS	STA001	6,414.80	1,282.96	7,697.76	9063	91	6,414.80	30817/AV equipment
24/12/2021	SP21006798	30819	ST JOHN	STJO001	840.00	168.00	1,008.00	6490	32	840.00	30819/CLSO first aid cover
19/11/2021	14591A	30823	JS TAYLOR	TAYL001	-100.00	0.00	-100.00	6490	32	-100.00	30823/CLSO lighting boxes
02/12/2021	14600	30735	JS TAYLOR	TAYL001	360.00	0.00	360.00	5410	36	360.00	30735/xmas tree electric work
10/12/2021	34757	30787	TELESHORE UK	TELE003	387.00	77.40	464.40	5500	22	224.00	30787/speed brace

## Purchase Ledger for Month No 9

## Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								5525	22	163.00	30787/hosing equipment
28/11/2021	5713520	30736	REACH PLC	TRM	900.00	180.00	1,080.00	6460	31	900.00	advert-Christmas lights
02/12/2021	3049	30712	TOMS TREE TIES	TTT001	165.00	33.00	198.00	5340	21	165.00	30712/irrigation & tree ties
13/12/2021	31/12/2021	30770	TURNERS GARDEN SERVI	TUR001	3,950.00	0.00	3,950.00	9063	91	3,950.00	30770/2nd phase of landscaping
16/12/2021	2218	30773	ULTRALITE	ULTRA001	13,200.00	2,640.00	15,840.00	6490	32	13,200.00	30773/Install & remove lights
16/12/2021	2219	30772	ULTRALITE	ULTRA001	2,670.00	534.00	3,204.00	6490	32	2,670.00	30772/replace 30 snowflakes
16/12/2021	2220	30771	ULTRALITE	ULTRA001	1,200.00	240.00	1,440.00	6490	32	1,200.00	30771/replace 4 post fittings
14/12/2021	3007688	30805	WARNERS SOLICITORS	WARN001	600.00	120.00	720.00	6620	36	600.00	30805/Contract dispute bill
30/11/2021	182267690	30809	WORLDPAY	WOR001	83.00	11.04	94.04	6976	30	83.00	30809/Nov card trans chgs
30/11/2021	182454001	30810	WORLDPAY	WOR001	0.39	0.01	0.40	6976	31	0.39	30810/Nov card trans chgs
30/11/2021	182525954	30811	WORLDPAY	WOR001	81.51	9.72	91.23	6976	28	81.51	30811/Nov card trans chgs
01/12/2021	WM11692128	30687	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	30687/Dec card trans chgs
TOTAL INVOICES					53,954.00	8,513.95	62,467.95			53,954.00	



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## PURCHASE LEDGER INVOICE LISTING

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Purchase Ledger for Month No 8

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
22/11/2021	192494285	30601	AA DEVELOPMENTS LTD	AA002	274.00	54.80	328.80	6491	32	274.00	30601/Rem Day sign rental
30/11/2021	192517365	30656	AA DEVELOPMENTS LTD	AA002	384.00	76.80	460.80	6490	32	384.00	30656/Signs for CLSO
04/11/2021	67289	30560	APPOINTMENT BUS	APP001	65.00	13.00	78.00	6200	31	65.00	30560/black toner for Konica.M
25/11/2021	67469	30636	APPOINTMENT BUS	APP001	20.64	4.13	24.77	6200	31	20.64	30639/printing chgs
15/11/2021	15/11/2021	30619	BANKLINE	BANKL01	99.40	0.00	99.40	6975	31	99.40	30619/bank chgs
31/10/2021	0001019407	30620	BJF CONNECTIONS LTD	BJF002	1,001.25	200.25	1,201.50	9063	91	1,001.25	30620/splashback intallation
19/11/2021	3452214	30633	BOOKER	BOOK001	-4.29	-0.86	-5.15	6500	28	-4.29	30633/Goods for resale credit
12/11/2021	3572177	30617	BOOKER	BOOK001	103.46	2.36	105.82	6010	28	11.78	30617/cleaning equipment
								6500	28	91.68	30617/Goods for resale
19/11/2021	3572354	30634	BOOKER	BOOK001	40.16	3.16	43.32	6500	28	28.67	30634/Goods for resale
								6010	28	11.49	30634/cleaning eq
19/11/2021	3572355	30635	BOOKER	BOOK001	127.84	0.48	128.32	6500	28	127.84	30635/Goods for resale
25/11/2021	3572553	30675	BOOKER	BOOK001	97.07	5.05	102.12	6505	28	20.97	30675/cafe consumables
								6500	28	76.10	30675/Goods for resale
17/11/2021	M1297P	30616	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	30616/Nov telephone chgs
24/11/2021	43458	30707	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	30	245.00	30707/Legionella Risk Assessed
24/11/2021	43459	30706	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	41	245.00	30706/Legionella Risk Assessed
24/11/2021	43460	30704	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	36	245.00	30704/Legionella Risk Assessed
24/11/2021	43461	30705	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	22	245.00	30705/Legionella Risk Assessed
24/11/2021	43462	30699	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	21	245.00	30699/Legionella Risk Assessed
24/11/2021	43463	30700	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	28	245.00	30700/Legionella Risk Assessed
24/11/2021	43464	30703	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	21	245.00	30703/Legionella Risk Assessed
24/11/2021	43465	30702	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	29	245.00	30702/Legionella Risk Assessed
24/11/2021	43466	30701	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	33	245.00	30701/Legionella Risk Assessed
08/11/2021	INV282682	30663	BROXAP	BROX001	1,164.00	232.80	1,396.80	5120	21	1,164.00	30663/Rugby posts
04/11/2021	4596	30671	BURSLEM	BUR001	3,824.65	764.93	4,589.58	5031	21	3,824.65	30671/War Memorial maintenance
22/11/2021	0006395332	30677	CASTLE WATER	CAS004	1,521.06	199.55	1,720.61	6000	28	1,521.06	30677/water chg 30/09-06/12
01/11/2021	0006285972	30621	CASTLE WATER	CAS005	468.68	59.81	528.49	5025	21	468.68	30621/water chg 01/09-28/02

## Purchase Ledger for Month No 8

## 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
22/11/2021	147328	30649	HW COLDBREATH	COL003	153.20	0.00	153.20	6500	30	153.20	30649/goods for resale
12/11/2021	INV-2555	30651	COMMERCIAL PRESSURE	COM003	50.00	10.00	60.00	6010	28	50.00	30651/window cleaning chg
10/11/2021	151212	30579	CONNECTAPHONE	CON001	497.39	99.48	596.87	6101	22	16.67	30579/Oct telephone chgs
								6101	21	11.85	30579/Oct telephone chgs
								6101	36	46.98	30579/Oct telephone chgs
								6101	41	17.48	30579/Oct telephone chgs
								6101	30	73.15	30579/Oct telephone chgs
								6101	31	331.26	30579/Oct telephone chgs
30/11/2021	INV268223	30676	COUNTRY STYLE RECYCL	COU001	20.85	4.17	25.02	6935	36	20.85	30676/Nov Glass collection
15/11/2021	712178	30652	DISPOSABLES CATERIN	DCS001	51.69	10.34	62.03	6505	28	51.69	30652/coffee cups & lids
13/08/2021	957185	30667	ERNEST DOE	DOE001	235.00	47.00	282.00	9063	91	235.00	30667/battery strimmer
13/08/2021	957187	30666	ERNEST DOE	DOE001	145.83	29.17	175.00	5500	22	145.83	30666/Honda battery
12/11/2021	RF15633	30565	DOWN TO EARTH	DOWN001	760.00	152.00	912.00	5070	21	760.00	30565/Tree work
12/11/2021	RF15635	30665	DOWN TO EARTH	DOWN001	795.00	159.00	954.00	5070	21	795.00	30665/Tree work
12/11/2021	RF15640	30566	DOWN TO EARTH	DOWN001	640.00	128.00	768.00	5060	21	640.00	302566/Tree work
02/11/2021	H1A69E0BAF	30578	E-ON	E-ON	414.93	82.99	497.92	6862	26	414.93	30578/Oct electricity chgs
01/11/2021	19163	30543	ECO CHOICE	ECO001	1,893.76	378.75	2,272.51	5010	29	1,893.76	30543/Timber for fencing
05/11/2021	000010903563	30574	EDF ENERGY	EDF002	871.36	174.28	1,045.64	6011	36	871.36	30574/Oct electricity chgs
23/11/2021	000010993175	30653	EDF ENERGY	EDF003	6.62	0.33	6.95	6010	60	6.62	30653/Oct electric chg
01/11/2021	0003542427	30536	ELITE	EFS001	55.23	2.55	57.78	6500	30	55.23	30536/goods for resale
01/11/2021	0003544187	30537	ELITE	EFS001	-23.85	0.00	-23.85	6500	30	-23.85	30537/Goods for resale credit
16/11/2021	SINV030101	30615	ELLIS WHITTAM	ELLI001	525.00	105.00	630.00	6922	22	525.00	30615/L.F Health Assessment
15/11/2021	63384	30595	ATLAS FM/EMPRISE SVS	EMP001	404.64	80.93	485.57	6932	22	404.64	30595/Nov lock up chgs
15/11/2021	63385	30594	ATLAS FM/EMPRISE SVS	EMP001	1,012.20	202.44	1,214.64	5311	21	1,012.20	30594/Nov lock up chgs
15/11/2021	63386	30593	ATLAS FM/EMPRISE SVS	EMP001	675.00	135.00	810.00	5311	21	675.00	30593/Nov lock up chgs
30/11/2021	138699	30669	ENGLISH WOODLANDS	ENG001	570.76	114.15	684.91	5340	21	570.76	30669/Trees
30/11/2021	138727	30668	ENGLISH WOODLANDS	ENG001	305.77	61.14	366.91	5340	21	305.77	30668/Trees
05/11/2021	0063/02889851	30662	FAIRALLS	FAIR001	19.00	3.80	22.80	5410	23	19.00	30662/1/2 load roadstone
10/11/2021	0063/02896290	30645	FAIRALLS	FAIR001	4.48	0.90	5.38	5525	21	4.48	30645/270ml silicone

## Purchase Ledger for Month No 8

## 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
15/11/2021	0063/02902425	30648	FAIRALLS	FAIR001	23.91	4.78	28.69	5410	36	23.91	30648/post mix
16/11/2021	0063/02904569	30646	FAIRALLS	FAIR001	65.14	13.03	78.17	5410	22	65.14	30646/ballast
23/11/2021	0000028897	30654	GAZEBO WORKSHOP	GAZ001	819.47	163.89	983.36	6869	32	819.47	30654/Gazebo x 2
17/11/2021	28860	30602	GEER	GEER001	140.00	28.00	168.00	5410	30	140.00	30602/Gas fire service
23/11/2021	05/091451	30670	GREENHAM	GREE001	62.50	12.50	75.00	5500	21	62.50	30670/Road signs & frames x 2
14/11/2021	INV-0035	30624	GROUNDHOUSE MEDIA AN	GRO001	2,861.40	572.28	3,433.68	6491	32	2,861.40	30624/Filming & sound system
31/10/2021	10642	30568	HARDWARE CENTRE	HARD001	133.17	26.63	159.80	5010	29	82.97	30567/washer,bolts.chains
								5410	28	24.12	30567/brackets,nails,glue,pins
								5500	21	4.99	30567/tape measure
								5500	21	21.09	30567/file,saw,masonry bits
02/11/2021	81248	30570	HERBERT & WARD	HAW001	206.00	16.00	222.00	6500	30	126.00	30569/coffee
								6505	30	80.00	30569/cups,lids
17/11/2021	81390	30650	HERBERT & WARD	HAW001	126.00	0.00	126.00	6500	28	126.00	30650/goods for resale
23/11/2021	16576	30642	HELIOCENTRIX	HELI001	368.00	73.60	441.60	9071	91	368.00	30642/computer set up chg
23/11/2021	16583	30630	HELIOCENTRIX	HELI001	234.80	46.96	281.76	6240	50	234.80	30630/1 yr software restore
30/11/2021	16633	30657	HELIOCENTRIX	HELI001	1,788.76	357.75	2,146.51	6240	31	1,094.94	20658/Nov IT support
								6242	31	693.82	20658/Nov Office 365
30/11/2021	T2205	30697	HELIOCENTRIX	HELI001	322.90	64.58	387.48	6105	41	283.00	30694/Nov wifi chgs
								6105	22	39.90	30694/Nov wifi chgs
03/11/2021	104	30586	HIGH STREET SAFARI	HIG002	669.00	0.00	669.00	7607	40	669.00	30586/Santa needs you trail
01/11/2021	INV-2216	30512	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	30512/Planning tracker support
22/06/2021	1767145269	30637	KALC	KALC	50.00	10.00	60.00	6320	31	50.00	30637/NPD training course
04/11/2021	I39161	30554	KCC KCS	KCC003	12.50	2.50	15.00	6900	40	12.50	30554/gloves for volunteers
23/11/2021	I3928113	30604	KCC KCS	KCC003	234.05	46.81	280.86	5500	31	234.05	30604/office chair for A.F
23/11/2021	I3928114	30608	KCC KCS	KCC003	90.86	18.17	109.03	6200	31	90.86	30608/stationery
01/11/2021	7529270	30540	KFF	KFF001	116.91	3.82	120.73	6500	30	116.91	30540/Goods for resale
03/11/2021	7531528	30539	KFF	KFF001	5.18	0.00	5.18	6500	30	5.18	30539/Goods for resale
18/11/2021	7546110	30643	KFF	KFF001	-5.18	0.00	-5.18	6500	30	-5.18	30643/Goods for resale credit
22/11/2021	7547048	30644	KFF	KFF001	141.73	8.88	150.61	6500	30	138.03	30644/Goods for resale

## Purchase Ledger for Month No 8

## 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
								6013	30	3.70	30644/Cleaning eq
01/10/2021	40057010223	30598	KNOLE ESTATE	KNOL001	500.00	100.00	600.00	5310	21	500.00	30599/Environmental park rent
24/11/2021	03772GR	30638	LOCUM LOCKS	LOC003	535.20	107.04	642.24	6002	23	535.20	30638/30 abloy keys
02/11/2021	159/21	30542	LOO OF THE YEAR AWAR	LOO001	500.00	100.00	600.00	6460	30	500.00	30542/LOTY award tickets x4
02/11/2021	10425	30533	M.A.HARVEY	MAH001	129.77	25.95	155.72	5410	21	129.77	30533/Supply & fit taps
02/11/2021	10426	30535	M.A.HARVEY	MAH001	142.63	28.52	171.15	5410	29	142.63	30535/replace cistern
02/11/2021	10427	30534	M.A.HARVEY	MAH001	119.72	23.94	143.66	5410	28	119.72	30534/Supply & fit mixed tap
01/11/2021	3025	30563	MILLS	MILL001	142.50	28.50	171.00	6802	22	142.50	30563/Plants
01/11/2021	3026	30564	MILLS	MILL001	864.50	172.90	1,037.40	5340	21	864.50	30564/Plants
08/11/2021	399409	30582	NATIONAL LEAFLET CO	NAT010	1,020.09	203.41	1,223.50	6210	31	1,020.09	30582/Town Crier delivery
08/11/2021	399469	30599	NATIONAL LEAFLET CO	NAT010	176.46	35.29	211.75	6210	31	176.46	30599/Town Crier delivery
29/11/2021	UKSPS00070589	30632	NEXUDUS SL	NEX001	95.52	19.10	114.62	6900	41	95.52	30632/Dec booking system chg
28/11/2021	28NOVANN	30655	ONECARD	ONE002	1,501.95	102.52	1,604.47	6101	31	16.67	30655/LL ipad
								6101	36	5.00	30655/B&B Centre Caretaker mob
								5500	28	96.45	30655/extractor fan inc filter
								6104	21	6.67	30655/O/S team ipad
								6104	21	5.00	30655/RG mobile
								6104	21	8.34	30655/NC mobile
								6104	21	6.67	30655/O/S ipad
								6500	28	67.70	30655/Goods for resale
								6500	30	39.98	30655/Goods for resale
								6500	30	128.15	30655/Goods for resale
								6500	28	61.86	30655/Goods for resale
								6500	28	64.93	30655/Goods for resale
								6500	30	104.53	30655/Goods for resale
								6500	30	69.43	30655/Goods for resale
								6500	30	110.91	30655/Goods for resale
								6500	30	-3.00	30655/Goods for resale credit
								6500	28	46.63	30655/Goods for resale

## Purchase Ledger for Month No 8

## 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	30	91.11	30655/Goods for resale
								6240	11	10.95	30655/Acrobat Standard lic
								6240	50	16.64	30655/Adobe Illustrator - HITB
								6240	40	41.62	30655/Creative Cloud subs
								6013	30	2.00	30655/cleaning equipment
								6013	30	4.00	30655/Cleaning equipment
								6013	30	5.90	30655/Cleaning equipment
								6505	30	1.50	30655/Cafe consumables
								6505	30	1.75	30655/Cafe consumables
								6505	30	3.00	30655/cafe consumables
								6210	31	100.00	30655/Drop & Go card top up
								6490	32	29.80	30655/Gifts for Santa's Grotto
								6490	32	26.67	30655/Gifts for Santa's Grotto
								6490	32	4.00	30655/wrapping paper
								6490	32	45.42	30655/Gifts for Santa's Grotto
								6010	28	5.50	30655/Cleaning equipment
								6900	36	74.09	30655/Christmas Tree
								6900	30	2.50	30655/flowers
								6869	32	152.58	30655/van hire for lego
								6975	31	45.00	30655/Bank Charges
								6330	30	2.00	30655/tissues
28/11/2021	28NOVLIN	30674	ONECARD	ONE002	1,517.95	260.59	1,778.54	6490	32	1,095.83	30674/Pop up santa's grotto
								6490	32	130.00	30674/Books for Santa's Grotto
								6490	32	-2.00	30674/Delivery fee refund
								5410	36	57.16	30674/dimmer switch pack
								6869	32	10.71	30674/volunteer refreshments
								6869	32	1.33	30674/volunteer refreshments
								6330	31	35.98	30674/Flowers for Cllr.W
								6330	31	-35.98	30674/Flowers for Cllr.W credit

## Purchase Ledger for Month No 8

## 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
								6900	50	24.00	30674/Christmas decorations
								6900	50	9.99	30674/Uno cards
								6900	36	102.77	30674/widow stickers
								6200	50	3.99	30674/pens
								6415	31	39.17	30674/flowers for A.M
								6975	31	45.00	30674/Bank charges
28/10/2021	28OCTANN/2	30562	ONECARD	ONE002	6.59	0.00	6.59	5700	21	6.59	30562/Ann Onecard Oct pt.2
08/11/2021	00002498449-043	30587	PLUSNET	PLUS01	45.56	9.11	54.67	6101	31	45.56	30587/Nov telephone chgs
04/11/2021	00002976949-043	30557	PLUSNET	PLUS01	25.92	5.18	31.10	6101	28	25.92	30557/Nov telephone chgs
04/11/2021	00003028653-043	30558	PLUSNET	PLUS01	45.75	9.15	54.90	6101	50	45.75	30558/Nov telephone chgs
03/11/2021	00003028673-043	30559	PLUSNET	PLUS01	19.38	3.88	23.26	6101	22	19.38	30559/Nov telephone chgs
23/11/2021	SIN1909183	30641	PPL PRS	PPLPRS001	101.65	20.33	121.98	6490	32	101.65	30641/CLSO music licence
01/11/2021	194060	30556	PREMIER ALARMS	PREM001	614.49	122.90	737.39	6930	21	614.49	30556/An security maint
05/11/2021	RS93107	30555	RAWSTONE HIRE	RAW001	29.05	5.81	34.86	5500	21	29.05	30555/breaker hire
22/11/2021	RS93405	30600	RAWSTONE HIRE	RAW001	206.20	41.24	247.44	6491	32	206.20	30600/Rem Day roadsign hire
27/11/2021	SM24537	30625	RIALTAS	RIAL001	165.00	33.00	198.00	6300	31	165.00	30625/Accounting software supp
14/11/2021	38668	30618	RIGHT GUARD	RIGHT001	545.00	109.00	654.00	6491	32	545.00	30618/security officers
26/11/2021	38749	30672	RIGHT GUARD	RIGHT001	1,452.00	290.40	1,742.40	6490	32	1,452.00	30672/Security services
29/11/2021	291121RW	30626	ROBBIE WHITE	ROB003	400.00	0.00	400.00	6490	32	400.00	30626/CLSO performance
29/09/2021	21-065	30571	RUSSELL HARPER	RUS001	120.00	24.00	144.00	6323	40	120.00	30571/Buis Show photography
03/11/2021	2069844	30541	SDC	SDC001	3,162.78	0.00	3,162.78	5421	60	2,041.79	30540/Nov market rent
								5420	60	1,120.99	30540/Nov market rent
04/11/2021	2069889	30538	SDC	SDC001	1,140.00	0.00	1,140.00	6635	31	1,140.00	30538/2 yr premises licence
18/11/2021	2070018	30623	SDC	SDC001	87.00	11.00	98.00	6889	31	87.00	30623/recycling sacks
19/11/2021	2070231	30609	SDC DIRECT SERVICES	SDC002	241.80	0.00	241.80	6935	21	241.80	30609/bin collect 11/10-7/11
19/11/2021	2070232	30613	SDC DIRECT SERVICES	SDC002	60.45	0.00	60.45	6935	22	60.45	30613/bin collect 11/10-7/11
19/11/2021	2070233	30611	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	30611/bin collect 11/10-07/11
19/11/2021	2070240	30612	SDC DIRECT SERVICES	SDC002	60.45	0.00	60.45	6935	36	60.45	30612/bin collect 11/10-7/11
19/11/2021	2070241	30610	SDC DIRECT SERVICES	SDC002	146.20	0.00	146.20	6935	28	146.20	30610/bin collect 11/10-7/11

## Purchase Ledger for Month No 8

## 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
15/11/2021	0000207	30573	SEVENOAKS CATERING E	SEV053	475.76	95.15	570.91	5410	36	475.76	30573/Dishwasher repair
16/11/2021	0000209	30603	SEVENOAKS CATERING E	SEV053	120.00	24.00	144.00	5525	28	120.00	30603/electric cooker service
24/11/2021	28	30628	WATER CHOICE	SEWAT001	244.99	0.00	244.99	6000	22	244.99	30628/water chg 18/06-19/11
28/10/2021	84118	30567	SGE	SGE001	26.88	1.34	28.22	5700	22	26.88	30567/Gas oil
31/10/2021	8169145	30576	SHELL	SHEL001	189.06	37.82	226.88	5700	21	189.06	30576/Fuel
07/11/2021	8225858	30575	SHELL	SHEL001	114.93	22.99	137.92	5700	21	114.93	30575/fuel
14/11/2021	8270948	30592	SHELL	SHEL001	83.20	16.64	99.84	5700	21	83.20	30592/fuel
21/11/2021	8313546	30647	SHELL	SHEL001	56.58	11.31	67.89	5700	21	56.58	30647/fuel
28/11/2021	8362391	30661	SHELL	SHEL001	114.79	22.96	137.75	5700	21	114.79	30661/fuel
15/11/2021	BK204027-1	30622	SLCC	SLCC001	75.00	15.00	90.00	6710	31	75.00	30622/L.L conference fee
12/11/2021	0045	30577	SSE	SSE002	879.13	175.82	1,054.95	6010	33	879.13	30577/Electric chg 18/08-11/11
18/11/2021	0041	30605	SSE	SSE003	56.15	2.80	58.95	5020	29	56.15	30605/electric chg 25/8-17/11
18/11/2021	0046	30606	SSE	SSE004	645.50	129.10	774.60	6010	28	645.50	30606/electric chgs 25/8-17/11
30/11/2021	0042	30678	SSE	SSE005	859.62	171.92	1,031.54	6010	21	859.62	30678/electric chg 07/09-29/11
04/11/2021	0090	30588	SSE	SSE006	98.95	4.94	103.89	6010	22	98.95	30588/Oct electricity chgs
30/11/2021	0041	30679	SSE	SSE007	67.11	3.35	70.46	5025	21	67.11	30679/electric chg 07/09-29/11
04/11/2021	0033	30590	SSE	SSE009	572.18	114.43	686.61	6011	30	572.18	30590/Oct electricity chgs
03/11/2021	0017	30591	SSE	SSE012	68.83	3.44	72.27	6010	60	68.83	30591/Electric chgs 1/7-1/10
04/11/2021	0007	30589	SSE	SSE013	110.52	5.52	116.04	6012	36	110.52	30589/Oct gas chgs
30/11/2021	0016	30680	SSE	SSE014	412.53	20.62	433.15	6012	30	412.53	30680/gas chgs 01/09-29/11
10/11/2021	0034	30581	SSE	SSE015	599.53	119.90	719.43	6010	33	599.53	30581/Gas chg 17/08-9/11
10/11/2021	0019	30580	SSE	SSE016	30.77	1.53	32.30	6861	26	30.77	30580/Electric chgs 17/8-9/11
22/11/2021	5014	30597	STAG	STAG002	368.50	73.70	442.20	5410	50	368.50	30597/door handle repair
29/11/2021	29NOVEMBER202130673		STEPHANIE'S	STEP001	712.50	0.00	712.50	6330	31	712.50	30673/catering - Cllr function
24/11/2021	SP21005739	30629	ST JOHN	STJO001	96.00	19.20	115.20	6491	32	96.00	30629/Rem Day first aid cover
02/11/2021	14577	30552	JS TAYLOR	TAYL001	1,575.00	0.00	1,575.00	6490	32	1,575.00	30552/sup&fit xmas light boxes
19/11/2021	14591	30607	JS TAYLOR	TAYL001	480.00	0.00	480.00	6490	32	480.00	30607/xmas light boxes maint
04/11/2021	34340	30553	TELESHORE UK	TELE003	483.06	96.61	579.67	5525	22	483.06	30553/service grave shoring eq
19/11/2021	19NOVEMBER202130614		TOWN CRIER	TOW001	58.60	0.00	58.60	6460	29	58.60	30614/Town Crier appearance

## Purchase Ledger for Month No 8

## 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
29/11/2021	29NOVEMBER2021	30631	TOWN CRIER	TOW001	57.30	0.00	57.30	6490	32	57.30	30631/Town Crier Appearance
26/11/2021	1586	30627	THE ONLY WAY	TOWIEA01	305.00	0.00	305.00	6490	32	305.00	30627/CLSO performance
21/11/2021	SEVENOAKSTC	30596	TURNERS GARDEN SERVI	TUR001	5,525.00	0.00	5,525.00	9063	91	5,525.00	30596/boundary fencing
06/11/2021	2203	30532	ULTRALITE	ULTRA001	220.00	44.00	264.00	6461	31	220.00	30532/Install & Remove banner
30/09/2021	VC/31.9.2021.	30569	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	30568/Sep market set up chg
30/11/2021	LAO1248547	30658	VEOLIA	VEOL001	13.20	2.64	15.84	6935	33	13.20	30658/Nov Glass collection
12/11/2021	144397	30640	WETTON CLEANING SERV	WET001	348.80	69.76	418.56	6900	40	348.80	30640/clean lamposts, bollards
30/11/2021	144542	30660	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	5020	29	683.39	30660/Nov clean & lock up chg
								5025	21	683.40	30660/Nov clean & lock up chg
								5026	21	227.80	30660/Nov clean & lock up chg
								6013	30	227.80	30660/Nov clean & lock up chg
30/11/2021	144543	30659	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5020	29	12.95	30659/Nov hygiene cleaning
								5025	21	12.94	30659/Nov hygiene cleaning
								5026	21	4.31	30659/Nov hygiene cleaning
09/11/2021	INV-2021031	30572	WINDOW WANDERLAND	WIN002	600.00	0.00	600.00	6490	32	600.00	30572/Window Wanderland tool
31/10/2021	177741103	30583	WORLDPAY	WOR001	53.73	9.62	63.35	6976	31	53.73	30583/October card trans chgs
31/10/2021	177919199	30584	WORLDPAY	WOR001	9.98	0.05	10.03	6976	31	9.98	30584/Octover card trans chgs
31/10/2021	177934777	30639	WORLDPAY	WOR001	89.91	10.14	100.05	6976	28	89.91	30639/Oct card trans chgs
31/10/2021	177952298	30585	WORLDPAY	WOR001	76.13	10.59	86.72	6976	30	76.13	30585/October card trans chgs
30/11/2021	182335364	30698	WORLDPAY	WOR001	52.10	9.57	61.67	6976	31	52.10	30698/Nov card trans chgs
01/11/2021	WM11667697	30561	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	30561/Nov card trans chgs
26/11/2021	1329	30664	YELLOW DUCK	YELL002	270.00	54.00	324.00	5410	21	270.00	30664/Buckhurst play area sign
TOTAL INVOICES					65,987.96	9,178.30	75,166.26			65,987.96	



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Payroll A/c

For Month No: 9

## Receipts for Month 9

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 01/12/2021	3,654.93						
DD1/12	Nat West - Current Account	3,654.93			201		3,654.93	Nov '21 L&G Tfr
refund dam	Banked: 02/12/2021	-44.00						
	Sales Recpts Page 7150	-44.00	-44.00		104			Sales Recpts Page 7150
	Banked: 02/12/2021	44.00						
Correction	Nat West - Current Account	44.00			201		44.00	Correction - refund
	Banked: 22/12/2021	52,441.41						
BACS22/12	Nat West - Current Account	52,441.41			201		52,441.41	Dec '21 Monthly Salaries Tfr
	Banked: 23/12/2021	25,064.86						
BACS23/12	Nat West - Current Account	25,064.86			201		25,064.86	Dec '21 Monthly HMRC'KCC Tfr
	Banked: 29/12/2021	3,725.14						
DD29/12	Nat West - Current Account	3,725.14			201		3,725.14	Dec '21 L&G Tfr
Total Receipts for Month		84,886.34	-44.00	0.00			84,930.34	
Cashbook Totals		<u>85,886.34</u>	<u>-44.00</u>	<u>0.00</u>			<u>85,930.34</u>	

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Payroll A/c

For Month No: 9

## Payments for Month 9

## 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>
01/12/2021	Legal & General	DD1/12	3,654.93			516		3,654.93	L&G Payment - Nov '21
22/12/2021	Employees	BACS22/12	52,441.41			520		52,441.41	Monthly Salaries Dec '21
23/12/2021	HMRC/KCC	BACS23/12	25,064.86			515		14,492.87	Monthly HMRC Payment Dec '
						516	0	10,571.99	Monthly KCC Payment Dec '
29/12/2021	Legal & General	DD29/12	3,725.14			516		3,725.14	L&G Payment Dec '21
Total Payments for Month			84,886.34	0.00	0.00			84,886.34	
Balance Carried Fwd			1,000.00						
Cashbook Totals			85,886.34	0.00	0.00			85,886.34	

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Payroll A/c

For Month No: 8

## Receipts for Month 8

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 25/11/2021	54,661.90						
BACS25/11	Nat West - Current Account	54,661.90			201		54,661.90	Monthly Salaries Nov '21
	Banked: 26/11/2021	24,712.07						
BACS26/11	Nat West - Current Account	24,712.07			201		24,712.07	Monthly Pensions Nov '21
Total Receipts for Month		79,373.97	0.00	0.00			79,373.97	
Cashbook Totals		<u>80,373.97</u>	<u>0.00</u>	<u>0.00</u>			<u>80,373.97</u>	

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Payroll A/c

For Month No: 8

## Payments for Month 8

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/11/2021	Councillors	BACS25/11	3,191.58			520		3,191.58	November '21 Cllr Allowances
25/11/2021	Employees	BACS25/11-	51,470.32			520		51,470.32	November '21 Salaries
26/11/2021	HMRC/KCC	BACS26/11	24,712.07			515		14,279.63	November '21 HMRC
						516	0	10,432.44	November '21 KCC
Total Payments for Month			79,373.97	0.00	0.00			79,373.97	
Balance Carried Fwd			1,000.00						
Cashbook Totals			80,373.97	0.00	0.00			80,373.97	

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Petty Cash

For Month No: 9

## Receipts for Month 9

## 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 :	892.25					892.25	
	Banked: 09/12/2021	390.57						
001599	Nat West - Current Account	390.57			201		390.57	petty cash top up
Correction	Banked: 31/12/2021	2.00						
Correction	Petty Cash	2.00			299		2.00	Correction - November P/C erro
	Banked: 31/12/2021	2.00						
Correction	Nat West - Current Account	2.00			201		2.00	Movement of P/C error to PC
Total Receipts for Month		394.57	0.00	0.00			394.57	
Cashbook Totals		<u>1,286.82</u>	<u>0.00</u>	<u>0.00</u>			<u>1,286.82</u>	

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Petty Cash

For Month No: 9

## Payments for Month 9

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/12/2021	Council Offices	734	15.50		2.59	5410	33	12.91	roller set & gloss paint
03/12/2021	Establishments	735	54.60			6330	31	54.60	refreshments for staff meal
06/12/2021	Bat and Ball Centre	737	26.25			6900	36	26.25	lights for xmas tree
07/12/2021	Allotments	738	9.00			6002	23	9.00	postage of letters
08/12/2021	Bat and Ball Centre	739	25.00			6900	36	25.00	Christmas tree
08/12/2021	Bat and Ball Centre	740	20.00			5410	36	20.00	box for xmas light plugs
09/12/2021	Open Spaces	741	19.43			6330	21	19.43	milk, sugar, coffee
09/12/2021	Bat and Ball Cafe	742/A	30.38			6500	30	30.38	Goods for resale
09/12/2021	Bat and Ball Cafe	742/B	3.00			5500	30	3.00	Veg peeler
09/12/2021	Bat and Ball Cafe	742/C	4.65		0.77	6900	30	3.88	xmas decorations
09/12/2021	Bat and Ball Cafe	742/D	2.18		0.36	6200	30	1.82	stationery
09/12/2021	Bat and Ball Cafe	742/E	4.65		0.77	6900	30	3.88	xmas decorations
09/12/2021	Vine Cafe	743/A	1.50		0.25	6500	28	1.25	Goods for resale
09/12/2021	Vine Cafe	743/B	33.59			6500	28	33.59	Goods for resale
09/12/2021	Vine Cafe	743/C	2.85			6200	28	2.85	stationery
09/12/2021	Vine Cafe	743/D	1.78			5500	28	1.78	kitchen equipment
09/12/2021	Vine Cafe	743/E	2.50			6505	28	2.50	muffin cases
09/12/2021	Vine Cafe	743/F	15.78			6900	28	15.78	xmas decorations
09/12/2021	Vine Cafe	743/G	2.00		0.33	6900	28	1.67	batteries
09/12/2021	Vine Cafe	742/E/REV	-4.65		-0.77	6900	30	-3.88	xmas decorations
09/12/2021	bat and Ball Cafe	742/E/CORR	17.00			6900	30	17.00	xmas decorations
10/12/2021	Bat and Ball Cafe	744	7.03			6500	30	7.03	goods for resale
21/12/2021	Business Hub	745	19.60			6010	41	19.60	Anti bac wipes
23/12/2021	Vine Cafe	746/A	60.31			6500	28	60.31	Goods for resale
23/12/2021	Vine Cafe	746/B	3.00			6505	28	3.00	baking paper
23/12/2021	Vine Cafe	746/C	0.20			6900	28	0.20	bag
23/12/2021	Council Offices	747	3.15		0.53	5410	33	2.62	double sided tape
Total Payments for Month			380.28	0.00	4.83			375.45	
Balance Carried Fwd			906.54						
Cashbook Totals			1,286.82	0.00	4.83			1,281.99	

## Receipts for Month 8

## 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 :	711.39					711.39	
	Banked: 02/11/2021	24.50						
712	Nat West - Current Account	24.50			201		24.50	Materials for repair jobs
	Banked: 04/11/2021	382.82						
001590	Nat West - Current Account	382.82			201		382.82	petty cash top up
	Banked: 04/11/2021	8.58						
713/A	Nat West - Current Account	8.58			201		8.58	cake cutters
	Banked: 04/11/2021	1.99						
713/B	Nat West - Current Account	1.99			201		1.99	Nozzle set
	Banked: 04/11/2021	1.18						
713/C	Nat West - Current Account	1.18			201		1.18	Goods for resale
	Banked: 04/11/2021	54.18						
713/D	Nat West - Current Account	54.18			201		54.18	Goods for resale
	Banked: 04/11/2021	3.00						
713/E	Nat West - Current Account	3.00			201		3.00	xmas lights
	Banked: 04/11/2021	9.79						
713/F	Nat West - Current Account	9.79			201		9.79	xmas decorations
	Banked: 04/11/2021	0.99						
713/G	Nat West - Current Account	0.99			201		0.99	food piping bags
	Banked: 04/11/2021	765.64						
4/11 corre	Nat West - Current Account	765.64			201		765.64	Correction 2 - PC Top-up
	Banked: 05/11/2021	32.99						
714	Nat West - Current Account	32.99			201		32.99	parts to fit extractor fan
	Banked: 10/11/2021	0.50						
715	Nat West - Current Account	0.50			201		0.50	parking for post office
	Banked: 11/11/2021	16.40						
716	Nat West - Current Account	16.40			201		16.40	postage & parking for letters
	Banked: 12/11/2021	51.44						
717/A	Nat West - Current Account	51.44			201		51.44	Goods for resale
	Banked: 12/11/2021	1.49						
717/B	Nat West - Current Account	1.49			201		1.49	cleaning equipment
	Banked: 12/11/2021	6.00						
717/C	Nat West - Current Account	6.00			201		6.00	cafe consumables
	Banked: 12/11/2021	1.25						
717/D	Nat West - Current Account	1.25			201		1.25	Stationery
	Banked: 12/11/2021	1.29						
717/E	Nat West - Current Account	1.29			201		1.29	Halloween decorations

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Sevenoaks Town Council

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Petty Cash

For Month No: 8

## Receipts for Month 8

## 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>
	Banked: 12/11/2021	25.93						
718/A	Nat West - Current Account	25.93			201		25.93	Goods for resale
	Banked: 12/11/2021	3.18						
718/B	Nat West - Current Account	3.18			201		3.18	cake cutters
	Banked: 12/11/2021	1.00						
718/C	Nat West - Current Account	1.00			201		1.00	cafe consumables
	Banked: 12/11/2021	1.65						
719	Nat West - Current Account	1.65			201		1.65	Polish
	Banked: 15/11/2021	15.50						
720	Nat West - Current Account	15.50			201		15.50	milk & coffee
	Banked: 15/11/2021	3.97						
721	Nat West - Current Account	3.97			201		3.97	tile for roof
	Banked: 16/11/2021	10.00						
722	Nat West - Current Account	10.00			201		10.00	paint for electric van
	Banked: 16/11/2021	1.79						
723	Nat West - Current Account	1.79			201		1.79	fuse
	Banked: 16/11/2021	7.89						
724/A	Nat West - Current Account	7.89			201		7.89	Goods for resale
	Banked: 16/11/2021	5.60						
724/B	Nat West - Current Account	5.60			201		5.60	refreshments
	Banked: 17/11/2021	30.60						
725	Nat West - Current Account	30.60			201		30.60	refreshments
	Banked: 17/11/2021	18.59						
726	Nat West - Current Account	18.59			201		18.59	locks & washer
	Banked: 18/11/2021	64.80						
727	Nat West - Current Account	64.80			201		64.80	15 rolls of turf
	Banked: 22/11/2021	7.00						
728/A	Nat West - Current Account	7.00			201		7.00	cafe consumables
	Banked: 22/11/2021	3.00						
728/B	Nat West - Current Account	3.00			201		3.00	Goods for resale
	Banked: 22/11/2021	20.00						
729	Nat West - Current Account	20.00			201		20.00	salary advance
	Banked: 23/11/2021	3.00						
730/A	Nat West - Current Account	3.00			201		3.00	parking
	Banked: 23/11/2021	6.00						
730/B	Nat West - Current Account	6.00			201		6.00	tinsel for CLSO

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Date: 11/01/2022

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Petty Cash

For Month No: 8

## Receipts for Month 8

## 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>
	Banked: 24/11/2021	39.98						
731	Nat West - Current Account	39.98			201		39.98	electric leaf blower
	Banked: 26/11/2021	380.74						
001595	Nat West - Current Account	380.74			201		380.74	petty cash top up
	Banked: 26/11/2021	90.45						
733/A	Nat West - Current Account	90.45			201		90.45	paint,brushes,knife,rollers
	Banked: 26/11/2021	5.20						
733/B	Nat West - Current Account	5.20			201		5.20	milk
	Banked: 26/11/2021	761.48						
26/11 corr	Nat West - Current Account	761.48			201		761.48	Correction 2 - PC Top up
Correction	Banked: 30/11/2021	2.00						
Correction	Cashbook Suspense	2.00			299		2.00	CBS 2 pound bank error -
Total Receipts for Month		2,873.38	0.00	0.00			2,873.38	
Cashbook Totals		3,584.77	0.00	0.00			3,584.77	

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## Payments for Month 8

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/11/2021	Nat West - Current Account	712 corr	49.00			201		49.00	Correction - voucher 712
04/11/2021	Nat West - Current Account	4/11-corre	382.82			201		382.82	Correction for petty cash top-
04/11/2021	Nat West - Current Account	4/11-rever	382.82			201		382.82	Petty Cash top-up reversal
04/11/2021	Nat West - Current Account	713/A corr	17.16			201		17.16	Correction - voucher 713/A
04/11/2021	Nat West - Current Account	713/B Corr	3.98			201		3.98	Correction - voucher 713/B
04/11/2021	Nat West - Current Account	713/c corr	2.36			201		2.36	Correction - voucher 713/C
04/11/2021	Nat West - Current Account	713/D	108.36			201		108.36	Correction - voucher 713/D
04/11/2021	Nat West - Current Account	713/E	6.00			201		6.00	Correction - voucher 713/E
04/11/2021	Nat West - Current Account	713/F	19.58			201		19.58	Correction - voucher 713/f
04/11/2021	Nat West - Current Account	713/g	1.98			201		1.98	Correction - Voucher 713/G
05/11/2021	Nat West - Current Account	714 correc	65.98			201		65.98	Correction - voucher 714
10/11/2021	Nat West - Current Account	715	1.00			201		1.00	Correction - voucher 715
11/11/2021	Nat West - Current Account	716 correc	32.80			201		32.80	Correction - Voucher 716
12/11/2021	Nat West - Current Account	717/A corr	102.88			201		102.88	Correction - voucher 717/A
12/11/2021	Nat West - Current Account	717/B	2.98			201		2.98	Correction - voucher 717/B
12/11/2021	Nat West - Current Account	717/C corr	12.00			201		12.00	Correction - voucher 717/C
12/11/2021	Nat West - Current Account	717/D corr	2.50			201		2.50	Correction - voucher 717/D
12/11/2021	Nat West - Current Account	717/E	2.58			201		2.58	Correction - Voucher 717/E
12/11/2021	Nat West - Current Account	718/A	51.86			201		51.86	Correction - voucher 718/A
12/11/2021	Nat West - Current Account	718/B corr	6.36			201		6.36	Correction 718/B
12/11/2021	Nat West - Current Account	718/C	2.00			201		2.00	Correction - voucher 718/C
12/11/2021	Nat West - Current Account	719	3.30			201		3.30	Correction - voucher 719
15/11/2021	Nat West - Current Account	720 correc	31.00			201		31.00	Correction - voucher 720
15/11/2021	Nat West - Current Account	721 correc	7.94			201		7.94	Correction - voucher 721
16/11/2021	Nat West - Current Account	722 correc	20.00			201		20.00	Correction - voucher 722
16/11/2021	Nat West - Current Account	723 corre	3.58			201		3.58	Correction - voucher 723
16/11/2021	Nat West - Current Account	724/A corr	15.78			201		15.78	Correction - 724/A
16/11/2021	Nat West - Current Account	724/B corr	11.20			201		11.20	Correction - 724/B
17/11/2021	Nat West - Current Account	725 correc	61.20			201		61.20	Correction - Voucher 725
17/11/2021	Nat West - Current Account	726 correc	37.18			201		37.18	Correction - voucher 726
18/11/2021	Nat West - Current Account	727 correc	129.60			201		129.60	Correction - voucher 727
22/11/2021	Nat West - Current Account	728/A	14.00			201		14.00	Correction - voucher 728/A
22/11/2021	Nat West - Current Account	728/B corr	6.00			201		6.00	Correction - voucher 728/B
22/11/2021	Nat West - Current Account	729 correc	40.00			201		40.00	Correction - Voucher 729
23/11/2021	Nat West - Current Account	730/A	6.00			201		6.00	Correction - vouvher 730/A
23/11/2021	Nat West - Current Account	730/B corr	12.00			201		12.00	Correction - voucher 730/B
24/11/2021	Nat West - Current Account	731 correc	79.96			201		79.96	Correction - voucher 731
26/11/2021	Nat West - Current Account	26/11-reve	380.74			201		380.74	Petty Cash top-up reversal
26/11/2021	Nat West - Current Account	26/11-corr	380.74			201		380.74	Petty Cash Top Up Correction
26/11/2021	Nat West - Current Account	733/A corr	180.90			201		180.90	Correction - voucher 733/A
26/11/2021	Nat West - Current Account	733/B corr	10.40			201		10.40	Correction - voucher 733/B
30/11/2021	Cashbook Suspense	CORR/REV2	2.00			299		2.00	Correction reversal - bank err
30/11/2021	Cashbook Suspense	CORR/2	2.00			299		2.00	CBS Bank error corr

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Petty Cash

For Month No: 8

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Total Payments for Month	2,692.52	0.00	0.00	2,692.52
Balance Carried Fwd	892.25			
Cashbook Totals	3,584.77	0.00	0.00	3,584.77

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## FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council for the financial year 2022/23 at its meeting held on .....17/01/2022.....

Signed by the Chairman .....

**SEVENOAKS TOWN COUNCIL**

**FINANCIAL REGULATIONS**

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### 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for Members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.
- 1.9. The RFO;
  - acts under the policy direction of the Council;
  - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the Council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the Council up to date in accordance with proper practices;
  - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the Council.

## **Agenda Item 6.1**

- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the Council; and
  - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council tax requirement);
  - approving accounting statements;
  - approving an annual governance statement;
  - borrowing;
  - writing off bad debts;
  - declaring eligibility for the General Power of Competence; and
  - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full Council only.
- 1.14. In addition, the Council must:
- determine and keep under regular review the bank mandate for all Council bank accounts;
  - approve any grant or a single commitment in excess of £5,000; and
  - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.



- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Town Clerks (SLCC).

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. At least once in each quarter, and at each financial year end, a member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance & General Purposes Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or Member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Council;
  - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
  - initiate or approve accounting transactions; or
  - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of the Finance & General Purposes Committee any correspondence or report from internal or external auditors.

**3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each committee (in consultation with the Responsible Finance Officer) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO (in consultation with the Town Clerk) must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance & General Purposes Committee. In turn, the Committee shall consider these estimates and submit recommendations to the Council no later than the end of January each year and shall recommend the Precept to be levied for the ensuing financial year.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

**4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved committee budget. This authority is to be determined by:
- the Council for all items over [£5,000];
  - a duly delegated committee of the Council for items over [£500]; or
  - the Town Clerk
- such authority is to be evidenced by a purchase order and financial report to the Finance & General Purposes Committee.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the Town Clerk may authorise revenue expenditure on behalf of the Council in liaison with Chairman/Vice Chairman of Finance & General Purposes Committee which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£5,000]. The Town Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. For delegated decisions exceeding £5,000, or decisions where the effect is to grant a permission or license or affect the right of an individual, written records of the date, decision, alternative options considered, and associated background papers are retained in a file available to the public for 6 years
- 4.7. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained. A proposal to incur expenditure, which is not included in the budget or is in excess of the budget, shall be promptly drawn to the attention of the Finance and General Purposes Committee for approval. Following approval, this may be funded from existing reserves and if deemed appropriate, added to any future Precept.
- 4.8. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

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- 4.9. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of [£1000] or [15%] of the budget.
- 4.10. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

### **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. All accounts will be clearly identified with Sevenoaks Town Council as part of the title. Arrangement shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall be authorised to maintain bank accounts with financial institutions that have been approved by the Finance and General Purposes Committee and that he/she considers necessary for the Council's financial administration. No account may be opened or closed without the prior approval of the Finance and General Purposes Committee and the Town Clerk.

No monies shall be paid out of or transferred to or from any account without the authority of the Town Clerk, his/her authorised Deputy or the Responsible Finance Officer.

- 5.3. All bank payment instructions shall be ordered and issued only on the authority of the Town Clerk, his/her designated Deputy or the Responsible Finance Officer and only when they are satisfied that the appropriate checks per below have been satisfactorily carried out.
- All bank payment instructions shall show a designated space for two signatories authorised by the Finance and General Purposes Committee.
  - All cheques shall be issued in sequential order and not more than two books of cheques per account shall be in use at any one time.
  - All cheques/cash received shall be banked at the earliest opportunity and at the very least within 5 working days of receipt.
  - A register of cheques/cash received shall be maintained at the point of receipt by a Member of the Finance team and compared to the paying in book by a different Member of the Finance team on a regular basis.
  - Bank reconciliations shall be performed promptly on a monthly basis and reviewed by the Responsible Finance Officer and Town Clerk.
- 5.4. All invoices for payment shall be examined, verified and certified by the RFO, with counter signature from a manager where applicable, to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

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- 5.5. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order.
- 5.6. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and General Purposes Committee];
  - b) An expenditure item relating to a continuing contract and obligation, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and General Purposes Committee]; or
  - c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and General Purposes Committee].
- 5.7. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.8. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.9. The Council will aim to rotate the duties of Members in these Regulations so that onerous duties are shared out as evenly as possible over time.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.
- For all payments other than petty cash:
- All invoices must be authorised by two Officers of the Council
  - two bank signatories must review the supporting documentation and sign/initial the invoices to evidence their review prior to payment.
  - Invoices exceeding £5,000 must additionally be authorised prior to payment by at least two Members of the Council.

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- 6.3. All payments shall be effected by BACS, cheque or other instructions to the Council's bankers, or otherwise, in accordance with these regulations
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be evidenced by two bank signatories initialling the cheque stubs. Approval of BACS payments shall be evidenced by two bank signatories initialling computer-generated payments listings.

A Member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.5. Payment for utility supplies (energy, telephone and water), any National Non-Domestic Rates and any other main service providers may be made by variable Direct Debit provided that the instructions are signed by two bank signatories and reported to the Finance and General Purposes Committee. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.6. If thought appropriate by the Responsible Finance Officer, payment for certain items may be made by Banker's Standing Order provided that the instructions are signed by two bank signatories and reported to the Finance and General Purposes Committee. All Standing Orders are to be reviewed and reapproved at least every 2 years.
- 6.7. The final authorisation for BACS payments shall be made by any two Officers on the bank mandate to include the Town Clerk, Deputy Town Clerk or Responsible Finance Officer.
- 6.8. Cards and card readers for the purposes of internet banking payments shall be PIN and password protected and kept in the safe when not in use. Passwords shall be changed regularly. No employee, bank signatory or Councillor shall disclose any personal identification number (PIN) or other password relevant to the working of the Council or its bank accounts to any person not authorised in writing by the Council or Finance and General Purposes Committee. Access to any internet banking accounts will be directly to the access page, and not through a search engine or email link. Remembered or saved passwords facilities should not be used on any computer.
- 6.9. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.11. The Council, and any Members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.12. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions

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on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

- 6.13. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and must be retained as supporting evidence. A programme of regular checks of standing data with suppliers will be followed.
- 6.15. Any Debit Card issued for use will be specifically restricted to the Clerk, Deputy Clerk, [and the RFO] and will also be restricted to a single transaction maximum value of [1,000] unless authorised by council or finance committee in writing before any order is placed.
- 6.16. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the [relevant committee] and authority for topping-up shall be at the discretion of the [relevant committee].
- 6.17. Any corporate credit card account opened by the Council will be specifically restricted to use by the Town Clerk, his/her Deputy or the Responsible Finance Officer and shall be subject to automatic payment in full at each month end. Other Members of the Finance team will have access to the corporate credit card for making payments on line or over the telephone but only upon instructions from either the Town Clerk, his/her Deputy or the Responsible Finance Officer. Officers’ personal credit or debit card should not be used. Continuous payment authorities whereby regular payments are charged to the corporate credit card may be established where required (e.g. for mobile phone/iPad/Adobe software contracts) provided that the authorities are approved by two bank signatories and reported to the Finance and General Purposes Committee on the Schedule of payments referred to in Regulation 5.
- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. The total aggregate amount of petty cash float across all committees must not exceed £1,000.
  - a) Vouchers for payments made shall be forwarded to the Finance Department with a claim for reimbursement.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Cheque payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above. The schedule shall be accompanied by a breakdown of the expenditure incurred since the last payment
  - d) Petty cash reconciliation of movements shall be prepared by a designated Member of the Finance team and reviewed by the RFO on a regular basis (at least

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quarterly) prior to presentation at the next available Finance & General Purposes Committee meeting for formal approval and authorisation.

- 6.19. The Finance team will take all possible steps to settle invoices submitted, and which are in order, within the period stipulated in the suppliers' terms of trade and wherever a discount is offered for prompt or early settlement, he/she shall ensure that the discount is taken.
- 6.20. A Schedule summarising all the payments made shall be prepared by the Finance team and reviewed by the Responsible Finance Officer each month and presented at the next available Finance and General Purposes Committee meeting for formal approval and authorisation.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

Payments shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

- 7.3. The Town Clerk or his/her authorised Deputy shall notify the Finance Department of all relevant information for the purpose of keeping the above records i.e. appointments, resignations, dismissals, absence through sickness or other reason. All new appointments must be approved by the Chair of Personnel Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.



- 7.5. The total of such payments in each calendar month shall be reported to the Finance and General Purposes Committee (for formal authorisation and approval) with all other payments as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff the Council must consider a full business case.

### **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained by the Finance department in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

### **9. INCOME**

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the Finance Department and the RFO shall ultimately be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Town Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Finance & General purposes Committee and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be forwarded to the Finance Department, and banked intact on a weekly basis (or soon after) by a Member of staff as directed by the RFO. In between banking, all receipts shall be deposited in the safe, recorded on the safe contents listing and a Member of the Finance team notified.
- 9.6. The origin of each receipt shall be entered in the banking book.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Approved grants shall be notified to the Finance Department upon approval in order that an up to date grants register can be maintained.

### **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A Member may not issue an official order or make any contract on behalf of the Council.

- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. CONTRACTS**

### **11.1. Procedures as to contracts are laid down as follows:**

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the Finance & General Purposes Committee); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations<sup>1</sup>.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

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<sup>1</sup> The Regulations require Councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>2</sup> Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

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- e. Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one Member of Council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders[ ], <sup>3</sup> [insert reference of the Council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Town Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

## **12. [PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)]**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

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<sup>3</sup> Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Town Clerk to the contractor in writing, the appropriate committee being informed where the final cost is likely to exceed the financial provision.

**13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

**14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council and shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No property shall be sold, leased or otherwise disposed of without the prior approval of the Town Clerk, his/her Deputy or the Responsible Finance Officer save where the estimated value of any one item does not exceed £1,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ultimately be responsible for the maintenance of an accurate Fixed Asset Register of the Council's plant, equipment and machinery recording the location,

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purchase details, serial number and other distinguishing features, and disposal details of all such assets with an original cost of £1,000 or more. In addition, all chattels with an original cost of £250 or more are to be recorded in the Fixed Asset Register.

- 14.7. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets. Managers will be provided with a copy of their department's fixed asset register annually to verify existence of assets within their control.
- 14.8. The Responsible Finance Officer shall ensure that Council property is properly and fully insured, subject to an agreed excess, against material damage and loss, and shall review replacement values at least annually to ensure that adequate cover is maintained.

### **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers [in consultation with the Town Clerk].
- 15.2. The Town Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate Members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the Council, or duly delegated committee.

### **16. CHARITIES**

- 16.1. Where the Council is sole managing trustee of a charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

### **17. RISK MANAGEMENT**

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk [with the RFO] shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy

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statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

- 17.2. When considering any new activity, the Town Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

### **18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council.

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## FINANCE AND GENERAL PURPOSES COMMITTEE

### **INVESTMENT STRATEGY, POLICY AND RISK MANAGEMENT** **for the 2022/23 financial year**

#### **1. Introduction:**

- Sevenoaks Town Council (the Council) acknowledges the importance of prudently investing surplus funds held on behalf of the community.
- Statutory Powers: The Council's Investment Strategy complies with the revisions set out in:
  - the Statutory Guidance on Local Government Investments (3rd Edition) for financial years commencing 1 April 2018.
  - The Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes

#### **2. Reporting, Approval, Review and Amendment**

- 2.1. The Council is required to approve an annual Investment Strategy so that borrowing and investments remain prudent, affordable, and sustainable. The policy will be reviewed by the Responsible Finance Officer for consideration and approval annually.
- 2.2. The Annual Strategy for the coming financial year will be prepared by the RFO and presented for approval to the Finance and General Purposes Committee before the start of the financial year
- 2.3. The Council reserves the right to make variation to the Strategy at any time subject to the approval of Full Council. Any variations will be made available to the public.
- 2.4. Fund balances and Investment activity is to be reported at every Finance and General Purposes Committee.

#### **3. Investment Objectives**

- 3.1 The Council's investment priorities are as follows:
  - Security of reserves i.e. protecting the capital sums invested from loss,
  - Liquidity of its investments i.e. ensuring that funds invested are available for expenditure when needed. Cash available from the current account should be judged as adequate to cover the Council's commitments during the period of the investment(s).
  - Yield i.e. the return on investment is considered once the first two objectives are satisfied.
  - All investments will be made in sterling.

#### **4. Policy**

- 4.1. The Council's strategy requires investment in Bodies with high credit ratings i.e. ratings of UK clearing banks and building societies should be at least A- or equivalent.
- 4.2. The Council will only invest in 'Specified' investments as per the criteria defined below.
- 4.3. The Council's policy is to retain not less than 3 months estimated working capital (defined as precept) and capital requirements in current and deposit accounts giving immediate access.

- 4.4. Amounts representing the balance on Revenue Reserves at the beginning of the financial year to be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements;
- 4.5. Other funds to be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements.
- 4.6. The Council policy is to invest for the best income return having regard to the Statutory Guidance and the absolute requirement to avoid a capital loss.

## 5. Investment Risk

### 5.1. Risk Management:

#### Limits

Not more than 40% of the funds are to be placed with any one institution, however authorised officers may use their discretion to increase this to 50%.

#### Categories

Funds only to be deposited or invested in the following categories of specified investments (as defined by the 2003 Local Government Act):

- a) UK clearing banks or their subsidiaries, together with those former major building societies now banks;
- b) The Treasury Departments of building societies which are members of BSA with assets over £2bn;
- c) Non-UK financial institutions approved by the Finance and General Purposes Committee;
- d) UK Government stocks;
- e) UK local authority stocks or bonds;
- f) The money-market management operations of a UK public body or authority<sup>1</sup>, where the council's funds are pooled and invested on the money markets under the name of such UK public body or authority.

#### Monitoring of Investment Counterparties

In the case of (a) and (b) above, for investments with maturity of 6 months or less the receiving body of investment scheme should generally have a short term credit rating of not less than A2 or equivalent as indicated by Standard and Poors, Moody's Investors Services or Fitch Ratings.

For investments with maturities over 6 months, the long-term credit rating should be A- or equivalent. The Committee may take other information into account in assessing the creditworthiness (e.g. sovereign support).

In the case of (c) and (f) above, where ratings are available, such credit ratings should be equivalent to A or above, and subject to prior approval by the Finance and General Purposes Committee.

Ratings are to be monitored not less than quarterly and if the rating of any Council investment has fallen below the appropriate rating, the Council will take the earliest opportunity to withdraw the investment and re-invest the proceeds appropriately depending on the best rates of return on offer at the time.

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<sup>1</sup> For example the Public Works Loans Board, or the treasury departments of a county or district local authority.

Category (f) should include any investment via Sevenoaks District Council of deferred payment of the half-yearly precept.

## 5.2. Treasury Management Advice

Within the limited range of potential investments identified it is not considered necessary to engage the services of a treasury management adviser. Independent research including internet research has been considered adequate.

## 5.3. Investment Training

The Guidance recommends that the Strategy should state the process adopted for reviewing and addressing the needs of the authority's treasury management staff for training in investment management.

## 5.4. Investment of money borrowed in advance of need

- The Guidance maintains that authorities must not borrow more than or in advance of their needs purely in order to profit from the investment of the extra sums borrowed.

## 6. Investment strategy review

### 6.1. Specified Investments

The Council currently has 5 approved institutions, which are sufficient for it to keep within the 40-50% maximum investment limit for any one institution. Short term investments will be with any of the following, depending on the interest yield at the time of the investment.

Most of STC's investments currently fall within the 'specified investments' category.

Credit ratings are from all three rating agencies but Standard and Poor ratings are listed. Ratings are assessed at least on a quarterly basis. The last review listed was as at December 2021.

Name of Institution	Investment Period	Short Term Credit Rating	Long Term Credit Rating	Yield
Bank of Scotland	1 month rolling	A1	A+	0.10%
Handelsbanken	35 Day notice	A1+	AA-	0.01%
Nationwide	Instant access	A1	A	0.05%
HSBC Business Money Manager	Instant access	A1	A+	0.01%
CCLA-Public Sector Deposit Fund (PSDF)			AAA (Fitch)	0.01%

As at 1<sup>st</sup> April 2022, the Council will continue to hold its money in a current account with the NatWest bank (A1, A) and receive interest at the current applicable rate.

The Council has an existing account with Clydesdale (rating BBB+), which remains open with a £1 balance in case Councillors choose to invest with the bank in the future.

**CCLA Fund - Public Sector Deposit Fund**

It is an FCA regulated qualified money market fund with an AAA Fitch rating. The fund is instant access (although access does involve the selling of income shares) with interest paid at the end of each month. It aims to maximise net asset value of the Fund by investing in deposits with a range of highly rated sterling denominated deposits and instruments. The PSDF is a “Qualifying Money Market Fund” (QMMF) which is classed as a “low volatility net asset value” (LVNAV) short- term money market fund under the EU Money Market Funds Regulation. The weighted average maturity of the PSDF’s investments will not exceed 60 days. The weighted average life of the PSDF’s investments will not exceed 120 days.

It offered a dividend yield of 0.01% net of fees as at December 2021.

Owing to capital projects and related spending, funds will continue to be invested at maturities of no more than one year.

Overall, funds invested will be reviewed continually and aligned with both cashflow and projects. Maturities of a longer duration will only be considered after consideration of security and the absolute requirement to avoid capital loss.

**6.2. Consideration of alternative investments**

The Council may wish to introduce additional investments as requirements change so that funds can be spread more widely (but within reason) in order to minimise financial risk.

Consideration may be given to unspecified investments, CCLA funds and investing through a broker.

**CCLA Funds - Local Authorities Property Fund**

Aims to provide investors with a high level of income and long-term capital appreciation. Fund invests in UK commercial properties. Capital growth is achieved while property prices continue to increase – but fund values would decrease in the event that property prices fall (e.g. in the event of a significant rise in interest rates).

It offered a dividend yield of 4.4% at the end of September 2020. Fund size is £1.156m at 30/9/20 – only open to local authorities.

The investment is regarded as for the long term. Councillors should bear in mind the Council’s current investment strategy which has an absolute requirement to avoid capital loss.

**Investments through a broker**

Investing through a broker would allow access to building society and money market funds which may not be accessible directly. Brokers furnish an introduction to available funds, and provide information and facilitate the administration of opening accounts. No funds are provided to them, and there are no charges associated with their services – they charge the borrower.

Minimum investments are generally £1m for money market funds, but building societies will accept investments down to £500,000. While this would not be appropriate in normal circumstances for STC, information may be sought should the opportunity arise.

**6.3. 2022/23 Budget**

- 2022/23 Budget includes income from interest of £10,369.
- This budget was set in the anticipation that the bank base rate would rise. Based on the current Bank of England interest rate of 0.25%, this would require over £4M to be invested for the full year. STC's bank balance (as at 31 December 2021) is £2.1M.

**Recommendations**

Having carefully considered the current guidance, the council's cash flow and investment requirements, and considering the ongoing covid situation & the requirement for flexibility, it is recommended that:

- Members adopt the existing strategy document.
- Alternative investments be explored including fixed term investments and CCLA Property fund for Revenue reserves brought forward and balances more than 3 months working capital (precept).

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**Sevenoaks Town Council**  
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## **Reserves Policy 2022/23**

### **Introduction**

The Town Council is required by statute to maintain financial reserves sufficient to meet the needs of the organisation and in addition has statutory limitations on how it spends certain receipts which it must ensure are accounted for separately to the council's general funds.

Whilst there is no statutory minimum (or maximum) level of reserves, the council should only hold revenue reserves for reasonable working capital needs or specific earmarked purposes.

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure. Net revenue expenditure is defined as precept, less amounts included in precept for loan repayment, capital projects & transfers to reserves. For an authority of the council's size, it states that the lower end (three months, or 25%) is appropriate.

The council's Internal and External Auditors review the council's reserves and their justification annually.

This policy sets out how the council will manage its reserves and is separate to the council's Investments Policy which sets out how the council will hold its reserves.

### **General Reserve**

The general reserve is not ringfenced (earmarked) for any specific expenditure, but is intended to cover the following working capital needs:

- to smooth the impact of uneven cashflow
- cover unexpected/emergency expenditure
- act in an agile manner

The general reserve will be replenished as part of the budget process in any year where it has been utilised for unexpected/emergency expenditure.

The council is increasing its general reserve by £20,000 a year as part of the medium-term plan, working towards a general reserves fund of 6 months of precept.

### **Earmarked Reserves**

The council may establish ringfenced (earmarked) reserves for any reason where it reasonably believes it may incur expenditure in the future. The council's current earmarked reserves are detailed at the end of this policy.

### **Consideration of Short-term Financial Risks**

To assess the adequacy of the general reserve, the Council has considered the strategic, operational, and financial risks faced. The short-term risks that the Town Council faces, with reference to its current plans include:

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Lower than expected income

- Grant income - In previous years the net expenditure of the Town Council has been slightly lower than the precept, with the result that the Council has been able to boost the level of the general reserve fund. Since net expenditure is stated after deducting revenue grants received from third parties, the savings partly reflect successful grant applications. Conversely if grant income were not received for any reason then a surplus of net expenditure over precept could result, with the balance being funded by the general reserves fund.
- Other income - the revenue estimates forming the basis of the precept includes predicted income from a range of sources, such as cemetery income, café income, and letting and hiring income, particularly from new facilities such as Bat & Ball centre, Business Hub and Bat & Ball Station. It is difficult to predict with accuracy (particularly, for new venues such as the Bat & Ball station). If income received were to fall below the budgeted level, then the balance could be funded from general reserves.
- calculations for Band D and non-collection allowances giving a lower than expected precept base.
- COVID measures restricting ability to hold a council meeting and set a precept. The precept was set earlier than usual in 2021, and emergency measures put in place.
- Other risks – eg Coronavirus has had a significant impact on income for this year and last.

Higher than expected costs due to:

- Inflation increases, in particular the energy sector;
- unexpected professional fees;
- shortage of staff resources;
- Other risks – eg Coronavirus has resulted in higher expenditure to allow the council to adapt to opening in a COVID safe way

Consideration of Longer-term Financial Risks

Longer term financial risks faced by the Council include:

- Funding the repairs or replacement of assets;
- Changes to legislation e.g. uncertainties created by the income to be generated from CIL



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# Current Level of Financial Reserves

As at December 2021, the General and Earmarked reserves held are as follows:

<u>General Funds</u>	£	
Revenue Reserves	458,611	
<u>Earmarked/Designated Funds</u>		
Youth Council Reserve	1,370	Youth council unspent budget rolled forward for future projects
Council Offices Reserve	1,548	To cover Council Offices maintenance works not covered in annual budget
Pension Reserve	2,814	For unexpected Pension related costs
Rolling Capital Prog Revenue Reserve	30,433	For major maintenance and other non-annual work on outside services & leisure facilities
Street Lighting Reserve	4,270	For major work on streetlighting - eg upgrades
Stag Winding Up Reserve	8,000	To cover potential costs should the Stag theatre be wound up, increased by £1K pa
Planning Fees Reserve	12,500	To cover future planning fees
Youth Activities Reserve	769	To cover future Youth activities
STP Activities Reserve	538	Town team unspent budget rolled forward for future projects
Non-annual commitments reserve	5,824	To cover known non-annual commitments, eg elections.
Staff training reserve	2,890	To cover additional training (spend on training was low in 2020/21 due to COVID restrictions)
Capital Receipts Quaker Hall	29,231	Capital reserve - legally restricted to capital expenditure only
Capital Receipts Reserve	524,739	Capital reserve - legally restricted to capital expenditure only
Bat & Ball Station Management & Maintenance reserve	279,804	Part of HLF grant, to underwrite Bat & Ball station during initial years of opening
CIL Earmarked Reserve	311,510	Subject to statutory restrictions. Only be used for infrastructure related expenditure
No 8 bus Reserve	78,808	Funding to be spent on Number 8 bus
QH Allotments Key Reserves	4,115	Key deposits
Mayor's Charity Reserve	656	Charity funds raised by prior Mayors
	1,299,819	
	1,758,430	

## Recommendation:

1. That Members consider and adopt the Reserves Policy for financial year 2022/23 with the emphasis on continuing to build revenue reserves up to a level of 6 months of precept, as part of the medium-term plan.

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**Cyber Safety**

Sevenoaks Town Council is a small local authority and does not have its own IT department and therefore outsources IT support from a local consultant. The Town Council currently uses Heliocentrix.

The Town Council continuously works with Heliocentrix to review its Cyber Security within available resources and current regulations.

The Town Council is currently working through the programme to obtain the basic Cyber Essentials accreditation.

First steps for this included a full Security Improvement Analysis which remains confidential for obvious reasons. The findings are marked in a traffic light system and worked on as identified by priorities.

Staff will begin using and being trained for Multifactor Authentication deployment and Mailbox Permission changes. Software for this will be upgraded in January 2022. A training session will also be provided to Councillors.

Sevenoaks Town Council has also been accepted for a free pilot of the Government's Cyber Defence Services currently available to principal authorities. The free services and tools being offered include:

- Web Check: helps find and fix common website vulnerabilities
- Mail Check: recommends ways to improve email security settings and enforces the email authentication
- Protective Domain Named Service (PDNS): prevents connections to known malicious websites and domains
- Early Warning (EW): designed to inform you organisation of potential cyber – attacks on your network, as soon as possible. The service uses a variety of information feeds from the NCSC, trusted public, commercial and closed sources, which includes privileged feeds which are not available elsewhere.

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**Renewal of Bligh's Market Licence**

**Background**

Sevenoaks Town Council holds a Saturday market at Bligh's.

A licence fee of £325 pa is paid to the landlord.

The 5-year licence agreement expires on 28 March 2022.

Up to 10 market stalls can be held on the Bligh's site, with the average weekly occupancy for 2021/22 being 7.5 stalls.

The 2021/22 fee charged to stallholders has been £40 per week.

An annual Christmas market is also held during the 2 weeks leading up to Christmas.

The licence also includes an option to hold a second weekly market on the Bligh's site. A Friday market has previously been considered.

Other than the licence cost, the only other costs involved are for an external contractor, who we pay to put up & take down the stalls each Saturday, an annual storage fee for the market cabins, and security during the Christmas market.

Bligh's market delivered a surplus of over £5K in 2019/20 and 2020/21 and has over £2K surplus year to date in 2021/22 (including the Christmas market). This includes the reduced income due to covid restrictions on markets.

2022/23 Budget assumes a surplus of £6K.

**Proposal**

The recommendation is that a licence renewal is sought for the next 5 years, providing that any increase to the licence fee still results in a surplus position for Bligh's market.

Once the licence renewal fee has been received, consideration to be given to the stallholder fee, to reflect any increase in cost.

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# **Recruitment of Additional Temporary Staff**

## **1. Heritage Engagement Officer (HEO)**

### **Background**

Hire and use of the Booking Hall and Luggage Room has struggled to recover to pre-COVID levels following the re-opening of the Bat & Ball Station and has not hit the expected levels in the original Business Plan. (2021/23 forecast hire income £5K, 2019/20 actual hire income £16K, Business plan hire income £40K).

Whilst café custom has recovered to pre-COVID levels, it has also failed to reach the level expected in the Business Plan. (catering & café forecast 2021/22 £29K, 2019/20 actual £34K, Business Plan £45K)

A Maintenance and Management reserve was included in the Original Business Plan, to underwrite the Bat & Ball Station by c£79K per year for the first 5 years. £72K was used in 2019/20, £45K in 2020/21. Based on current performance, we expect the reserves to underwrite the Bat & Ball Station for 4 more years until March 2026 (based on expected 2022/23 reserve year-end position of £236K & annual subsidy required of £60K).

Without the boost of re-engagement of the local community with the cultural & heritage offering that the Bat & Ball Station can offer, the concern is that the Bat & Ball Station won't meet its business plan objective to become self-funding, and STC will be left with a recurring subsidy to fund to keep the venue open.

Sevenoaks Town Council (STC) employed a Heritage Engagement Officer (HEO) for a period of 28 months to assist with the set-up of the Bat & Ball Station as a local heritage & cultural facility. The HEO promoted the venue and worked through a good Activity Plan which resulted in excellent evaluation (separate report available) and encouraged use of the facility and customers to the café.

Having been previously successful in applying to the Heritage Lottery Fund for £14,100 to assist the café to re-open following the COVID closures, we applied to the Culture Recovery Fund for Heritage round 3: Continuity Support for funding to employ an HEO on a temporary basis. Unfortunately, we were unsuccessful in our bid this time.

### **Proposal**

STC should consider employing an HEO for 20 hours per week on a fixed term contract for a period of up to 18 months.

We recommend the sum of £42,000 be approved for this purpose.

The position could be for an initial term of 12 months, with a review at 9 months to determine if it should be extended to a total term of 18 months.

The HEO will also need an events budget, with £9K being the suggested amount. (£1K annual budget already included in precept).

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#### Potential Payback Period

To achieve a payback on the £51K investment within 4 years, the HEO's work would need to increase Hire income by £10K in 2022/23, and a further £5K in 2023/24 & over the following 2 years.

	2022/23	2023/24	2024/25	2025/26	Total increase
Budgeted hire income	10,052	10,052	10,052	10,052	
Increased income	10,000	15,000	15,000	15,000	55,000
Total hire income	20,052	25,052	25,052	25,052	

Any knock-on increase in catering and café use would be a further benefit.

#### Further and ongoing benefit

If the Heritage Engagement Officer's work increases Hire income even further to reach the original Business Plan level of £40K in 2022/23, and maintain this over the 4 years, this will deliver a further £65K of income. This will allow the station to be underwritten for a further year by the Management & Maintenance Reserve, giving the station until March 2027 to establish itself and become self-funding.

#### RECOMMENDED:

- i) employ an HEO for 20 hours per week on a fixed term contract for a period of up to 18 months.
- ii) sum of £42,000 be approved for this purpose, to include £9,000 for Activity Plan.
- iii) The position be for an initial term of 12 months, with a review at 9 months to determine if it should be extended to a total term of 18 months.

## 2. Climate Change Project Officer

Sevenoaks Town Council had previously resolved that addressing climate change matters locally was one its number one priority. Within the Green Community Investment Plan, it was agreed that resources were needed to move the aspirations forward including an additional member of staff.

It was agreed that the Town Council would create a temporary 6 month Kickstart (funded by government) Climate Change Project Officer post. At the end of 2021 the Town Council had confirmation that government funding was agreed for this. However, in January 2022 the Town Council has been informed that there is no longer funding for this post (and the temporary Town Clerk's Secretary role).

In order to proceed with this recruitment, the following is

#### RECOMMENDED:

- i) Combine the Climate Change Project Officer role with the current vacancy of Planning Assistant (enabling staffing cover for Planning Officer) and create the new temporary role for one year.
- ii) The additional £8,500 to cover the salary for the next financial year will be covered by predicted surplus of budget at end of 2021 / 22 and Earmarked for this purpose.



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**Current Matters**

Item	Minute No		Status	Latest update																				
1	08 – F&GP 3.4.2017  263 – F&GP 18.9.2017 222 - OSL 3.9.18  197 – F&GP 05.08.19	Street Lighting	Ongoing	<p>Invoices were sent prior to the financial year end (March).</p> <p>Upgrades to streetlights in Linden Chase (PROW) have been completed.</p> <p><b>197. Streetlighting</b> 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 &amp; General Purposes Committee held on 15<sup>th</sup> June 2015.</p> <p>The following private roads had adopted their streetlights:</p> <table><tr><td>Clarendon Road</td><td>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>Wildernesse Mount</td><td>Farnaby Drive</td></tr><tr><td>Wood Drive</td><td>Wildernesse Avenue</td></tr></table> <p>The following private roads had not adopted their streetlights:</p> <table><tr><td>Coombe Avenue</td><td>Woodside Road</td></tr><tr><td>Pineneedle Lane</td><td>Lyle Park</td></tr><tr><td>Heathfield Road</td><td>Kincraig Drive</td></tr></table> <p><b>RESOLVED:</b></p> <p>i) To proceed with LED upgrade option 3 i.e. LED upgrade plus match existing heritage style lighting on Rectory Land and Judd’s Piece at a cost of £17,790 noting that the Sevenoaks Town Council shortfall of £11,717 to be met from Capital Reserves.</p> <p>ii) To write to remaining private roads who have chosen to not adopt their streetlights providing one month’s notice that the Town Council intends to proceed as per Minute No.61 F&amp;GP 15<sup>th</sup> June 2015 for removal of all lights on all private roads with unadopted lights at a cost of</p>	Clarendon Road	St Botolphs Avenue	Quarry Hill	St James Road	Yeomans Meadow	The Glade	Heathfield Road	South Park	Garvock Drive	Harrison Way	Wildernesse Mount	Farnaby Drive	Wood Drive	Wildernesse Avenue	Coombe Avenue	Woodside Road	Pineneedle Lane	Lyle Park	Heathfield Road	Kincraig Drive
Clarendon Road	St Botolphs Avenue																							
Quarry Hill	St James Road																							
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Heathfield Road	South Park																							
Garvock Drive	Harrison Way																							
Wildernesse Mount	Farnaby Drive																							
Wood Drive	Wildernesse Avenue																							
Coombe Avenue	Woodside Road																							
Pineneedle Lane	Lyle Park																							
Heathfield Road	Kincraig Drive																							

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Item	Minute No		Status	Latest update
	280 – F&GP 16.09.19			<p>£12,978. Noted that the projected budget shortfall of £7,978 would be met from Revenue Reserves.</p> <p>iii) To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.</p> <p>F&amp;GP Committee 16.09.19 (Minute 280):</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>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 31<sup>st</sup> October 2019 latest or the Town Council would proceed to removal of the lights;</li> <li>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 30<sup>th</sup> November 2019; and</li> <li>iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights.</li> </ul> <p>F&amp;GP Committee 25.11.19 (Minute 377):</p> <p><b>RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>1) It be noted that residents of Pineneedle and Lyle Park had agreed to adopt their lights and discussions were therefore concluded;</li> <li>2) Following notification by residents of Kincaig Drive that they would not adopt their lights, the lights be removed;</li> <li>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;</li> <li>4) The 15 households in Woodside Road be asked whether they would form a group to administer payments to the Town Council; and</li> <li>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</li> </ul>
	377 – F&GP 25.11.19			

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Item	Minute No		Status	Latest update
	407 – Council 09.12.19			road entered into the scheme.” (Minute 197 (iii) 05.08.19 refers)
	199 – F&GP 14.09.20			<p>Council 09.12.19 (Minute 407) RESOLVED:</p> <p>That the following Resolution 197(iii) of the Finance and General Purposes Committee held on 5<sup>th</sup> August 2019 be rescinded:</p> <p>“To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.”</p> <p><b>199. Streetlighting Update</b></p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol>
	320 - F&GP 23.11.20			<p>Update:</p> <p>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.</p> <p>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.</p> <p>RFO has received contact from 3 households who are unhappy with this decision.</p>
	382 - F&GP 18.01.21			<p>Update : Kippington Lane footpath SU21 – at the edge of the footpath between Kippington Meadow &amp; no 67</p>

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Item	Minute No		Status	Latest update
	193 – F&GP 02.08.21			<p>Oakhill Road. Repairs have been paid for by STC. Light is not SDC or KCC.</p> <p>193. Streetlighting Update</p> <p><b>RESOLVED:</b> The residents of Woodside Road be asked to communicate their intentions about the streetlighting in the private road by the end of September. If no agreement can be reached the Town Council would remove the streetlights as communicated over the past six years.</p>
2	361 – F&GP 26.11.18	Markets	Ongoing	<p><b>RESOLVED: unanimously</b> 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"> <li>• reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income</li> <li>• the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces.</li> </ul> <p>Sevenoaks District Council wrote to the Town Council on 5<sup>th</sup> March 2019: -</p> <p>Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that out options are tightly regulated. The invitation to tender was originally advertised nationally and across the EU. The EU procurement rules set out some principles to make sure that it is an even playing field for all and that favourable contracts are not granted to particular companies. Changes to a contract should only be allowed where all companies know this beforehand and are given a chance to bid on that basis.</p> <p>Regulation 72 of the 2015 Regulations explains the limited circumstances in which we can modify an existing contract. Tenderers were asked to submit bids for the Sevenoaks Markets based on entering the draft contract which was attached. the Heads of Terms clearly sets out the location of the Wednesday market. Changes are not permitted unless they are explicitly allowed for in the contract documents, where the changes are below a certain value threshold, or the changes fall within some specific other categories. In this case, the contract did not explicitly allow for reductions in the rent. The change in rent would also be larger than what is permitted under</p>

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Item	Minute No		Status	Latest update
				<p>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 17<sup>th</sup> February 2020. SDC considering temporary relocation of Wednesday market.</p> <p>No further information received.</p>
3	49 - F&GP 08.06.20	SAHA Trading Hut Lease	Ongoing	<p>Sevenoaks Allotment Holders Association (SAHA) Trading Hut Lease Renewal</p> <p>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.</p> <p>New version of lease in draft and will be sent to SAHA imminently.</p> <p><b>The lease is with SAHA and under consideration.</b></p>
4	463- F&GP 01.03.21          17.1 – F&GP 12.04.21	Knole Paddock & Raleys Field	Ongoing	<p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) That £30k of Capital Reserves be allocated to the upgrading of the sports pitches at Knole Paddock and Raleys Field; and</li> <li>2) That £2k be allocated from CIL funds for the installation of new gates between the Cemetery and Greatness Recreation Ground.</li> </ol> <p><b>Sports Pitch</b></p> <p>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.</p>

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Item	Minute No		Status	Latest update
				<p><b>RESOLVED</b> that:</p> <ol style="list-style-type: none"> <li>1) Sevenoaks Town Council obtain quotations for the pitch improvements to be carried out as identified in the independent report; and</li> <li>2) Subject to being within the allocated £30,000 budget, the decision to accept a quotation be delegated to the Chairman of the Finance &amp; General Purposes Committee, the Chairman of the Open Spaces &amp; Leisure Committee, The Open Spaces Manager, and the Town Clerk.</li> </ol> <p>Seeking a third quote now.</p>
5	<p>17.2 – F&amp;GP 12.04.21</p> <p>289. (iv) OSL 27.09.21</p>	Floodlighting Knole Paddock		<p><b>RESOLVED:</b> 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.</p> <p>The Open Spaces and Leisure Committee considered three quotes which had been obtained for new floodlights. A proposal that the majority of the project should be funded by Sevenoaks Rugby Football Club was put to the vote and lost.</p> <p><b>RESOLVED</b> to:</p> <ol style="list-style-type: none"> <li>1. Proceed with quote 2 subject to Non-Destructive Testing of the masts;</li> <li>2. Fund the new floodlights from CIL.</li> </ol> <p>Open Spaces Manager to meet on-site with supplier 17<sup>th</sup> November 2021.</p> <p>Pre-application planning advice enquiry submitted to SDC, response due by 31.01.2022.</p>
6	190 – F&GP 08.02.21	Cyber Security		<p>Town Clerk to provide a report to Finance and General Purposes Committee.</p> <p>Training to be arranged for Councillors.</p>
7	260.3 F&GP 13.09.21	Pension Deficit		Responsible Financial Officer, Chairman, and Vice-Chairman of Finance and General Purposes Committee to meet Kent County Council to discuss deficit.
8	378 F&GP 22.11.21	Covid-19 Compliance Activities & Awareness		<b>RESOLVED:</b> That the following recommendations be adopted:

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Item	Minute No		Status	Latest update
		Funding – Sevenoaks District Town Centres		<ol style="list-style-type: none"> <li>1) Installation of 16 refillable hand sanitizer stations in STC buildings;</li> <li>2) Provision of hand sanitisers and face masks for distribution via voluntary organisations;</li> <li>3) Bespoke promotion by STC on buses promoting shopping in Sevenoaks; and</li> <li>4) Display signage within STC buildings encouraging members of the public to follow government guidelines regarding the use of face masks.</li> </ol> <p>Completed</p>