

22nd February 2022



You are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 28th February 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/fO9XDBnny2g> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

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

Town Clerk

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

Committee Members:

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

AGENDA

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

- 1 **APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.

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Sevenoaks Kent TN13 3QG

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2

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

To receive any declarations of interest from members in respect of any items of business included in this report.

4

To receive, adopt and sign the Notes of the Advisory Meeting of the Finance & General Purposes Committee held on 17th January 2022 as a true record.

Attached

5

To receive and consider the Finance Officer's reports Attached

5.1

To receive and consider the Statement of Accounts, together with the Finance Officer's report and variance analysis for the period 1st to 31st January 2022

5.2

To authorise payment of the accounts listed in the schedules for the period 1st to 31st January 2022

5.3

To confirm payments from the account listed in the schedules for period 1st to 31st January 2022 Attached

5.4

To confirm payments from the account listed in the schedules for the period 1st to 31st January 2022

5.5

To receive and note Hospitality or Gifts received by Councillors or staff for the period 1st November 2021 to 31st December 2021:

Date	Donor	Recipient	Item	Value
14.02.2021	Member of NHS Staff	Hall Hire & Office Administrator	Box of chocolates	£8.50

- | | | |
|-----|--|-----------------------|
| 6. | <u>KNOLE PADDOCK AND RALEYS FIELD SPORTS PITCHES</u>
To consider request for additional funding. | Attached |
| 7. | <u>CLARENDON LAWN TENNIS CLUB</u>
To review lease of land at Lower Raleys Field. | Attached |
| 8. | <u>WEDNESDAY AND SATURDAY MARKET RENTS</u>
To review weekly market stall rents | Attached |
| 9 | <u>GRANT APPLICATIONS & REPORTS</u> | |
| 9.1 | To receive and note reports from grant recipients 2021 | Attached |
| 9.2 | To consider grant applications received | Circulated separately |
| 10 | <u>Notes of Town Team Meeting held on 23rd February 2022</u>
To receive and note the minutes of the meeting held on 23 rd February 2022 | To Follow |
| 11 | <u>Notes of Meeting – Celebration of HM The Queen’s Platinum Jubilee</u>
To receive and note the Notes of the meeting held on 8 th February 2022 | Attached |
| 12 | <u>CURRENT MATTERS</u>
To receive and note list of current matters | Attached |
| 13 | <u>PRESS RELEASE</u>
To consider any agenda item, which would be considered appropriate for a press release | — |

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Sevenoaks Town Council

**Notes of the advisory meeting of the Finance & General Purposes Committee
Held on 17th January 2022 via Zoom**

Livestreamed on YouTube: <https://youtu.be/OtPmLMfpHjI>

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 was held by electronic means in accordance with the emergency measures agreed at the meeting of the Town Council held on 6th December 2021 (*Minute 411 refers*).

Meeting commenced: 7.00pm

Meeting Concluded: 7.47 pm

Present:

Cllr Tony Clayton, Chairman	Present	Cllr Roderick Hogarth	Present
Cllr Keith Bonin, Vice-Chairman	Apologies	Cllr Tom Morris Brown	Apologies
Cllr Sue Camp	Apologies	Cllr Robert Piper	Apologies
Cllr Dr Marilyn Canet, Mayor (from 7.11pm)	Present	Cllr Simon Raikes	Present
Cllr Andrew Eyre	Present	Cllr Edward Waite	Apologies
Cllr Victoria Granville-Baxter (from 7.02pm)	Present		

Substitute		For
Cllr Richard Parry	Present	Cllr Robert Piper

In attendance: Cllr Busvine, Cllr Mrs Parry, Cllr Shea, Town Clerk, Responsible Financial Officer and Senior Committee Clerk.

Representations received from Members of the Public: None**461. Apologies for Absence**

As noted above.

462. Dispensations

There were no requests for dispensations.

463. Declaration of Interest

Cllr Raikes declared a pecuniary interest in respect of street lighting matters included in Agenda Item 10, Current Matters, insofar as they related to Woodside Road.

464. Minutes of the Finance & General Purposes Committee on 22nd November 2021

RESOLVED: To receive and sign the Minutes of the Finance and General Purposes Committee held on 22nd November 2021 as a true record.

Sevenoaks Town Council

465. Finance Reports

465.1 Management Accounts 1st to 30th November and 1st to 31st December 2021

The Committee received and noted, for the periods 1st to 30th November 2021 and 1st to 31st December 2021, the Responsible Finance Officer's Report with Variance Analysis, Income and Expenditure, Working Capital Summary and Statement of Fund Balances, together with:

- Suppliers Accounts:
1st to 30th November 2021, Balance £65,987.96
1st to 31st December 2021, Balance £53,954.33
- Payroll Accounts:
1st to 30th November 2021, Balance £79,373.97
1st to 31st December 2021, Balance £84,886.34
- Petty Cash Accounts:
1st to 30th November 2021, Balance £892.25
1st to 31st December 2021, Balance £906.54

It was noted that the year-to-date position at the end of December 2021 gave a revenue surplus of £42,077. Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement (YTD deficit of £31,611 to be adjusted at year end), the position was an adjusted surplus of £73,688. There were a number of cost commitments later in the year but a full year surplus of at least £30,000 was predicted.

The Responsible Finance Officer proposed that contingency funds be used to meet the costs of the cleaning and repointing of the St Nicholas War Memorial (less grant received of £1,820) and the cost of filming and livestreaming the Remembrance Day Service. The unspent contingency balance after meeting these costs would be £59,537.

At the Sevenoaks Town Council meeting held on 6th December 2021, the 2022/23 precept of £1,295,675 was agreed. The Committee noted that Sevenoaks District Council had now confirmed that the Band D number for 2022/23 was 9766.28. This meant that the 2022/23 precept costs each Band D equivalent £132.67 per year or £2.55 per week. This was a 3.24% increase compared to 2021/22, equivalent to 8p per week.

RESOLVED:

- 1) To accept the Management Accounts 1st to 30th November 2021 and 1st to 31st December 2021;
- 2) To approve the following expenditure from contingency:
 - £2,004.62 towards the costs of cleaning and repointing the St Nicholas War Memorial (remainder met by £1,820 grant)
 - £2,861 for the costs of filming and livestreaming the Remembrance Day Service

Sevenoaks Town Council

- 3) To note that following confirmation of the Band D number for 2022/23 the precept costs each Band D equivalent £132.67 per year or £2.55 per week. This was a 3.24% increase compared to 2021/22, equivalent to 8p per week.

465.2 Hospitality and Gifts Register

The Committee noted the following hospitality received in the period 1st November to 31st December 2021:

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

466 Review of Internal Controls

The Committee considered the following documents. It was noted that there were a couple of points where the wording could be tightened up: the Responsible Finance Officer was asked to address these at the next review.

466.1 Financial Regulations 2022/23

RESOLVED:

To adopt the updated Financial Regulations 2022/2023.

466.2 Internal Policies 2022/2023

(i) Investment Strategy, Policy and Risk Management 2022/23

It was agreed that it would be useful for the Responsible Financial Officer, Town Clerk and some councillors to undertake training in investment management.

RESOLVED that:

- 1) the Investment Strategy, Policy and Risk Management 2022/2023 be adopted, and
- 2) alternative investments be explored including fixed term investments and CCLA Property fund for Revenue reserves brought forward and balances more than three months working capital (precept), to be reported to a future meeting.

(ii) Reserves Policy 2022/2023

RESOLVED:

To adopt the Reserves Policy 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.

467 Cyber Security Update

The Committee received and noted the report outlining progress towards the basic Cyber Security Essentials accreditation and advising of the Town Council's participation in a free pilot of the Government's Cyber Defence Services currently

Sevenoaks Town Council

available to principal authorities. Training was being arranged for staff and councillors.

468 Bligh's Market Lease Renewal

RESOLVED:

- 1) 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; and
- 2) once the licence renewal fee has been received, consideration be given to the stallholder fee, to reflect any increase in cost.

469. Recruitment of Temporary Staff

469.1 Heritage Engagement Officer

RESOLVED that:

- 1) a Heritage Engagement Officer be employed for 20 hours per week on a fixed term contract for a period of up to 18 months;
- 2) the sum of £42,000 be approved for this purpose, to include £9,000 for an Activity Plan; and
- 3) 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.

469.2 Climate Change Project Officer

RESOLVED that:

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

470. Current Matters

The update on Current Matters was received and noted.

471. Press Releases

It was agreed that a press release be issued once the new Heritage Engagement Officer was appointed.

There being no further business the Chairman closed the Meeting.

Signed

Dated

Chairman

Sevenoaks Town Council

Finance Officer's Report for the period ended 31st January 2022

1. Summary

The year-to-date position at the end of January gives a revenue surplus of £12,051. This is before reserves release for Bat & Ball café YTD deficit of £38,089 (to be adjusted at year end). Allowing for this release gives an adjusted surplus January YTD of £50,140.

As in previous months, the main reason for this surplus is phasing of spend, (precept being received in advance of being spent) with some annual commitments expected in the last few months, as well as budgeted contributions towards non annual expenditure, which will be adjusted in March.

January has seen lower than expected income in all areas due to lower bookings due to COVID, and generally January lull for the first few weeks.

Our 6 monthly PWLB repayment was made in January, which is the main reason why YTD surplus has fallen since December.

At the November F&GP, a Forecast was presented predicting over £30K full year surplus, inclusive of £34K contingency spend. 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 £17K - 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.
- £3,125 grant for mentoring activities at HITB.
- One off income received re £7.5K VAT temporary reduction for takeaways, £3K Toilet tax refund, £7.8K KCC utilities payment for consumption during use, £5.5K payment for utilities used during Bat & Ball Centre construction (of which £3.2K recognised in prior year).
- £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.
- £46K Lower hire income than budgeted to date– due to Covid restrictions at the start of the year. we have achieved 54% of full year budgeted hire income. Hire income had been improving in all centres, with sports income & B&B Ctr now at 81% and 80% of year-to-date budget. However, Bat & Ball Station & Chamber bookings are still low, at 17% and 36% respectively.
- Business Hub (excluded from above). YTD the Hub is £24K adverse to budget. Hub use had been improving after the delayed opening, however this dropped during the festive period. All pods have been let during February, and we are expecting March to break even. The Hub budget was ambitious for a start-up, & next year's budget has been modelled on a less challenging target.
- Cemetery income £15K adverse to budget YTD, with October a one-off unusually low month. YTD monthly average income is slightly lower 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	25,639 (F)	Please refer to the variance report.
22	Cemetery	6,461 (A)	Please refer to the variance report.
32	F&GP General	31,148 (F)	Please refer to the variance report.
33	Council Offices	25,824 (A)	Please refer to the variance report.
41	Business Hub	23,686 (A)	Please refer to the variance report.
50	Youth Café	12,307 (F)	Please refer to the variance report.

3.0 Use of Contingency

Unspent contingency at the end of January is £59,537. Use of contingency is likely to be required for repairs to Vine war memorial & building surveyor costs for buildings reinstatement valuation.

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 £122,049 year to date, leaving a month-end balance of £1,648,478. This corresponds to an increase in revenue reserves of £11,015 and a decrease in Earmarked Reserves of £133,064.

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 January is £428,586, which is the equivalent of 4 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 £345K (mainly £188K 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 31st January 2022 totals £1,930,063 (31 Mar 2021 £1,794,222).

£1,645,199 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 0.19%.

7.0 Insurance

3 quotes were sought for the council's insurance (excluding motor), being our current provider Zurich, plus 2 brokers who specialise in council insurance.

The initial indications from the brokers have come out as over £19K and over £36K.

The 3-year renewal quote for Zurich is looking like £13K, which is the recommended option.

8.0 Building reinstatement cost valuations

The last building valuations were carried out in.

Barrington Corp Harrington have been appointed to carry out building reinstatement valuations, at a cost of £2,650 plus VAT. The work will commence in February.

Once we have the updated buildings reinstatement values, the Zurich insurance quote will be revised as necessary.

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>11 Planning - General</u>										
4010 Gross Pay	1,813	2,127	314	19,821	21,270	1,449	25,523		5,702	
4270 Employers Pension Contribution	67	90	23	768	900	132	1,087		319	
6240 Computer/ Data Base/WP's	32	66	34	689	791	102	920		231	
6320 Staff Training	70	0	(70)	70	0	(70)	0		(70)	
6630 Professional Fees	0	0	0	54	765	711	1,020		966	
6720 Books and Periodicals	0	0	0	0	306	306	306		306	
Planning - General :- Indirect Expenditure	1,982	2,283	301	21,402	24,032	2,630	28,856	0	7,454	0
Net Expenditure	(1,982)	(2,283)	(301)	(21,402)	(24,032)	(2,630)	(28,856)			
<u>21 O/ Spaces & Leisure - General</u>										
1022 Letting & Hire of Facilities	3,036	2,893	(143)	21,541	26,038	4,497	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	64	0	(64)	876	1,273	397	1,273		0	
1853 Adopt a Tree income	0	0	0	2,000	0	(2,000)	0		0	
1990 Other Income	1,445	64	(1,381)	5,376	640	(4,736)	764		0	
O/ Spaces & Leisure - General :- Income	4,545	2,957	(1,588)	33,089	29,754	(3,335)	35,667			0
4010 Gross Pay	14,509	15,191	682	149,523	151,910	2,387	182,290		32,767	
4270 Employers Pension Contribution	856	1,014	158	8,763	10,140	1,377	12,172		3,409	
5013 Graffiti Removal	0	170	170	450	850	400	1,020		570	
5025 Lower St Johns Toilets	964	892	(72)	12,306	8,920	(3,386)	10,710		(1,596)	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5026 Greatness Rec Convenience	232	255	23	2,321	2,550	229	3,060		739	
5031 St Nicholas War Memorial	0	2,005	2,005	3,825	2,005	(1,820)	2,005		(1,820)	
5050 Seats And Litter Bins	1,448	0	(1,448)	4,109	2,127	(1,982)	2,836		(1,273)	
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	842	842	5,172	3,368	(1,804)	3,366		(1,806)	
5110 Knole Paddock & Pavilion	432	400	(32)	462	3,200	2,738	4,030		3,568	
5120 Knole Paddock Pitch & Grnd Mt	1,405	0	(1,405)	3,730	2,400	(1,330)	3,570		(160)	
5310 Miscellaneous Open Spaces	249	154	(95)	2,518	1,540	(978)	1,842		(676)	
5311 Security Open Spaces	1,743	1,300	(443)	17,209	13,000	(4,209)	15,600		(1,609)	
5316 Skatepark Maintenance	0	0	0	550	2,627	2,077	2,627		2,077	
5317 Raleys 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	0	0	0	3,933	1,914	(2,019)	2,550		(1,383)	
5410 Repairs & General Maintenance	31	128	97	1,452	1,280	(172)	1,530		78	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	365	701	336	1,921	7,010	5,089	8,415		6,494	
5525 Equipment Maintenance	2,870	960	(1,910)	4,183	7,680	3,497	8,160		3,977	
5550 Vehicle Expenses	3	1,333	1,330	1,653	13,330	11,677	16,000		14,347	
5700 Fuel	75	527	452	3,587	5,270	1,683	6,324		2,737	
6000 Rent & Rates	0	0	0	(62)	1,224	1,286	1,224		1,286	
6010 Light Heat & Cleaning	611	0	(611)	3,729	1,608	(2,121)	2,142		(1,587)	
6013 Cleaning	(129)	0	129	0	0	0	0		0	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6101 Telephone	12	17	5	118	170	52	204		86	
6104 Mobile Telephone	63	17	(46)	309	170	(139)	204		(105)	
6200 Printing & Stationery	0	0	0	22	0	(22)	0		(22)	
6320 Staff Training	0	0	0	1,885	2,295	410	3,060		1,175	1,885
6330 Welfare/Hospitality	23	17	(6)	235	170	(65)	204		(31)	
6730 Subscriptions	0	0	0	141	204	63	204		63	
6812 Road Dues	145	0	(145)	145	230	85	1,530		1,385	
6851 Bus Shelter Maintenance	0	15	15	0	150	150	179		179	
6900 Sundry Expenses	0	8	8	16	80	65	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	520	0	(520)	910	1,224	314	1,224		314	
6934 Waste Bin Collection-Dog Bins	0	0	0	1,310	2,142	832	2,856		1,546	
6935 Waste Bin Disposal-Waste Bins	60	359	299	3,001	3,590	589	4,304		1,303	
6952 Protective Clothing	326	123	(203)	806	1,230	424	1,479		673	
O/ Spaces & Leisure - General :- Indirect Expenditure	26,814	26,428	(386)	243,028	263,447	20,419	322,085	0	79,057	1,885
Net Income over Expenditure	(22,269)	(23,471)	(1,202)	(209,939)	(233,693)	(23,754)	(286,418)			
8001 plus Transfer from EMR	0			1,885						
Movement to/(from) Gen Reserve	(22,269)			(208,054)						

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1700 Cemetery Income	5,786	7,957	2,171	63,738	79,570	15,832	95,481		0	
O/ Spaces & Leisure - Cemetery :- Income	5,786	7,957	2,171	63,738	79,570	15,832	95,481			0
4010 Gross Pay	5,160	7,180	2,020	63,027	71,800	8,773	86,161		23,134	
4270 Employers Pension Contribution	377	599	222	4,839	5,990	1,151	7,184		2,345	
5210 Cemetery Chapel & Office	0	0	0	366	105	(261)	210		(156)	
5230 Cemetery Wshop/Messroom Mtce	110	0	(110)	456	0	(456)	179		(277)	
5410 Repairs & General Maintenance	39	85	46	834	850	16	1,020		186	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	11	272	261	1,201	2,720	1,519	3,264		2,063	
5525 Equipment Maintenance	0	212	212	2,809	2,120	(689)	2,550		(259)	
5700 Fuel	251	60	(191)	777	600	(177)	714		(63)	
6000 Rent & Rates	816	558	(258)	8,800	5,580	(3,220)	6,701		(2,099)	
6010 Light Heat & Cleaning	455	105	(350)	1,488	1,050	(438)	1,265		(223)	
6101 Telephone	42	64	22	591	640	49	765		174	
6104 Mobile Telephone	0	10	10	0	100	100	122		122	
6105 Broadband wi-fi service	(20)	0	20	299	0	(299)	0		(299)	
6200 Printing & Stationery	0	8	8	0	80	80	102		102	
6240 Computer/ Data Base/WP's	0	0	0	572	408	(164)	408		(164)	
6320 Staff Training	0	0	0	0	1,530	1,530	2,040		2,040	
6330 Welfare/Hospitality	18	14	(4)	136	140	4	173		37	
6500 Goods for Resale	0	17	17	0	170	170	204		204	
6630 Professional Fees	0	0	0	0	102	102	102		102	

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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
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	0	0	1,460	2,295	835	3,060		1,600	
6822 Roads Path & Boundaries	0	200	200	250	200	(50)	714		464	
6832 Lawn/Wall of Remembrance	15	0	(15)	64	0	(64)	102		38	
6900 Sundry Expenses	0	4	4	0	40	40	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	486	391	(95)	4,128	3,910	(218)	4,692		564	
6935 Waste Bin Disposal-Waste Bins	81	104	23	1,018	1,040	22	1,255		237	
6952 Protective Clothing	4	64	60	392	640	248	765		373	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	7,846	9,947	2,101	95,260	104,630	9,370	128,191	0	32,931	0
Net Income over Expenditure	(2,060)	(1,990)	70	(31,521)	(25,060)	6,461	(32,710)			
23 O/ Spaces & Leisure- Allotment										
1010 Rental Income	0	0	0	1,255	1,111	(144)	1,111		0	
1047 QH Allotments Income	31	0	(31)	6,984	7,516	532	7,516		0	
O/ Spaces & Leisure- Allotment :- Income	31	0	(31)	8,239	8,627	388	8,627			0
4010 Gross Pay	551	541	(10)	4,298	5,410	1,112	6,496		2,198	
4270 Employers Pension Contribution	26	22	(4)	243	220	(23)	260		17	
5410 Repairs & General Maintenance	0	306	306	432	1,224	792	1,224		792	
6000 Rent & Rates	29	130	101	(324)	1,300	1,624	1,561		1,885	

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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
6002 QH Allotments Costs	1,096	0	(1,096)	3,964	534	(3,430)	714		(3,250)	
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	1,702	999	(703)	8,737	8,994	257	10,561	0	1,824	0
Net Income over Expenditure	(1,671)	(999)	672	(499)	(367)	132	(1,934)			
<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	304	0	(304)	765	2,226	1,461	2,966		2,201	
6862 Street Lighting	736	1,140	404	10,595	11,400	805	13,682		3,087	
6865 In Bloom Costs	933	0	(933)	12,385	14,790	2,405	14,790		2,405	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	1,973	1,140	(833)	23,746	28,416	4,670	31,438	0	7,692	0
Net Income over Expenditure	(1,973)	(1,140)	833	(23,435)	(27,180)	(3,745)	(21,111)			
<u>28 O/ Spaces & Leisure-Vine Cafe</u>										
1211 Sale of Goods	3,712	2,860	(852)	58,777	57,841	(936)	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	3,712	2,860	(852)	68,637	57,841	(10,796)	63,561			0

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	2,118	3,217	1,099	47,256	45,310	(1,946)	51,746		4,490	
4270 Employers Pension Contribution	85	172	87	1,245	1,720	475	2,070		825	
5410 Repairs & General Maintenance	146	42	(104)	1,788	420	(1,368)	510		(1,278)	
5500 Equipment Hired and New	0	153	153	1,079	1,530	451	1,836		757	
5525 Equipment Maintenance	0	42	42	1,559	420	(1,139)	510		(1,049)	
6000 Rent & Rates	69	102	33	2,476	1,020	(1,456)	1,224		(1,252)	
6010 Light Heat & Cleaning	711	408	(303)	5,469	1,632	(3,837)	1,632		(3,837)	
6101 Telephone	26	26	0	245	260	15	315		70	
6200 Printing & Stationery	0	0	0	148	15	(133)	31		(117)	
6210 Postage & Courier	8	0	(8)	30	123	94	163		134	
6240 Computer/ Data Base/WP's	0	0	0	115	114	(1)	153		38	
6320 Staff Training	0	0	0	0	306	306	306		306	
6330 Welfare/Hospitality	29	0	(29)	50	0	(50)	0		(50)	
6340 Staff Uniforms	0	0	0	339	0	(339)	0		(339)	
6460 Publicity & Democratic notices	0	0	0	71	192	121	255		184	
6500 Goods for Resale	836	927	91	18,686	18,746	60	20,600		1,914	
6505 Cafe consumables	65	310	245	2,500	3,100	600	3,718		1,218	
6533 Copyright Fees/Royalties	0	0	0	0	326	326	326		326	
6635 Professional Fees Licensing	20	0	(20)	137	153	16	153		16	
6900 Sundry Expenses	0	18	18	52	180	128	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	106	175	69	1,495	1,750	256	2,101		607	
6976 Credit card charges	22	48	26	1,025	480	(545)	578		(447)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	4,242	5,640	1,398	88,264	78,322	(9,942)	89,472	0	1,208	0
Net Income over Expenditure	(530)	(2,780)	(2,250)	(19,627)	(20,481)	(854)	(25,911)			

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	0	0	540	1,500	960	1,500		0	
1451 Kickstart funding	1,200	0	(1,200)	4,133	0	(4,133)	0		0	
1805 Tea Kiosk Rental & Pavilion	0	0	0	3,500	3,500	0	3,500		0	
1870 Vine Club Insurance Contrib.	0	0	0	354	352	(2)	352		0	
O/Spaces & Leisure-Vine Ground :- Income	1,200	0	(1,200)	8,527	5,352	(3,175)	5,352			0
4010 Gross Pay	1,140	763	(377)	11,144	7,630	(3,514)	9,157		(1,987)	
4270 Employers Pension Contribution	59	46	(13)	538	460	(78)	549		11	
5010 Vine Area General Maintenance	1,224	344	(880)	6,024	3,440	(2,584)	4,122		(1,902)	
5020 Vine Public Convenience	696	722	26	8,427	7,220	(1,207)	8,670		243	
5410 Repairs & General Maintenance	3	0	(3)	145	0	(145)	0		(145)	
6000 Rent & Rates	0	44	44	337	440	103	525		188	
6460 Publicity & Democratic notices	0	0	0	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	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	3,121	1,919	(1,202)	31,596	23,421	(8,175)	27,317	0	(4,279)	0
Net Income over Expenditure	(1,921)	(1,919)	2	(23,069)	(18,069)	5,000	(21,965)			

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>30 F& G P - Bat & Ball Station</u>										
1022 Letting & Hire of Facilities	353	2,040	1,687	3,369	20,400	17,031	24,480		0	
1211 Sale of Goods	1,895	4,083	2,188	18,119	40,830	22,711	49,000		0	
1213 Event catering	205	0	(205)	3,197	0	(3,197)	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)	2,823	0	(2,823)	0		0	
1990 Other Income	0	0	0	12	0	(12)	0		0	
F& G P - Bat & Ball Station :- Income	3,394	6,123	2,729	45,769	61,230	15,461	73,480			0
4010 Gross Pay	5,875	5,116	(759)	49,483	51,160	1,677	61,392		11,909	
4270 Employers Pension Contribution	110	219	109	1,077	2,190	1,113	2,629		1,552	
5410 Repairs & General Maintenance	284	135	(149)	2,258	1,350	(908)	1,618		(640)	
5500 Equipment Hired and New	48	128	80	796	1,280	484	1,530		734	
6000 Rent & Rates	324	243	(81)	3,244	2,430	(814)	2,917		(327)	
6011 Electricity	528	453	(75)	4,559	4,530	(29)	5,432		873	
6012 Gas	228	0	(228)	1,120	1,575	455	2,101		981	
6013 Cleaning	305	340	35	3,353	3,400	47	4,080		727	
6014 Water	0	0	0	0	1,530	1,530	2,040		2,040	
6101 Telephone	73	57	(16)	732	570	(162)	683		(49)	
6200 Printing & Stationery	2	18	17	270	180	(90)	210		(60)	
6210 Postage & Courier	8	0	(8)	8	0	(8)	0		(8)	
6241 Website Costs	0	0	0	410	0	(410)	0		(410)	
6320 Staff Training	0	0	0	0	198	198	263		263	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6330 Welfare/Hospitality	31	0	(31)	300	0	(300)	0		(300)	
6340 Staff Uniforms	0	0	0	442	0	(442)	0		(442)	
6460 Publicity & Democratic notices	50	170	120	697	1,700	1,003	2,040		1,343	
6500 Goods for Resale	1,249	1,700	451	9,482	17,000	7,518	20,400		10,918	
6505 Cafe consumables	94	50	(44)	878	500	(378)	600		(278)	
6533 Copyright Fees/Royalties	0	48	48	0	480	480	578		578	
6635 Professional Fees Licensing	0	0	0	360	578	218	578		218	
6900 Sundry Expenses	12	52	40	233	520	287	630		397	
6922 Health&Safety/Risk Assessments	0	268	268	1,282	1,072	(210)	1,072		(210)	
6930 Alarm Maintenance	261	650	389	551	1,292	741	1,292		741	
6931 CCTV Maintenance	162	652	490	162	652	490	652		490	
6935 Waste Bin Disposal-Waste Bins	161	108	(53)	1,600	1,080	(520)	1,292		(308)	
6976 Credit card charges	68	44	(24)	564	440	(124)	525		(39)	
F & G P - Bat & Ball Station :- Indirect Expenditure	9,872	10,451	579	83,858	95,707	11,849	114,554	0	30,696	0
Net Income over Expenditure	(6,478)	(4,328)	2,150	(38,089)	(34,477)	3,612	(41,074)			
31 F & G P - Establishments										
1115 Interest on Deposits	71	338	267	404	3,380	2,976	4,060		0	
1231 Banner Income	222	410	188	1,686	4,100	2,414	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	105	180	75	2,729	1,800	(929)	2,163		0	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
1990 Other Income	10	8	(2)	673	80	(593)	103		0	638
F & G P - Establishments :- Income	408	936	528	17,168	9,360	(7,808)	11,248			638
4010 Gross Pay	24,303	24,305	2	250,530	243,050	(7,480)	291,664		41,134	
4270 Employers Pension Contribution	2,563	2,798	235	26,000	27,980	1,980	33,570		7,570	
4271 Pension Deficiency	6,667	6,667	0	66,667	66,670	3	80,000		13,333	
5500 Equipment Hired and New	354	212	(142)	1,417	2,120	703	2,550		1,133	
6020 Insurance Cost	1,229	1,457	228	17,011	17,484	473	20,400		3,389	
6101 Telephone	397	489	92	3,406	4,890	1,484	5,865		2,459	
6103 Fax	0	8	8	0	80	80	102		102	
6200 Printing & Stationery	2,612	1,445	(1,167)	12,266	14,450	2,184	17,340		5,074	
6210 Postage & Courier	298	438	140	4,873	4,380	(493)	5,253		380	
6240 Computer/ Data Base/WP's	1,789	1,138	(651)	13,176	11,380	(1,796)	13,658		482	
6241 Website Costs	0	0	0	380	1,540	1,160	2,040		1,660	
6242 I.T. Infrastructure	2,604	680	(1,924)	10,807	6,800	(4,007)	8,160		(2,647)	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	573	573	765		765	
6300 Computer Software	762	289	(473)	4,165	2,890	(1,275)	3,468		(697)	
6315 Recruitment Costs	0	170	170	358	1,700	1,342	2,040		1,682	
6320 Staff Training	87	255	168	1,314	2,550	1,236	3,060		1,746	
6321 Investors in People	0	0	0	0	0	0	840		840	
6330 Welfare/Hospitality	436	170	(266)	2,494	1,700	(794)	2,040		(454)	
6410 Civic Exps/Annual Reception	0	0	0	713	1,785	1,073	1,785		1,073	
6415 Gifts/hospitality	48	34	(14)	1,013	340	(673)	408		(605)	
6420 Annual Parish Meeting	97	0	(97)	97	0	(97)	102		5	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6421 Honour Bd. Badges & Insignia	0	0	0	1,206	255	(951)	255		(951)	
6435 Members Expenses	0	0	0	4,129	4,202	73	4,202		73	
6440 Press Notices	0	128	128	0	1,280	1,280	1,530		1,530	
6450 Bye Laws	0	0	0	0	0	0	102		102	
6460 Publicity & Democratic notices	189	212	23	2,629	2,120	(509)	2,550		(79)	
6461 Banner Costs	0	131	131	684	1,310	626	1,576		892	
6610 Audit Fees	0	0	0	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	50	196	146	360	1,960	1,600	2,346		1,986	
6720 Books and Periodicals	0	32	32	0	320	320	388		388	
6730 Subscriptions	252	202	(50)	4,676	4,950	274	5,253		577	
6889 Waste Sacks	0	170	170	2,831	1,700	(1,131)	2,040		(791)	
6900 Sundry Expenses	49	42	(7)	(120)	420	540	510		630	
6922 Health&Safety/Risk Assessments	62	0	(62)	5,537	3,264	(2,273)	3,264		(2,273)	
6975 Bank Charges	105	132	27	1,218	1,320	102	1,581		363	
6976 Credit card charges	105	60	(45)	1,298	600	(698)	714		(584)	
7010 Election Expenses	0	0	0	0	0	0	5,100		5,100	
7611 Contingency provision	0	(4,866)	(4,866)	0	(7,793)	(7,793)	59,537		59,537	
7614 Stag reserve	0	0	0	0	0	0	1,020		1,020	
7617 PWLB Loan Repayment	35,801	36,000	199	71,602	72,000	398	72,000		398	
F & G P - Establishments :- Indirect Expenditure	80,857	72,994	(7,863)	517,404	509,818	(7,586)	668,625	0	151,221	0
Net Income over Expenditure	(80,449)	(72,058)	8,391	(500,236)	(500,458)	(222)	(657,377)			
8002 less Transfer to EMR	0			638						
Movement to/(from) Gen Reserve	(80,449)			(500,874)						

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
32 F & G P - General										
1490 Christmas Lights Switch On	0	0	0	6,620	6,000	(620)	6,000		0	
1495 Number 8 bus income	0	57	57	0	570	570	684		0	
F & G P - General :- Income	0	57	57	6,620	6,570	(50)	6,684			0
6490 Christmas Lights Switch On	337	0	(337)	30,892	26,520	(4,372)	26,520		(4,372)	
6491 Remembrance Day/Civic Serv.	0	2,861	2,861	4,884	5,921	1,037	5,921		1,037	
6495 Number 8 bus expenses	0	3,365	3,365	0	33,650	33,650	40,384		40,384	
6869 Special Events	146	552	406	4,736	5,520	784	6,630		1,894	
6900 Sundry Expenses	0	0	0	1,036	0	(1,036)	0		(1,036)	1,036
F & G P - General :- Indirect Expenditure	483	6,778	6,295	41,549	71,611	30,062	79,455	0	37,906	1,036
Net Income over Expenditure	(483)	(6,721)	(6,238)	(34,929)	(65,041)	(30,112)	(72,771)			
8001 plus Transfer from EMR	0			1,036						
Movement to/(from) Gen Reserve	(483)			(33,893)						
33 F & G P - Council Offices										
1022 Letting & Hire of Facilities	795	1,416	621	5,128	14,160	9,032	16,995		0	
F & G P - Council Offices :- Income	795	1,416	621	5,128	14,160	9,032	16,995			0
4010 Gross Pay	2,209	1,115	(1,094)	22,088	11,150	(10,938)	13,384		(8,704)	
4270 Employers Pension Contribution	121	67	(54)	1,176	670	(506)	803		(373)	
5410 Repairs & General Maintenance	246	180	(66)	4,261	1,800	(2,461)	2,162		(2,099)	1,650

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5500 Equipment Hired and New	23	0	(23)	23	0	(23)	0		(23)	
6000 Rent & Rates	2,320	2,156	(164)	25,284	21,560	(3,724)	25,877		593	
6010 Light Heat & Cleaning	1,622	541	(1,081)	5,748	5,410	(338)	6,492		744	
6013 Cleaning	0	0	0	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	0	8	8	55	80	25	102		47	
6900 Sundry Expenses	0	8	8	123	80	(43)	102		(21)	
6922 Health&Safety/Risk Assessments	0	0	0	793	306	(487)	306		(487)	
6930 Alarm Maintenance	0	0	0	848	1,428	580	1,428		580	
6935 Waste Bin Disposal-Waste Bins	80	93	13	1,072	930	(142)	1,112		40	
F & G P - Council Offices :- Indirect Expenditure	6,620	4,168	(2,452)	72,782	46,341	(26,441)	54,695	0	(18,087)	9,650
Net Income over Expenditure	(5,825)	(2,752)	3,073	(67,655)	(32,181)	35,474	(37,700)			
8001 plus Transfer from EMR	0			9,650						
Movement to/(from) Gen Reserve	(5,825)			(58,005)						
36 F & G P - Bat & Ball Centre										
1022 Letting & Hire of Facilities	3,628	6,542	2,914	52,039	65,420	13,381	78,500		0	
1032 Linen and table hire	51	0	(51)	183	0	(183)	0		0	
1350 Revenue Grant income	0	0	0	567	0	(567)	0		0	
1445 Outdoor Activities	(13)	0	13	649	0	(649)	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	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
1457 Indoor Activities	354	238	(116)	2,591	2,380	(211)	2,850		0	
1990 Other Income	2,607	0	(2,607)	10,372	0	(10,372)	0		0	
F & G P - Bat & Ball Centre :- Income	6,626	6,780	154	69,389	67,800	(1,589)	81,350			0
4010 Gross Pay	4,327	2,952	(1,375)	33,165	29,520	(3,645)	35,425		2,260	
4270 Employers Pension Contribution	135	167	32	1,322	1,670	348	2,006		684	
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	10	0	(10)	1,361	0	(1,361)	0		(1,361)	
5500 Equipment Hired and New	0	250	250	1,646	1,000	(646)	1,000		(646)	
6000 Rent & Rates	387	628	241	2,812	6,280	3,468	7,540		4,728	
6011 Electricity	1,847	191	(1,656)	9,921	1,910	(8,011)	2,295		(7,626)	
6012 Gas	522	534	12	1,584	2,136	552	2,135		551	
6013 Cleaning	0	52	52	589	520	(69)	625		36	
6101 Telephone	47	45	(2)	466	450	(16)	545		79	
6104 Mobile Telephone	33	0	(33)	125	0	(125)	0		(125)	
6200 Printing & Stationery	0	0	0	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)	5,782	0	(5,782)	0		(5,782)	5,484
6460 Publicity & Democratic notices	0	42	42	455	420	(35)	500		45	455
6520 Refreshments for Resale	167	56	(111)	1,254	560	(694)	670		(584)	
6533 Copyright Fees/Royalties	0	0	0	0	665	665	665		665	
6620 Legal Expenses	0	0	0	600	0	(600)	0		(600)	
6635 Professional Fees Licensing	0	0	0	490	180	(310)	180		(310)	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6842 Grounds Maintenance	0	658	658	239	6,580	6,341	7,900		7,661	
6900 Sundry Expenses	0	0	0	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	74	135	61	933	1,350	417	1,620		687	
6939 Healthcare Services	0	91	91	0	910	910	1,090		1,090	
6952 Protective Clothing	0	0	0	225	0	(225)	0		(225)	
F & G P - Bat & Ball Centre :- Indirect Expenditure	7,581	5,801	(1,780)	66,924	58,128	(8,796)	68,236	0	1,312	6,136
Net Income over Expenditure	(955)	979	1,934	2,465	9,672	7,207	13,114			
8001 plus Transfer from EMR	0			6,136						
Movement to/(from) Gen Reserve	(955)			8,601						
38 F & G P - Grants										
6937 Annual Subsidy-Comm Centre	362	25	(337)	2,973	200	(2,773)	255		(2,718)	
6938 Annual Subsidy-Council Chamber	68	85	18	203	850	648	1,020		818	
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	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
7557 Community Rail Partnership	0	0	0	3,000	3,060	60	3,060		60	
F & G P - Grants :- Indirect Expenditure	430	110	(320)	42,014	40,065	(1,949)	57,436	0	15,422	0
Net Expenditure	(430)	(110)	320	(42,014)	(40,065)	1,949	(57,436)			
<u>39 F & G P - Property</u>										
1469 O/S Ground Rents & Wayleaves	0	0	0	5,060	5,925	865	5,925		0	
F & G P - Property :- Income	0	0	0	5,060	5,925	865	5,925			0
Net Income	0	0	0	5,060	5,925	865	5,925			
<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	0	0	0	4,750	8,680	3,930	13,390			0
6101 Telephone	0	8	8	139	80	(59)	102		(37)	
6200 Printing & Stationery	37	8	(29)	78	80	2	102		24	
6240 Computer/ Data Base/WP's	107	42	(65)	762	420	(342)	510		(252)	
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	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6323 Business Show	84	0	(84)	2,988	2,321	(667)	2,321		(667)	
6710 Conference Fees & Expenses	0	60	60	0	600	600	714		714	
6730 Subscriptions	0	0	0	545	0	(545)	0		(545)	
6900 Sundry Expenses	9	51	42	1,166	510	(656)	612		(554)	
7000 Reinvestment	0	0	0	0	0	0	1,049		1,049	
7607 Christmas gift guide expenses	180	0	(180)	849	0	(849)	0		(849)	
7608 Friends of Bat & Ball	0	85	85	0	850	850	1,020		1,020	
7616 Wellbeing show	0	0	0	0	2,550	2,550	2,550		2,550	
Town Team :- Indirect Expenditure	417	254	(163)	8,070	8,941	871	18,390	0	10,320	0
Net Income over Expenditure	(417)	(254)	163	(3,320)	(261)	3,059	(5,000)			
41 Business Hub										
1022 Letting & Hire of Facilities	0	2,403	2,403	204	24,030	23,826	28,840		0	
1025 Prov.of postal/Business addres	0	80	80	0	800	800	960		0	
1026 Hot Desking Facility	242	667	425	1,413	6,670	5,257	8,000		0	
1027 Dedicated Desk x12	0	1,440	1,440	0	14,400	14,400	17,280		0	
1029 Office Pods	483	967	484	3,343	9,670	6,327	11,600		0	
1031 Chamber of Commerce	400	320	(80)	3,200	3,200	0	3,840		0	
Business Hub :- Income	1,125	5,877	4,752	8,161	58,770	50,609	70,520			0
4010 Gross Pay	418	1,250	832	3,255	7,500	4,245	10,000		6,745	
5410 Repairs & General Maintenance	0	500	500	424	5,000	4,576	6,000		5,576	
5500 Equipment Hired and New	64	0	(64)	96	0	(96)	0		(96)	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6000 Rent & Rates	207	333	126	2,071	3,330	1,259	4,000		1,929	
6010 Light Heat & Cleaning	4,255	1,667	(2,588)	5,554	16,670	11,116	20,000		14,446	
6101 Telephone	0	167	167	489	1,670	1,181	2,000		1,511	
6105 Broadband wi-fi service	283	0	(283)	1,981	0	(1,981)	0		(1,981)	
6200 Printing & Stationery	0	1,000	1,000	677	10,000	9,323	12,000		11,323	
6241 Website Costs	0	0	0	133	0	(133)	0		(133)	
6511 Sales commission	73	0	(73)	496	0	(496)	0		(496)	
6620 Legal Expenses	0	0	0	750	0	(750)	0		(750)	
6900 Sundry Expenses	95	0	(95)	518	0	(518)	0		(518)	
6922 Health&Safety/Risk Assessments	0	0	0	245	0	(245)	0		(245)	
6930 Alarm Maintenance	200	0	(200)	478	0	(478)	0		(478)	
6975 Bank Charges	0	0	0	2	0	(2)	0		(2)	
6976 Credit card charges	14	0	(14)	76	0	(76)	0		(76)	
Business Hub :- Indirect Expenditure	5,609	4,917	(692)	17,246	44,170	26,924	54,000	0	36,754	0
Net Income over Expenditure	(4,484)	960	5,444	(9,086)	14,600	23,686	16,520			
<u>42 Sevenoaks Town Mayor</u>										
1500 Fundraising	208	0	(208)	653	0	(653)	0		0	
1752 Quiz Night Income	480	0	(480)	720	0	(720)	0		0	
1756 Int'l Women's Day Event Income	70	0	(70)	70	0	(70)	0		0	
Sevenoaks Town Mayor :- Income	758	0	(758)	1,443	0	(1,443)	0			0
6200 Printing & Stationery	40	0	(40)	40	0	(40)	0		(40)	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6433 Mayors Allowance 2021/22	450	470	20	3,533	4,700	1,167	5,636		2,103	
6434 Mayor's Car Allowance 2021/22	0	209	209	113	2,090	1,978	2,511		2,399	
Sevenoaks Town Mayor :- Indirect Expenditure	490	679	189	3,685	6,790	3,105	8,147	0	4,462	0
Net Income over Expenditure	268	(679)	(947)	(2,242)	(6,790)	(4,548)	(8,147)			
<u>43 Youth Council</u>										
7555 Youth Council Support	0	42	42	45	420	375	510		465	
Youth Council :- Indirect Expenditure	0	42	42	45	420	375	510	0	465	0
Net Expenditure	0	(42)	(42)	(45)	(420)	(375)	(510)			
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	183	312	129	1,583	3,120	1,537	3,740		0	
1211 Sale of Goods	144	197	53	273	1,970	1,697	2,369		0	
1350 Revenue Grant income	3,125	0	(3,125)	3,125	0	(3,125)	0		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	3,453	509	(2,944)	9,151	5,090	(4,061)	6,109			0
4010 Gross Pay	2,789	2,170	(619)	25,494	21,700	(3,794)	26,041		547	10,000
4270 Employers Pension Contribution	62	87	25	583	870	287	1,042		459	
5410 Repairs & General Maintenance	0	85	85	787	850	63	1,020		233	
5500 Equipment Hired and New	115	0	(115)	115	0	(115)	0		(115)	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6010 Light Heat & Cleaning	35	42	7	65	420	355	510		445	
6101 Telephone	46	48	2	413	480	67	571		158	
6200 Printing & Stationery	38	42	4	101	420	319	510		409	
6240 Computer/ Data Base/WP's	33	64	31	637	640	3	765		128	
6281 Furnishings,Furniture/Eqpt	0	42	42	0	420	420	510		510	
6320 Staff Training	20	0	(20)	20	204	184	408		388	
6330 Welfare/Hospitality	5	0	(5)	35	0	(35)	0		(35)	
6340 Staff Uniforms	268	0	(268)	268	153	(115)	204		(64)	
6460 Publicity & Democratic notices	0	42	42	29	420	391	510		481	
6500 Goods for Resale	226	144	(82)	506	1,440	934	1,734		1,228	
6505 Cafe consumables	3	0	(3)	8	0	(8)	0		(8)	
6635 Professional Fees Licensing	0	0	0	278	408	130	408		130	
6900 Sundry Expenses	16	13	(3)	295	130	(165)	153		(142)	
6922 Health&Safety/Risk Assessments	0	34	34	1,015	340	(675)	408		(607)	
Youth Cafe :- Indirect Expenditure	3,654	2,813	(841)	30,649	28,895	(1,754)	34,794	0	4,145	10,000
Net Income over Expenditure	(202)	(2,304)	(2,102)	(21,498)	(23,805)	(2,307)	(28,685)			
8001 plus Transfer from EMR	0			10,000						
Movement to/(from) Gen Reserve	(202)			(11,498)						
60 Markets										
1017 Rental Income Sat Market	1,011	1,928	917	14,566	19,280	4,714	23,130		0	
1018 Rental Income Wed Market	748	1,182	435	11,208	11,820	613	14,187		0	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
1019 Rental Income Blighs Market	600	1,288	688	13,280	12,880	(400)	15,450		0	
1028 Rental Income Pop Up Market	0	0	0	770	0	(770)	0		0	
Markets :- Income	2,359	4,398	2,040	39,824	43,980	4,157	52,767			0
4010 Gross Pay	130	142	12	1,815	1,420	(395)	1,704		(111)	
5410 Repairs & General Maintenance	4	0	(4)	57	78	21	102		45	
5420 Saturday market charges	1,401	1,441	40	12,403	12,682	279	14,988		2,585	
5421 Wednesday Market charges	2,042	2,625	583	21,949	23,100	1,151	27,301		5,352	
5425 Pop Up Market	0	0	0	7,794	449	(7,345)	449		(7,345)	5,795
6001 Blighs Market Charges	251	1,192	941	9,416	11,920	2,504	14,299		4,883	
6010 Light Heat & Cleaning	20	128	108	190	512	322	510		320	
6460 Publicity & Democratic notices	0	170	170	0	1,700	1,700	2,040		2,040	
6635 Professional Fees Licensing	0	0	0	180	0	(180)	0		(180)	
Markets :- Indirect Expenditure	3,848	5,698	1,850	53,804	51,861	(1,943)	61,393	0	7,589	5,795
Net Income over Expenditure	(1,489)	(1,300)	189	(13,981)	(7,881)	6,100	(8,626)			
8001 plus Transfer from EMR	0			5,795						
Movement to/(from) Gen Reserve	(1,489)			(8,186)						
<u>70 Precept</u>										
1995 Precept	103,325	103,325	0	1,033,248	1,033,250	2	1,239,898		0	
Precept :- Income	103,325	103,325	0	1,033,248	1,033,250	2	1,239,898			0
Net Income	103,325	103,325	0	1,033,248	1,033,250	2	1,239,898			

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	137,515	143,195	5,680	1,428,251	1,497,195	68,944	1,797,381			
Expenditure	167,541	163,061	(4,480)	1,450,063	1,494,009	43,946	1,858,155	0	408,092	
Net Income over Expenditure	(30,025)	(19,866)	10,159	(21,812)	3,186	24,998	(60,774)			
plus Transfer from EMR	0			34,502						
less Transfer to EMR	0			638						
Movement to/(from) Gen Reserve	(30,025)			12,051						

January 2022 Year to Date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	(21,402)	(24,032)	(2,630)	(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, and no spend on books to date.
Open Spaces & Leisure Committee					
General	(208,054)	(233,693)	(25,639)	(284,413)	Other income includes £1,921 prior year Rates refund on St Johns Toilets, due to Toilet tax change. Electricity recharges to Enterprise for St John's site are also included. £816 was charged to Enterprise this month, being a catch up on the electricity rate. Other favourable variances are due to the phasing of spend on equipment hire & maintenance (£8.5K), Sevenoaks Common (£3.1K), Tree Safety Survey (£2.1K) and Skatepark (£2K). Budget also included vehicle expenses for a new vehicle (£11.4K) and capital items (£1.2K) which haven't happened yet. This is partially offset by Sports income which is adverse £4.5K 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 electricity charge 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 and budget from contingency. The £4.2K 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 £5K adverse. The £328 adverse variance in code 1316 is caused by budget for Raley's parking permits erroneously including VAT.
Cemetery	(31,521)	(25,060)	6,461	(32,710)	The variance is mainly driven by lower cemetery income than budget (£15.8K). This is partially offset by £9.9K favourable pay related, driven by long term sickness and a period with an unfilled vacancy. Higher than budget rates are causing the adverse variance in 6000.
Allotments	(499)	(367)	132	(1,934)	Income is slightly lower than expected post-renewals (£388). 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 cost £1.7K in 6002 in July. Drinking Troughs and Skip Hire are the 6002 costs in January (£1,096). This relates to BV allotments and will be moved to 5410.
Street lighting/ general	(23,435)	(27,180)	(3,745)	(21,111)	Favourable variance is mainly due to spend on Public Clock Maintenance & In Bloom being lower than budget to date.
Vine Grounds	(23,069)	(18,069)	5,000	(21,965)	Higher Gross Pay costs (£3.5k) are offset by the Kickstart grant income received (£4.1k). New Noticeboard for the Vine (£1.3k) contributes to 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. Higher lock up & cleaning costs for the Vine toilets.

January 2022 Year to Date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Vine Café	(19,627)	(20,481)	(854)	(25,911)	<p>Sale of Goods income is slightly favourable to budget. £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, and salary spend has reduced. Overspends in Repairs & General Maintenance and Equipment Maintenance (£2.5K) relate to repairs to Oven & Dishwasher. High water bill is under investigation (£1.4K). £3.8K higher cleaning spend as a result of ongoing covid requirements, & payment for window cleaning. Pest Control work in code 6922 in June & September driving £1.9K adverse.</p>
Bat & Ball Station	(38,089)	(34,477)	3,612	(41,074)	<p>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 £39.7K below budget. This is offset by £14.1K HLF grant to support the re-opening of the cafe, & £4.1K Furlough grant. Also £2.8K kickstart grant. The cafe are also taking on more catering, (£3.2K favourable) including the weekly tea dance. Underspends in goods for re-sale £7.5K due to cafe being closed until mid May, and ongoing lower customer levels, & £1.7K lower staff costs (staff costs are lower than budget for core staff, there is 1 Kickstart staff member who is being offset by grant funding). We will see a catch up bill for water as these have been eroneously sent to Southeastern.</p>
Establishments	(500,874)	(500,458)	416	(662,243)	<p>YTD spend is in line with budget. The following variances are of interest: £4.7K Audit fees & legal expenses expected later in year. £4.3K covid grant invoices expected soon. Lower interest received to date. £3.5K adverse variance likely 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 (£2.1k) 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) offset by Waste Sacks income (£2.7k)</p>
General	(33,893)	(65,041)	(31,148)	(69,910)	<p>Christmas Lights costs have largely finished for the event now. The purchase of extra lights (£2.5k including Peter the elf)and Santa's pop up grotto contributed to the £4k overspend on the event. Slightly higher income for the event (£620). The majority of the favourable variance is due to No 8 bus no longer being STC run (this would have been covered by reserves release).</p>

January 2022 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	(58,005)	(32,181)	25,824	(37,700)	Chamber bookings are currently £9K below budget, although bookings are slowly picking back up again. £10.9K higher pay related due to change of position. Rates are £3.7K overbudget due to phasing. Expected to be in line with budget full year. Gas charges are the cause of the higher than budgeted figure in 6010. Mostly caused by phasing of the code, as it is largely in line with the year to date expectation. 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.
Bat & Ball Centre	8,601	9,672	1,071	13,114	Monthly income is low for January due to Omicron concerns & festive lull. This is offset within the month by payment of Utilities used during the construction period of the centre (code 1990).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, & B&B utilities usage during construction. This offsets the higher electricity usage. Higher gross pay will be offset by Kickstart funding (being followed up with DWP), & 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	(42,014)	(40,065)	1,949	(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 January.

January 2022 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	(3,320)	(261)	3,059	(5,000)	Business Show happened in September. Generated £1.1k income over budget, & cost £667 over budget, net £493 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 (other events income).
Business Hub	(9,086)	14,600	23,686	16,520	Income has started to build for the Hub, but is currently still slow. £50.6K lower income is partially offset by £23.6K lower running costs. 6010 includes electricity catch up from October due to new supplier delay. Consumption is high & restriction to heating have now been set. 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	(2,242)	(6,790)	(4,548)	(8,147)	Mayoral expenses have started as of May. Claims for Allowance & Car Allowance are both lower then budgeted to date.
Youth Council	(45)	(420)	(375)	(510)	Current Youth Council spend is below budget, likely due to council only just recommencing following Covid. The Youth Council have plans for how the budget will be spent.
Youth Cafe	(11,498)	(23,805)	(12,307)	(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. £3.1k revenue grant income relates to the Young People Mentoring Project. Adverse variances in Letting & Hire and Sale of Goods are the result of slow uptake in income streams & Youth cafe use post restrictions.
Markets	(8,186)	(7,881)	305	(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, £10.7K YTD. Blighs & Saturday markets are both making a surplus.
Precept	1,033,248	1,033,250	2	1,239,898	
Revenue Surplus/ (Deficit) Total	12,051	3,186	(8,865)	(60,774)	
Capital Infrastructure	(321,136)	-	321,136	-	
Total inc Capital	(309,088)	3,186	312,274	(60,774)	

Summary by Committee:

Planning	(21,402)	(24,032)	(2,630)	(28,856)
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January 2022 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
	£	£	£	£	
Open spaces & Leisure	(286,578)	(304,369)	(17,791)	(362,133)	
Vine Café	(19,627)	(20,481)	(854)	(25,911)	
Bat Ball Station	(38,089)	(34,477)	3,612	(41,074)	
Finance & General Purpose	(655,502)	(646,705)	8,797	(842,698)	
Precept	1,033,248	1,033,250	2	1,239,898	
Capital Infrastructure	(321,136)	-	321,136	-	

Sevenoaks Town Council
Working Capital Summary as at 31st January 2022

	B/fwd 01-Apr-21 £	Movement* £	C/fwd 31-Jan-22 £	31-Jan-21 £
<u>Current Assets</u>				
Stock	2,109	-	2,109	606
Trade debtors	17,601	5,280	22,881	14,231
VAT	60,292	(31,350)	28,942	125,835
Prepayments and other debtors	64,003	(55,045)	8,958	30,354
Total Cash at Bank	1,794,222	135,841	1,930,063	2,074,023
	<u>1,938,228</u>	<u>54,726</u>	<u>1,992,953</u>	<u>2,245,049</u>
<u>Current Liabilities</u>				
Trade creditors	87,369	(39,459)	47,909	22,427
Accruals and other creditors	66,810	12,088	78,898	58,375
Precept received in advance of budget	-	206,648	206,648	202,546
Receipts in advance (rent, hall hire, cemetery)	13,522	(2,502)	11,020	7,072
	<u>167,701</u>	<u>176,775</u>	<u>344,476</u>	<u>290,420</u>
Net Current Assets	<u>1,770,526</u>	<u>(122,049)</u>	<u>1,648,478</u>	<u>1,954,630</u>
Represented by:				
<u>General Funds</u>				
Revenue Reserves	417,571	11,015	428,586	Note 1 325,243
<u>Earmarked/Designated Funds</u>				
Youth Council Reserve	-	1,370	1,370	Note 2 -
Council Offices Reserve	11,198	(9,650)	1,548	Note 3 11,448
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	(194,555)	444,812	Note 5 345,936
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>(133,064)</u>	<u>1,219,891</u>	<u>1,629,386</u>
	<u>1,770,526</u>	<u>(122,049)</u>	<u>1,648,478</u>	<u>1,954,630</u>

Negative numbers denoted in red and brackets and represent a decrease

YTD movement is a net surplus of £12K

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 £188K +£6K opening event (to be funded mostly from PWL), £109K on Business Hub, £13K on NDP &£8K on new playareas. 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

Sevenoaks Town Council

Statement of Fund Balances as at 31 January 2022

£ (2020/21)		S&P Rating 31/01/2022		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			5,332			
1,000	Current Account			520,734			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			6,193	542,360	28.10%	
50,501	<u>HSBC</u>	A+	A1	50,506	50,506	2.62%	0.01%
64,302	<u>Handelsbanken</u>	AA-	A1+	64,321			0.00%
260,005	Deposit account			260,005	324,326	16.80%	0.01%
	35 day notice account						
502,116	<u>Nationwide</u>	A	A1	502,305			0.05%
10,163	Instant Saver			10,167	512,472	26.55%	0.05%
	Sevenoaks Fund Instant Saver						
500,000	<u>CCLA</u>	AAA (Fitch only)		500,000	500,000	25.91%	0.19%
	Business money manager						
1	<u>Clydesdale</u>	BBB+	A2	1	1		
	Current account						
861	<u>Petty Cash</u>				895	0.05%	
-499	<u>Cashbook suspense</u>				-499	-0.03%	
1,794,222					1,930,063	100.00%	

Instant access funds

1,645,199

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

22/02/2022

Sevenoaks Town Council

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PURCHASE LEDGER INVOICE LISTING

User: MB

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/01/2022	92135	30996	AG MARKETING SERVICE	AGM001	189.00	37.80	226.80	6460	31	189.00	30996/2 bus back adverts
31/12/2021	30/12/21	30903	AMEX	AME001	0.18	0.00	0.18	6976	31	0.18	30903/card trans chgs
23/12/2021	14919	30875	ARK TRADING	ARK001	193.52	38.71	232.23	6952	21	193.52	30876/staff uniform
18/01/2022	14964	30917	ARK TRADING	ARK001	267.50	53.50	321.00	6340	50	267.50	30917/staff uniform
17/01/2022	17/01/2022	30926	BANKLINE	BANKL01	104.60	0.00	104.60	6975	31	104.60	30926/Jan bank chgs
17/11/2021	6587226	30890	BILLI	BIL001	669.00	133.80	802.80	5410	30	278.75	maintenance contract
								110	0	390.25	maintenance contract
11/01/2022	0001019729	30946	BJF CONNECTIONS LTD	BJF002	54,204.03	10,840.81	65,044.84	9063	91	54,204.03	30946/B&B.C refurbishment
07/01/2022	3573618	30925	BOOKER	BOOK001	174.84	13.98	188.82	6500	28	165.76	30925/Goods for resale
								6505	28	9.08	30925/cafe consumables
21/01/2022	3573954	30962	BOOKER	BOOK001	164.46	4.91	169.37	6500	28	156.68	30962/Goods for resale
								6505	28	7.78	30962/cafe consumables
21/01/2022	3573955	30961	BOOKER	BOOK001	28.79	0.00	28.79	6500	28	28.79	30961/goods for resale
31/12/2021	212681	30882	BOURNE AMENITY	BOUR001	310.00	62.00	372.00	5120	21	310.00	30882/sand - bulk bag
17/01/2022	M131HF	30911	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	30911/Jan telephone chgs
18/01/2022	0006672933	30922	CASTLE WATER	CAS007	-55.45	0.00	-55.45	6000	23	-55.45	30922/water chgs Sep20-Oct21
18/01/2022	0006672943	30923	CASTLE WATER	CAS007	84.72	0.00	84.72	6000	23	84.72	30923/water chgs Apr20-Mar21
12/01/2022	000077	30895	CHAGOS CONSULTING	CHA005	70.00	0.00	70.00	6320	11	70.00	1year's subs to Parish Online
01/09/2021	2923	30863	CJS PLANTS	CJS001	97.50	19.50	117.00	6865	26	97.50	30863/Sep floral maint
01/10/2021	3174	30862	CJS PLANTS	CJS001	650.00	130.00	780.00	6865	26	650.00	30862/Oct floral maint
11/01/2022	147514	30898	HW COLDBREATH	COL003	197.22	0.00	197.22	6500	30	197.22	sausage, bacon
21/12/2021	INV-2604	30861	COMMERCIAL PRESSURE	COM003	50.00	10.00	60.00	6010	28	50.00	30861/window cleaning chgs
07/01/2022	INV-2611	30963	COMMERCIAL PRESSURE	COM003	50.00	10.00	60.00	6010	28	50.00	30963/window cleaning
07/01/2022	151389	30916	CONNECTAPHONE	CON001	552.86	110.57	663.43	6101	36	46.98	30916/Dec telephone chgs
								6101	30	73.13	30916/Dec telephone chgs
								6101	21	11.69	30916/Dec telephone chgs
								6101	22	14.35	30916/Dec telephone chgs
								6101	31	406.71	30916/Dec telephone chgs

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/12/2021	INV275263	30841	COUNTRY STYLE RECYCL	COU001	13.90	2.78	16.68	6935	36	13.90	30841/Dec glass collection
24/01/2022	SIN001268	30945	DIGITAL BARRIERS	DIG002	520.00	104.00	624.00	6931	21	520.00	30945/CCTV SIM renewal
03/12/2021	962971	30881	ERNEST DOE	DOE001	19.16	3.84	23.00	5500	22	10.83	30881/shovel
								5525	21	8.33	30881/blade replacement
08/12/2021	963141	30880	ERNEST DOE	DOE001	121.78	24.36	146.14	5525	21	121.78	30880/hedge trimmer service
05/01/2022	H1A9283A92	30915	E-ON	E-ON	337.60	79.12	416.72	6862	26	337.60	30915/Dec electric chgs
02/01/2022	H1A90748D6	30853	E-ON	E-ON	77.33	3.87	81.20	6862	26	77.33	30853/Dec electric chgs
04/01/2022	4944197	30918	ECOTRICITY	ECO002	1,839.31	367.86	2,207.17	6010	41	1,839.31	30918/electric chg Oct-Jan
04/01/2022	4944197/REV	30948	ECOTRICITY	ECO002	-1,839.31	-367.86	-2,207.17	6010	41	-1,839.31	30948/Electricity chg reversal
25/01/2022	4966284	30976	ECOTRICITY	ECO002	2,743.45	548.69	3,292.14	6010	41	2,743.45	30976/Oct-Jan electric chgs
04/01/2022	000011262044	30856	EDF ENERGY	EDF002	1,644.20	328.85	1,973.05	6011	36	1,644.20	30856/Dec electric chgs
04/01/2022	000011290509	30855	EDF ENERGY	EDF003	19.82	0.99	20.81	6010	60	19.82	30855/Dec electric chgs
09/11/2021	0003553284	30960	ELITE	EFS001	-4.52	0.00	-4.52	6500	30	-4.52	30960/Goods for resale credit
04/01/2022	0003598664	30857	ELITE	EFS001	55.04	1.16	56.20	6500	30	49.26	30857/Goods for resale
								6505	30	5.78	30857/baking parchment
06/01/2022	0003600858	30859	ELITE	EFS001	77.47	0.00	77.47	6500	28	77.47	30859/Goods for resale
30/12/2021	0003601182	30858	ELITE	EFS001	111.07	0.00	111.07	6500	28	111.07	30858/Goods for resale
30/12/2021	0003601182COR	30886	ELITE	EFS001	-111.07	0.00	-111.07	6500	28	-111.07	30886/Goods for resale
30/12/2021	0003601182REV	30885	ELITE	EFS001	-111.07	0.00	-111.07	6500	28	-111.07	30885/Goods for resale credit
14/01/2022	0003607762	30910	ELITE	EFS001	54.85	2.94	57.79	6500	30	40.15	30910/Goods for resale
								6505	30	14.70	30910/tin foil roll
13/01/2022	0003608055	30913	ELITE	EFS001	-73.89	0.00	-73.89	6500	28	-73.89	30913/Goods for resale credit
20/01/2022	0003612083	30908	ELITE	EFS001	57.65	0.00	57.65	6500	28	57.65	30908/goods for resale
04/11/2021	43152	30838	EJPFIREPROTECT	EJPFIRE001	200.00	40.00	240.00	6930	41	200.00	30838/fire alarm maint
18/12/2021	SV296253	30866	ELS	ELS001	30.60	6.12	36.72	6001	60	30.60	30866/4 sockets
31/12/2021	65074	30879	ATLAS FM/EMPRISE SVS	EMP001	81.48	16.30	97.78	6932	22	81.48	30879/Dec & Jan lock up chgs
14/01/2022	65914	30934	ATLAS FM/EMPRISE SVS	EMP001	404.64	80.93	485.57	6932	22	404.64	30934/Jan lock up chgs
14/01/2022	65915	30935	ATLAS FM/EMPRISE SVS	EMP001	1,045.94	209.19	1,255.13	5311	21	1,045.94	30935/Jan lock up chgs
14/01/2022	65916	30936	ATLAS FM/EMPRISE SVS	EMP001	697.50	139.50	837.00	5311	21	697.50	30936/Jan lock up chgs in H.St

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
25/01/2022	584	30956	ENOVERT	ENO001	4,000.00	0.00	4,000.00	9014	91	4,000.00	30956/10% of grant
25/01/2022	585	30955	ENOVERT	ENO001	4,000.00	0.00	4,000.00	9014	91	4,000.00	30955/10% of Grant
21/12/2021	1002557	30868	EXPRESS FACTORS	EXPR001	3.01	0.60	3.61	5550	21	3.01	30868/car key fob & battery
15/12/2021	0063/02946956	30869	FAIRALLS	FAIR001	26.18	5.24	31.42	5410	22	26.18	30869/nuts,bolts,glue
06/01/2022	0063/02959831	30892	FAIRALLS	FAIR001	31.20	6.24	37.44	5410	21	31.20	postmix 20kg bag-Pontoise gate
18/01/2022	0063/02974980	30979	FAIRALLS	FAIR001	56.16	11.23	67.39	5010	29	56.16	30979/post mix x 9
25/01/2022	0063/02984475	30985	FAIRALLS	FAIR001	17.48	3.50	20.98	5500	21	17.48	30985/glue
21/12/2021	SI213240	30871	FLEET LINE	FLEE001	1,070.00	214.00	1,284.00	5120	21	1,070.00	30871/500L concrete
18/11/2021	INV497658	30894	GAZA TIMBER	GAZA001	21.93	4.39	26.32	5410	28	21.93	undercloak,timber,brush
16/12/2021	INV499186	30874	GAZA TIMBER	GAZA001	20.99	4.20	25.19	5500	21	20.99	30874/saw & nails
06/01/2022	INV499683	30883	GAZA TIMBER	GAZA001	19.60	3.92	23.52	5410	28	12.72	30884/materials for bench
								5010	29	6.88	30884/materials for bench
14/01/2022	INV500204	30981	GAZA TIMBER	GAZA001	138.99	27.79	166.78	5010	29	111.58	30981/mix,knife,screws,chisel
								5500	21	27.41	30981/mix,knife,screws,chisel
14/01/2022	INV500205	30929	GAZA TIMBER	GAZA001	87.81	17.57	105.38	5410	28	87.81	30929/Timber
20/12/2021	INV500415	30932	GAZA TIMBER	GAZA001	15.91	3.18	19.09	5410	28	15.91	30932/panel pins & glue
28/01/2022	INV500915	30984	GAZA TIMBER	GAZA001	643.97	128.79	772.76	5010	29	643.97	30984/sawn oak
13/01/2022	SI831068	30941	GLASDON	GLAS001	1,448.34	289.67	1,738.01	5050	21	1,448.34	30941/2 recycling bins
25/01/2022	194	30974	GLENN BALL	GLE001	6,360.45	0.00	6,360.45	9063	91	6,360.45	30973/Architect expenses
31/12/2021	10679	30891	HARDWARE CENTRE	HARD001	73.35	14.67	88.02	5410	60	3.94	connector blocks, strips
								5410	28	3.12	moulding pins,jobber
								5410	22	2.76	nuts, washers
								5525	21	8.56	superglue,knife blades
								6952	21	23.32	briers pond&drain gloves
								5500	21	31.65	bredawl square spike,holesaw
06/01/2022	81864	30860	HERBERT & WARD	HAW001	126.00	0.00	126.00	6500	28	126.00	30860/coffee
20/01/2022	81973	30909	HERBERT & WARD	HAW001	77.00	9.00	86.00	6500	28	32.00	30909/coffee
								6505	28	45.00	30909/coffee cups
21/01/2022	82037	30967	HERBERT & WARD	HAW001	142.00	0.00	142.00	6500	30	142.00	30967/Goods for resale

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Order by Supplier A/c

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/12/2021	16884	30843	HELIOCENTRIX	HELI001	1,788.91	357.78	2,146.69	6240	31	1,095.09	30843/Dec IT support
								6242	31	693.82	30843/Dec IT package chgs
28/01/2022	16951	30951	HELIOCENTRIX	HELI001	2,604.39	520.88	3,125.27	6242	31	2,604.39	30951/Microsoft lic 1 year
31/01/2022	17000	30975	HELIOCENTRIX	HELI001	1,789.18	357.84	2,147.02	6240	31	1,789.18	30975/Jan IT support chg
31/12/2021	T2233	30851	HELIOCENTRIX	HELI001	263.10	52.62	315.72	6105	41	283.00	30851/Dec wifi chgs
								6104	22	-19.90	30851/Dec wifi chgs
01/01/2022	INV-2261	30884	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	30884/planning tracker support
19/01/2022	1005813	30927	KALL KWIK	KALL001	37.00	7.40	44.40	6200	40	37.00	30927/200 business cards - M.R
11/01/2022	1005932	30954	KALL KWIK	KALL001	62.00	12.40	74.40	6922	31	62.00	30954/sanitiser labels x 20
08/01/2022	I3950283	30893	KCC KCS	KCC003	99.96	19.99	119.95	6010	21	99.96	refuse sacks,heavy duty x200
14/01/2022	I3953989	30914	KCC KCS	KCC003	95.94	19.19	115.13	6200	31	95.94	30914/photocopier paper
23/01/2022	I3959524	30939	KCC KCS	KCC003	28.99	5.80	34.79	6330	28	28.99	30939/burn relief dressing
26/01/2022	I3961562	30972	KCC KCS	KCC003	79.70	15.94	95.64	6200	31	11.73	30972/stationery
								6010	33	67.97	30972/cleaning eq
28/01/2022	985	30982	KEMSING PEST CONTROL	KEMS002	190.00	0.00	190.00	5310	21	190.00	30982/rat treatment
26/01/2022	7590933	30968	KFF	KFF001	148.89	17.71	166.60	6500	30	105.67	30968/Goods for resale
								6013	30	43.22	30968/cleaning eq
24/01/2022	INV03382876	30957	LANES GROUP	LAN001	95.00	19.00	114.00	5010	29	95.00	30957/blocked sewer clearance
22/12/2021	106145	30870	LANDSCAPE SUPPLY CO	LAND001	271.70	54.34	326.04	5500	21	179.90	30870/wheel barrow
								6952	21	91.80	30870/gloves, wipes
18/01/2022	787231	30940	LISTER WILDER	LIST002	621.66	124.33	745.99	5525	21	621.66	30940/Grillo service
28/01/2022	787759	30959	LISTER WILDER	LIST002	678.21	135.64	813.85	5525	21	678.21	30957/Buffalo service
28/01/2022	787760	30980	LISTER WILDER	LIST002	79.00	15.80	94.80	5525	21	79.00	30980/sisis repair estimate cg
31/01/2022	788006	30983	LISTER WILDER	LIST002	482.25	96.44	578.69	5525	21	482.25	30983/LM56GF service
31/01/2022	10445	30837	M.A.HARVEY	MAH001	81.35	16.27	97.62	5410	33	81.35	30837/disabled W/C tap fit
20/01/2022	0034	30944	MI JETTING DRAINAGE	MIJ001	310.00	0.00	310.00	5010	29	310.00	30944/Blockage clearance
17/01/2022	402339	30970	NATIONAL LEAFLET CO	NAT010	2,504.00	0.00	2,504.00	6200	31	2,504.00	30970/Town Crier print chgs
29/01/2022	UKSPS00074064	30953	NEXUDUS SL	NEX001	95.32	19.06	114.38	6900	41	95.32	30953/Hub booking chgs
12/12/2021	24052932	30897	NISBETS	NIS001	47.23	9.45	56.68	6505	30	47.23	sandwich wedges x500

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06/01/2022	24148393	30844	NISBETS	NIS001	55.99	11.19	67.18	6010	33	55.99	30844/cleaning equipment
12/01/2022	24175421	30896	NISBETS	NIS001	112.63	22.53	135.16	6010	33	112.63	sanitiser,foam scourer
26/01/2022	24245639	30969	NISBETS	NIS001	49.63	9.92	59.55	6013	30	13.16	30969/cleaning eq
								6505	30	17.24	30969/napkins (box 1500)
								5500	30	19.23	30969/kitchen eq
31/12/2021	991390	30930	OAKS PLANT HIRE	OAKS001	16.50	3.30	19.80	5525	21	16.50	30930/drill bit
20/12/2021	0001/00122675	30931	OBM	OBM001	2.98	0.60	3.58	5525	21	2.98	30931/drill bits x 2
28/12/2021	28DEC/ANN	30827	ONECARD	ONE002	1,759.90	116.49	1,876.39	5500	30	7.64	30827/cookie cutters
								5500	31	144.00	30827/filing cabinet
								5500	31	50.64	30827/15 A4 picture frames
								5500	31	17.49	30827/umbrella holder
								5500	31	95.64	30827/4 desk dividers
								5500	31	6.03	30827/kitchen roll holder
								5500	31	5.40	30827/pole hook for window
								5500	31	5.60	30827/broom handle
								5500	31	29.16	30827/3 tier book case
								6104	36	8.34	30827/KW mobile
								6104	21	6.67	30827/O/S team ipad
								6104	21	8.34	30827/NC mobile
								6104	21	5.00	30827/R.G mobile
								6104	36	8.34	30827/KW mobile
								6104	21	6.67	30827/O/S ipad
								6101	31	16.67	30827/LL ipad
								6330	31	67.00	30827/xmas staff meal food
								6200	30	1.50	30827/blu tack
								6200	42	39.99	30827/Mayor xmas cards
								6900	30	4.00	30827/pinecones
								6500	30	94.85	30827/goods for resale
								6500	30	-1.40	30827/Goods for resale credit

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Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	30	101.65	30827/Goods for resale
								6500	30	-1.00	30827/Goods for resale credit
								6500	28	43.80	30827/Goods for resale
								6500	30	95.68	30827/Goods for resale
								6500	30	104.32	30827/Goods for resale
								6500	30	-1.15	30827/Goods for resale credit
								6240	11	10.95	30827/Acrobat licence
								6240	50	16.64	30827/Adobe Illustrator - HITB
								6240	40	41.62	30827/Creative Cloud subs
								6420	31	97.37	30827/Cllr meeting refreshment
								6013	30	2.00	30827/cleaning equipment
								6013	30	6.50	30827/cleaning equipment
								6210	31	198.00	30827/100 2nd class stamps
								6505	28	2.95	30827/kitchen foil
								6505	30	3.00	30827/cafe consumables
								6710	31	50.00	30827/Cllr.C attend conference
								5110	21	360.00	30827/Flood light planning ap
28/12/2021	28DECLIN	30828	ONECARD	ONE002	368.57	0.00	368.57	6490	32	59.80	30828/volunteer refreshments
								6900	31	24.00	30828/xmas hampser gifts
								6900	31	25.00	30828/C.E leaving gift
								6900	50	1.20	30828/shopping bags
								6900	50	10.00	30828/xmas meal gifts
								6330	31	143.97	30828/Xmas meal food & gifts
								6330	31	39.60	30828/Xmas meal food & gifts
								6330	31	-7.00	30828/Delivery chg credit
								6330	31	-7.00	30828/Delivery chg credit
								6330	50	5.38	30828/xmas party refreshments
								6330	31	34.99	30828/Flowers for Cllr C.S
								6500	50	37.63	30828/Goods for resale

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Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/01/2022	28JANANN	30989	ONECARD	ONE002	1,371.85	73.81	1,445.66	6010	50	1.00	30828/cleaning equipment
								6101	31	16.67	30989/LL ipad
								6104	21	8.34	30989/NC mobile
								6104	36	8.34	30989/KW mobile
								6104	21	5.00	30989/RG mobile
								6104	21	8.34	30989/O/S team ipad
								6104	21	6.67	30989/O/S ipad
								6104	36	8.34	30989/KW mobile
								6104	21	8.34	30989/NC mobile
								6500	28	60.24	30989/Goods for resale
								6500	30	83.41	30989/Goods for resale
								6500	30	-6.35	30989/Goods for resale credit
								6500	28	49.51	30989/Goods for resale
								6500	30	50.69	30989/goods for resale
								6500	30	-1.10	30989/goods for resale credit
								6500	28	56.80	30989/goods for resale
								6500	28	-2.00	30989/Goods for resale credit
								6500	30	99.33	30989/Goods for resale
								6500	28	65.88	30989/goods for resale
								6500	30	-1.10	30989/Goods for resale credit
								6500	28	37.75	30989/Goods for resale
								6500	30	64.31	30989/goods for resale
								6240	11	10.95	30989/Acrobat Standard Licence
								6240	50	16.64	30989/Adobe Illustrator - HITB
								6240	40	41.62	30989/Creative cloud subs
								6013	30	4.15	30989/cleaning equipment
								6013	30	3.15	30989/cleaning eq
								6013	30	0.95	30989/cleaning eq
								6505	30	6.00	30989/freezer bags

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Order by Supplier A/c

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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
								6505	30	-6.00	30989/freezer bags credit
								6505	30	1.50	30989/freezer bags
								6505	30	1.50	30989/freezer bags
								6320	50	20.00	30989/Level 2 hygiene course
								6320	31	86.75	30989/AAT books for N.W
								6010	28	3.40	30989/cleaning eq
								6010	28	3.05	30989/cleaning eq
								6010	28	2.50	30989/Cleaning eq
								6900	30	2.75	30989/flowers
								6210	28	7.50	30989/delivery pass01/22-01/23
								6210	30	7.50	30989/delivery pass01/22-01/23
								110	0	45.00	30989/delivery pass01/22-01/23
								6730	31	250.00	30989/Chamber of Commerce subs
								6869	32	145.92	30989/Jubilee bunting & flags
								5500	28	15.00	30989/Frying pan
								5500	41	64.14	30989/shower bench & coat hook
								5500	28	-15.00	30989/frying pan credit
								5120	21	25.47	30989/mole traps 2 x 3
28/01/2022	28JANLIN	30990	ONECARD	ONE002	48.60	9.50	58.10	6415	31	47.50	30990/Gifts to Panto cast
								6330	31	8.10	30990/chairman meeting refresh
								6730	31	-7.00	30990/KJCA refund
22/01/2022	619843	30905	PIN BINS	PINB001	200.00	40.00	240.00	6002	23	200.00	30905/skip hire
01/01/2022	00002498449-045	30887	PLUSNET	PLUS01	-42.62	-8.52	-51.14	6101	31	-42.62	30887/Dec phone chgs credit
04/01/2022	00002976949-045	30889	PLUSNET	PLUS01	25.92	5.18	31.10	6101	28	25.92	30889/Dec phone chgs
04/01/2022	00003028653-045	30921	PLUSNET	PLUS01	45.56	9.11	54.67	6101	50	45.56	30921/Jan phone chgs
03/01/2022	00003028673-045	30888	PLUSNET	PLUS01	19.38	3.88	23.26	6101	22	19.38	30888/Dec phone chgs
04/01/2022	195525	30833	PREMIER ALARMS	PREM001	261.30	52.26	313.56	6930	30	261.30	30833/Annual alarm maint
04/01/2022	195595	30834	PREMIER ALARMS	PREM001	162.30	32.46	194.76	6931	30	162.30	30834/An CCTV maint
31/12/2021	INV-19797	30840	PRESTIGE	PREST001	700.00	140.00	840.00	6001	60	700.00	30840/xmas market guarding

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
20/12/2021	20/12/2021	30971	PWLB	PUBL001	35,800.76	0.00	35,800.76	7617	31	35,800.76	30971/PWLB payment
26/11/2021	RS93528	30873	RAWSTONE HIRE	RAW001	4.45	0.89	5.34	6952	22	4.45	30873/gloves
23/12/2021	RS94188	30872	RAWSTONE HIRE	RAW001	51.40	10.28	61.68	5500	21	33.60	30872/Digging bar
								6952	21	17.80	30872/Digging bar
14/01/2022	RS94435	30942	RAWSTONE HIRE	RAW001	35.35	7.07	42.42	5500	21	35.35	30942/Breaker hire
31/01/2022	RS94765	30992	RAWSTONE HIRE	RAW001	18.28	3.66	21.94	5500	21	18.28	30992/acro prop hire
28/01/2022	SM24948	30947	RIALTAS	RIAL001	59.00	11.80	70.80	6300	31	59.00	30947/making tax digital fee
27/01/2022	9064401674	30994	ROYAL MAIL	ROYA002	99.70	19.94	119.64	6210	31	99.70	30994/response services lic
28/01/2022	22-006	30952	RUSSELL HARPER	RUS001	50.00	10.00	60.00	6460	30	50.00	30952/Time capsule photo
01/01/2022	INV13649138	30919	SAGE	SAGE001	2,812.00	562.40	3,374.40	6300	31	702.99	30919/Sage subscription
								110	0	2,109.01	30919/Sage subscription
07/10/2021	2069152	30839	SDC	SDC001	84.00	16.80	100.80	6323	40	84.00	30839/Business Show posters
10/01/2022	2071445	30835	SDC	SDC001	3,443.02	0.00	3,443.02	5421	60	2,041.79	30835/Jan market rent
								5420	60	1,401.23	30835/Jan market rent
07/01/2022	2017326	30850	SDC DIRECT SERVICES	SDC002	141.05	0.00	141.05	6935	21	141.05	30850/bin collection 6/12-2/1
19/11/2021	2070121	30832	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	30832/bin collect 11/10-7/11
07/01/2022	2071217	30831	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	30829/bin collection 6/12-2/1
07/01/2022	2071327	30848	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	30848/bin collection 6/12-2/1
07/01/2022	2071328	30847	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	30847/bin collection 6/12-2/1
07/01/2022	2071335	30846	SDC DIRECT SERVICES	SDC002	60.45	0.00	60.45	6935	36	60.45	30846/bin collection 6/12-2/1
07/01/2022	2071336	30849	SDC DIRECT SERVICES	SDC002	146.20	0.00	146.20	6935	28	146.20	30849/bin collection 6/12-2/1
06/01/2022	9303421151	30933	SETON	SET001	89.14	17.83	106.97	6330	31	17.20	30933/plasters
								5110	21	71.94	30933/paint
13/01/2022	15378	30958	SEV MOWERS	SEV006	795.06	159.03	954.09	5525	21	795.06	30958/mower service
24/01/2022	4789	30943	SEV BOOKSHOP	SEV017	180.00	0.00	180.00	7607	40	180.00	30943/Bookshop gift card
24/01/2022	5101	30904	SEVENOAKS DISTRICT C	SEV054	423.30	0.00	423.30	6511	41	423.30	30904/xmas light switch on
23/12/2021	84735	30938	SGE	SGE001	30.80	1.54	32.34	5700	22	30.80	30938/gas oil
23/12/2021	84739	30937	SGE	SGE001	10.00	2.00	12.00	5410	22	10.00	30937/clips & bolts
31/12/2021	84863	30978	SGE	SGE001	55.75	11.15	66.90	5525	21	55.75	30978/repair log roller

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Order by Supplier A/c

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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
19/12/2021	8512194	30867	SHELL	SHEL001	41.40	8.28	49.68	5700	21	41.40	30867/fuel
26/12/2021	8561662	30864	SHELL	SHEL001	67.81	13.56	81.37	5700	22	67.81	30864/fuel
02/01/2022	8616231	30876	SHELL	SHEL001	33.32	6.66	39.98	5700	21	33.32	30876/fuel
09/01/2022	8656620	30899	SHELL	SHEL001	152.82	30.56	183.38	5700	22	152.82	30899/fuel
20/10/2021	0000120850	30836	SMITH OF DERBY	SMIT003	304.00	60.80	364.80	6861	26	304.00	30836/hoist hire
07/01/2022	0094	30901	SSE	SSE006	221.94	44.38	266.32	6010	22	221.94	30901/Dec electric chgs
07/01/2022	0035	30900	SSE	SSE008	527.57	105.51	633.08	6011	30	527.57	30900/Dec electric chgs
07/01/2022	0009	30902	SSE	SSE013	267.55	53.51	321.06	6012	36	267.55	30902/Dec gas chgs
05/01/2022	0001	30854	SSE	SSE014	227.54	45.50	273.04	6012	30	227.54	30854/Dec gas chgs
28/01/2022	0037	30950	SSE	SSE015	-648.49	-129.69	-778.18	6010	33	-648.49	30950/Gas credit 17/8-9/11
28/01/2022	0038	30949	SSE	SSE015	1,220.31	244.06	1,464.37	6010	33	1,220.31	30949/Gas chgs 17/08-09/11
20/01/2022	5101	30920	STAG	STAG002	263.00	52.60	315.60	6490	32	263.00	30920/xmas elf installation
31/01/2022	TD23052	30988	TANKS DIRECT	TAN002	890.00	178.00	1,068.00	6002	23	890.00	30988/5 drinking troughs
31/01/2022	0000525331	30993	TATE FENCING	TATE001	10.07	2.01	12.08	5410	36	10.07	30993/hook & screws
17/12/2021	0000526261	30865	TATE FENCING	TATE001	58.98	11.80	70.78	5310	21	58.98	30865/gate post
26/01/2022	0000527714	30995	TATE FENCING	TATE001	367.87	73.57	441.44	9063	91	367.87	30995/Gate for rear of centre
17/01/2022	92001	30928	JS TAYLOR	TAYL001	110.00	0.00	110.00	5230	22	110.00	30928/heat detector
17/01/2022	92002	30924	JS TAYLOR	TAYL001	120.00	0.00	120.00	5410	33	120.00	30924/refit lamp in car park
31/01/2022	0730	30991	URBAN STUDIO	UIS001	5,475.00	1,095.00	6,570.00	9066	91	5,475.00	30991/NDP work Jun21-Jan22
24/12/2021	VC/24.12.2021	30907	V.C HANDYMAN	VCH001	660.00	0.00	660.00	6001	60	660.00	30907/Dec market stall setup
31/12/2021	LAO1250847	30852	VEOLIA	VEOL001	13.20	2.64	15.84	6935	33	13.20	30852/Dec glass collection chg
31/01/2022	LAO1253131	30977	VEOLIA	VEOL001	14.06	2.81	16.87	6935	33	14.06	30977/Jan glass collection chg
31/12/2021	144976	30878	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.79	30878/Dec clean & lock up chgs
								5026	21	227.80	30878/Dec clean & lock up chgs
								5020	29	683.40	30878/Dec clean & lock up chgs
								5025	21	683.40	30878/Dec clean & lock up chgs
31/12/2021	144977	30877	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.32	30877/Dec hygiene unit clean
								5020	29	12.74	30877/Dec hygiene unit clean
								5025	21	13.14	30877/Dec hygiene unit clean

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2022	145385	30987	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	30987/Jan clean & lock up chg
								5020	29	683.40	30987/Jan clean & lock up chg
								5025	21	683.39	30987/Jan clean & lock up chg
								5026	21	227.80	30987/Jan clean & lock up chg
31/01/2022	145386	30986	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5020	29	12.95	30986/Jan hygiene unit maint
								5025	21	12.94	30986/Jan hygiene unit maint
								5026	21	4.31	30986/Jan hygiene unit maint
17/01/2022	17JANUARY2022	30906	WOODSIDE ROAD	WOOD001	145.00	0.00	145.00	6812	21	145.00	30906/Road licence fee
31/12/2021	186543947	30845	WORLDPAY	WOR001	71.14	11.37	82.51	6976	31	71.14	30845/Dec card trans chgs
31/12/2021	186711015	30966	WORLDPAY	WOR001	24.15	0.04	24.19	6976	31	24.15	30966/Dec card trans chgs
31/12/2021	186726711	30965	WORLDPAY	WOR001	68.02	9.34	77.36	6976	30	68.02	30965/Dec card trans chgs
31/12/2021	186763088	30964	WORLDPAY	WOR001	22.00	4.40	26.40	6976	28	22.00	30964/Dec card trans chgs
01/01/2022	WM11716340	30842	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	30842/Dec card trans chgs
17/01/2022	1344	30912	YELLOW DUCK	YELL002	90.00	18.00	108.00	5500	50	90.00	30912/stag notice board
TOTAL INVOICES					161,257.40	19,727.64	180,985.04			161,257.40	

Receipts for Month 10				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 25/01/2022	49,630.95						
BACS25/1	Nat West - Current Account	49,630.95			201		49,630.95	January '22 Monthly Salaries
	Banked: 26/01/2022	23,629.82						
BACS26/1	Nat West - Current Account	23,629.82			201		23,629.82	January '22 Monthly HMRC/KCC
Total Receipts for Month		73,260.77	0.00	0.00			73,260.77	
Cashbook Totals		<u>74,260.77</u>	<u>0.00</u>	<u>0.00</u>			<u>74,260.77</u>	

Payments for Month 10				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/01/2022	Petty Cash	ERROR/CORR	2.00			299		2.00	Petty Cash December Error Corr
01/01/2022	Petty Cash	CORRECTION	-2.00			299		-2.00	Correction of error
25/01/2022	Employees	BACS25/1	49,470.95			520		49,470.95	Monthly Salaries January '22
25/01/2022	Councillors	BACS25/1-2	160.00			520		160.00	Monthly Mayor's All'ce Jan '22
26/01/2022	HMRC/KCC	BACS26/1	23,629.82			515		13,297.58	Monthly HMRC January '22
						516	0	10,332.24	Monthly KCC January '22
Total Payments for Month			73,260.77	0.00	0.00			73,260.77	
Balance Carried Fwd			1,000.00						
Cashbook Totals			74,260.77	0.00	0.00			74,260.77	

Receipts for Month 10				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
Balance Brought Fwd :		906.54					906.54
Banked: 20/01/2021		385.54					
001600	Nat West - Current Account	385.54			201		385.54 petty cash top up
Banked: 20/01/2022		385.54					
001600CORR	Nat West - Current Account	385.54			201		385.54 petty cash top up
Banked: 28/01/2022		398.96					
001601	Nat West - Current Account	398.96			201		398.96 petty cash top up
Total Receipts for Month		1,170.04	0.00	0.00			1,170.04
Cashbook Totals		<u>2,076.58</u>	<u>0.00</u>	<u>0.00</u>			<u>2,076.58</u>

Date: 22/02/2022

Sevenoaks Town Council

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Cashbook 6

User: MB

Petty Cash

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/01/2021	Nat West - Current Account	001600/REV	385.54			201		385.54	petty cash top up
01/01/2022	Petty Cash	ERROR/CORR	2.00			299		2.00	December Error Correction
04/01/2022	Council Offices	748	8.99		1.49	5410	33	7.50	double sided tape
07/01/2022	Council Offices	749	22.60		3.76	5410	33	18.84	paint for Georgie's office
07/01/2022	Bat and Ball Cafe	750/A	36.72			6500	30	36.72	Goods for resale
07/01/2022	bat and Ball Cafe	750/B	4.60		0.77	6013	30	3.83	Cleaning eq
07/01/2022	Bat and Ball Cafe	750/C	6.00		1.00	6900	30	5.00	Batteries
07/01/2022	Bat and Ball Cafe	750/D	3.30			6505	30	3.30	Cupcake cases
07/01/2022	Bat and Ball Cafe	750/E	23.00		3.83	5500	30	19.17	Storage boxes
07/01/2022	Bat and Ball Cafe	750/F	2.58		0.44	5500	30	2.14	Undershelf holders
10/01/2022	Council Offices	751	17.00		2.83	5410	33	14.17	paint
10/01/2022	Cemetery	752/A	17.55			6330	22	17.55	refreshments
10/01/2022	Cemetery	752/B	15.00			6832	22	15.00	Engraving
10/01/2022	Cemetery	752/C	1.00		0.16	6330	22	0.84	Refreshments
12/01/2022	Bat and Ball Station	753	5.96		0.99	5410	30	4.97	Trimmer cord
18/01/2022	Allotments	754	6.02			6002	23	6.02	Postage for letters
19/01/2022	Youth Cafe	755/A	16.82			6500	50	16.82	Goods for resale
19/01/2022	Youth Cafe	755/B	6.00		1.00	6200	50	5.00	stationery
19/01/2022	Youth Cafe	755/C	22.00		3.67	6500	50	18.33	Goods for resale
19/01/2022	Youth Cafe	756/A	9.96			6500	50	9.96	Goods for resale
19/01/2022	Youth Cafe	756/B	37.61		6.26	6500	50	31.35	Goods for resale
19/01/2022	Youth Cafe	756/C	25.18		4.19	6010	50	20.99	Cleaning eq
19/01/2022	Youth Cafe	756/D	0.10			6900	50	0.10	shopping bags
19/01/2022	Youth Cafe	756/E	1.00		0.16	6900	50	0.84	shopping bags
19/01/2022	Youth Cafe	756/F	2.14			6200	50	2.14	Diary
19/01/2022	Youth Cafe	756/G	4.96		0.83	6200	50	4.13	Stationery
19/01/2022	Youth Cafe	756/H	3.99			5500	50	3.99	extension lead
20/01/2022	In Bloom	757	185.00			6865	26	185.00	10 Jubilee Crowns
21/01/2022	Vine Cafe	758/A	64.77			6500	28	64.77	Goods for resale
21/01/2022	Vine Cafe	758/B	4.99			5410	28	4.99	oven lamp
21/01/2022	Youth Cafe	759/A	13.99		2.33	6200	50	11.66	stationery
21/01/2022	Youth Cafe	759/B	15.25		2.54	6010	50	12.71	cleaning eq
21/01/2022	Youth Cafe	759/C	0.10			6900	50	0.10	shopping bag
21/01/2022	Youth Cafe	759/D	20.98			5500	50	20.98	kitchen eq
21/01/2022	Youth Cafe	759/E	19.65			6500	50	19.65	Goods for resale
21/01/2022	Youth Cafe	759/F	22.55		3.76	6500	50	18.79	Goods for resale
25/01/2022	Council Offices	760	22.50			5500	33	22.50	blinds for L.L office
25/01/2022	Town Team	761/A	9.00			6900	40	9.00	Best Dressed drinks
25/01/2022	Events	761/B	16.98		2.83	6490	32	14.15	kinfe & cord
25/01/2022	Vine Ground	761/C	3.00		0.50	5410	29	2.50	V.M tape & ties
26/01/2022	Council Offices	762/A	1.30			6330	31	1.30	Milk
26/01/2022	Open Spaces	762/B	22.75			6330	21	22.75	milk, sugar, coffee
26/01/2022	Youth Cafe	763/A	36.09		6.01	6500	50	30.08	Goods for resale
26/01/2022	Youth Cafe	763/B	3.99		0.67	6200	50	3.32	Stationery
26/01/2022	Youth Cafe	763/C	3.75			6500	50	3.75	Goods for resale
26/01/2022	Youth Cafe	763/D	4.50		0.75	6900	50	3.75	batteries
28/01/2022	Youth Cafe	764/A	0.90			6500	50	0.90	Goods for resale
28/01/2022	Youth Cafe	764/B	3.00		0.50	6505	50	2.50	paper plates

Continued on Page 3

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/01/2022	Youth Cafe	764/C	11.48		1.92	6200	50	9.56	Stationery
28/01/2022	Youth Cafe	764/D	2.00			6200	50	2.00	cards
28/01/2022	Council Offices	765	4.99		0.83	5410	33	4.16	lead for A.W office
Total Payments for Month			1,181.13	0.00	54.02			1,127.11	
Balance Carried Fwd			895.45						
Cashbook Totals			2,076.58	0.00	54.02			2,022.56	

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**Sevenoaks Town Council
Finance & General Purposes Committee – 28th February 2022**

Request for Additional Funding - Knole Paddock and Raleys Field Sports Pitches

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

At the Finance & General Purposes Committee meeting held on 1st March 2021 it was resolved that £30k of Capital Receipt Reserves be allocated to the upgrading of the sports pitches at Knole Paddock and Raleys Field.

At that time, a third competitive quote was still being obtained. Sevenoaks Rugby Football Club (SRFC) indicated that they would not want to lose any weeks of play in Autumn 2021 and requested that work be programmed for May 2022 thereby allowing time to get the remaining quote.

The company providing the most competitive quote has ceased this type of work and sold their equipment to the second company that quoted, thereby reducing the opportunity for comparative quotes. The second company who quoted have revised their quote because of increased cost of materials, sand, and gravel

The three quotes now obtained have come in higher than expected.

Quote A	£34,925 (exc VAT)
Quote B	£38,050 (exc VAT)
Quote C	£46,882 (exc VAT)

Having reviewed the quotations, the Open Spaces Manager recommends that Quote B be accepted.

Recommendation:

1. F&GP Committee is asked to consider allocating an additional £9,000 from CIL for contract **Quote B**
2. To proceed with the proposed works in May/ June 2022

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Sevenoaks Town Council

Finance & General Purposes Committee – 28th February 2022

Review of Sevenoaks Clarendon Lawn Tennis Club Lease

Background

Sevenoaks Clarendon LTC pay annual ground rent for the lease of land at Lower Raleys Field, Plymouth Drive, Sevenoaks.

The annual ground rent is currently £412 and was last reviewed in March 2014.

The lease was signed in 1988, refers to 7 yearly rent reviews, and expires in 2044.

The rent review was due in 2021, however this was delayed due to COVID.

Based on inflation since March 2014, the equivalent annual rent would now be £477.

Recommendation

That Sevenoaks Town Council consider increasing the annual ground rent in line with inflation.

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Sevenoaks Town Council

Finance & General Purposes Committee – 28th February 2022

Review of Wednesday and Saturday Market rents

Background

Sevenoaks Town Council has a Licence from Sevenoaks District Council to hold weekly markets on Wednesdays in Buckhurst Lane, and Saturdays on the High Street.

Sevenoaks Town Council pays Sevenoaks District Council as per licence to hold the markets, which increases annually in line with inflation.

The contract with Sevenoaks District Council for the operational management of the market in Sevenoaks town started on the 1 April 2018 and runs until 31 March 2023, with an option to extend until 31 March 2024.

The weekly charges for 2021/22 are:

- Wednesday Buckhurst market £510.45
- Saturday High St market £280.45

The 2022/23 new charges in line with CPI will be sent to us in April.

Sevenoaks Town Council charges weekly rent to market traders depending on the size of the pitch.

The rents for some traders haven't changed since they started trading with us, and none have increased since 2018.

Inflation since April 2018 is 8.78%

Recommendation

That Sevenoaks Town Council consider increasing the weekly market stall rent in line with inflation since 2018.

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Finance and General Purposes Committee – 28th February 2022

Grant Reports Received

In accordance with our terms and conditions, grant recipients are required to submit a report detailing how funds are spent.

Please find attached the reports indicated below.

	Organisation	Grant Ref No	Purpose	Grant Award	Date	Report Attached
1.	Sevenoaks Three Arts Festival	6	Annual Performing Arts Festival, to be held by video this year. Admin costs including insurance, website etc.	£600	01.03.21	Yes
2.	Friends of Pontoise	5	To build on and expand links between Sevenoaks and Pontoise; to promote understanding of French life and culture in Sevenoaks and of English life and culture in Pontoise.	£250	01.03.21	Yes
3.	WK Mediation	17	Volunteer training, supervision and expenses. Hall hire costs and publicity.	£800	01.03.21	Yes
4.	Sevenoaks Volunteer Transport Group	2	To support costs 2021/22 so that can continue to support elderly people requiring low cost local transport	£750	01.03.21	Yes
5.	Clean Up Sevenoaks Campaign	66	Purchase of 100 litter pickers	£638	04.03.21	To follow
6.	Sevenoaks Three Arts Festival	6	First prize offered in Young Musician of the Year Competition 2022	£1,000	13.09.21	Yes
7.	Sevenoaks Literary Festival	3	To ameliorate potential losses if the plans for a return to a physical festival are disrupted or cannot go ahead.	£500	13.09.21	Yes
8.	Citizens' Advice, North West Kent	64	To train and support a team of 3 volunteers in Sevenoaks Town Advice Centre to support vulnerable clients to complete official forms. Additional costs of supervisor and benefits specialist trainer.	£500	13.09.21	Yes

Finance and General Purposes Committee – 28th February 2022

9.	Hi Kent	45	To run free hearing aid users support clinics in Sevenoaks for another year.	£1,000	13.09.21	Yes
10.	Sevenoaks Counselling	11	To supplement the Bursary Fund which assists clients who cannot afford the recommended contribution.	£1,500	13.09.21	Yes
11.	Baby Umbrella	68	To continue services provided in Sevenoaks at Otford Village Hall. To pay for 12 weeks of rent and fees for breastfeeding counsellor.	£500	13.09.21	Yes
12.	PS Breastfeeding	57	To purchase more breastmilk collections kits (single user item) for use with breast pumps that are loaned out, and to create new promotional materials to share new service venues.	£450	13.09.21	Yes
13.	South East Open Studios	12	To create new promotional materials specific to Sevenoaks Town and surrounding area (in 25th anniversary year)	£250	13.09.21	Yes
14.	Stag Community Arts Centre	10	Following success of post-pandemic Summer Arts Festival, to repeat and extend that success into 2022, bringing more life back into Sevenoaks Town.	£5,000	13.09.21	N/A Grant agreed in principle
15.	Hygiene Bank	65	Towards the cost of the lease of the Tunbridge Wells Storage Facility which supports the Sevenoaks, Tonbridge and Tunbridge Wells projects.	£500		Yes
16.	We Are Beams	69	Towards hall hire at Bat&Ball Centre or Bat&Ball Station building and used to support families within Sevenoaks Town	£600	22.11.20	Grant agreed but awaiting further notice from applicant that they have raised additional funds they need

REPORT FROM SEVENOAKS THREE ARTS FESTIVAL 2021

The 2021 Sevenoaks Three Arts Festival took place in the early part of June. This was again a video festival, recognising the continuing restrictions imposed by the pandemic and we were able to draw on our experience of having delivered a successful video festival in 2020.

Classes were available for solo, duet and group items where Covid rules could be adhered to. The number of entries rose 30% compared with 2020 and over 200 young people and adults participated, from the age of 6 upwards. Entrants generally captured their videos on smart phones at home or at school, and once again performances were of a high standard, with a noticeable improvement in confidence in front of camera. This year, for a limited period following adjudication, entrants and their teachers had the possibility to view other entries in their class and for some classes a video from the Adjudicator discussing the performances was also available. Classes were held in Speech & Drama, Piano, Singing, Woodwind & Brass, Strings and Accordion.

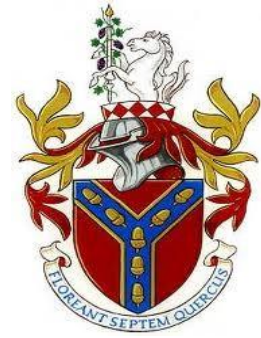
All 2021 entrants were emailed a certificate, together with an adjudicated mark and report by a BIFF (British and International Federation of Festivals) adjudicator. Although no awards or cups were presented, the names of those achieving Distinction or better were published on our website.

We are very grateful to the Sevenoaks Town Council for their generous funding, which enabled the Festival to cover the expenditure incurred, at a time when we were deprived of our usual audience ticket sales. We will be excited to return to a live Festival in 2022, and hope that the opportunities presented in 2020 and 2021 will have given children and adults alike a chance to learn a new and important communication skill, as well as having encouraged them to keep practising and performing.

Susan Day

Festival Secretary

www.sevenoaksthreeartsfestival.co.uk



Friends of Pontoise

Alison Futtit

Committee Clerk, Finance & General Purposes Committee

Sevenoaks Town Council

17 January 2022

Dear Alison

First, apologies that this report is ten days late. Covid has restricted our activities for the last two years. Even so, we have had expenses that the Town Council Grant of £250 has helped to buffer

4 June 2021: Public Liability Insurance - £55.38

6 Nov: Donation to The Weald of Kent Hospice following the death of Merrill London - £25. Several private donations were also made

5 Jan 2022: - Website: www.friendsofpontoise.com subscription - £264.96

On that website, you will see the Town Council's logo as shown above

6 Jan: Stephanies caterers - £75 deposit

This last payment is for lunch on 8 April at the Bat & Ball Community Centre. The Mayor, Cllr Dr Merilyn Canet will be in attendance along with twenty-five other members.

You mention that the "*grant conditional on an exchange visit taking place during 2021/22*"

Well, fourteen of our members plan to visit Pontoise 26 - 29 May 2022. As usual, we will take a gift on behalf of the residents of Sevenoaks to the Pontoise, Les Amis de Sevenoaks. I would estimate the gift to cost about £70

A representative will attend the Annual Town Meeting on 14 March.

Yours sincerely

Michael Pembrey Co-Chair/Secretary/Treasurer www.friendsofpontoise.com



The funding awarded by the Sevenoaks Town Council has provided a contribution towards West Kent Mediation (WKM) to continue to provide free community mediation service to all the residents within Sevenoaks Town. It allows our 27+ volunteer mediators to practice and use their skills to help the community in doing what they enjoy.

We have this year helped over 8 households using the process of mediation, some cases lasting many months, and causing anti-social behaviour, cases can have an effect to the wider family, community and statutory organisations. WKM recognise that many people in our society experience discrimination or lack of opportunities for reasons that are not fair. Our aim is to ensure that all voices are equally heard.

We have seen an increase in our family referrals. Some of the issues that have been reported in our family work are with young people missing social contact with their friends, feeling confined, not having enough personal space, and getting involved in family arguments - plus home schooling earlier in the year meaning having to share working space with other family members. We have 1 very complex family case within STC that has been running for over one year, the mediators are using Zoom and school facilities to carry out the meetings

WKM are very proud of the working relations and partnerships we have with Sevenoaks District Council and West Kent Housing, Kent Police including PCSO's all of which make direct referrals to us. We play an active role and regularly attend the Sevenoaks Voluntary Sector Forum meetings where we are able to network with many other organisations from the voluntary sector.

We monitor and evaluate cases, and our work. We use the information from evaluations to help us to learn and make any necessary changes. We celebrate on our success, this may be by using quotes from clients that we have helped and putting them on our website or using them in social media posts. We learn from things that may not have gone so well by supervision with our mediators and regular support meetings. We have regular staff and Trustee meetings, and always talk to our statutory referrers. This year we have made an effort to increase our social media presence.

2021 has been an extremely challenging year for us here at WKM, our working practices are constantly changing with the pandemic guidelines and we have to consider the safety of our staff, volunteers and clients. We were unexpectedly given notice to vacate our office by our landlords and had to find new office space within a short period of time, we also had the problem that our office rent was very modest and only accounted for this sum of money in our budget. We have now found a new office that is more expensive and also had the additional expenditure of the move and all the IT costs involved.

We have been fortunate to be able to recruit two new volunteer mediators that have had the relevant training required for our service, they have replaced the few volunteers that have been unable to work for us either due to health restrictions or volunteering for the NHS vaccination service. These new volunteer mediators are being given constant supervision and actively able to work within the STC area.

Amanda Bell, Chief Executive Officer- West Kent Mediation

February 2022

Sevenoaks Volunteer

Sevenoaks Hospital
Hospital Road
Sevenoaks
Kent TN13 3PH



Transport Group

Telephone 01732 458931
E-mail soaksvtg@yahoo.com

Registered Charity 276663

Ms Alison Futtit
Sevenoaks Town Council
Council Offices
Bradbourne Vale Road
SEVENOAKS TN13 1QG

22 February 2022

Dear Alison

Report of funds spent from 2021 Grants

I have pleasure in enclosing our report as above.

The funds received from Sevenoaks Town Council were spent on maintaining SVTG services in what has been a most difficult time for us. Because of Covid, our pool of volunteer drivers was drastically reduced. This placed greater burdens upon the small group, who were able to drive throughout, and upon our Coordinator who schedules the transport.

Nevertheless, with the Council's support, in the first 10 months of the 2021/22 year, SVTG has provided transport for 83 residents of the Town and arranged over 400 trips for them.

This transport was provided by 9 drivers, of which 7 are Town residents.

Yours sincerely
for **SEVENOAKS VOLUNTEER TRANSPORT GROUP**

A handwritten signature in black ink, appearing to read 'Anthony Weston Smith', written over a light blue horizontal line.

Anthony Weston Smith
Treasurer

Sevenoaks Volunteer Transport Group
Report of funds spent on residents of Sevenoaks Town in 9 months
ended 31 December 2021

Total Expenses in 9 months ended 31 December 2021	Salaries	£8,100.00
	Driver payments	£4,131.00
	Office costs	£1,292.00
	Other expenses	£105.00
	Total	£13,628

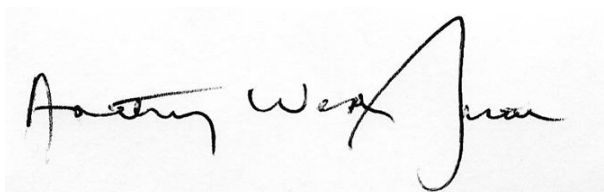
Passengers in 6 months ended 30 September 2021 [latest available]

Sevenoaks Town	78
Other parishes in District	58
Total	136

Proportion of expenses attributable to residents of Sevenoaks Town
to which Grants have been applied.

78/136 x	£13,628	£7,816
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Signed:

A handwritten signature in black ink, appearing to read 'Anthony West', written over a light blue horizontal line.

Treasurer, Sevenoaks Volunteer Transport Group



Sevenoaks Three Arts Festival

Registered Charity No 1031815

*Affiliated to The British and International Federation of Festivals
of which Her Majesty the Queen is Patron*

Agenda Item 9.1(vi)

Festival Secretary
Sue Day

Wednes 4th Jan 2022

To : Sevenoaks Town Council

From : Susan Day,
Secretary,
Sevenoaks Three Arts Festival

Re : Young Musician of the Year Competition 2022

To Be Held : Sunday 6 March 2022
at Walthamstow Hall Senior School, Sevenoaks

The Sevenoaks Three Arts Festival is actively promoting the Sevenoaks Young Musician of the Year Competition by printing and distributing entry forms to leading national music schools and we are pleased that a number of entries have already been received. The £1000 first prize provided by the Council will encourage high calibre entrants and put this event on a footing equivalent with other competitions. The charity has entered into commitments to hire the venue with grand piano and has engaged British & International Federation of Festivals approved adjudicators Ms Alison Moncrieff-Kelly and Mr Jeremy Carter.

To date our insurance has been renewed and a request for a deposit for the venue is expected. The balance of the Performance venue and Piano hire cost, all Prizes and Adjudicator fees are paid on the day, or shortly after.

Given that the 2021 Competition was cancelled, covid guidance is constantly under review. Although we would prefer to hold the competition in The Ship Theatre at Walthamstow Hall, there is current uncertainty as to whether the school will allow this. The larger and airier assembly Hall is an alternative venue, which we may have to accept.

Sevenoaks Literary Festival

Report to Town Council on grant received for 2021 Festival

Sevenoaks Literary Festival 2021 marked both the 20th anniversary of the Festival and the year in which Jill Webster, who had chaired the Festival throughout those 20 years, stepped down.

For many years as part of the annual series of its events, **SLF** has organised a free Schools event for students attending local state primary schools. It was impossible to run the event in 2020 but for the 2021 Festival - and in close discussion with the schools involved - we ran online event for children from the four Sevenoaks town primary schools. It took place on Tuesday 5 October taking the form of online author visits from two great writers: **Jasbinder Bilan**, Costa Award-winning author of *Asha & the Spirit Bird*, and the poet **Jan Dean**.

Jasbinder talked about her exciting new novel, *Aarti and the Blue Gods* to year groups 5 and 6. She answered questions about her books from enthusiastic audiences at Sevenoaks Primary, St.John's and St.Thomas'. Lady Boswell's year group 6 were absent on a school outing but their year 5 pupils attended. Jan read her poems and had lots of fun (remotely!) with year groups 3 and 4 at all four schools.

Penny Morrison represented **SLF** in person at Sevenoaks Primary for Jasbinder's event and at St. John's for Jan Dean's. Both sessions were very successful. They were greeted very enthusiastically by the 400-plus children present at one or other of the two sessions.

As always at these Schools Events, the Town Council was publicly thanked for their support of the event.

It is not ideal to hold the free **SLF** Schools Event remotely but it was the best that **SLF** could do under the circumstances. Far better and more exciting always to have the

writer in the room with the audience. **SLF** certainly intends to return to an in-person Schools Event in 2022.

As the Schools Event is free to all concerned it consumes a significant part of **SLF** resources each year. Although the current financial state of **SLF** is healthy – the result of a successful 2021 Festival in which all but one of the events were held physically – that was not the case at the outset of the 2021 Festival. **SLF** ran a reduced Festival in 2020. All the events were held remotely and provided free of charge to all participants. This gesture ate substantially into the funds of **SLF**. Even today, **SLF** funds would cover less than two Festivals. It is for this reason, as well as to try to ensure both the annual continuity of the Festival and the maintenance of the free event for schools, that **SLF** continues each year to apply to the Town Council for grant aid.

SLF is very grateful to Sevenoaks Town Council for continuing to sponsor the annual Schools Event. It clearly remains an important community resource which touches the lives of many people in the town.

Roger Lee

for and on behalf of **Sevenoaks Literary Festival**

12 February 2022



Citizens Advice in North & West Kent
5a Bligh's Court
Bligh's Meadow Shopping Centre
Sevenoaks
Kent TN13 1DD

Freephone Advice Line: 0808 2787810
Email: advice@nwkent.cab.org.uk

Alison Futtit
Senior Committee Clerk
Sevenoaks Town Council
Town Council Offices
Bradbourne Vale Road
Sevenoaks, TN13 3QG

9 February 2022

Dear Alison

Update on Citizens Advice in North and West Kent Grant

I am writing to again thank you for the ongoing support we have received from the Sevenoaks Town Council and to update you on the use of our September 2021 grant.

With the support of this funding, we have been able to train and support 3 additional Volunteer Advisers in our Sevenoaks Town Advice Centre; enabling them to support vulnerable clients to complete official forms. This support is vital to ensure that forms such as disability benefits applications and appeals, blue badge applications etc. are completed correctly and present the client's situation accurately, as long-term benefits decisions are at stake, with significant risk to people's finances and ability to live independent and fulfilling lives.

As described in our original application, the funding itself has provided additional supervision and training time for new volunteers with our experienced management and specialist teams to enable them to build their advice skills without taking resources away from our existing, currently very stretched, advice services. Whilst changing Covid-19 restrictions have created challenges to training and delivering these advice services, our new volunteers have now completed their training and are successfully supporting local people.

Since September 2021, we have supported 32 vulnerable Sevenoaks Town residents with official forms they have needed to complete. Of these, 88% were for benefits forms, including first applications for disability benefits (Personal Independence Payments and Employment Support Allowance) and appeal documents for others whose initial applications were turned down. Whilst it is too early for us to know the outcome of most of these applications, we are confident that these clients have a far improved chance of successful applications with our support than if they were to have to prepare unaided.

Chief Executive Angela Newey

Citizens Advice in North & West Kent, incorporating Citizens Advice in Dartford, Gravesham, Sevenoaks, Swanley and Tonbridge & Malling. Charity registration number 1082979. A company limited by guarantee in England & Wales Registered number 3960538. Authorised and regulated by the Financial Conduct Authority FRN: 617614. Registered office as above

More widely, I thought you might also be interested to know that during the same period, we have supported 152 Sevenoaks Town residents with over 600 other advice issues, giving them the knowledge and confidence to move forward with the challenges they are facing. All our volunteers, including our newest recruits, and crucial to the delivery of these services and our ability to support local people during these very challenging times.

Many thanks again for your continued support
Best wishes

A handwritten signature in black ink, appearing to be 'H. Beckerson', with a long horizontal stroke extending to the right.

Helen Beckerson
Operations Manager



Sevenoaks Town Council report for Hi Kent Grant

Hi Kent received £1,000 from Sevenoaks Town Council in September this year and is most grateful for the Town Council's continued support.

The Covid-19 pandemic has affected people who are deaf more than most as their isolation and disadvantage have increased. Hollybush Court was not available to Hi Kent for much of 2020 and the first four months of 2021, but from day one of the first lockdown we continued to provide the same services as usual by post, personal contact and delivery wherever possible to ensure that nobody was left without the help they needed.

Following a full Risk Assessment on the premises at Hollybush Court, our Clinic was able to re-open in May 2021, starting off in the restaurant area for safety. The Clinic has continued to run since then on Friday mornings from 10am to 11.30am each month, but now using the Reception area, using two Hi Kent Volunteers to run the clinics. We have all the necessary PPE (visors/masks/gloves/aprons) plus thorough cleaning before, during and after, and will continue to use them to keep our clients and volunteers safe. We will keep these measures in place for as long as we feel it necessary and makes us all feel safer.

We see on average 15 clients a month but this number is increasing month on month as our clients regain the confidence to go out and about again. Each clinic session is open for 1.5 hours but our long-standing volunteers are happy to extend this time if needed to ensure that each client receives the time and attention they deserve. The Grant has benefitted those people living in Sevenoaks who are living with a hearing loss and require expert help to look after their NHS hearing aids in order that they work effectively for them. Hearing Aids that are regularly maintained and work well give the wearer more confidence in their ability to cope better with everyday life and enjoy social situations in the knowledge that their aids help them pick up the sounds/pitches that they have lost.

Having such a local service means that clients do not have to travel to a central Audiology clinic, which often incurs travel and parking expenses and sometimes waiting time. Our services are offered free of charge and no appointment is needed. Our trained volunteers can clean, re-tube the aids and fit new batteries as well as offering advice on other Hi Kent Services. Our volunteers often have a hearing loss themselves so understand the challenges that have to be faced when this vital sense is lost or partially lost.

We are also able to organise free of charge home visits for people in Sevenoaks who are housebound or too frail or ill to attend the Hollybush clinic, at which our trained volunteers provide the same hearing aid maintenance service that would be received at the clinic.

With the Town Council's grant Hi Kent has been able to continue to offer our services free of charge in the Sevenoaks area as the grant has funded the cost of Hearing Aid maintenance equipment for the volunteers, volunteers' travel expenses and local advertising.

Liz Clayton
Grants Manager
Hi Kent

December 2021

SEVENOAKS COUNSELLING - REPORT TO SEVENOAKS TOWN COUNCIL - 2021-2022

The trustees and counsellors are happy to confirm that, despite all the issues arising from the pandemic, it has been possible to maintain our service to clients and specifically, in the context of the Council's generous grant, to the residents of Sevenoaks town, who would otherwise not be able to afford the full recommended contribution for their counselling sessions.

With the partial relaxation of restrictions on people meeting we have been able to resume face-to-face counselling at our headquarters with improvements to room ventilation. At the same time we have been able to continue remote counselling by telephone or Zoom for those who are still reluctant to meet face-to-face.

As far as finances are concerned our Treasurer has reported a slight increase in the overall amount that clients are able to pay for their counselling sessions and this has had the effect of reducing but not eliminating the operational deficit in our accounts. However, I am pleased to make it clear that the grants we receive together with gifts from other sources have enabled us to cover this deficit entirely.

Stephen Day
Trustee
February 2022



Baby Umbrella
Supporting your journey

Registered Charity #1190745
info@babyumbrella.org.uk

Sevenoaks Town Council Community Grant Report 2021/2022

£500 received by Baby Umbrella in September 2021

Project –

Baby Umbrella is a new charity in West Kent started in August 2020 created to offer free parenting support to local families through both in person and online avenues. Baby Umbrella currently offers weekly in-person support at Otford Village Memorial Hall. Due to constant changes in Covid19 guidelines we are currently offering appointments for families to access specialist breastfeeding information and support and also appointments to join our social group, open to everyone. Families can book an appointment straight through the website. Our initial proposal was for £1200, together with a grant from Sevenoaks District Council and fundraising efforts within the community to fund the service for 6 months. Below, I'll outline what the £500 has funded -

What we have achieved in 2021/2022

October 2021

We ran 5 sessions in October on Friday mornings, with one session held in the afternoon. This gives families a choice of options. The venue has good parking and is easily accessible by train from Sevenoaks Town and Bat and Ball. In October we supported 7 families from Sevenoaks Town at a face to face appointment with a breastfeeding specialist.

November 2021

In November we ran 4 sessions at Otford Village Memorial Hall and supported 7 families from Sevenoaks Town with face to face appointments with a breastfeeding specialist.

December 2021

In December we ran 5 sessions at Otford Village Memorial Hall (including Christmas and New Years Eve) and supported 6 families from Sevenoaks Town as a face to face appointment with a breastfeeding specialist.

Budget (October 1st 2021 to December 24th 2021)

Staff cost for 20 appointments (Support Breastfeeding Specialist at £75/4 appointments) - **£375**

Rental costs for 20 appointments - **£125**

User Feedback

"I think I would've given up breastfeeding without the advice and support of Baby Umbrella."

"Fantastic help and clarity on my child's feeding, given a lovely warm welcome too. My son has a tongue tie which the doctor couldn't confirm so I had to try and find some support elsewhere, am very pleased such a charity exists otherwise I'm unsure what I could've done as the children's centres for walk in breastfeeding advice are closed."

"I have breastfed 3 children previously, but my fourth child had severe tongue tie and I was still struggling with his feeding over a week after his corrective procedure. He had lost a lot of weight and I had lost confidence. I was feeling very worried about continuing to breastfeed as finding time to express was becoming increasingly difficult with other children to care for. The lactation consultant at Baby Umbrella did not rush me or my baby and made several helpful corrections and suggestions. She encouraged me to keep trying things I had previously given up on too quickly. Now, one week later and my baby is confidently breastfeeding exclusively. I am so grateful and can't thank you enough, as I could not afford to pay for this kind of support privately."

"It was really helpful to talk through my queries and concerns in a relaxed environment. I was given some useful tips and things to try which has made me feel more confident."

"The person offering support was really helpful and made me feel much more confident - the whole team were really friendly and the brownie was delicious! Thank you for your help x"

"Friendly, helpful & down to earth advice and support"

"Very lucky to have such an accessible, service with a high level of expertise. I wouldn't have been able to breastfeed without this service"

With Thanks

Karen McCully, IBCLC

Baby Umbrella

07951 600777

karen@babyumbrella.org.uk

www.babyumbrella.org.uk

Sevenoaks Town Council Community Grant Report 2021/2022

£450 received by PSBreastfeeding CIC in September 2021

Project –

During the first Covid19 lockdown PSBreastfeeding CIC received funding to purchase 3 electric breastpumps to be loaned to Sevenoaks Town families needing to express breastmilk for their baby. Pump loans have increased during the pandemic for a number of reasons (isolation, separation, reduced availability of NHS support and longer referral times for tongue-tie procedures). The pumps require single user milk collection kits, and we requested funding to purchase more collection kits. Due to venue closures, our services have had to change. We also requested funding to create new promotional materials so that we could let everyone know about the local service changes.

What we have achieved in 2020/2021

October 2020

We purchased milk collection kits for our breastpumps.

November 2020

3 pumps were loaned out to families in Sevenoaks Town.

1. A family with an eight-week-old baby not tolerating the prescribed formula and Mum wanted to re-lactate.
2. Baby had lost weight in the first few days and Mum needed to pump to offer top-ups until baby got the hang of breastfeeding.
3. Premature baby needed a bit of help and Mum had been using a pump in the hospital and needed one at home.

Posters and flyers were designed.

December 2020

1. A family extended their pump loan while waiting for their tongue-tie procedure referral.
2. A baby with jaundice needed additional top-ups.
3. A Mum with Covid19 was unable to receive breastfeeding support and so a pump was dropped off at her house.

Posters and flyers were printed.

Posters and flyers were then delivered to Tunbridge Wells Hospital, Sevenoaks Midwifery Team, Spring House Children's Centre and Sevenoaks Health Visiting Team.

Budget (September 23rd 2021 to January 6th 2022)

£299.76 – 30 milk collection kits.

£91.90 – A6 flyers and A3/A4 posters designed, purchased and distributed

£58.34 – unspent funds expected to be spent on additional flyers as more local venues open.

With Thanks

Karen McCully, IBCLC
PSBreastfeeding CIC
07951 600777

karen@psbreastfeeding.co.uk
www.kentbabymatters.org

Agenda Item 9.1(xii)

South East Open Studios Report to Sevenoaks Town Council

South East Open Studios (SEOS) are extremely grateful for being awarded the sum of £250 by Sevenoaks Town Council.

It has enabled us to hire a number of key advertising spaces around Sevenoaks to promote the 35 local artists and makers taking part in our 2022 event this June. Hiring these Town Council managed spaces totals £220 and leaves £30 to invest in producing posters.

In addition, the organisation will be contributing around £1,000 to make sure the Sevenoaks area has all the necessary promotional materials for this year. Promotional materials will be produced in April/May in time for our event.

2022 is looking to be the biggest and best yet with just under 300 artists and makers taking part across the whole of the South East!



The Hygiene Bank An Impact Report for Sevenoaks Town Council

ABOUT

In October 2021, Sevenoaks Town Council generously awarded The Hygiene Bank's Sevenoaks local project a grant of £500, to allow us to continue the lease of the storage space that serves as a product collection and distribution hub. So far, this grant has had a big impact on the growth of our small but powerful project, as it has enabled us to reach more of those across Sevenoaks who have been swept into poverty and are struggling to keep clean.

IMPACT TO DATE

Thanks to the support of Sevenoaks Town Council, we have:

- Distributed over 1,650kg of essential hygiene, personal care and household cleaning products to those experiencing poverty in Sevenoaks.
- Supported 14 community partners* across Sevenoaks, from food banks and women's refuges, to schools and youth services.
- Continued the lease of our storage space for approximately 4 months, allowing us to successfully collect, manage and store products donated by the local community and our brand partners such as Unilever.
- Grown our project to include two more volunteers, who donated their time as part of their Duke of Edinburgh Award.

* We do not capture information regarding the number of direct beneficiaries supported because we do not work directly with the service users who receive our products. However, from our conversations with our Sevenoaks community partners, we estimate that our services provide over 1,500 individuals and more than 100 families with hygiene products on a regular basis.

FEEDBACK

We support those in Sevenoaks who are experiencing financial difficulties and may otherwise go without essential hygiene products, including families, children, young

thehygienebank.com

PO Box 639, Sevenoaks, Kent TN13 9UZ | T: 07593 054 190

The Hygiene Bank is a registered charity in England and Wales number: 1181267 and Scotland: SC049895
Registered address: DAC Beachcroft, The Walbrook Building, 25 Walbrook, London EC4N 8AF



and older people, people with disabilities, and those experiencing homelessness. We always hear from them about the positive impact our donations have on their clients' physical and mental wellbeing, confidence and self-worth. Also, in providing hygiene products to those struggling to stay afloat, we lessen the financial burdens individuals and families experiencing poverty carry, such as having to choose between

paying for utilities, buying food or purchasing products to help them keep clean.

Thanks so much for all you do, it is great to be able to hand out essentials to our families. Many of them are large families, so stuff like this really helps them especially at the start of term when there are so many expenses. **Sevenoaks Area Youth Trust**

I took one of your bags to my lady who is pregnant today. Wish you could [have] seen her reaction, she was so happy, really lifted her spirits and self-worth. **Sevenoaks Social Services**

What wonderful items you have supplied... you are all super stars and bring much joy to people who have little in their life to be joyful about so thank you so so much. **Sevenoaks Social Services**

Thank you so much... always greatly appreciated by us and our clients, it makes such a difference. **Loaves and Fishes Food Bank**

ONGOING ACTIVITIES

Thanks to Sevenoaks Town Council, we've been able to provide many individuals and families with the essential hygiene products that they would have otherwise gone

thehygienebank.com

PO Box 639, Sevenoaks, Kent TN13 9UZ | T: 07593 054 190

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without. Unfortunately, demand for our services is greater than ever before, as the harsh effects of the pandemic continue to be felt and more of us are swept into poverty. Over the coming months we will:

- Collect and distribute **more essential hygiene, personal grooming and household cleaning products** to those of us experiencing poverty across Sevenoaks.
- Continue to **raise awareness** that hygiene poverty is close to home and a problem we can solve together.
- Continue to **grow a social movement** to tackle hygiene poverty.



thehygienebank.com

PO Box 639, Sevenoaks, Kent TN13 9UZ | T: 07593 054 190

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Registered address: DAC Beachcroft, The Walbrook Building, 25 Walbrook, London EC4N 8AF

Sevenoaks Town Council

Notes of meeting to discuss arrangements for HRH The Queen Platinum Jubilee

8th February 2022 at 4.00pm

Present:

Cllr Dr M Canet	Mayor		Cllr Elizabeth Purves	Sevenoaks District Council
Linda Larter	Town Clerk		Geraldine Tucker	The Sevenoaks Society
Ann White	Deputy Town Clerk		Chris Conlon	Sevenoaks Town Crier
Ray Russell	Sevenoaks Summer Festival		Byron R Brown	Bradbourne Residents Association
Ken Brown	U3a		Margaret Nicholas	Bradbourne Residents Association
Mike Reid	Sevenoaks Town Team Facilitator		David Green	The Sevenoaks Society
Cllr Victoria Granville-Baxter	Sevenoaks Town Council		Patrick Pascall	The Sevenoaks Society
Susan Evans	Kaleidoscope		Cllr Irene Collins	Sevenoaks District Council
Denise Tucker	Rockdale		Dawn Blee	CEO, Sevenoaks District Chamber of Commerce
Leanne Waters	Rockdale		Cllr Richard Parry	Sevenoaks Town Council
Penelope Robbins	Soroptimists		Ruth King	Allotments Manager & Town Crier, STC
Nicholas Cave	Cemetery & Open Spaces Manager		John Levett	Listening Room
Cllr Rachel Parry	Deputy Mayor, STC		Alison Futtit	Senior Committee Clerk, STC
Cllr Simon Raikes	Sevenoaks Town Council		Ben Thornevell	Social Media, Design & Events Officer, STC
Cllr Avril Hunter	Sevenoaks District Council			
Margaret Knight	Hollybush Residents' Association			

1. Bank Holiday Weekend – Thursday 2nd to Sunday 5th June 2022

Noted.

2. Sevenoaks In Bloom

Noted:

- Sevenoaks is in National Finals of Britain in Bloom
- Theme is purple and gold
- TC had purchased wrought iron crowns (some large, some small), which would be planted with purple and gold flowers in various locations
- Edible gardening theme to continue

3. Queen's Platinum Jubilee Beacon Trail

Sevenoaks will be participating in the national Queen's Platinum Jubilee Beacon Trail, with a lighting ceremony taking place by the war memorial from 9.30pm (beacon lighting at 9.45pm).

2nd June 2022 National Timeline

1.00 p.m.	Town Criers At 1.00 p.m. local time, Town Criers are being invited to undertake the national proclamation announcing the lighting of the beacons that evening
9.35 p.m.	Pipers and Pipe Bands As the sun sets across the UK and the Commonwealth, individual pipers and pipe bands are being asked to play "Diu Regnare" from central locations or their choice from within their local communities as their personal tribute to the Queen. <i>In the past a piper has played whilst marching from the Vine Bandstand to the Beacon followed by the Mayor, dignitaries and members of the public.</i>
9.40 p.m.	Buglers and Cornet Players Before lighting the beacons at 9.45 p.m. buglers are being asked to play "Majesty" announcing the lighting of the beacons. This Bugle Call has been especially written by Bugler Sjt. A. W. Carlisle, Hillsborough Fort Guard, Northern Ireland.
	Choirs To coincide with the lighting of the beacons throughout the Commonwealth, choirs in local communities will be encouraged to sing a specially written song, which will be made available online.
9.45 p.m.	Beacon Lighting Ceremony – Mayor to light the beacon

4. National Digital Trail

Sevenoaks Town Team will be putting in place arrangements to be involved in the National Digital Trail, running for 5 weeks over the May Day Bank Holiday and the Summer Half-term. Players visit seven location and scan characters into their smartphones, learning about each decade of Her Majesty's 70-year reign.

5. Souvenir Town Crier

Noted that a souvenir celebratory Town Crier brochure would be produced. The aim was to include an overview of all events taking place over the Bank Holiday weekend. People were asked to send details of all planned activities for inclusion. Deadline was for the end of March 2022 for copy.

6. Children's Literary/Poem/Art Competition

It was agreed that:

- a literary competition be organised, based on the theme of "If I was Queen or King for the day....."
- Schools to be involved

- Proposal to be prepared, age group to be confirmed
- Schools to be provided with pre-prepared sheets for children to complete

It was also suggested that an art competition, inviting images of how children see the Queen, or a crown or model making competition could be held.

7. Big Jubilee Lunch

Noted that a Jubilee lunch picnic would be held at Vine Gardens (people to bring their own picnic) on Friday 3rd or Saturday 4th June (some liaison to take place with the Cricket Club). Music entertainment would be provided. It was suggested that this could reflect the seven decades of the Queen's reign. There would also be stalls.

It was suggested that the make a crown competition could be held, with the winner being crowned! Workshop events could also possibly be arranged.

8. Highway Decorating

Decorations for the High Street were discussed.

Crown lights were discussed but as it was not dark until 9.30pm at that time of year, it was not felt that they would have impact.

It was noted that the Town Council's contractor, had advised of a few issues with the installation of a highway banner as shown on illustration shared at the meeting, in particular that the current fittings on High Street were not fully lined up so the flags would not hang completely straight. It was agreed that this be explored further, and a solution sought.

It was suggested that flags (like the ones used for the Summer Festival) could be installed in the brackets along each side of the High Street. Ray Russell agreed to send details of the flag makers to the Town Clerk. (Noted that the installation of Summer Festival Flags would be delayed a week or so due to jubilee).

It was suggested that schools, organisations like Rockdale, and professional local artists could be invited to send pictures of crowns which could be printed onto the Highway banners. This idea to be followed up with Cllr Victoria Granville-Baxter and Sue Evans.

It was noted that the High Street would also be decorated with the hanging baskets and planters in the purple and gold colour theme.

Mike Reid, Town Team Facilitator, advised that Bligh's had agreed to use the purple and gold and crown themes, and he would be talking to other retailers, businesses and hospitality outlets to consider using the same theme.

9. Other Planned Events

Noted:

- Bradbourne Resident's Association was planning to hold a picnic on Sunday 5th June, with games, and music from the Sevenoaks & Tonbridge Training Band
- Sevenoaks District Council was holding the Big Community Sing at The Stag on Tuesday 7th June from 7pm
- Sevenoaks Town Crier would be attending events over the weekend
- Tree planting was taking place as part of the Queen's Green Canopy. People were invited to log on to the official website to record the trees they had planted:

<https://queensgreencanopy.org/>

(See Pin Your Jubilee Tree to the Map, on the second page)

It was noted that Resident's Associations would need to apply to KCC by 31st March if they wanted to hold a street party. **(Form attached)**

<https://www.kent.gov.uk/roads-and-travel/highway-permits-and-licences/apply-to-close-a-road/arrange-a-street-party-for-the-queens-platinum-jubilee>

10. Additional Ideas

Ray Russell advised that the Sumer Festival would start two weeks later. He would help with contacts for flags/banners and music. He would discuss with John Levett what contribution could be made to the Jubilee 4-day weekend celebrations.

Cllr Victoria Granville-Baxter advised that consideration would be given to workshops for crown designs. Sue Evans commented that it might be possible to provide some exhibition space in the upstairs lobby at Kaleidoscope Gallery.

The Sevenoaks Society was also celebrating its Platinum Anniversary this year and preparing an exhibition on the 900 years of Sevenoaks for the end of June. The Society was producing a Town Heritage Trail leaflet and would keep in touch regarding the timetable. The Trail would begin at Kaleidoscope and finish at Vine Gardens. It was also requested that they link up with Mike Reid who was looking at apps for walking trails.

Rockdale Housing was considering holding a competition for the older generation, based on nostalgia/memories, and possibly holding an exhibition in the common room.

The Soroptimists would consider producing a commemorative knitted blanket for display and would discuss how they could contribute to the Vine Gardens Jubilee lunch event.

Nicholas Cave would welcome suggestions for seasonal (purple and gold) plants for the Crowns. It was suggested that Coolings might be interested in getting involved.

It was suggested that a swan, in some format, could be installed at the Vine Pond.

A competition could be held, for adults, to create a new drink with purple and gold theme.

The Sevenoaks Town Crier advised that he would be available for the whole weekend to attend events. He also advised that he could provide a talk on the history of Town Crier's and their relationship with the monarch.

U3a undertook to take the ideas back to their members. It was anticipated that members would participate in the planned events. They were asked if they could provide singing for the beacon lighting event.

It was noted that the Sevenoaks Riding Centre had provided a horse and carriage for Bradbourne Residents' Association Christmas celebrations, which had been very well received. It was suggested that the Riding Centre could be invited to be involved in some way.

11. Next steps

The Town Clerk advised that all the ideas would be put together and shared for feedback.

Sevenoaks Town Council
Finance & General Purposes Committee – 28th February 2022

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>197. Streetlighting The Committee received and considered the report from the Responsible Financial Officer and note the Town Council’s policy as set out in Minute No. 61 of the Finance & General Purposes Committee held on 15th June 2015.</p> <p>The following private roads had adopted their streetlights:</p> <table><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>Wilderness Mount</td><td>Farnaby Drive</td></tr><tr><td>Wood Drive</td><td>Wilderness Avenue</td></tr></table> <p>The following private roads had not adopted their streetlights:</p> <table><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>RESOLVED:</p> <p>i) To proceed with LED upgrade option 3 i.e. LED upgrade plus match existing heritage style lighting on Rectory Land and Judd’s Piece at a cost of £17,790 noting that the Sevenoaks Town Council shortfall of £11,717 to be met from Capital Reserves.</p> <p>ii) To write to remaining private roads who have chosen to not adopt their streetlights providing one month’s notice that the Town Council intends to proceed as per Minute No.61 F&GP 15th 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	Wilderness Mount	Farnaby Drive	Wood Drive	Wilderness 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&GP Committee 16.09.19 (Minute 280):</p> <p>RESOLVED:</p> <p>i) That residents of Woodside Road, Coombe Avenue and Heathfield Road be advised that the decision whether to pay for the street lights, together with payment, was required by 31st October 2019 latest or the Town Council would proceed to removal of the lights;</p> <p>ii) That residents of Lyle Park and Pineneedle Lane be advised that the response date to request to pay for the lights be extended to 30th November 2019; and</p> <p>iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights.</p> <p>F&GP Committee 25.11.19 (Minute 377):</p> <p>RESOLVED that:</p> <p>1) It be noted that residents of Pineneedle and Lyle Park had agreed to adopt their lights and discussions were therefore concluded;</p> <p>2) Following notification by residents of Kinraig Drive that they would not adopt their lights, the lights be removed;</p> <p>3) That the lights in Coombe Avenue be removed, subject to local ward members ascertaining whether one light needs to be retained for safety purposes;</p> <p>4) The 15 households in Woodside Road be asked whether they would form a group to administer payments to the Town Council; and</p> <p>5) That the Council be asked to rescind the following Resolution, removing the requirement for residents of Heathfield Road to pay outstanding charges for the last two years:</p> <p style="padding-left: 40px;">“To all private roads entering into the scheme to also be charged from the time that the last</p>
	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 5th 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>199. Streetlighting Update</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That residents of Woodside Road be advised of a deadline by which this matter needed to be resolved, including providing a single point of contact for the road for the Town Council to invoice, after which time the lights would be removed; and 2) That the light at the eastern end of Coombe Avenue be retained while officers investigate whether the footpath is a Public Right of Way or whether the light could be retained under the Town Council’s current policy.
	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 & 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>RESOLVED: 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>RESOLVED: unanimously to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include:</p> <ul style="list-style-type: none"> • reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income • the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces. <p>Sevenoaks District Council wrote to the Town Council on 5th March 2019: - Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that out options are tightly regulated. The invitation to tender was originally advertised nationally and across the EU. The EU procurement rules set out some principles to make sure that it is an even playing field for all and that favourable contracts are not granted to particular companies. Changes to a contract should only be allowed where all companies know this beforehand and are given a chance to bid on that basis.</p> <p>Regulation 72 of the 2015 Regulations explains the limited circumstances in which we can modify an existing contract. Tenderers were asked to submit bids for the Sevenoaks Markets based on entering the draft contract which was attached. the Heads of Terms clearly sets out the location of the Wednesday market. Changes are not permitted unless they are explicitly allowed for in the contract documents, where the changes are below a certain value threshold, or the changes fall within some specific other categories. In this case, the contract did not explicitly allow for reductions in the rent. The change in rent would also be larger than what is permitted under</p>

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 17th 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 style="padding-left: 40px;">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>The lease is with SAHA and under consideration.</p>
4	463- F&GP 01.03.21 17.1 – F&GP 12.04.21	Knole Paddock & Raleys Field	Ongoing	<p>RESOLVED:</p> <ul style="list-style-type: none"> 1) That £30k of Capital Reserves be allocated to the upgrading of the sports pitches at Knole Paddock and Raleys Field; and 2) That £2k be allocated from CIL funds for the installation of new gates between the Cemetery and Greatness Recreation Ground. <p>Sports Pitch</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>RESOLVED that:</p> <ol style="list-style-type: none"> 1) Sevenoaks Town Council obtain quotations for the pitch improvements to be carried out as identified in the independent report; and 2) Subject to being within the allocated £30,000 budget, the decision to accept a quotation be delegated to the Chairman of the Finance & General Purposes Committee, the Chairman of the Open Spaces & Leisure Committee, The Open Spaces Manager, and the Town Clerk. <p>Seeking a third quote now.</p>
5	<p>17.2 – F&GP 12.04.21</p> <p>289. (iv) OSL 27.09.21</p>	Floodlighting Knole Paddock		<p>RESOLVED: That Sevenoaks Town Council explores options for a replacement floodlighting scheme at Knole Paddock which will be modern, efficient, and environmentally friendly, and that the options be discussed with Sevenoaks Rugby Football Club. Report to be provided to a future meeting.</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>RESOLVED to:</p> <ol style="list-style-type: none"> 1. Proceed with quote 2 subject to Non-Destructive Testing of the masts; 2. Fund the new floodlights from CIL. <p>Open Spaces Manager to meet on-site with supplier 17th 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		RESOLVED: That the following recommendations be adopted:

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Item	Minute No		Status	Latest update
		Funding – Sevenoaks District Town Centres		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. 100 litter pickers purchased. Completed
9	468 F&GP 17.01.22	Bligh's Market Lease Renewal		RESOLVED: 1) 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; and 2) once the licence renewal fee has been received, consideration be given to the stallholder fee, to reflect any increase in cost.