

5<sup>th</sup> April 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 11<sup>th</sup> April 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/iQOu0XpuG0s> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at [sevenoakstown.gov.uk](https://sevenoakstown.gov.uk) or by request.

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

Town Clerk

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

**Committee Members:**

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

**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.

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
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|-----|--|-----------------|
| 2   | <u>REQUESTS FOR DISPENSATIONS</u><br>To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).   |                 |
| 3   | <u>DECLARATIONS OF INTEREST</u><br>To receive any declarations of interest from members in respect of any items of business included in this report.   | —               |
| 4   | <u>MINUTES OF MEETING OF FINANCE &amp; GENERAL PURPOSES COMMITTEE – 28<sup>th</sup> FEBRUARY 2022</u><br>To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 28 <sup>th</sup> February 2022 as a true record.  | Attached        |
| 5   | <u>FINANCE REPORTS</u><br>To receive and consider the Responsible Finance Officer's reports  |                 |
| 5.1 | <u>Statement of Accounts</u><br>To receive and consider the Responsible Finance Officer's Report for the period 1 <sup>st</sup> to 28 <sup>th</sup> February 2022, together with:  | Attached        |
|     | Appendix 1 - Income and Expenditure by cost centre<br>Appendix 2 - Variance Analysis<br>Appendix 3 - Working Capital<br>Appendix 4 - Statement of Funds<br>Appendix 5 – Insurance Renewal documents<br>Appendix 6 – Buildings Reinstatement Valuation<br>Appendix 7 – Internal Audit proposed plan for 2022/23<br>Appendix 8 - Internal Audit First Visit Report 2021/22 | All<br>Attached |
| 5.2 | <u>Suppliers' Accounts</u><br>To authorise payment of the accounts listed in the schedules for the period 1 <sup>st</sup> to 28 <sup>th</sup> February 2022  | Attached        |
| 5.3 | <u>Payroll Account</u><br>To confirm payments from the account listed in the schedules for period 1 <sup>st</sup> to 28 <sup>th</sup> February 2022  | Attached        |
| 5.4 | <u>Petty Cash Account</u><br>To confirm payments from the account listed in the schedules for the period 1 <sup>st</sup> to 28 <sup>th</sup> February 2022   | Attached        |

- |     |   |           |
|-----|---|-----------|
| 5.5 | <u>Hospitality and Gifts Register</u><br>To receive and note Hospitality or Gifts received by Councillors or staff for the period 14 <sup>th</sup> February to 5 <sup>th</sup> April 2022: None |           |
| 6   | <u>COMMUNITY INFRASTRUCTURE LEVY (CIL) REPORT</u>   | Attached  |
| 7   | <u>BLIGH'S MARKET LICENCE RENEWAL</u><br>To note licence renewal for the next 5 years and consider stall holder fee   | Attached  |
| 8   | <u>HM QUEEN PLATINUM JUBILEE – SEVENOAKS CELEBRATIONS</u>   | Attached  |
| 9   | <u>NOTES OF TOWN TEAM MEETING HELD ON 6<sup>TH</sup> APRIL 2022</u><br>To receive and note the minutes of the meeting held on 6 <sup>th</sup> April 2022  | To Follow |
| 10  | <u>CURRENT MATTERS</u><br>To receive and note list of current matters   | Attached  |
| 11  | <u>PRESS RELEASE</u><br>To consider any agenda item, which would be considered appropriate for a press release  | —         |

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**Sevenoaks Town Council**  
**Minutes of the Finance & General Purposes Committee**  
**held on 28<sup>th</sup> February 2022 in the Council Chamber**

Livestreamed on You Tube: <https://youtu.be/f09XDBnny2g>

**Cllr Edward Waite**

*Prior to the commencement of the Meeting the Mayor provided the following statement in dedication to Cllr Edward Waite.*

*“Edward Waite grew up in Southampton and moved to Sevenoaks with his parents in about 1991 - and he represented the area of our town in which some of his family still live, Eastern Ward.*

*He won his Batchelor of Science - in Economics - at Bath University and worked for a while in Japan returning to the UK in 2002, before qualifying as a solicitor in 2008.*

*His early experience of the Health Service led him to give something back to the NHS, and he was elected for two terms as a Patient Governor of the Harefield Hospital Trust, a role he served in until 2022. He took on the task of chair of its Membership Committee, charged with the job of involving the public and staff in the work of the trust to ensure its governance was anchored in the community.*

*When he came back to live in Sevenoaks with his wife Yuko, and later his daughter Megumi who was born in Pembury and lives in Sevenoaks, he decided he would like to give something back to our community too, as a member of this Council. He was elected to Sevenoaks Town Council in May 2015, and served on most of its committees, as well as on the Stag Trustee Board. His legal training and his experience in a nationally renowned Trust gave him valuable grounding in how publicly accountable organisations should be run.*

*To his fellow ward councillors Ed was an unfailingly conscientious colleague, clear in his convictions that everyone has the right to be heard. All of us in this council, members, and officers, knew him as someone determined to do his best for Sevenoaks, a really good councillor, modest, always considerate and a lovely person to know.*

*Our thoughts are with his family, and we will all miss him. Sevenoaks has lost, far too early, someone who wanted to make a real difference.*

**Meeting Commenced: 7.00 p.m.**

**Meeting Concluded: 8.30 p.m.**

**Present:**

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

**Substitutes**

Cllr Nicholas Busvine, OBE	For Cllr Andrew Eyre
Cllr Richard Parry	For Cllr Robert Piper

**In Attendance:** Town Clerk, Responsible Financial Officer (via zoom), Committee Clerk, Cllr Streatfeild, 2 members of public.

**Public Question Time:** There were no public questions

**539. Apologies for Absence**

**RESOLVED:** To accept apologies for absence from Cllr Andrew Eyre, Cllr Morris Brown and Cllr Piper

**540. Requests for Dispensations**

There were no requests for dispensations.

**541. Declaration of Interests**

There following declaration of interests were made:

Cllr Granville Baxter relating to Sevenoaks Society

Cllr Simon Raikes relating to Streetlighting

**542. Notes of the Finance & General Purposes Committee held on 17<sup>th</sup> January 2022.**

**RESOLVED:** To receive and sign the Notes and accept the actions delegated to the Town Clerk as a true record of the previous meeting.

**543. Finance Reports**

i) Statement of Accounts for 1<sup>st</sup> to 31<sup>st</sup> January 2022.

ii) Suppliers Accounts

1<sup>st</sup> to 31<sup>st</sup> January 2022 £161,257.40

iii) Payroll Account

1<sup>st</sup> to 31<sup>st</sup> January 2022 £73,260.77

iv) Petty Cash Account

1<sup>st</sup> to 31<sup>st</sup> January £895.45

v) Hospitality and Gift Register report

To note the receipt on one box of chocolates to a member of staff.

**RESOLVED:** The Committee accept all the presented and reviewed Financial Reports.

**544. Knole Paddock and Raleys Field Sports Pitches**

At its meeting held on 15<sup>th</sup> February 2021 (*Minute 435, OS&L 15.2.21 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.

It was resolved to allocate £30,000 funding for the project from Capital Reserves (*minute 463, F&GP 01.03.21 refers*). Final quotations have been received and the chosen contractor quotation exceeds the budget arranged.

**RESOLVED:** To allocate a further £9,000 from CIL for the project and to proceed with works during May / June 2022.

**545. Sevenoaks Clarendon Lawn Tennis Club Lease**

Sevenoaks Clarendon Lawn Tennis Club pay annual ground rent for the lease of land at Lower Raleys Field to Sevenoaks Town Council.

The annual ground rent was £412 and was last reviewed in March 2014. The lease was signed in 1988 and referred to 7 yearly rent reviews and expires in 2044. The rent review was due in 2021, however this was delayed due to COVID-19. Based on inflation since March 2014, the equivalent rent would be £477.

**RESOLVED:** that the Sevenoaks Clarendon Lawn Tennis Club annual rent be increased by CPI inflation since March 2014.

**546. Review of Wednesday and Saturday Market Rents**

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

Sevenoaks Town Council pays Sevenoaks District Council as per Licence to hold the market which increases annually in line with inflation.

The contract with Sevenoaks District Council for the operational management of the markets in Sevenoaks town started on 1<sup>st</sup> April 2019 and run until 31<sup>st</sup> March 2023, with an option to extend until 31<sup>st</sup> March 2024.

The weekly charges for 2021 / 22 are

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

The 2022 / new charges in line with CPI will be sent to the Town Council in April.

Sevenoaks Town Council charges weekly rent to market traders depending on size of the pitch. The rents for some traders have not changed since they started trading with the Town Council and none have increased since 2018. Inflation since April 2018 was 8.78%.

**RESOLVED:** That the Chairman, Vice Chairman and Town Clerk review further information including notice period for Licence, SDC plans for the Wednesday market and report back to the next Finance & General Purposes Committee meeting.

**547. Grants**2021 / 2022 Grant

Reports from grant recipients were circulated with the agenda.

**RESOLVED:** To note the grant recipients reports.

2022 / 23 Grant Applications

Grant applications were circulated with the Agenda.

**RESOLVED:** To suspend the meeting to enable presentations from representatives of Sevenoaks Summer Festival and Kent Youth Jazz Orchestra.

The meeting was reconvened.

**RESOLVED:** To provide the following grants to voluntary organisations:

Organisation	Purpose	Amount
Sevenoaks Summer Festival	2022 Summer Festival	£5,000
Sevenoaks Society	Funding towards exhibition	£500
Sevenoaks Samaritans	Training for volunteers <i>Grant applications to other organisations outside Sevenoaks to be encouraged noting the area of activity taking place.</i>	£1,000
Sevenoaks Volunteer Transport Group	Volunteer Transport	£750
West Kent Mediation	Volunteer costs	£750
Baby Umbrella	Develop & Deliver volunteer sessions	£500
Friends of Rheinbach	Twinning activities	£250
Friends of Pontoise	Twinning activities	£250
Sevenoaks Repair Café	Launch and set up of new project	£1,620
Sevenoaks Three Arts Festival	Hire of piano and performance space	£600
Kent Youth Jazz Orchestra	Youth Jazz Workshop <i>note youth grant budget</i>	£500
Art in June	Publication of guides	£250
Sevenoaks Literary Festival	Schools Literary Event	£500
Total		£12,470

**548. Sevenoaks Town Team**

**RESOLVED:** To note the Minutes of the Sevenoaks Town Partnership held on 23<sup>rd</sup> February 2022 and that 50% Welcome Back Funding had been achieved for the first stage of surveys for the Wayfinding Street Signs project and Sevenoaks Town Council to pay the remaining 50%.



**549. Notes of Meeting held to discuss HM Queen Platinum Jubilee Celebrations in Sevenoaks**

**RESOLVED:** To note the Minutes of the meeting held on 8<sup>th</sup> February 2022 and that Cllr Parry was in attendance, also that funding applications were being made towards the agreed activities but may require some funding from Sevenoaks Town Council to be brought back to Committee if needed.

**550. Current Matters and Priorities**

**RESOLVED:** To note the contents of the reports relating to Current Matters.

**551. Sports Facilities Charges for 2022 / 2023**

It was noted that there had been an administrative error in the approval of the sports facility's charges for 2022 / 2023.

**RESOLVED:** To approve the sports facility's charges as indicated in green on the attached document.

**552. Press Release**

**RESOLVED:** To issue a Press Release relating to Grants awarded.

There being no further business the Chairman of the Committee closed the Meeting.

Signed .....  
Chairman

Dated .....

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# Sports Facilities Charges AMENDED 23.05.2022 to 31.03.2023

## SPORTS FEES

### FEES & CHARGES FROM 23 May 2022

#### Amendment to Sports Fees and charges for Financial Year 2022-2023

The Sports fees and charges presented to and approved at OSL committee 08/11/2021 had been based on the previous year's charges instead of the current year. The draft figures presented at OSL committee on 13/09/2021 had been correctly based on the current year's figures.

The below proposed fees and charges for 2022/23 (in green) are based on the current year charges (in black). The approved charges (OSL minute 351 08/11/21 and F&GP minute 380.4 22/11/21) are shown in red.

These would be with effect from 23<sup>rd</sup> May 2022, being 6 months from when the council approved the charges at F&GP on 22<sup>nd</sup> November 2021.

As per the intention of the OSL committee, these charges in general represent an uplift of 3% on the current year's charges. The uplift for pavilion use is now consistent across sports and sessions, with small reductions to encourage junior sports.

<b>CRICKET (Summer Sport)</b>	<b>All Day (£)</b>	<b>Afternoon from 1.30 p.m. (£)</b>	<b>Evening from 5.30 p.m. (£)</b>
<b>Pitch hire per game inclusive of use of pavilion facilities</b>			
Weekday games - Adults	107 105 108.00	96 95 93.00	81 81 77.00
Weekday games - Juniors	63 63 72.00	58 57 62.00	45 44 52.00
Weekend games - Adults	133 131 129.00	112 110 113.00	96 95 88.00
Weekend games - Juniors	84 83 82.00	68 67 67.00	57 56 57.00
<b>Pitch hire per game exclusive of use of pavilion facilities</b>			
Weekday games - Adults	74 72 72.00	63 62 62.00	48 48 47.00
Weekday games - Juniors	48 48 47.00	43 42 42.00	30 29 29.00
Weekend games - Adults	100 98 98.00	79 77 77.00	63 62 62.00
Weekend games - Juniors	69 67 67.00	53 52 52.00	42 41 41.00

<b>SOCCER (Winter Sport)</b>	<b>Per Session (£)</b>
<b>Pitch hire per game inclusive of use of pavilion facilities</b>	
Weekday games - Adults	91 90 82.00
Weekday games - Juniors	48 47 46.00
Weekend games - Adults	112 108 103.00
Weekend games - Juniors	54 53 57.00
<b>Pitch hire per game exclusive of use of pavilion facilities</b>	
Weekday games - Adults	58 57 57.00
Weekday games - Juniors	33 32 32.00
Weekend games - Adults	79 77 77.00
Weekend games - Juniors	39 38 38.00

# Sports Facilities Charges AMENDED 23.05.2022 to 31.03.2023

## SPORTS FEES

### FEES & CHARGES FROM 23 May 2022

Rugby (Winter Sport)	Per Session (£)
<b>Pitch hire per game inclusive of use of pavilion facilities</b>	
Weekday games - Adults	112 110 113.00
Weekday games - Juniors	63 61 67.00
Weekend games - Adults	133 131 139.00
Weekend games - Juniors	84 82 88.00
<b>Pitch hire per game exclusive of use of pavilion facilities</b>	
Weekday games - Adults	79 77 77.00
Weekday games - Juniors	48 46 46.00
Weekend games - Adults	100 98 98.00
Weekend games - Juniors	69 67 67.00
Mini Tournaments	152 150 149.00
Junior Training Areas	42 41 41.00
Adult Training per hour	34 33 33.00
Outside Rugby clubs-normal fee plus	34 33 33.00

	Per Session (£)
<b>Other Uses: Use of Pavilion for Social Purposes</b>	
<b>including showers (minimum charge 2 hours)</b>	
Per hour - Adults	33 33 33.00
Per hour - Juniors	15 15 23.00
<b>excluding showers (minimum charge 2 hours)</b>	
Per hour - Adults	24 23 23.00
Per hour - Juniors	12 12 18.00
<b>Daily rates (7 hours)</b>	
For Sevenoaks organisations	124 118 118.00
For non-Sevenoaks organisations	151 144 144.00
Fetes, Sports Meetings etc (one field plus pavilion) whole day	425 417 417.00
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only	225 221 221.00
<b>Junior Sports Meetings (7 hours)</b>	
Restricted Area	115 113 113.00
One field and Pavilion	193 190 211.00
One field	178 175 175.00
Athletics Track by arrangement	

## Sevenoaks Town Council

### Finance Officer's Report for the period ended 28<sup>th</sup> February 2022

#### 1. Summary

The year-to-date position at the end of February gives a revenue surplus of £20,963. This is before reserves release for Bat & Ball café YTD deficit of £43,614 (to be adjusted at year end). Allowing for this release gives an adjusted surplus February YTD of £64,577.

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.

After all year-end adjustments and planned movements to earmarked reserves, I am expecting a surplus of at least the budgeted £20,000 which will move to general reserves.

The biggest variances to budget to date are as follows:

- Kickstart funding of c£21K - to cover positions in the Council office, Cafes, Vine Gardens, & B&B Ctr. 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.
- £47K Lower hire income than budgeted to date– due to Covid restrictions at the start of the year. we have achieved 60% of full year budgeted hire income. Hire income had been improving in all centres, with sports income & B&B Ctr now at 85% and 79% of year-to-date budget. However, Bat & Ball Station & Chamber bookings remain low, at 17% and 38% 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 £19K adverse to budget YTD, with October a one-off unusually low month. YTD monthly average income is slightly lower than last year. With income flat over the past few years (despite charges increasing), cost control in the face of inflation will be key to ensuring the cemetery doesn't exceed the agreed subsidy.

The following Appendices are attached in support of the summary information contained in this report

Appendix 1 - Income and Expenditure by cost centre

Appendix 2 - Variance Analysis

Appendix 3 - Working Capital

Appendix 4 - Statement of Funds

Appendix 5 – Insurance documents

Appendix 6 – Buildings Reinstatement Valuation

Appendix 7 – Internal Audit proposed plan for 2022/23

## Appendix 8 – Internal Audit report for visit 1 2021/22

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

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

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

<u>Cost Centre</u>	<u>Name</u>	<u>Variance</u>	<u>Comments</u>
21	OSL	24,785 (F)	Please refer to the variance report.
22	Cemetery	7,019 (A)	Please refer to the variance report.
29	Vine Ground	5,882 (A)	Please refer to the variance report.
30	Bat & Ball Station	6,379 (A)	Please refer to the variance report.
31	Establishments	5,466 (A)	Please refer to the variance report.
32	F&GP General	34,176 (F)	Please refer to the variance report.
33	Council Offices	25,933 (A)	Please refer to the variance report.
41	Business Hub	24,800 (A)	Please refer to the variance report.
42	Mayor	6,387 (F)	Please refer to the variance report.
50	Youth Café	11,387 (F)	Please refer to the variance report.

**3.0 Use of Contingency**

Unspent contingency at the end of February is £59,537. There are no proposed uses of contingency this month.

**4.0 Proposed use of Earmarked Funds/ Virements**

None for this month.

The year-end use of Bat & Ball Maintenance and Management reserves is expected to be c£50K.

**5.0 Movement to Earmarked Funds**

Sevenoaks Town Council has a number of non-annual commitments, and agreements to move unused budgets to reserves at year end as follows:

<u>Details</u>	<u>Amount</u>	<u>cc</u>	<u>Account code</u>	<u>EMR to increase/ create</u>
OSL capital	1,200.00	21	5412	Rolling capital prog reserve
OSL Equipment new (lawnmowers etc)	5,821.00	21	5500	Machinery replacement reserve
Vehicle replacement	12,500.00	21	5550	Vehicle replacement reserve
Skatepark maintenance	1,000.00	21	5316	Rolling capital prog reserve
Cemetery capital	1,200.00	22	5412	Rolling capital prog reserve
Investors in people	840.00	31	6321	non-annual expenses
Election expenses	5,100.00	31	7010	non-annual expenses
Stag reserve	1,000.00	31	7614	Stag winding up reserve
Youth council unspent budget	455.00	43	7555	Youth activities reserve
	<b>29,116.00</b>			

<u>Use of surplus</u>	
Jubilee events	10,000.00
Climate Change officer	8,500.00
General reserves increase (as per budget)	20,000.00
	<b>38,500.00</b>

## 6.0 Working Capital (Appendix 3)

The net current assets have decreased by £117,589 year to date, leaving a month-end balance of £1,652,937. This corresponds to an increase in revenue reserves of £19,927 and a decrease in Earmarked Reserves of £137,516.

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 February is £437,948, 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 £350K (mainly £193K 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.

## 7.0 Fund balances (Appendix 4) and Cashflow

The statement of fund balances as at 28<sup>th</sup> February 2022 totals £1,825,944 (31 Mar 2021 £1,794,222).

£1,544,496 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 0.36%.

Sub ratings reviewed 28<sup>th</sup> February 2022.

## 8.0 Insurance

We have renewed with Zurich on a 3-year term.

A copy of the insurance schedule is included in Appendix 5.

The insured values for some buildings need to be updated following the building reinstatement valuations (see below).

## 9.0 Building reinstatement cost valuations

Barrington Corp Harrington completed their work in March.

A copy of the survey is included in Appendix 6.

While some of the building valuations are lower than our previously insured value, the majority have increased. Our total reinstatement cost is £10.351M plus VAT.

The indicative increase in insurance premium from Zurich is £252.49.

## 10.0 Internal Audit

Internal audit proposed plan for 2022/23 and fees are attached.

Internal Audit report from visit 1 (October 2021) is attached. Visit 2 has just concluded and visit 3 will commence at the end of April.

**Recommendation:** Council is recommended to agree the proposed Internal Audit plan for 2022/23.

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## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>11 Planning - General</b>										
4010 Gross Pay	1,813	2,127	314	21,634	23,397	1,763	25,523		3,889	
4270 Employers Pension Contribution	67	90	23	835	990	155	1,087		252	
6240 Computer/ Data Base/WP's	21	66	45	710	857	147	920		210	
6320 Staff Training	0	0	0	70	0	(70)	0		(70)	
6630 Professional Fees	0	0	0	54	765	711	1,020		966	
6710 Conference Fees & Expenses	50	0	(50)	50	0	(50)	0		(50)	
6720 Books and Periodicals	0	0	0	0	306	306	306		306	
Planning - General :- Indirect Expenditure	<b>1,951</b>	<b>2,283</b>	<b>332</b>	<b>23,354</b>	<b>26,315</b>	<b>2,961</b>	<b>28,856</b>	<b>0</b>	<b>5,502</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,951)</b>	<b>(2,283)</b>	<b>(332)</b>	<b>(23,354)</b>	<b>(26,315)</b>	<b>(2,961)</b>	<b>(28,856)</b>			
<b>21 O/ Spaces &amp; Leisure - General</b>										
1022 Letting & Hire of Facilities	3,033	2,893	(140)	24,574	28,931	4,357	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	0	0	0	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	0	64	64	5,376	704	(4,672)	764		0	
O/ Spaces & Leisure - General :- Income	<b>3,033</b>	<b>2,957</b>	<b>(76)</b>	<b>36,122</b>	<b>32,711</b>	<b>(3,411)</b>	<b>35,667</b>			<b>0</b>
4010 Gross Pay	14,366	15,191	825	163,889	167,101	3,212	182,290		18,401	
4270 Employers Pension Contribution	852	1,014	162	9,615	11,154	1,539	12,172		2,557	
5013 Graffiti Removal	0	0	0	450	850	400	1,020		570	

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5025 Lower St Johns Toilets	1,387	892	(495)	13,694	9,812	(3,882)	10,710		(2,984)	
5026 Greatness Rec Convenience	232	255	23	2,553	2,805	252	3,060		507	
5031 St Nicholas War Memorial	0	0	0	3,825	2,005	(1,820)	2,005		(1,820)	
5050 Seats And Litter Bins	0	0	0	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	0	0	5,172	3,368	(1,804)	3,366		(1,806)	
5110 Knole Paddock & Pavilion	1,130	400	(730)	1,592	3,600	2,008	4,030		2,438	
5120 Knole Paddock Pitch & Grnd Mt	16	0	(16)	3,747	2,400	(1,347)	3,570		(177)	
5310 Miscellaneous Open Spaces	2,176	154	(2,022)	4,694	1,694	(3,000)	1,842		(2,852)	
5311 Security Open Spaces	1,575	1,300	(275)	18,784	14,300	(4,484)	15,600		(3,184)	
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	924	924	134	1,224	1,090	1,224		1,090	
5330 Grass Seed	0	0	0	0	0	0	2,142		2,142	
5340 Plants	724	0	(724)	4,657	1,914	(2,743)	2,550		(2,107)	
5410 Repairs & General Maintenance	0	128	128	1,452	1,408	(44)	1,530		78	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	673	701	28	2,594	7,711	5,117	8,415		5,821	
5525 Equipment Maintenance	38	480	442	4,221	8,160	3,939	8,160		3,939	
5550 Vehicle Expenses	106	1,333	1,227	1,759	14,663	12,904	16,000		14,241	
5700 Fuel	305	527	222	3,893	5,797	1,904	6,324		2,431	
6000 Rent & Rates	0	0	0	(62)	1,224	1,286	1,224		1,286	
6010 Light Heat & Cleaning	191	0	(191)	3,921	1,608	(2,313)	2,142		(1,779)	

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6101 Telephone	12	17	5	130	187	57	204		74	
6104 Mobile Telephone	33	17	(16)	342	187	(155)	204		(138)	
6200 Printing & Stationery	0	0	0	22	0	(22)	0		(22)	
6210 Postage & Courier	3	0	(3)	3	0	(3)	0		(3)	
6320 Staff Training	0	0	0	1,885	2,295	410	3,060		1,175	1,885
6330 Welfare/Hospitality	16	17	1	252	187	(65)	204		(48)	
6730 Subscriptions	0	0	0	141	204	63	204		63	
6812 Road Dues	880	1,300	420	1,025	1,530	505	1,530		505	
6851 Bus Shelter Maintenance	0	15	15	0	165	165	179		179	
6900 Sundry Expenses	0	8	8	16	88	73	102		87	
6922 Health&Safety/Risk Assessments	333	0	(333)	823	0	(823)	1,581		759	
6930 Alarm Maintenance	0	0	0	736	755	19	755		19	
6931 CCTV Maintenance	0	0	0	910	1,224	314	1,224		314	
6934 Waste Bin Collection-Dog Bins	655	0	(655)	1,966	2,142	176	2,856		890	
6935 Waste Bin Disposal-Waste Bins	381	359	(22)	3,382	3,949	567	4,304		922	
6952 Protective Clothing	0	123	123	806	1,353	547	1,479		673	
O/ Spaces & Leisure - General :- Indirect Expenditure	<b>26,085</b>	<b>25,155</b>	<b>(930)</b>	<b>269,113</b>	<b>288,602</b>	<b>19,489</b>	<b>322,085</b>	<b>0</b>	<b>52,972</b>	<b>1,885</b>
<b>Net Income over Expenditure</b>	<b>(23,052)</b>	<b>(22,198)</b>	<b>854</b>	<b>(232,991)</b>	<b>(255,891)</b>	<b>(22,900)</b>	<b>(286,418)</b>			
8001 plus Transfer from EMR	0			1,885						
<b>Movement to/(from) Gen Reserve</b>	<b>(23,052)</b>			<b>(231,106)</b>						

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>22 O/ Spaces &amp; Leisure - Cemetery</u>										
1700 Cemetery Income	4,054	7,957	3,903	67,793	87,527	19,734	95,481		0	
O/ Spaces & Leisure - Cemetery :- Income	<b>4,054</b>	<b>7,957</b>	<b>3,903</b>	<b>67,793</b>	<b>87,527</b>	<b>19,734</b>	<b>95,481</b>			<b>0</b>
4010 Gross Pay	5,224	7,180	1,956	68,252	78,980	10,728	86,161		17,909	
4270 Employers Pension Contribution	377	599	222	5,216	6,589	1,373	7,184		1,968	
5210 Cemetery Chapel & Office	0	0	0	366	105	(261)	210		(156)	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	456	0	(456)	179		(277)	
5410 Repairs & General Maintenance	0	85	85	834	935	101	1,020		186	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	0	272	272	1,201	2,992	1,791	3,264		2,063	
5525 Equipment Maintenance	0	212	212	2,809	2,332	(477)	2,550		(259)	
5700 Fuel	263	60	(203)	1,041	660	(381)	714		(327)	
6000 Rent & Rates	0	558	558	8,800	6,138	(2,662)	6,701		(2,099)	
6010 Light Heat & Cleaning	186	105	(81)	1,674	1,155	(519)	1,265		(409)	
6101 Telephone	52	64	12	643	704	61	765		122	
6104 Mobile Telephone	0	10	10	0	110	110	122		122	
6105 Broadband wi-fi service	10	0	(10)	309	0	(309)	0		(309)	
6200 Printing & Stationery	0	8	8	0	88	88	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	0	14	14	136	154	18	173		37	
6500 Goods for Resale	0	17	17	0	187	187	204		204	
6630 Professional Fees	0	0	0	0	102	102	102		102	

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
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	166	0	(166)	1,626	2,295	669	3,060		1,434	
6822 Roads Path & Boundaries	0	200	200	250	400	150	714		464	
6832 Lawn/Wall of Remembrance	0	102	102	64	102	38	102		38	
6900 Sundry Expenses	0	4	4	0	44	44	51		51	
6922 Health&Safety/Risk Assessments	507	568	61	1,343	2,272	929	2,270		927	
6930 Alarm Maintenance	0	0	0	815	816	1	816		1	
6932 Cemetery Security	405	391	(14)	4,533	4,301	(232)	4,692		159	
6935 Waste Bin Disposal-Waste Bins	81	104	23	1,099	1,144	45	1,255		156	
6952 Protective Clothing	0	64	64	392	704	312	765		373	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	<b>7,271</b>	<b>10,617</b>	<b>3,346</b>	<b>102,531</b>	<b>115,247</b>	<b>12,716</b>	<b>128,191</b>	<b>0</b>	<b>25,660</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,217)</b>	<b>(2,660)</b>	<b>557</b>	<b>(34,739)</b>	<b>(27,720)</b>	<b>7,019</b>	<b>(32,710)</b>			
<b>23 O/ Spaces &amp; Leisure- Allotment</b>										
1010 Rental Income	0	0	0	1,255	1,111	(144)	1,111		0	
1047 QH Allotments Income	(2)	0	2	6,982	7,516	534	7,516		0	
O/ Spaces & Leisure- Allotment :- Income	<b>(2)</b>	<b>0</b>	<b>2</b>	<b>8,237</b>	<b>8,627</b>	<b>390</b>	<b>8,627</b>			<b>0</b>
4010 Gross Pay	573	541	(32)	4,871	5,951	1,080	6,496		1,625	
4270 Employers Pension Contribution	28	22	(6)	271	242	(29)	260		(11)	
5410 Repairs & General Maintenance	315	0	(315)	747	1,224	477	1,224		477	
6000 Rent & Rates	0	130	130	(324)	1,430	1,754	1,561		1,885	

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6002 QH Allotments Costs	4	0	(4)	3,968	534	(3,434)	714		(3,254)	
6300 Computer Software	0	0	0	124	0	(124)	0		(124)	
6922 Health&Safety/Risk Assessments	0	0	0	0	306	306	306		306	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<b>920</b>	<b>693</b>	<b>(227)</b>	<b>9,658</b>	<b>9,687</b>	<b>29</b>	<b>10,561</b>	<b>0</b>	<b>903</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(922)</b>	<b>(693)</b>	<b>229</b>	<b>(1,421)</b>	<b>(1,060)</b>	<b>361</b>	<b>(1,934)</b>			
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	(89)	0	89	9,091		0	
1997 In Bloom Income	0	0	0	400	1,236	836	1,236		0	
Open Spaces-Street Lighting/Ge :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>311</b>	<b>1,236</b>	<b>925</b>	<b>10,327</b>			<b>0</b>
6861 Public Clock Maintenance	31	0	(31)	797	2,226	1,429	2,966		2,169	
6862 Street Lighting	399	1,140	741	10,994	12,540	1,546	13,682		2,688	
6865 In Bloom Costs	0	0	0	12,385	14,790	2,405	14,790		2,405	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<b>430</b>	<b>1,140</b>	<b>710</b>	<b>24,176</b>	<b>29,556</b>	<b>5,380</b>	<b>31,438</b>	<b>0</b>	<b>7,262</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(430)</b>	<b>(1,140)</b>	<b>(710)</b>	<b>(23,865)</b>	<b>(28,320)</b>	<b>(4,455)</b>	<b>(21,111)</b>			
<u>28 O/ Spaces &amp; Leisure-Vine Cafe</u>										
1211 Sale of Goods	2,788	2,860	72	61,564	60,701	(863)	63,561		0	
1450 Furlough Grant Income	0	0	0	217	0	(217)	0		0	
1451 Kickstart funding	0	0	0	2,141	0	(2,141)	0		0	
1990 Other Income	0	0	0	7,502	0	(7,502)	0		0	
O/ Spaces & Leisure-Vine Cafe :- Income	<b>2,788</b>	<b>2,860</b>	<b>72</b>	<b>71,425</b>	<b>60,701</b>	<b>(10,724)</b>	<b>63,561</b>			<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	2,169	3,217	1,048	49,425	48,527	(898)	51,746		2,321	
4270 Employers Pension Contribution	88	172	84	1,332	1,892	560	2,070		738	
5410 Repairs & General Maintenance	91	42	(49)	1,879	462	(1,417)	510		(1,369)	
5500 Equipment Hired and New	223	153	(70)	1,302	1,683	381	1,836		534	
5525 Equipment Maintenance	313	42	(271)	1,872	462	(1,410)	510		(1,362)	
6000 Rent & Rates	0	102	102	2,476	1,122	(1,354)	1,224		(1,252)	
6010 Light Heat & Cleaning	473	0	(473)	5,942	1,632	(4,310)	1,632		(4,310)	
6101 Telephone	26	26	0	270	286	16	315		45	
6200 Printing & Stationery	1	0	(1)	149	15	(134)	31		(118)	
6210 Postage & Courier	0	0	0	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	0	0	0	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	1,176	927	(249)	19,861	19,673	(188)	20,600		739	
6505 Cafe consumables	167	310	143	2,668	3,410	742	3,718		1,050	
6533 Copyright Fees/Royalties	0	0	0	0	326	326	326		326	
6635 Professional Fees Licensing	20	0	(20)	157	153	(4)	153		(4)	
6900 Sundry Expenses	0	18	18	52	198	146	210		158	
6922 Health&Safety/Risk Assessments	333	0	(333)	2,249	0	(2,249)	510		(1,739)	
6930 Alarm Maintenance	0	0	0	583	525	(58)	525		(58)	
6935 Waste Bin Disposal-Waste Bins	106	175	69	1,600	1,925	325	2,101		501	
6976 Credit card charges	(14)	48	62	1,011	528	(483)	578		(433)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	<b>5,170</b>	<b>5,232</b>	<b>62</b>	<b>93,434</b>	<b>83,554</b>	<b>(9,880)</b>	<b>89,472</b>	<b>0</b>	<b>(3,962)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,382)</b>	<b>(2,372)</b>	<b>10</b>	<b>(22,009)</b>	<b>(22,853)</b>	<b>(844)</b>	<b>(25,911)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>29 O/Spaces &amp; Leisure-Vine Ground</u>										
1208 Other Events Income	0	0	0	540	1,500	960	1,500		0	
1451 Kickstart funding	0	0	0	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	
<b>O/Spaces &amp; Leisure-Vine Ground :- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,527</b>	<b>5,352</b>	<b>(3,175)</b>	<b>5,352</b>			<b>0</b>
4010 Gross Pay	1,762	763	(999)	12,906	8,393	(4,513)	9,157		(3,749)	
4270 Employers Pension Contribution	63	46	(17)	601	506	(95)	549		(52)	
5010 Vine Area General Maintenance	280	344	64	6,303	3,784	(2,519)	4,122		(2,181)	
5020 Vine Public Convenience	696	722	26	9,124	7,942	(1,182)	8,670		(454)	
5410 Repairs & General Maintenance	0	0	0	145	0	(145)	0		(145)	
6000 Rent & Rates	0	44	44	337	484	147	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	
<b>O/Spaces &amp; Leisure-Vine Ground :- Indirect Expenditure</b>	<b>2,801</b>	<b>1,919</b>	<b>(882)</b>	<b>34,397</b>	<b>25,340</b>	<b>(9,057)</b>	<b>27,317</b>	<b>0</b>	<b>(7,080)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,801)</b>	<b>(1,919)</b>	<b>882</b>	<b>(25,870)</b>	<b>(19,988)</b>	<b>5,882</b>	<b>(21,965)</b>			



## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>30 F&amp; G P - Bat &amp; Ball Station</b>										
1022 Letting & Hire of Facilities	428	2,040	1,612	3,797	22,440	18,643	24,480		0	
1211 Sale of Goods	2,302	4,083	1,781	20,420	44,913	24,493	49,000		0	
1213 Event catering	385	0	(385)	3,583	0	(3,583)	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)	3,765	0	(3,765)	0		0	
1990 Other Income	0	0	0	12	0	(12)	0		0	
<b>F&amp; G P - Bat &amp; Ball Station :- Income</b>	<b>4,057</b>	<b>6,123</b>	<b>2,066</b>	<b>49,826</b>	<b>67,353</b>	<b>17,527</b>	<b>73,480</b>			<b>0</b>
4010 Gross Pay	5,672	5,116	(556)	55,155	56,276	1,121	61,392		6,237	
4270 Employers Pension Contribution	103	219	116	1,180	2,409	1,229	2,629		1,449	
5410 Repairs & General Maintenance	6	135	129	2,264	1,485	(779)	1,618		(646)	
5500 Equipment Hired and New	11	128	117	807	1,408	601	1,530		723	
5525 Equipment Maintenance	228	0	(228)	228	0	(228)	0		(228)	
6000 Rent & Rates	0	243	243	3,244	2,673	(571)	2,917		(327)	
6011 Electricity	546	453	(93)	5,104	4,983	(121)	5,432		328	
6012 Gas	(83)	0	83	1,037	1,575	538	2,101		1,064	
6013 Cleaning	288	340	52	3,641	3,740	99	4,080		439	
6014 Water	0	0	0	0	1,530	1,530	2,040		2,040	
6101 Telephone	73	57	(16)	805	627	(178)	683		(122)	
6200 Printing & Stationery	29	18	(11)	299	198	(101)	210		(89)	
6210 Postage & Courier	0	0	0	8	0	(8)	0		(8)	
6240 Computer/ Data Base/WP's	488	0	(488)	488	0	(488)	0		(488)	

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6241 Website Costs	0	0	0	410	0	(410)	0		(410)	
6320 Staff Training	0	0	0	0	198	198	263		263	
6330 Welfare/Hospitality	31	0	(31)	332	0	(332)	0		(332)	
6340 Staff Uniforms	0	0	0	442	0	(442)	0		(442)	
6460 Publicity & Democratic notices	0	170	170	697	1,870	1,173	2,040		1,343	
6500 Goods for Resale	1,039	1,700	661	10,521	18,700	8,179	20,400		9,879	
6505 Cafe consumables	143	50	(93)	1,021	550	(471)	600		(421)	
6533 Copyright Fees/Royalties	0	48	48	0	528	528	578		578	
6635 Professional Fees Licensing	0	0	0	360	578	218	578		218	
6900 Sundry Expenses	3	52	49	236	572	336	630		394	
6922 Health&Safety/Risk Assessments	840	0	(840)	2,122	1,072	(1,050)	1,072		(1,050)	
6930 Alarm Maintenance	34	0	(34)	585	1,292	707	1,292		707	
6931 CCTV Maintenance	0	0	0	162	652	490	652		490	
6935 Waste Bin Disposal-Waste Bins	60	108	48	1,660	1,188	(472)	1,292		(368)	
6976 Credit card charges	68	44	(24)	633	484	(149)	525		(108)	
F& G P - Bat & Ball Station :- Indirect Expenditure	<b>9,582</b>	<b>8,881</b>	<b>(701)</b>	<b>93,440</b>	<b>104,588</b>	<b>11,148</b>	<b>114,554</b>	<b>0</b>	<b>21,114</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,525)</b>	<b>(2,758)</b>	<b>2,767</b>	<b>(43,614)</b>	<b>(37,235)</b>	<b>6,379</b>	<b>(41,074)</b>			
<b>31 F &amp; G P - Establishments</b>										
1115 Interest on Deposits	74	338	264	478	3,718	3,240	4,060		0	
1231 Banner Income	54	410	356	1,740	4,510	2,770	4,922		0	
1232 Town Crier Advertising	150	0	(150)	650	0	(650)	0		0	
1350 Revenue Grant income	0	0	0	4,328	0	(4,328)	0		0	

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
1451 Kickstart funding	0	0	0	6,847	0	(6,847)	0		0	
1889 Waste Sacks Income	118	180	62	2,847	1,980	(867)	2,163		0	
1990 Other Income	25	8	(17)	698	88	(610)	103		0	638
<b>F &amp; G P - Establishments :- Income</b>	<b>421</b>	<b>936</b>	<b>515</b>	<b>17,589</b>	<b>10,296</b>	<b>(7,293)</b>	<b>11,248</b>			<b>638</b>
4010 Gross Pay	24,911	24,305	(606)	275,441	267,355	(8,086)	291,664		16,223	
4270 Employers Pension Contribution	2,637	2,798	161	28,637	30,778	2,141	33,570		4,933	
4271 Pension Deficiency	6,667	6,667	0	73,333	73,337	4	80,000		6,667	
5500 Equipment Hired and New	246	212	(34)	1,662	2,332	670	2,550		888	
6020 Insurance Cost	1,229	1,457	228	18,240	18,941	702	20,400		2,161	
6101 Telephone	348	489	141	3,754	5,379	1,625	5,865		2,111	
6103 Fax	0	8	8	0	88	88	102		102	
6200 Printing & Stationery	397	1,445	1,048	12,663	15,895	3,232	17,340		4,677	
6210 Postage & Courier	1,195	438	(757)	6,069	4,818	(1,251)	5,253		(816)	
6240 Computer/ Data Base/WP's	2,063	1,138	(925)	15,239	12,518	(2,721)	13,658		(1,581)	
6241 Website Costs	0	0	0	380	1,540	1,160	2,040		1,660	
6242 I.T. Infrastructure	817	680	(137)	11,623	7,480	(4,143)	8,160		(3,463)	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	573	573	765		765	
6300 Computer Software	0	289	289	4,165	3,179	(986)	3,468		(697)	
6315 Recruitment Costs	0	170	170	358	1,870	1,512	2,040		1,682	
6320 Staff Training	886	255	(631)	2,200	2,805	605	3,060		860	
6321 Investors in People	0	0	0	0	0	0	840		840	
6330 Welfare/Hospitality	270	170	(100)	2,764	1,870	(894)	2,040		(724)	
6410 Civic Exps/Annual Reception	0	0	0	713	1,785	1,073	1,785		1,073	

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6415 Gifts/hospitality	0	34	34	1,013	374	(639)	408		(605)	
6420 Annual Parish Meeting	0	0	0	97	0	(97)	102		5	
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	1,408	1,408	1,530		1,530	
6450 Bye Laws	0	0	0	0	0	0	102		102	
6460 Publicity & Democratic notices	479	212	(267)	3,108	2,332	(776)	2,550		(558)	
6461 Banner Costs	29	131	102	713	1,441	728	1,576		863	
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	80	196	116	440	2,156	1,716	2,346		1,906	
6720 Books and Periodicals	0	32	32	0	352	352	388		388	
6730 Subscriptions	589	303	(286)	5,265	5,253	(12)	5,253		(12)	
6889 Waste Sacks	927	170	(757)	3,758	1,870	(1,888)	2,040		(1,718)	
6900 Sundry Expenses	0	42	42	(120)	462	582	510		630	
6922 Health&Safety/Risk Assessments	2,517	0	(2,517)	8,054	3,264	(4,790)	3,264		(4,790)	
6975 Bank Charges	87	132	45	1,305	1,452	147	1,581		276	
6976 Credit card charges	124	60	(64)	1,422	660	(762)	714		(708)	
7010 Election Expenses	0	0	0	0	0	0	5,100		5,100	
7611 Contingency provision	0	0	0	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	0	0	0	71,602	72,000	398	72,000		398	
F & G P - Establishments :- Indirect Expenditure	<b>46,495</b>	<b>41,961</b>	<b>(4,534)</b>	<b>563,899</b>	<b>551,779</b>	<b>(12,120)</b>	<b>668,625</b>	<b>0</b>	<b>104,726</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(46,074)</b>	<b>(41,025)</b>	<b>5,049</b>	<b>(546,310)</b>	<b>(541,483)</b>	<b>4,827</b>	<b>(657,377)</b>			
8002 less Transfer to EMR	0			638						

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>(46,074)</b>			<b>(546,949)</b>						
<u>32 F &amp; G P - General</u>										
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	627	627	684		0	
1496 Special events income	1,308	0	(1,308)	1,308	0	(1,308)	0		0	
<b>F &amp; G P - General :- Income</b>	<b>1,308</b>	<b>57</b>	<b>(1,251)</b>	<b>7,928</b>	<b>6,627</b>	<b>(1,301)</b>	<b>6,684</b>			<b>0</b>
6490 Christmas Lights Switch On	0	0	0	30,892	26,520	(4,372)	26,520		(4,372)	
6491 Remembrance Day/Civic Serv.	0	0	0	4,884	5,921	1,037	5,921		1,037	
6495 Number 8 bus expenses	0	3,365	3,365	0	37,015	37,015	40,384		40,384	
6869 Special Events	2,140	552	(1,588)	6,876	6,072	(804)	6,630		(246)	
6900 Sundry Expenses	0	0	0	1,036	0	(1,036)	0		(1,036)	1,036
<b>F &amp; G P - General :- Indirect Expenditure</b>	<b>2,140</b>	<b>3,917</b>	<b>1,777</b>	<b>43,689</b>	<b>75,528</b>	<b>31,839</b>	<b>79,455</b>	<b>0</b>	<b>35,766</b>	<b>1,036</b>
<b>Net Income over Expenditure</b>	<b>(832)</b>	<b>(3,860)</b>	<b>(3,028)</b>	<b>(35,761)</b>	<b>(68,901)</b>	<b>(33,140)</b>	<b>(72,771)</b>			
8001 plus Transfer from EMR	0			1,036						
<b>Movement to/(from) Gen Reserve</b>	<b>(832)</b>			<b>(34,725)</b>						
<u>33 F &amp; G P - Council Offices</u>										
1022 Letting & Hire of Facilities	770	1,416	646	5,898	15,576	9,678	16,995		0	
<b>F &amp; G P - Council Offices :- Income</b>	<b>770</b>	<b>1,416</b>	<b>646</b>	<b>5,898</b>	<b>15,576</b>	<b>9,678</b>	<b>16,995</b>			<b>0</b>
4010 Gross Pay	1,964	1,115	(849)	24,053	12,265	(11,788)	13,384		(10,669)	

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4270 Employers Pension Contribution	105	67	(38)	1,281	737	(544)	803		(478)	
5410 Repairs & General Maintenance	43	180	137	4,304	1,980	(2,324)	2,162		(2,142)	1,650
5500 Equipment Hired and New	0	0	0	23	0	(23)	0		(23)	
6000 Rent & Rates	0	2,156	2,156	25,284	23,716	(1,568)	25,877		593	
6010 Light Heat & Cleaning	911	541	(370)	6,659	5,951	(708)	6,492		(167)	
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	88	33	102		47	
6900 Sundry Expenses	0	8	8	123	88	(35)	102		(21)	
6922 Health&Safety/Risk Assessments	528	0	(528)	1,320	306	(1,014)	306		(1,014)	
6930 Alarm Maintenance	0	0	0	848	1,428	580	1,428		580	
6935 Waste Bin Disposal-Waste Bins	80	93	13	1,152	1,023	(129)	1,112		(40)	
F & G P - Council Offices :- Indirect Expenditure	<b>3,631</b>	<b>4,168</b>	<b>537</b>	<b>76,414</b>	<b>50,509</b>	<b>(25,905)</b>	<b>54,695</b>	<b>0</b>	<b>(21,719)</b>	<b>9,650</b>
<b>Net Income over Expenditure</b>	<b>(2,861)</b>	<b>(2,752)</b>	<b>109</b>	<b>(70,516)</b>	<b>(34,933)</b>	<b>35,583</b>	<b>(37,700)</b>			
8001 plus Transfer from EMR	0			9,650						
<b>Movement to/(from) Gen Reserve</b>	<b>(2,861)</b>			<b>(60,866)</b>						
<u>36 F &amp; G P - Bat &amp; Ball Centre</u>										
1022 Letting & Hire of Facilities	5,159	6,542	1,383	57,199	71,962	14,764	78,500		0	
1032 Linen and table hire	0	0	0	183	0	(183)	0		0	
1350 Revenue Grant income	0	0	0	567	0	(567)	0		0	
1445 Outdoor Activities	0	0	0	649	0	(649)	0		0	

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

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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
1450 Furlough Grant Income	0	0	0	1,071	0	(1,071)	0		0	
1451 Kickstart funding	2,149	0	(2,149)	4,066	0	(4,066)	0		0	
1457 Indoor Activities	475	238	(237)	3,065	2,618	(447)	2,850		0	
1990 Other Income	492	0	(492)	10,864	0	(10,864)	0		0	
<b>F &amp; G P - Bat &amp; Ball Centre :- Income</b>	<b>8,276</b>	<b>6,780</b>	<b>(1,496)</b>	<b>77,664</b>	<b>74,580</b>	<b>(3,084)</b>	<b>81,350</b>			<b>0</b>
4010 Gross Pay	5,318	2,952	(2,366)	38,483	32,472	(6,011)	35,425		(3,058)	
4270 Employers Pension Contribution	181	167	(14)	1,503	1,837	334	2,006		503	
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	14	0	(14)	1,375	0	(1,375)	0		(1,375)	
5500 Equipment Hired and New	122	0	(122)	1,769	1,000	(769)	1,000		(769)	
6000 Rent & Rates	387	628	241	3,199	6,908	3,709	7,540		4,341	
6011 Electricity	1,038	191	(847)	10,959	2,101	(8,858)	2,295		(8,664)	
6012 Gas	194	0	(194)	1,778	2,136	359	2,135		358	
6013 Cleaning	0	52	52	589	572	(17)	625		36	
6101 Telephone	55	45	(10)	522	495	(27)	545		23	
6104 Mobile Telephone	17	0	(17)	142	0	(142)	0		(142)	
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	33	0	(33)	5,815	0	(5,815)	0		(5,815)	5,484
6460 Publicity & Democratic notices	0	42	42	455	462	7	500		45	455
6520 Refreshments for Resale	245	56	(189)	1,499	616	(883)	670		(829)	
6533 Copyright Fees/Royalties	0	0	0	0	665	665	665		665	

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6620 Legal Expenses	0	0	0	600	0	(600)	0		(600)	
6635 Professional Fees Licensing	0	0	0	490	180	(310)	180		(310)	
6842 Grounds Maintenance	0	658	658	239	7,238	6,999	7,900		7,661	
6900 Sundry Expenses	0	0	0	461	0	(461)	0		(461)	197
6922 Health&Safety/Risk Assessments	333	0	(333)	1,083	465	(618)	465		(618)	
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	88	135	47	1,021	1,485	464	1,620		599	
6939 Healthcare Services	0	91	91	0	1,001	1,001	1,090		1,090	
6952 Protective Clothing	0	0	0	225	0	(225)	0		(225)	
F & G P - Bat & Ball Centre :- Indirect Expenditure	<b>8,023</b>	<b>5,017</b>	<b>(3,006)</b>	<b>74,947</b>	<b>63,145</b>	<b>(11,802)</b>	<b>68,236</b>	<b>0</b>	<b>(6,711)</b>	<b>6,136</b>
<b>Net Income over Expenditure</b>	<b>252</b>	<b>1,763</b>	<b>1,511</b>	<b>2,717</b>	<b>11,435</b>	<b>8,718</b>	<b>13,114</b>			
8001 plus Transfer from EMR	0			6,136						
<b>Movement to/(from) Gen Reserve</b>	<b>252</b>			<b>8,853</b>						
<b>38 F &amp; G P - Grants</b>										
6937 Annual Subsidy-Comm Centre	674	25	(649)	3,647	225	(3,422)	255		(3,392)	
6938 Annual Subsidy-Council Chamber	180	85	(95)	383	935	553	1,020		638	
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	



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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
7552 Youth Outreach	0	0	0	0	0	0	3,887		3,887	
7556 Stag Community Arts Centre	0	0	0	27,000	27,540	540	27,540		540	
7557 Community Rail Partnership	0	0	0	3,000	3,060	60	3,060		60	
F & G P - Grants :- Indirect Expenditure	<b>854</b>	<b>110</b>	<b>(744)</b>	<b>42,868</b>	<b>40,175</b>	<b>(2,693)</b>	<b>57,436</b>	<b>0</b>	<b>14,568</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(854)</b>	<b>(110)</b>	<b>744</b>	<b>(42,868)</b>	<b>(40,175)</b>	<b>2,693</b>	<b>(57,436)</b>			
<u>39 F &amp; 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	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,060</b>	<b>5,925</b>	<b>865</b>	<b>5,925</b>			<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,060</b>	<b>5,925</b>	<b>865</b>	<b>5,925</b>			
<u>40 Town Team</u>										
1206 Business Awards	0	0	0	0	2,500	2,500	7,210		0	
1207 Business Show	0	0	0	4,250	3,090	(1,160)	3,090		0	
1208 Other Events Income	0	0	0	500	0	(500)	0		0	
1209 Wellbeing show income	0	0	0	0	3,090	3,090	3,090		0	
Town Team :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,750</b>	<b>8,680</b>	<b>3,930</b>	<b>13,390</b>			<b>0</b>
6101 Telephone	0	8	8	139	88	(51)	102		(37)	
6200 Printing & Stationery	0	8	8	78	88	10	102		24	
6240 Computer/ Data Base/WP's	65	42	(23)	828	462	(366)	510		(318)	
6241 Website Costs	0	0	0	267	0	(267)	0		(267)	

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

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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
6244 Information Screens	0	0	0	1,275	1,530	255	1,530		255	
6322 Business Awards	0	0	0	0	0	0	7,880		7,880	
6323 Business Show	0	0	0	2,988	2,321	(667)	2,321		(667)	
6710 Conference Fees & Expenses	0	60	60	0	660	660	714		714	
6730 Subscriptions	0	0	0	545	0	(545)	0		(545)	
6900 Sundry Expenses	0	51	51	1,166	561	(605)	612		(554)	
7000 Reinvestment	0	0	0	0	0	0	1,049		1,049	
7607 Christmas gift guide expenses	0	0	0	849	0	(849)	0		(849)	
7608 Friends of Bat & Ball	0	85	85	0	935	935	1,020		1,020	
7616 Wellbeing show	0	0	0	0	2,550	2,550	2,550		2,550	
Town Team :- Indirect Expenditure	<b>65</b>	<b>254</b>	<b>189</b>	<b>8,135</b>	<b>9,195</b>	<b>1,060</b>	<b>18,390</b>	<b>0</b>	<b>10,255</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(65)</b>	<b>(254)</b>	<b>(189)</b>	<b>(3,385)</b>	<b>(515)</b>	<b>2,870</b>	<b>(5,000)</b>			
<u>41 Business Hub</u>										
1022 Letting & Hire of Facilities	25	2,403	2,378	229	26,433	26,204	28,840		0	
1025 Prov.of postal/Business addres	0	80	80	0	880	880	960		0	
1026 Hot Desking Facility	283	667	384	1,697	7,337	5,640	8,000		0	
1027 Dedicated Desk x12	0	1,440	1,440	0	15,840	15,840	17,280		0	
1029 Office Pods	989	967	(22)	4,332	10,637	6,305	11,600		0	
1031 Chamber of Commerce	400	320	(80)	3,600	3,520	(80)	3,840		0	
Business Hub :- Income	<b>1,697</b>	<b>5,877</b>	<b>4,180</b>	<b>9,858</b>	<b>64,647</b>	<b>54,789</b>	<b>70,520</b>			<b>0</b>
4010 Gross Pay	428	1,250	823	3,683	8,750	5,067	10,000		6,317	

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5410 Repairs & General Maintenance	0	500	500	424	5,500	5,076	6,000		5,576	
5500 Equipment Hired and New	0	0	0	96	0	(96)	0		(96)	
6000 Rent & Rates	0	333	333	2,071	3,663	1,592	4,000		1,929	
6010 Light Heat & Cleaning	804	1,667	863	6,358	18,337	11,979	20,000		13,642	
6101 Telephone	0	167	167	489	1,837	1,348	2,000		1,511	
6105 Broadband wi-fi service	283	0	(283)	2,264	0	(2,264)	0		(2,264)	
6200 Printing & Stationery	0	1,000	1,000	677	11,000	10,323	12,000		11,323	
6241 Website Costs	0	0	0	133	0	(133)	0		(133)	
6511 Sales commission	131	0	(131)	626	0	(626)	0		(626)	
6620 Legal Expenses	0	0	0	750	0	(750)	0		(750)	
6900 Sundry Expenses	96	0	(96)	614	0	(614)	0		(614)	
6922 Health&Safety/Risk Assessments	0	0	0	245	0	(245)	0		(245)	
6930 Alarm Maintenance	75	0	(75)	553	0	(553)	0		(553)	
6975 Bank Charges	(2)	0	2	0	0	0	0		0	
6976 Credit card charges	37	0	(37)	114	0	(114)	0		(114)	
Business Hub :- Indirect Expenditure	<b>1,851</b>	<b>4,917</b>	<b>3,066</b>	<b>19,097</b>	<b>49,087</b>	<b>29,990</b>	<b>54,000</b>	<b>0</b>	<b>34,903</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(154)</b>	<b>960</b>	<b>1,114</b>	<b>(9,240)</b>	<b>15,560</b>	<b>24,800</b>	<b>16,520</b>			
<u>42</u> <u>Sevenoaks Town Mayor</u>										
1500 Fundraising	0	0	0	653	0	(653)	0		0	
1752 Quiz Night Income	675	0	(675)	1,395	0	(1,395)	0		0	
1756 Int'l Women's Day Event Income	1,140	0	(1,140)	1,210	0	(1,210)	0		0	
Sevenoaks Town Mayor :- Income	<b>1,815</b>	<b>0</b>	<b>(1,815)</b>	<b>3,258</b>	<b>0</b>	<b>(3,258)</b>	<b>0</b>			<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6200 Printing & Stationery	0	0	0	40	0	(40)	0		(40)	
6210 Postage & Courier	2	0	(2)	2	0	(2)	0		(2)	
6433 Mayors Allowance 2021/22	653	470	(183)	4,186	5,170	984	5,636		1,450	
6434 Mayor's Car Allowance 2021/22	0	209	209	113	2,299	2,187	2,511		2,399	
Sevenoaks Town Mayor :- Indirect Expenditure	<b>655</b>	<b>679</b>	<b>25</b>	<b>4,340</b>	<b>7,469</b>	<b>3,129</b>	<b>8,147</b>	<b>0</b>	<b>3,807</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,161</b>	<b>(679)</b>	<b>(1,840)</b>	<b>(1,082)</b>	<b>(7,469)</b>	<b>(6,387)</b>	<b>(8,147)</b>			
<u>43 Youth Council</u>										
7555 Youth Council Support	0	42	42	45	462	417	510		465	
Youth Council :- Indirect Expenditure	<b>0</b>	<b>42</b>	<b>42</b>	<b>45</b>	<b>462</b>	<b>417</b>	<b>510</b>	<b>0</b>	<b>465</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(42)</b>	<b>(42)</b>	<b>(45)</b>	<b>(462)</b>	<b>(417)</b>	<b>(510)</b>			
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	183	312	129	1,767	3,432	1,665	3,740		0	
1211 Sale of Goods	118	197	79	391	2,167	1,776	2,369		0	
1350 Revenue Grant income	0	0	0	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	<b>301</b>	<b>509</b>	<b>208</b>	<b>9,452</b>	<b>5,599</b>	<b>(3,853)</b>	<b>6,109</b>			<b>0</b>
4010 Gross Pay	3,089	2,170	(919)	28,582	23,870	(4,712)	26,041		(2,541)	10,000
4270 Employers Pension Contribution	54	87	33	637	957	320	1,042		405	

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5410 Repairs & General Maintenance	0	85	85	787	935	148	1,020		233	
5500 Equipment Hired and New	10	0	(10)	125	0	(125)	0		(125)	
6010 Light Heat & Cleaning	5	42	37	70	462	392	510		440	
6101 Telephone	46	48	2	458	528	70	571		113	
6200 Printing & Stationery	20	42	22	121	462	341	510		389	
6210 Postage & Courier	4	0	(4)	4	0	(4)	0		(4)	
6240 Computer/ Data Base/WP's	17	64	47	654	704	50	765		111	
6281 Furnishings,Furniture/Eqpt	0	42	42	0	462	462	510		510	
6320 Staff Training	0	0	0	20	204	184	408		388	
6330 Welfare/Hospitality	0	0	0	35	0	(35)	0		(35)	
6340 Staff Uniforms	146	0	(146)	414	153	(261)	204		(210)	
6460 Publicity & Democratic notices	0	42	42	29	462	433	510		481	
6500 Goods for Resale	133	144	11	639	1,584	945	1,734		1,095	
6505 Cafe consumables	0	0	0	8	0	(8)	0		(8)	
6635 Professional Fees Licensing	0	0	0	278	408	130	408		130	
6900 Sundry Expenses	2	13	11	296	143	(153)	153		(143)	
6922 Health&Safety/Risk Assessments	0	34	34	1,015	374	(641)	408		(607)	
Youth Cafe :- Indirect Expenditure	<b>3,526</b>	<b>2,813</b>	<b>(713)</b>	<b>34,175</b>	<b>31,708</b>	<b>(2,467)</b>	<b>34,794</b>	<b>0</b>	<b>620</b>	<b>10,000</b>
<b>Net Income over Expenditure</b>	<b>(3,225)</b>	<b>(2,304)</b>	<b>921</b>	<b>(24,722)</b>	<b>(26,109)</b>	<b>(1,387)</b>	<b>(28,685)</b>			
8001 plus Transfer from EMR	0			10,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(3,225)</b>			<b>(14,722)</b>						

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>60 Markets</b>										
1017 Rental Income Sat Market	1,300	1,928	628	15,866	21,208	5,342	23,130		0	
1018 Rental Income Wed Market	640	1,182	542	11,848	13,002	1,155	14,187		0	
1019 Rental Income Blighs Market	1,280	1,288	8	14,560	14,168	(392)	15,450		0	
1028 Rental Income Pop Up Market	0	0	0	770	0	(770)	0		0	
<b>Markets :- Income</b>	<b>3,220</b>	<b>4,398</b>	<b>1,178</b>	<b>43,044</b>	<b>48,378</b>	<b>5,335</b>	<b>52,767</b>			<b>0</b>
4010 Gross Pay	130	142	12	1,945	1,562	(383)	1,704		(241)	
5410 Repairs & General Maintenance	0	0	0	57	78	21	102		45	
5420 Saturday market charges	1,121	1,153	32	13,524	13,835	311	14,988		1,464	
5421 Wednesday Market charges	2,552	2,100	(452)	24,501	25,200	699	27,301		2,800	
5425 Pop Up Market	0	0	0	7,794	449	(7,345)	449		(7,345)	5,795
6001 Blighs Market Charges	880	1,192	312	10,296	13,112	2,816	14,299		4,003	
6010 Light Heat & Cleaning	16	0	(16)	206	512	306	510		304	
6460 Publicity & Democratic notices	0	170	170	0	1,870	1,870	2,040		2,040	
6635 Professional Fees Licensing	0	0	0	180	0	(180)	0		(180)	
<b>Markets :- Indirect Expenditure</b>	<b>4,699</b>	<b>4,757</b>	<b>58</b>	<b>58,504</b>	<b>56,618</b>	<b>(1,886)</b>	<b>61,393</b>	<b>0</b>	<b>2,889</b>	<b>5,795</b>
<b>Net Income over Expenditure</b>	<b>(1,479)</b>	<b>(359)</b>	<b>1,120</b>	<b>(15,460)</b>	<b>(8,240)</b>	<b>7,220</b>	<b>(8,626)</b>			
8001 plus Transfer from EMR	0			5,795						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,479)</b>			<b>(9,665)</b>						

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>70</u> Precept										
1995 Precept	103,325	103,325	0	1,136,573	1,136,575	2	1,239,898		0	
Precept :- Income	<u>103,325</u>	<u>103,325</u>	<u>0</u>	<u>1,136,573</u>	<u>1,136,575</u>	<u>2</u>	<u>1,239,898</u>			<u>0</u>
<b>Net Income</b>	<u>103,325</u>	<u>103,325</u>	<u>0</u>	<u>1,136,573</u>	<u>1,136,575</u>	<u>2</u>	<u>1,239,898</u>			
Grand Totals:- Income	<b>135,063</b>	<b>143,195</b>	<b>8,132</b>	<b>1,563,314</b>	<b>1,640,390</b>	<b>77,076</b>	<b>1,797,381</b>			
Expenditure	<b>126,151</b>	<b>124,555</b>	<b>(1,596)</b>	<b>1,576,214</b>	<b>1,618,564</b>	<b>42,350</b>	<b>1,858,155</b>	<b>0</b>	<b>281,941</b>	
<b>Net Income over Expenditure</b>	<u><b>8,912</b></u>	<u><b>18,640</b></u>	<u><b>9,728</b></u>	<u><b>(12,900)</b></u>	<u><b>21,826</b></u>	<u><b>34,726</b></u>	<u><b>(60,774)</b></u>			
plus Transfer from EMR	<b>0</b>			<b>34,502</b>						
less Transfer to EMR	<b>0</b>			<b>638</b>						
<b>Movement to/(from) Gen Reserve</b>	<u><b>8,912</b></u>			<u><b>20,963</b></u>						

## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>91 Capital Infrastructure Budget</u>										
2011 Capital Receipts	0	0	0	11,455	0	(11,455)	0		0	11,455
2012 CIL income allocation	0	0	0	233,465	0	(233,465)	0		0	233,465
Capital Infrastructure Budget :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>244,919</u>	<u>0</u>	<u>(244,919)</u>	<u>0</u>			<u>244,919</u>
9011 Cemetery Paths Resurfacing	0	0	0	24,020	0	(24,020)	0		(24,020)	24,020
9014 Play Areas	0	0	0	8,000	0	(8,000)	0		(8,000)	
9062 Bat & Ball Station	0	0	0	535	0	(535)	0		(535)	
9063 New Community Centre	4,327	0	(4,327)	192,524	0	(192,524)	0		(192,524)	
9065 Rugby pitch	0	0	0	1,990	0	(1,990)	0		(1,990)	
9066 Northern Masterplan	125	0	(125)	13,275	0	(13,275)	0		(13,275)	
9071 Business Hub	0	0	0	109,054	0	(109,054)	0		(109,054)	
9074 Jubilee Clock	0	0	0	210	0	(210)	0		(210)	
Capital Infrastructure Budget :- Indirect Expenditure	<u>4,452</u>	<u>0</u>	<u>(4,452)</u>	<u>349,608</u>	<u>0</u>	<u>(349,608)</u>	<u>0</u>	<u>0</u>	<u>(349,608)</u>	<u>24,020</u>
Net Income over Expenditure	<u>(4,452)</u>	<u>0</u>	<u>4,452</u>	<u>(104,689)</u>	<u>0</u>	<u>104,689</u>	<u>0</u>			
8001 plus Transfer from EMR	0			24,020						
8002 less Transfer to EMR	0			244,919						
Movement to/(from) Gen Reserve	<u>(4,452)</u>			<u>(325,588)</u>						



## Detailed Income &amp; Expenditure by Phased Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	0	0	0	244,919	0	(244,919)	0			
Expenditure	4,452	0	(4,452)	349,608	0	(349,608)	0	0	(349,608)	
Net Income over Expenditure	<u>(4,452)</u>	<u>0</u>	<u>4,452</u>	<u>(104,689)</u>	<u>0</u>	<u>104,689</u>	<u>0</u>			
plus Transfer from EMR	0			24,020						
less Transfer to EMR	0			244,919						
Movement to/(from) Gen Reserve	<u>(4,452)</u>			<u>(325,588)</u>						

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## February 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
	£	£	£	£	
<b>Planning Committee</b>					
General	( 23,354)	( 26,315)	( 2,961)	( 28,856)	Under on Gross Pay due to staff sickness and resignation, also low Professional Fees paid this year, and no spend on books to date.
<b>Open Spaces &amp; Leisure Committee</b>					
General	( 231,106)	( 255,891)	( 24,785)	( 286,418)	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. Q4 electricity use will be charged in March. Other favourable variances are due to the phasing of spend on equipment hire & maintenance (£9K), Sevenoaks Common (£3.1K), Tree Safety Survey (£2.1K) and Skatepark (£2K). Budget also included vehicle expenses for a new vehicle (£12.5K) and capital items (£1.2K) which haven't happened yet. This is partially offset by Sports income which is adverse £4.3K year to date. Due to no income in April due to lockdown. £3.9K 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 £4.5K adverse variance in 5311 Security 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	( 34,739)	( 27,720)	7,019	( 32,710)	The variance is mainly driven by lower cemetery income than budget (£19.7K). This is partially offset by £12K favourable pay related, driven by long term sickness and a period with an unfilled vacancy. Higher than budget rates are causing the £2.7K adverse vaiance in 6000.
Allotments	( 1,421)	( 1,060)	361	( 1,934)	Income is slightly lower than expected post-renewals (£390). Gross Pay is £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 cost £1.1K in 6002 in January. This relates to BV allotments and will be moved to 5410.
Street lighting/ general	( 23,865)	( 28,320)	( 4,455)	( 21,111)	Favourable variance is mainly due to spend on Public Clock Maintenance & In Bloom being lower than budget to date. Streetlighting is also below budget, due to few upgrades and repairs.

**February 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
	£	£	£	£	
Vine Grounds	( 25,870)	( 19,988)	5,882	( 21,965)	Higher Gross Pay costs (£4.5k) are offset by the Kickstart grant income received (£4.1k). New Noticeboard for the Vine (£1.3k), £1.9K fencing & £900 pergola repairs contribute 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. £1.1K higher lock up & cleaning costs for the Vine toilets.

## February 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
	£	£	£	£	
<b>Finance &amp; General Purposes Committee</b>					
Vine Café	( 22,009)	( 22,853)	( 844)	( 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 cerertain 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 &amp; General Maintenance and Equipment Maintenance (£2.8K) relate to repairs to Oven &amp; Dishwasher.            High water bill is under investigation (£1.4K).            £4.3K higher light &amp; cleaning spend as a result of ongoing covid requirements, &amp; payment for window cleaning.            Pest Control work in code 6922 in June &amp; September driving £1.9K adverse. Plus air purifier purchased in Feb.</p>
Bat & Ball Station	( 43,614)	( 37,235)	6,379	( 41,074)	<p>Due to the café being closed due to Covid restrictions at the start of the financial year, and ongoing lower volumes, Sale of Goods &amp; Hall Hire income are £43K below budget.            This lower income is offset by £14.1K HLF grant to support the re-opening of the cafe, &amp; £4.1K Furlough grant.            Also £3.8K kickstart grant.            The cafe are taking on more catering, (£3.6K favourable) including the weekly tea dance and traybake for HITB.            An HEO has been recruited (from March), to re-ignite use of the Bat &amp; Ball Station.            Underspends in goods for re-sale £8.2K due to cafe being closed until mid May, and ongoing lower customer levels, &amp; £2.3K 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 in March as these have been erroneously sent to Southeastern.            2 air purifiers have been purchased in February in Health &amp; Safety.</p>
Establishments	( 546,949)	( 541,483)	5,466	( 657,377)	<p>£4.7K Audit fees &amp; legal expenses expected in March.            £4.3K covid grant spent on litter pickers, hand sanitisers and bus adverts.            Lower interest received to date. £3.5K adverse variance 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 Pay related (£6K) is offset by Kickstart Funding income (£6.8k).            Underspend in Printing &amp; Stationery (£3.2k) partly due to STC move to reduce paper &amp; printing usage where possible.            Higher spend on postage &amp; courier, mainly due to Town Crier delivery.            2 new laptops were purchased in Feb, together with higher IT support driving expected overspend full year on 6240 Computer of £4K.            Microsoft licences are higher than budget, partially due to £2K prepayment of annual licence fee, to be adjusted in March. 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 &amp; Safety, with litter pickers &amp; hand sanitiser stations offset by grant..            Waste sacks costs (£1.8k) offset by Waste Sacks income (£0.9k)</p>
General	( 34,725)	( 68,901)	( 34,176)	( 72,771)	<p>The purchase of extra Christmas 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>

## February 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	( 60,866)	( 34,933)	25,933	( 37,700)	Chamber bookings are currently £9K below budget. £12.3K higher pay related due to change of position. Rates are £1.6K 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 re-lining costing £1650 (covered by reserves), mandatory electricity report £460, and repairs to toilets including new taps. Furnishings relates to the new carpetting for the hallway and chamber, covered by EMR and contingency budget virement. Air purifier has been purchased in February.
Bat & Ball Centre	8,853	11,435	2,582	13,114	Monthly income is higher than January but still lower than expected due to Omicron concerns. Tea dances resumed in August, and are now above the monthly budget. Other income is KCC utilities usage during occupation, & BJF utilities usage during construction. This offsets the higher electricity usage. Higher gross pay is 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. Air purifier has been bought in Feb.
Grants	( 42,868)	( 40,175)	2,693	( 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	Timing vs phasing issue to be corrected in March

## February 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	( 3,385)	( 515)	2,870	( 5,000)	Business Show happened in September. Generated £1.1k income over budget, & cost £667 over budget, net £493 surplus. Business Awards planned for April. 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	( 9,240)	15,560	24,800	16,520	Income has started to build for the Hub, but is currently still slow. The Hub is now breaking even. £54.8K lower income is partially offset by £29.9K lower running costs. 6010 includes higher electricity consumption, restrictions 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	( 1,082)	( 7,469)	( 6,387)	( 8,147)	Mayoral expenses have started as of May. Claims for Allowance & Car Allowance are both lower then budgeted to date. Quiz and IWD events to be reflected in March.
Youth Council	( 45)	( 462)	( 417)	( 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	( 14,722)	( 26,109)	( 11,387)	( 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. These are now building with a new regular hirer any increasing numbers of young people attending.
Markets	( 9,665)	( 8,240)	1,425	( 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 broadly in line with budget, and Blighs (including Xmas) is doing better than budget. Wednesday market continues to make a loss, >£13K YTD. Blighs & Saturday markets are both making a surplus.
Precept	1,136,573	1,136,575	2	1,239,898	
<b>Revenue Surplus/ (Deficit) Total</b>	<b>20,963</b>	<b>21,826</b>	<b>863</b>	<b>( 60,774)</b>	
Capital Infrastructure	( 325,588)	-	325,588	-	
<b>Total inc Capital</b>	<b>( 304,628)</b>	<b>21,826</b>	<b>326,454</b>	<b>( 60,774)</b>	

## Summary by Committee:

Planning	( 23,354)	( 26,315)	( 2,961)	( 28,856)
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**February 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	( 317,001)	( 332,979)	( 15,978)	( 364,138)	
Vine Café	( 22,009)	( 22,853)	( 844)	( 25,911)	
Bat Ball Station	( 43,614)	( 37,235)	6,379	( 41,074)	
Finance & General Purpose	( 709,634)	( 695,367)	14,267	( 840,693)	
Precept	1,136,573	1,136,575	2	1,239,898	
Capital Infrastructure	( 325,588)	-	325,588	-	



**Sevenoaks Town Council**  
**Working Capital Summary as at 28th February 2022**

	B/fwd 01-Apr-21 £	Movement* £	C/fwd 28-Feb-22 £	28-Feb-21 £
<b><u>Current Assets</u></b>				
Stock	2,109	-	2,109	606
Trade debtors	17,601	1,150	18,751	16,802
VAT	60,292	( 42,817)	17,475	32,555
Prepayments and other debtors	64,003	( 55,114)	8,888	31,427
Total Cash at Bank	1,794,222	31,722	1,825,944	2,024,291
	<u>1,938,228</u>	<u>( 65,060)</u>	<u>1,873,168</u>	<u>2,105,681</u>
<b><u>Current Liabilities</u></b>				
Trade creditors	87,369	( 62,407)	24,962	90,826
Accruals and other creditors	66,810	17,425	84,236	60,678
Precept received in advance of budget	-	103,324	103,324	101,273
Receipts in advance (rent, hall hire, cemetery)	13,522	( 5,814)	7,708	6,872
	<u>167,701</u>	<u>52,529</u>	<u>220,230</u>	<u>259,649</u>
<b>Net Current Assets</b>	<u>1,770,526</u>	<u>( 117,589)</u>	<u>1,652,937</u>	<u>1,846,032</u>
<b>Represented by:</b>				
<b><u>General Funds</u></b>				
Revenue Reserves	417,571	19,927	437,498 Note 1	388,531
<b><u>Earmarked/Designated Funds</u></b>				
Youth Council Reserve	-	1,370	1,370 Note 2	-
Council Offices Reserve	11,198	( 9,650)	1,548 Note 3	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	( 199,007)	440,360 Note 5	856,920
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	109,060
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	7,272
	<u>1,352,955</u>	<u>( 137,516)</u>	<u>1,215,439</u>	<u>1,457,500</u>
	<u>1,770,526</u>	<u>( 117,589)</u>	<u>1,652,937</u>	<u>1,846,032</u>

Negative numbers denoted in red and brackets and represent a decrease

YTD movement is a net surplus of £20K

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 £193K +£6K opening event (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

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Sevenoaks Town Council

Statement of Fund Balances as at 28th February 2022

£ (2020/21)		S&P Rating 28/02/2022		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			6,903			
1,000	Current Account			418,460			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			2,748	438,212	24.00%	
50,501	<u>HSBC</u>	A+	A1	50,506	50,506	2.77%	0.01%
64,302	<u>Handelsbanken</u>	AA-	A1+	64,321			0.00%
260,005	Deposit account			260,005	324,326	17.76%	0.10%
	35 day notice account						
502,116	<u>Nationwide</u>	A	A1	502,305			0.05%
10,163	Instant Saver			10,167	512,472	28.07%	0.05%
	Sevenoaks Fund Instant Saver						
500,000	<u>CCLA</u>	AAA (Fitch only)		500,000	500,000	27.38%	0.36%
	Business money manager						
1	<u>Clydesdale</u>	BBB+	A2	1	1		
	Current account						
861	<u>Petty Cash</u>				924	0.05%	
-499	<u>Cashbook suspense</u>				-499	-0.03%	
1,794,222					1,825,944	100.00%	

Instant access funds

1,544,496

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

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

## Select for Local Councils Policy Schedule

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

Policy Number	YLL-2720405273
Insured	Sevenoaks Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 <sup>st</sup> April 2022
To	31 <sup>st</sup> March 2023

and any other period for which cover has been agreed.

Renewal Premium	£ 13,079.80
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	95767223
Long term agreement active until	01 <sup>st</sup> April 2025
Preparation Date	29 <sup>th</sup> March 2022
Prepared by	Mr Vincent Liu
Policy Form Reference	MLAACE06

### Policy Cover Declaration:

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

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Important information

### **Taking reasonable care**

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

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

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

## Lines of Cover applying

### Part A – Material Damage

#### Table Headings

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

#### Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. The Pavilion, The Vine Pavilion, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£789,372.79	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. , Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG	£1,081,617.51	N/A	£66,061.96	£0.00	£27,454.64	£880.53	£0.00	£0.00	£0.00
3. Vine Cafe, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£194,108.07	N/A	£0.00	£0.00	£0.00	£17,562.99	£0.00	£0.00	£0.00
4. Bandstand, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£109,994.57	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Knole Paddock Pavilion (including SRFC Veranda) and Groundsmans store. (Plus Loss of Rent for Sevenoaks Rugby Club at the same location), Plymouth Drive, Sevenoaks,	£493,163.89	N/A	£6,210.87	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Kent, TN13 3RP									
6. St Johns Toilets, St. Johns Hill, Sevenoaks, Kent, TN13 3PF	£51,762.15	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
7. Chapel, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£452,918.82	N/A	£4,349.77	£0.00	£1,019.14	£0.00	£0.00	£0.00	£0.00
8. Workshop/Mess Room, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£45,291.88	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
9. Lock Up Garages, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£77,643.22	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
10. Bat and Ball Centre, Otford Road, Sevenoaks, Kent, TN14 5DN	£2,969,640.00	N/A	£97,472.47	£5,222.10	£0.00	£107,992.19	£0.00	£0.00	£0.00
11. Kraftmeier Mausoleum, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£70,702.38	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
12. Youth Cafe, London Road, Sevenoaks, Kent, TN13 1ZZ	£0.00	N/A	£9,736.64	£399.93	£6,271.54	£1,952.91	£0.00	£0.00	£0.00
13. Allotment Timber Hut & Blocks, Sevenoaks Allotment Association, Allotment Lane, Sevenoaks, Kent, TN13 3UZ	£24,648.65	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
14. Business Hub, Bradbourne Vale Road, Sevenoaks, TN13 3QG	£279,225.00	N/A	£12,789.35	£0.00	£4,044.81	£0.00	£0.00	£0.00	£0.00
15. Bat & Ball Railway Station, Chatham Hill Road, Sevenoaks, Kent,	£2,190,000.00	N/A	£38,369.56	£6,113.05	£4,792.59	£3,798.64	£0.00	£0.00	£0.00



TN14 5AP									
16. Greatness Football Pavilion, Greatness Football Pavilion, Mill Lane, Sevenoaks, Kent, TN14 5BU	£540,808.74	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
17. Greatness Recreation Public Toilets, Mill Lane, Sevenoaks, Kent, TN14 5BU	£40,658.99	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
18. Vine Public Toilets, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£50,776.11	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

**For Premises:** 12, 16, 17, 18

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

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

**Insured Perils applicable to Material Damage:** 1-16

#### Excesses Applicable to Premises

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

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

#### Excesses Applicable to Premises

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

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

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

**Part B – Business Interruption**

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

**For Premises:** 12, 16, 17, 18

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

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

**Insured Perils applicable to Business Interruption:** 1-16

**Operative Endorsements:**

None

## Part C – All Risks

### Table Headings

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

### Additional Items:

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

Item Description	Sum Insured	Excess
Tractors & Off-Road Vehicles as per Open Spaces Fixed Asset Register	£43,260.00	£100
Tools as per Open Spaces Fixed Asset Register	£100,377.05	£100
Metal Seats & Benches as per Open Spaces Fixed Asset Register	£16,027.43	£100
Rugby Posts as per Open Spaces Fixed Asset Register	£5,235.54	£100
Cricket Screen as per Open Spaces Fixed Asset Register	£3,056.45	£100
CCTV at Vine	£5,056.25	£100
Flags & Flagpoles	£2,301.09	£100
TV, A/V and Tools as per Cemetery Fixed Asset Register	£40,634.59	£100
Assets listed as All Risks on Bat & Ball Centre Fixed Asset Register	£3,090.00	£100
Assets listed as 'All Risks' on Council Offices Fixed Asset Register	£11,373.91	£100
Civic Regalia including cover away from premises Europe	£12,814.61	£100
LCD Screens as per Town Partnership Asset Register	£6,559.54	£100
Computer Equipment as per Town Partnership Asset Register	£1,619.99	£100
Information Pods	£11,473.63	£100
Tea Kiosk, Holly Bush Lane, Sevenoaks TN13 3UH	£23,417.25	£100
Twinning Signs	£2,790.17	£100
Beacon and Stand	£2,749.85	£100
Stone Obelisks	£6,397.23	£100
Public Clock	£11,803.57	£100
War Memorial	£47,897.51	£100
Cemetery walls of remembrance	£41,966.02	£100
7 wooden bus shelters	£51,984.10	£100
Temporary hire tools - annual limit	£15,913.50	£100
Play equipment	£449,688.99	£100
Portable Market Stalls	£15,652.52	£100
Marquee	£2,604.51	£100
Kippington Railings	£40,980.45	£100

Ragstone, Stone & all other Walls, Gates, Boundaries & Fences	£1,014,364.82	£100
Worldpay credit card terminals	£1,591.35	£100
Assets listed as All Risks on Vine Cafe Fixed Asset Register	£737.33	£100
Rustic Timber Bridge at Vine Gardens	£14,606.47	£100
Tool Lockers at Allotment Lane	£4,637.19	£100
Allotment Hut	£5,796.76	£100
Silent Soldier	£281.14	£100
Streetlights	£231,276.20	£100

The excess stated applies to each and every loss.

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

## Part D – Money

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

**Excess:** £50 each and every loss

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

Operative Endorsements:

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

## Part E – Public Liability

**Limit of Indemnity:** £15,000,000

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

### Operative Endorsements:

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

#### Clean Up Costs

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

#### Remediation

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

#### Enforcing Authority

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

#### Cover

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

Provided always that:

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

## Exclusions

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

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

**Part F – Hirers' Liability**

**Limit of Indemnity:** £2,000,000

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

**Operative Endorsements**

None

**Part G – Employers Liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

None



**Part H – Libel and Slander****Sum Insured**

£250,000

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

None

## Part N – Fidelity Guarantee

**Persons Guaranteed:**  
All members and employees

**Sum Guaranteed**  
£2,000,000

**Excess:** £100 each and every loss

## Part O – Personal Accident

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

### Persons Insured:

#### Employees

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

#### Volunteers

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

#### Directors/Councillors

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

### Operative Endorsement:

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

## Part P – Legal Expenses

### Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
<b>Limit of Indemnity:</b>	£200,000

### Operative Endorsements

The following is also operative: Debt Recovery

#### Insured Incident

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

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

#### Exceptions

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

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

## General Notes

### 1. Fair presentation of the risk

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

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

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

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

### 2. Cancellation

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

### 3. Bonus and fee structure

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

## 7. Claims contact information

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

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	<a href="mailto:farnboroughpropertyclaims@uk.zurich.com">farnboroughpropertyclaims@uk.zurich.com</a>
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	<a href="mailto:fnlc@uk.zurich.com">fnlc@uk.zurich.com</a> (new claims)
Personal assault under Money			<a href="mailto:zmflc@uk.zurich.com">zmflc@uk.zurich.com</a> (subsequent correspondence)
Personal accident		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Financial and administrative liability			
Professional negligence			
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock			
Business travel			
Motor	Motor Claims	Tel:	0800 916 8872 (new motor claims) 0800 232 1913 (customer damage)
		Email:	<a href="mailto:zmmotorclaimsoffice@uk.zurich.com">zmmotorclaimsoffice@uk.zurich.com</a>
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

### General claims procedure

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

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

**DAS Head and Registered Office:**

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH  
Registered in England and Wales | Company Number 103274 Website: [www.das.co.uk](http://www.das.co.uk)  
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority  
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

**DAS Law Limited Head and Registered Office:**

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Registered in England and Wales | Company Number 5417859 Website: [www.daslaw.co.uk](http://www.daslaw.co.uk)  
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# Reinstatement Cost Assessment

PROPERTY REFERENCE:	Not Advised
BCH REFERENCE:	67235
CUSTOMER:	Sevenoaks Town Council
RISK ADDRESS:	Various – See Breakdown
DATE INSPECTED:	21 March 2022
SURVEYOR:	James Wade Cert CII
LISTED STATUS:	Vine Pavilion and Kraftmeier Mausoleum are both Grade II Listed
GROSS INTERNAL AREA:	3,025 m <sup>2</sup>
REBUILDING PERIOD:	36 months (indicative)
ASSESSMENT BASIS:	Day one reinstatement
ASSESSMENT AS AT:	March 2022
ASSESSMENT:	<b>£10,351,000 Excluding VAT</b> <b>£12,421,000 Including VAT</b>



**LOCATION:** Located in and around the historic market town of Sevenoaks

## DESCRIPTION

- **PROPERTY:** A collection of Town council buildings and boundary walls as detailed in the attached table on page two
- **ROOF:** Pitched and covered in tiles; flat with a waterproof covering; rainwater goods
- **EXTERNAL ENVELOPE:** Brickwork; stone; weatherboarding; casement windows; vehicle and personnel doors
- **INTERNAL FINISHES:** Areas of painted plaster; ceramic tiling; floor coverings
- **FIXTURES AND FITTINGS:** Kitchenettes; sanitary facilities
- **SERVICES:** Small power and lighting; heating; data and telephone cabling; water; fire alarms
- **EXTERNAL WORKS AND OUTBUILDINGS:** Allowance for immediate curtilage to the buildings unless otherwise noted; mains service connections

**COMMENTS:** This report should be read in conjunction with the attached Reinstatement Cost Assessment Notes.

No allowance included for the following:

- Loose fittings, furniture and general contents
- Carparks and external works other than as identified on page 2

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## REINSTATEMENT COST ASSESSMENT BREAKDOWN

**CUSTOMER:** Sevenoaks Town Council  
**PROPERTY:** Council Buildings and walls

Total Site	Cost excluding VAT	Cost including VAT
Rebuilding cost	£7,073,000	£8,489,000
Demolitions and debris removal	£347,000	£416,000
External works	£1,914,000	£2,296,000
Professional and other fees	£1,017,000	£1,220,000
<b>Day one reinstatement cost</b>	<b>£10,351,000</b>	<b>£12,421,000</b>

Building	GIFA (m <sup>2</sup> )	Reinstatement Costs	External Works	Cost excluding VAT	Cost including VAT
St Johns Toilets	29	£92,000	£10,000	£102,000	£122,000
Town Council Office and Carpark	291	£827,000	£136,000	£963,000	£1,156,000
The Hub and Carpark	248	£409,000	£136,000	£545,000	£654,000
Knole Paddock Pavilion	303	£435,000	£28,000	£463,000	£556,000
Raleys Shed at Knole Paddock	78	£18,000	-	£18,000	£22,000
War Memorial and paths	0	£55,000	£7,000	£62,000	£74,000
Vine Tea Kiosk	9	£45,000	£4,000	£49,000	£59,000
Vine Pavilion and Terrace	327	£1,021,000	£49,000	£1,070,000	£1,284,000
Vine Bandstand	0	£117,000	-	£117,000	£140,000
Vine Café	32	£176,000	£14,000	£190,000	£228,000
Vine Toilets	25	£58,000	£7,000	£65,000	£78,000
Quaker Hall Allotment Huts	234	£96,000	-	£96,000	£115,000
Cemetery Garages	87	£69,000	£3,000	£72,000	£86,000
Cemetery Workshop	57	£54,000	£7,000	£61,000	£73,000
Cemetery Chapel	93	£491,000	£15,000	£506,000	£607,000
Kraftmeier Mausoleum	9	£106,000	-	£106,000	£127,000
Bat and Ball Station Building	257	£1,407,000	£42,000	£1,449,000	£1,739,000
Greatness Rec Toilets	5	£27,000	£7,000	£34,000	£41,000
Greatness Pavilion	178	£463,000	£35,000	£498,000	£598,000

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Bat and Ball Centre and Carpark	763	£2,471,000	£379,000	£2,850,000	£3,420,000
Wall - Greatness Cemetery	-	-	£82,000	£82,000	£98,000
Wall - St Nicholas Church	-	-	£333,000	£333,000	£400,000
Wall - Bethal Road Burial Ground	-	-	£101,000	£101,000	£121,000
Walled Garden - Vine	-	-	£169,000	£169,000	£203,000
Wall - Pontoise	-	-	£269,000	£269,000	£323,000
Railings - Kippington Park	-	-	£81,000	£81,000	£97,000
<b>Day one reinstatement cost</b>	<b>3025</b>	<b>£8,437,000</b>	<b>£1,914,000</b>	<b>£10,351,000</b>	<b>£12,421,000</b>

## PHOTOGRAPHS



1. St Johns Toilets



2. Council Offices

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3. Business Hub



4. Knole Paddock Pavilion



5. Machinery Shed



6. War Memorial



7. Vine Tea Kiosk



8. Vine Pavilion





9. Vine Band Stand



10. Vine Cafe



11. Vine Toilets



12. Quaker Hall Allotment Huts



13. Cemetery Garages



14. Cemetery Workshop





15. Cemetery Chapel



16. Kraftmeier Mausoleum



17. Bat and Ball Station



18. Greatness Toilets



19. Greatness Pavilion



20. Bat and Ball Centre





21. Cemetery Walls



22. St Nicholas Church walls



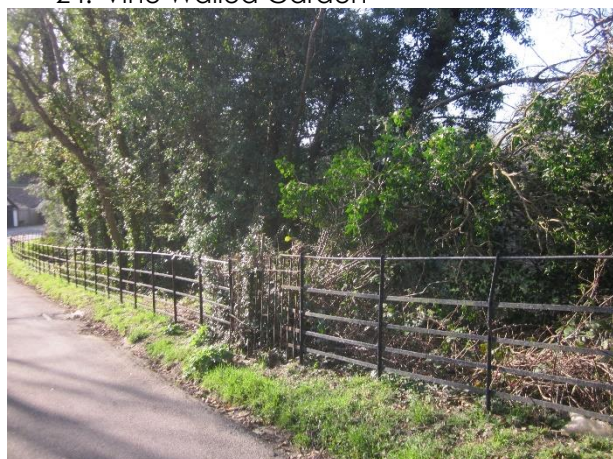
23. Bethal Road Burial Ground



24. Vine Walled Garden



25. Pontoise Wall



26. Kippington Railings

## REINSTATEMENT COST ASSESSMENT NOTES

### GENERAL

#### REINSTATEMENT COST ASSESSMENT DEFINITION

This assessment follows the guidance outlined in the Royal Institution of Chartered Surveyors (RICS) Practice Standard- Reinstatement Cost Assessments of Buildings, published in 2018. A Reinstatement Cost Assessment (RCA) is defined as the cost of reinstating the existing structures at the address noted in the report, together with the building services, to the same design, in new materials using modern construction techniques, to a standard and size equal to, but no greater or better than, the existing structures, in accordance with current Building Regulations and other statutory requirements.

#### REINSTATEMENT COST ASSESSMENT PURPOSE AND LIMITATIONS

The RCA has been prepared having regard to the advice given by the RICS and insurance companies for building insurance purposes and is not appropriate for any purpose other than setting the insurance rebuilding value.

The report provides a reinstatement cost assessment based upon an overview and approximate estimating methods. A more accurate method of recalculating a reinstatement cost would be to commission quantity surveyors to prepare a detailed tender document for pricing by contractors. The detailed measurement and documentation required would render this an extremely involved and costly exercise, which is beyond the scope of this instruction.

The assessment does not contain advice concerning the condition of the building or possible defects, nor has any structural survey or other building inspection been undertaken. The assessment must not be used for market valuation or lending purposes. The reinstatement cost of a building is unlikely to have a direct relationship to its market value.

#### PLANNING

The assessment is intended to reflect the costs of the provision of a replacement building, compliant with building regulations, to incorporate current usage, replicating the design as closely as is practicable.

#### RECOMMENDED REVIEW PERIOD

Attention is drawn to the need to reassess the insurable amount on a regular basis. Good practice advises this is dealt with by way of an annual review. RICS recommends that a 'major review' be undertaken every three years. In some cases, this may be satisfied by a desktop review of the original assessment but, particularly where alterations to the building have been undertaken, a full reassessment involving a site visit is recommended. Care should be taken to ensure that the frequency of reassessment aligns with the provision of any Average Waiver wording contained within the relevant insurance policy.

#### INFLATION PROVISION

The amounts advised are defined as the Day One Reinstatement Value. Unless advised to the contrary in arriving at the reinstatement cost, no allowance has been made for anticipated inflationary increases in cost beyond the date of the assessment in the report.

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## EXTENT OF INSPECTION

Parts of the property which are built in, covered up or otherwise made inaccessible in the normal course of the construction, alteration or fitting out have not been inspected. No specialist inspections or reports of the building fabric, structure or electrical, plumbing and mechanical services installations have been arranged or carried out.

Where the assessment report comments on the assumed type of external cladding on the walls or any other component of the subject building, it is emphasised that the comment must not be construed as those of an 'Expert', as defined in current UK Government recommendations. Our assessment is not an External Wall Fire Review (EWS) nor, should it be construed as completing either Option A or B in Form EWS1.

It is beyond the scope of the brief to state whether any parts of the buildings or services are free from rot, beetle infestation, corrosion or other defects. In most cases the assessment is based upon external inspection and access to internal common areas only.

## REBUILDING PERIOD

The rebuilding period is calculated from the date of the insured event to the completion of construction, when the building is ready for use. This includes the preconstruction period and assumes immediate commitment and sanction to proceed, including the design and tender period, obtaining planning permission etc and the lead in time for the contractor.

Many variables can affect the rebuilding period and the time provided should be regarded as indicative only.

## VAT

The assessment does not extend to advise on whether all or any elements of the reinstatement cost could be subject to VAT in the event of a rebuild.

The assessment provides a breakdown of costs for the rebuild, demolition provision, external works and professional fees. The breakdown is provided with a figure excluding VAT and a figure including VAT on each element such that, at your discretion and in discussion with a specialist VAT advisor, VAT can be added where appropriate when arranging the insurance policy.

It is recommended that using the breakdown provided, professional advice is sought in advance of arranging the insurance policy. The decision to include or exclude VAT is at your discretion and no responsibility is accepted by BCH on advice received.

## INCLUDED IN THE ASSESSMENT

### DEMOLITION AND DEBRIS REMOVAL

Demolition and debris removal, as well as emergency shoring and propping following damage by an insured peril. No allowance has been made for credits which may be obtained for salvaged materials. Allowances for the removal of asbestos from site in the event of a loss will be included only where advised of its existing presence within the property by the Client.

### PROFESSIONAL FEES

The fees of all design and construction professionals considered necessarily employed in connection with the reinstatement of a property of this type, including Public Authority, Planning and Building Regulation fees. No

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allowance has been made for fees incurred in connection with the preparation or negotiation of the claim.

It is assumed that full scale fees would be charged. No consideration has been given to any competitive discounts which may be negotiated.

## **FOUNDATIONS**

The assessment assumes the reinstatement of foundations commensurate with properties of this style and location. Ground conditions are assumed to be stable with no requirement for the special consideration of unusual or abnormal foundations or ground stabilisation or compaction costs.

## **MECHANICAL AND ELECTRICAL SERVICES**

Mechanical and electrical installations which form part of the building services such as sanitary fittings, heating and cooling equipment, rising mains, lighting and power points, lifts, hose reels, hydrants, sprinkler installations, smoke detection and fire and intruder alarm systems.

## **FIXTURES AND FITTINGS**

Fitted kitchens, cloakrooms and bathrooms, stairs, fire escapes, doors, fitted joinery, fireplaces, floor, wall and ceiling tiles and other permanent fittings and decorative finishes are included. However, such allowances are for the cost of replication and not any rarity value which might be related to the original creation.

In the absence of internal inspection of individual units, dwellings or flats within blocks, it is not possible to make allowance for fixtures and fittings of exceptional quality such as kitchens and sanitaryware. The assessment makes provision for fixtures of good quality, commensurate with properties of this style and location and based upon experience and internal inspection of similar properties.

## **EXTERNAL WORKS**

Main service connections, drains, surfaces to driveways, pathways, fencing, gates, lighting, signage and hard and soft landscaping where such provision is necessary, related to the policy wording.

## **LISTED BUILDINGS**

In order to recreate buildings of this type it would be necessary to overcome some basic practical problems. These include difficulties in proving the stability of the building structurally if traditional materials are to be used and the sourcing of those materials. Should there be a large-scale incident there needs to be agreement as to the extent of the faithfulness of the restoration between the Insured, the Insurer and the relevant national heritage governing body in conjunction with the local Planning Authority.

The assessment assumes the use of salvaged and new materials using modern construction techniques but not meticulous reinstatement in providing a replacement building. This assessment value should be sufficient to deal with a worst-case repair whereby the listing authorities require the building to be reinstated using original construction techniques and where possible, like for like building materials.

Allowance for any temporary propping that may be necessary to facilitate the careful taking down of the remaining structure and potential salvaging of materials for re-use or replication. The assessment allows for the excavation and conservation of debris and recording of the remains, and research necessary for accurate (but not meticulous) reinstatement.

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In the event of a total loss or extreme damage, modern materials and methods may be adopted to create the same general external appearance by the salvage of original materials and sourcing of new where possible. An example could be the use of steel and concrete in concealed sections.

It should also be borne in mind that in the case of extensive damage to historic structures it might be more expensive to repair than rebuild, due to the high cost of stabilising the remains and making the parts to be reinstated compatible with the original building. This will also increase the cost of debris clearance and professional fees. The overall cost of repairs will be subject to the addition of VAT whereas, as referred to above, a zero rating will apply to total rebuilding of a residential building. If the cost of repairs were higher than rebuilding, an insurance policy would normally require a rebuild.

## EXCLUDED FROM THE ASSESSMENT

The following items are not included within the RCA. Careful consideration should be given to the terms of the insurance schedule and lease agreements and responsibilities therein.

<b>CONTENTS WITHIN THE PROPERTY</b>	Contents items, which are not permanently attached to the building(s) including carpets, wall hangings, tapestries and the like. Debris arising from the destruction or damage of contents is also excluded.
<b>TENANTS FIXTURES AND FITTINGS</b>	Unless stated to the contrary where a building is let or leased, tenants' improvements, fixtures and fittings, which are understood to be the responsibility of and insurable by the tenant are excluded from the assessment.
<b>FUTURE IMPROVEMENTS OR EXTENSIONS</b>	Future improvements or extensions to the building(s) would necessitate a review of the RCA subsequent to the completion of those works.
<b>GRANTS</b>	Statutory or other grants or incentives which may have been received or be available.
<b>PLANNING</b>	Alterations to the property which a Public Authority may require in obtaining relevant consents for rebuilding works. Allowances for diversion of public services and road closures associated with such operations.
<b>SECTIONS 106 &amp; 278 AND THE COMMUNITY INFRASTRUCTURE LEVY</b>	Payments required as a result of Sections 106 or 278 of The Town and Country Planning Act and/or the Community Infrastructure Levy, which is already in place in some areas.
<b>CONTAMINATED LAND</b>	Remediation works which might be required by a Public Authority under any legislation (e.g. Environmental Protection Act 1990), relating to contaminated land, since the cost of such cannot be reasonably determined without detailed and costly investigation, which is beyond the scope of this instruction. This might arise in the event of a full rebuilding being necessary and should be drawn to Insurer's attention.  Environmental survey to establish whether contamination exists or may exist within the land, buildings or site improvements and BCH can accept no liability in respect of any previous or subsequent findings.

### BARRETT CORP & HARRINGTON LTD

Swan House, The Park, Market Bosworth, Warwickshire, CV13 0LJ

T: 01455 293510 W: BCH.UK.COM



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REGISTERED OFFICE: CHARNWOOD HOUSE, HARCOURT WAY,  
MERIDIAN BUSINESS PARK, LEICESTER LE19 1WP



**HAZARDOUS MATERIALS**

Additional costs incurred in the disposal of radioactive or hazardous materials. Unless advised by the Client of its existence, costs for the disposal of asbestos and asbestos containing materials are excluded from the assessment. No allowance has been made for the clean-up of land which may be contaminated as a result of the destruction of buildings.

**DELETERIOUS MATERIAL  
AND INHERENT DEFECTS**

Any investigation into structural engineering design, compliance with legislation in relation to buildings or the unsuitable use of high alumina cement, calcium chloride, calcium-silicate brickwork, sulphate reaction in concrete, woodwool slabs used as permanent shuttering, cavity wall failure, radon gas seepage or other materials considered as deleterious in construction. For further information of such materials, the BCO publication "Good Practice in the Selection of Construction Materials (March 2011)" refers.

Due to a lack of foreseeability, any allowance for excavation, replacement or stabilisation of land under or around the buildings, whether, or not, related to an insured event.

**UPGRADES OR  
IMPROVEMENTS**

Save for compliance with current Building Regulations, upgrades or improvement that may be incorporated into the design of any damaged or destroyed structure.

**ALTERNATIVE  
ACCOMMODATION**

Alternative accommodation that may be needed during any rebuilding period.

**LOSS OF INCOME  
AND/OR  
CONSEQUENTIAL LOSS**

Loss of rent, loss of market value, premium costs for fast-track procurement, business interruption or any financial or consequential loss that may arise following damage or destruction of the subject building(s).

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Rosalind Shaw  
Responsible Finance Officer  
Sevenoaks Town Council  
Council Offices  
Bradbourne Vale Road,  
Sevenoaks,  
TN13 3QG

**Internal Audit**

Room 3.23  
3<sup>rd</sup> Floor, A Block  
Sessions House  
County Hall  
Maidstone  
Kent ME14 1XQ

Direct Dial: 03000 418576  
Ask for: Louise Taylor  
Date: 28<sup>th</sup> February 2022

Dear Ros,

**Town Council Internal Audit 2022/23**

I write to advise you of our proposed audit programme for 2022/23 for you to share with your Councillors. A copy of the programme is enclosed with this letter. If you require us to review any other areas not included in the programme, please contact us to discuss your needs.

I would also like to take the opportunity to advise you of our fees for the Internal Audit. Our fees for 2022/23 are £351 per day an increase of 4.8% (based on Consumer Price Inflation as at December 2021).

As in previous years the time taken to carry out an audit visit is 1.5 days therefore the cost for each visit for your authority will be £526.50 + VAT.

As in 2021/22, to sufficiently test your controls 4 audit visits will be required during 2022/23. We will be in touch closer to the audit to agree the specific timing and scope of the review.

If you have any concerns or queries regarding the 2022/23 audit plan, please contact myself via email at [louise.taylor3@kent.gov.uk](mailto:louise.taylor3@kent.gov.uk).

If you wish for KCC to continue to provide your audit service, please confirm by the end of March 2022.

Yours sincerely,

Louise Taylor  
Principal Auditor  
Internal Audit

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

The Internal Audit work programme is aligned with the National Association of Local Councils Joint Panel on Accountability and Governance Practitioner's Guide (March 2021) and will be amended upon the publication of revised guidance.

The audits review the authority's financial and governance records and controls facilitating the completion of the Internal Audit Report in the authority's Annual Governance and Accountability Return (AGAR) for 2023. For authorities that require multiple visits the controls will be evaluated across the financial year and not at every visit.

Internal Audit will review whether the controls in place adequately mitigate risks. Implementation of controls will be verified by evaluating evidence to confirm that expected outcomes have been achieved. Sample testing of a sufficient number of transactions is carried out to gain assurance that the systems of control work effectively and provide accurate information to support the Council's activities. It is therefore proposed that a review of the following control objectives is carried out to ensure they are being achieved throughout the year to a standard adequate to meet the needs of the Council:

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

If there are any matters that the Council would like to be included in the audit programme, or greater emphasis given to an item, then the proposed internal audit plan set out above can be amended.

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# Sevenoaks Town Council

## INTERNAL AUDIT REPORT

Date: 19<sup>th</sup> October 2021

**Report Author: Samantha Heaver & Karen Herbert**

**Quality Assurance: Louise Taylor**

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

# 1 SUMMARY

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

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

In accordance with the agreed audit plan (Appendix A) and following Internal Audit's visit to you on 22<sup>nd</sup> September 2021, testing of the following areas has been completed.

- Progress on Previous Issues Raised
- Previous Financial Year Statement of Accounts
- Financial Regulations and Standing Orders
- Budget Setting
- Budget Reporting
- Cheque Books
- Purchase Cards
- Expenditure
- Petty Cash
- Banking
- Personal Cheques
- VAT
- Insurance
- Cemeteries



## 2 FINDINGS

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### **Previous Financial Year Statement of Accounts**

*Control: The previous year's financial statements and AGS are publicised for inspection before and after external audit.*

Finding: The Annual Governance & Accountability Return 2020/21 & Notice of Public rights were publicised on the council website and noticeboards in June 2021.

As at 01/10/2021, the external audit certificate dated 24/09/2021 and the notice of conclusion of audit dated 28/09/2021 have both been published the council website. No issues were raised by the external auditor in their report.

### **Financial Regulations and Standing Orders**

*Control: Financial Regulations are reviewed annually and reported to the relevant committee.*

Finding: The last review of the Financial Regulations took place in January 2021 and the Standing orders were reviewed in September 2021.

### **Budget Setting**

*Control: Budget setting is produced for revenue and capital expenditure and approved by the Council with the precept agreed and set as part of the process. The precept set covers the annual estimated spend and is not agreed without any budget setting in place.*

Finding: Internal Audit established that there is a clear process established to set and agree budgets. The budgets and the precept for 2021/2022 have been approved at Full Council.

### **Budget Reporting**

*Control: Detailed expenditure and income for the current financial year to date against the budget set is reported at least quarterly if not included within the monthly reporting to committee.*

Finding: The Council's position against budget is reported regularly to the relevant committee including any variances

### **Cheque Books**

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

Finding: Financial regulations provide sufficient detail regarding how cheques should be authorised and processed.

Sample testing found that cheque stubs include details of the date, payee and payment amount. Financial Regulations state that two initials are required on cheque stubs. With the exception of two cheques, all stubs had been initialled by two signatories. The RFO stated this was due to an oversight. Failure to authorise transactions prior to purchase could lead to overspend and inappropriate purchases. **(Issue 1)**

Cheques have been issued sequentially and there are no missing cheques, testing identified no cancelled cheques or pre signed blank cheques.

### **Purchase Cards**

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

Finding: All expenditure was supported by receipts and appropriate reconciliation of expenditure against receipts was evidenced on the statements.

The Financial Regulations require expenditure to be authorised by purchase order. 9 of the 10 transactions selected for testing were supported by a signed purchase order, one transaction did not have a purchase order. For one of the transactions the purchase order had not been signed and for another transaction the purchase order was dated after the date shown of the supporting receipt. Failure to authorise transactions prior to purchase could lead to overspend and inappropriate purchases. **(Issue 2)**

It is considered good practice for card holders to secure their own cards and not to place them in a safe that other people have access to. The Town Council holds two credit cards, one of these is held securely by the card holder, but the other is held in a safe. **(Issue 3)**

### **Expenditure**

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

Finding: Sample testing found that expenditure is appropriate and supported by invoices. Our sampled expenditure has been authorised as per Financial Regulations and reported to Finance and General Purposes Committee.

### **Petty Cash**

*Control: There is a maximum agreed level of petty cash in place. Receipts are available to support all expenditure. Receipts are duly numbered to allow cross reference with petty*

*cash books. All cash top ups are noted in the petty cash book. Entries in the petty cash book are up to date. All petty cash payments are reasonable.*

Finding: Financial regulations adequately detail petty cash limits and process for making claims from petty cash.

For all expenditure tested as part of our sample, receipts and petty cash vouchers were available to support the transaction and all expenditure appeared reasonable.

Petty cash is reconciled at the end of every month and approximately every two weeks when the tin is topped up. Reconciliation sheets are produced detailing expenditure, cash in the tin and top up amounts.

### **Banking**

*Control: Income is banked at least weekly and large amounts of cash are not held on site. Adequate controls are in place regarding to access to online banking and processing and authorising transactions.*

Finding: Income is banked with appropriate frequency, cash and cheque deposits could be traced into the bank statement and that online banking access is restricted to appropriate members of staff with sufficient segregation of duties.

### **Personal Cheques**

*Control: Personal cheques are never cashed from Council funds or petty cash.*

Finding: Internal audit confirmed with the Clerk that personal cheques are not cashed. Review of paying in books and petty cash records did not identify any occurrences of this taking place.

### **VAT**

*Control: VAT returns are completed accurately and timely and VAT reimbursed has subsequently been received and shows within the accounts.*

Finding: VAT returns are completed quarterly, and reimbursements are received promptly from HMRC.

### **Insurance**

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

Finding: There is appropriate insurance cover in place and payment of premiums has been approved at full council.

It was noted that this was the final year of an agreement with Zurich and next year the RFO will consult with a specialist broker for new quotes. The Town Council are currently in the process of gaining Cyber Essential Certification which is understood will provide Cyber Security insurance cover once complete.

## **Cemeteries**

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

Finding: Fees and charges for 2021/2021 were agreed at Finance & General Purposes Committee in November 2020. For a sample of cemetery income tested, Internal Audit can confirm that the correct fees have been charged and monies received could be reconciled to the bank account for the 10 transactions tested.

### 3 ISSUES IDENTIFIED

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#### **Cheques - Issue 1**

All cheque stubs should be initialled by two signatories as specified in the Financial Regulations.

#### **Credit Card (Onecard) - Issue 2**

Ensure all credit card transactions are authorised and supported by a signed purchase order prior to payment.

#### **Credit Card security – Issue 3**

Ensure all purchase cards are held by the cardholder in person and not in the safe.

#### **Progress on Previous Issues Raised**

##### **From Visit 3 2018/2019**

##### **Issue 1 – Income (Resolved)**

Café on the Vine and the House in the Basement. Explanations for no sales and voids from the tills at Café on the Vine and HIB are not recorded

Finding: The Catering Manager on site visually checks daily takings on the control sheet and will flag to Finance any unusual amounts or unusual activity. In future there will be written notes on the receipts when transactions of that nature occur in future.

##### **From Remote Visit 4 2020/2021**

##### **Issue 1 – Risk Assessments (Resolved)**

Risks of cyber enabled crime against the Council are not included in the Council Risk Assessment or Business Continuity Plan.

Finding: The Risk register has been updated to include Cyber Security.

##### **From Remote Visit 4 2020/2021**

##### **Issue 2 – Reconciliations**

All bank reconciliations should be dated and reviewed independently by a councillor.

Finding: Due to Covid, this has yet to be fully implemented. To be checked on a further visit.

## Appendix A – Audit Plan 2021/2022

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

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

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

05/04/2022

Sevenoaks Town Council

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## PURCHASE LEDGER INVOICE LISTING

User: MB

Purchase Ledger for Month No 11

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	31/01/22	31066	AMEX	AME001	0.44	0.00	0.44	6976	31	0.44	31066/credit card chg
16/02/2022	68050	31091	APPOINTMENT BUS	APP001	37.68	7.54	45.22	6200	30	7.97	31091/print chgs
								6200	31	29.71	31091/print chgs
08/02/2022	15014	31024	ARK TRADING	ARK001	146.23	29.25	175.48	6340	50	146.23	31024/staff uniform
15/02/2022	15/02/2022	31084	BANKLINE	BANKL01	86.60	0.00	86.60	6975	31	86.60	31084/bank chgs
04/02/2022	3574364	31036	BOOKER	BOOK001	11.19	0.56	11.75	6500	28	11.19	31036/goods for resale
04/02/2022	3574365	31037	BOOKER	BOOK001	98.05	9.61	107.66	6500	28	78.69	31037/Goods for resale
								6010	28	6.58	31037/cleaning eq
								6505	28	12.78	31037/consumables
17/02/2022	3574774	31110	BOOKER	BOOK001	36.54	3.26	39.80	6500	28	36.54	31110/goods for resale
17/02/2022	3574775	31111	BOOKER	BOOK001	151.30	4.39	155.69	6500	28	129.33	31111/Goods for resale
								6505	28	15.98	31111/consumables
								6010	28	5.99	31111/cleaning eq
17/02/2022	M132L1	31100	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	31100/Feb phone chgs
31/01/2022	38494	31050	BSP LIMITED	BSP001	220.00	44.00	264.00	6935	21	220.00	31050/skip hire
11/02/2022	147638	31033	HW COLDBREATH	COL003	80.32	0.00	80.32	6500	30	80.32	31033/Goods for resale
04/06/2021	INV-2395	31106	COMMERCIAL PRESSURE	COM003	50.00	10.00	60.00	6010	28	50.00	31106/window cleaning
16/06/2021	INV-2404	31105	COMMERCIAL PRESSURE	COM003	50.00	10.00	60.00	6010	28	50.00	31105/window cleaning
19/01/2022	INV-2625	31068	COMMERCIAL PRESSURE	COM003	50.00	10.00	60.00	6010	28	50.00	window cleaning 19th Jan 22
08/02/2022	151477	31058	CONNECTAPHONE	CON001	478.70	95.74	574.44	6101	36	46.98	31058/Jan phone chgs
								6101	30	73.15	31058/Jan phone chgs
								6101	21	11.79	31058/Jan phone chgs
								6101	22	15.73	31058/Jan phone chgs
								6101	31	331.05	31058/Jan phone chgs
31/01/2022	INV279373	31060	COUNTRY STYLE RECYCL	COU001	13.90	2.78	16.68	6935	36	13.90	31060/jan glass collection
28/02/2022	INV285624	31130	COUNTRY STYLE RECYCL	COU001	13.90	2.78	16.68	6935	36	13.90	31130/feb glass collection
02/02/2022	700005859160	31064	ECOTRICITY	ECO002	1,511.94	302.39	1,814.33	6010	41	1,511.94	31064/jan electric chgs
02/02/2022	000011565791	31017	EDF ENERGY	EDF002	1,301.31	260.26	1,561.57	6011	36	1,301.31	31017/Jan electric chgs

## Purchase Ledger for Month No 11

## 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
09/02/2022	000011625812	31034	EDF ENERGY	EDF003	15.85	0.79	16.64	6010	60	15.85	31034/Jan electric chg
12/01/2022	000011406791	31019	EDF ENERGY	EDF004	-72.96	-3.65	-76.61	6010	41	-72.96	31019/Oct electric credit
16/01/2022	000011417869	31022	EDF ENERGY	EDF004	-267.86	-13.39	-281.25	6010	41	-267.86	31022/ Nov electric credit
16/01/2022	000011417871	31020	EDF ENERGY	EDF004	1,936.18	387.23	2,323.41	6010	41	1,936.18	31020/Oct-dec electric chg
16/01/2022	000011417875	31021	EDF ENERGY	EDF004	1,337.62	267.52	1,605.14	6010	41	1,337.62	31021/Dec electric chgs
01/02/2022	000011500559	31010	EDF ENERGY	EDF004	-1,337.62	-267.52	-1,605.14	6010	41	-1,337.62	31010/Electric credit for Dec
01/02/2022	000011500560	31011	EDF ENERGY	EDF004	-1,936.18	-387.23	-2,323.41	6010	41	-1,936.18	31011/Electric credit Oct-Dec
02/02/2022	JGF/E./10590/G	31120	EDWARD TYRRELL	EDW002	315.00	63.00	378.00	5410	23	315.00	31120/30% fence deposit
09/09/2021	0003489509	31085	ELITE	EFS001	146.90	10.30	157.20	6500	28	95.40	31085/Goods for resale
								6505	28	51.50	31085/burger boxes
08/11/2021	0003549690	31045	ELITE	EFS001	51.86	4.13	55.99	6500	30	31.21	31045/Goods for resale
								6013	30	20.65	31045/cleaning eq
31/12/2021	0003597230	31044	ELITE	EFS001	111.07	0.00	111.07	6500	28	111.07	31044/goods for resale
04/02/2022	0003629584	31057	ELITE	EFS001	-73.89	0.00	-73.89	6500	28	-73.89	31057/Goods for resale credit
10/02/2022	0003630460	31040	ELITE	EFS001	66.01	7.56	73.57	6500	28	28.21	31040/Goods for resale
								6505	28	37.80	31040/coffee cups 1 x 500
10/02/2022	0003630461	31035	ELITE	EFS001	73.89	0.00	73.89	6500	28	73.89	31035/Goods for resale
18/02/2022	0003637816	31112	ELITE	EFS001	208.38	0.00	208.38	6500	30	208.38	31112/goods for resale
25/02/2022	0003644035	31114	ELITE	EFS001	73.89	0.00	73.89	6500	28	73.89	31114/goods for resale
25/02/2022	0003644036	31113	ELITE	EFS001	50.50	0.00	50.50	6500	28	50.50	31113/goods for resale
01/02/2022	67304	31029	ATLAS FM/EMPRISE SVS	EMP001	404.64	80.93	485.57	6932	22	404.64	31029/Feb lock up chgs
01/02/2022	67305	31030	ATLAS FM/EMPRISE SVS	EMP001	944.72	188.94	1,133.66	5311	21	944.72	31030/Feb lock up chgs
01/02/2022	67306	31031	ATLAS FM/EMPRISE SVS	EMP001	630.00	126.00	756.00	5311	21	630.00	31031/Feb lock up chgs
18/02/2022	140844	31119	ENGLISH WOODLANDS	ENG001	54.12	10.82	64.94	5340	21	54.12	31119/plants
18/02/2022	140874	31118	ENGLISH WOODLANDS	ENG001	151.00	30.20	181.20	5340	21	151.00	31118/plants
03/02/2022	1011645	31051	EXPRESS FACTORS	EXPR001	31.20	6.24	37.44	5550	21	31.20	31051/bulbs & lenses
24/02/2022	1016832	31107	EXPRESS FACTORS	EXPR001	188.00	37.60	225.60	5500	21	188.00	31107/wheel dolly x 2
09/02/2022	0063/03006719	31078	FAIRALLS	FAIR001	5.40	1.08	6.48	5010	29	5.40	31078/bolts x 3
14/02/2022	0063/03012752	31121	FAIRALLS	FAIR001	16.42	3.28	19.70	5120	21	16.42	31121/postmix



## Purchase Ledger for Month No 11

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/02/2022	0063/03014696	31122	FAIRALLS	FAIR001	2.52	0.50	3.02	5410	36	2.52	31121/4 coach screws
15/02/2022	0063/03014697	31123	FAIRALLS	FAIR001	9.20	1.84	11.04	5525	21	6.10	31123/drill bit
								5410	36	3.10	31123/bolts,washers,nuts
16/02/2022	0063/03016432	31124	FAIRALLS	FAIR001	1.89	0.38	2.27	5410	36	1.89	31124/screws x 3
17/02/2022	0063/03018653	31125	FAIRALLS	FAIR001	6.00	1.20	7.20	5410	36	6.00	31125/screws x 3
28/01/2022	00293358	31069	FAIRALLS	FAIR001	114.94	22.99	137.93	5010	29	114.94	Remix postmix-Pergola at Vine
28/02/2022	SEVENOAKSTC28	31133	FLEXIBLE FUTURES	FLE001	486.20	85.00	571.20	6320	31	486.20	31133/Equality workshop
09/02/2022	1027660	31055	FORGE GARAGE	FORG001	75.00	15.00	90.00	5550	21	75.00	31055/GU14 XKZ service
18/02/2022	29	31080	FROM PLANTS ONLY	FRO002	24.00	0.00	24.00	6500	30	24.00	31080/cheese
04/02/2022	INV501291	31049	GAZA TIMBER	GAZA001	14.91	2.98	17.89	5010	29	14.91	31049/screws x 3
08/02/2022	INV501461	31046	GAZA TIMBER	GAZA001	32.16	6.43	38.59	5010	29	32.16	31046/wood fastener
04/02/2022	9287	31048	G B SPORT AND LEISUR	GBS001	675.96	135.19	811.15	5310	21	675.96	31048/swing seat
24/02/2022	9442	31126	G B SPORT AND LEISUR	GBS001	454.72	90.94	545.66	5500	21	454.72	31126/sit in play seat
31/01/2022	10696	31056	HARDWARE CENTRE	HARD001	50.32	10.06	60.38	5500	21	14.14	31056/saw & block
								5525	21	25.28	31056/hooks & drill bits
								5410	28	10.90	31056/nuts,bolts,washers,screw
26/01/2022	82109	31013	HERBERT & WARD	HAW001	126.00	0.00	126.00	6500	28	126.00	31013/coffee
16/02/2022	82287	31075	HERBERT & WARD	HAW001	206.00	16.00	222.00	6505	30	80.00	31075/coffee cups & lids
								6500	30	126.00	31075/coffee
17/02/2022	82343	31076	HERBERT & WARD	HAW001	146.00	0.00	146.00	6500	28	146.00	31076/coffee
24/02/2022	82365	31115	HERBERT & WARD	HAW001	45.00	9.00	54.00	6505	28	45.00	31115/coffee cups
28/02/2022	17146	31092	HELIOCENTRIX	HELI001	1,463.76	292.75	1,756.51	6240	30	487.92	31092/laptop x 1
								6240	31	975.84	31092/laptop x 2
28/02/2022	17240	31131	HELIOCENTRIX	HELI001	1,903.39	380.68	2,284.07	6240	31	1,086.79	31131/feb IT support chgs
								6242	31	816.60	31131/feb office 365
02/02/2022	169944	31007	HELIOCENTRIX	HELI001	2,313.48	462.70	2,776.18	9063	91	2,313.48	31007/hybrid PC meeting eq
31/01/2022	T2261	31014	HELIOCENTRIX	HELI001	293.00	58.60	351.60	6105	41	293.00	31014/Jan wifi chgs
13/02/2022	0280667	31071	HOLLYBUSH LAUNDRY	HOL002	25.00	0.00	25.00	6013	30	25.00	tablecloths laundry
01/02/2022	INV-2286	30998	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	30998/planning tracker support

## Purchase Ledger for Month No 11

## 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
10/02/2022	1005976	31023	KALL KWIK	KALL001	338.00	48.00	386.00	6200	31	338.00	31023/precept flyer print chg
18/02/2022	1005995	31109	KALL KWIK	KALL001	29.00	5.80	34.80	6461	31	29.00	31109/town meeting banner
01/02/2022	I3965273	31042	KCC KCS	KCC003	2,299.00	459.80	2,758.80	7555	38	2,299.00	31042/litter pickers 1 x100
03/02/2022	I3967109	31005	KCC KCS	KCC003	98.87	19.77	118.64	6200	31	4.95	31005/stationery
								6010	33	93.92	31005/cleaning eq
23/02/2022	I3977558	31108	KCC KCS	KCC003	216.35	43.27	259.62	5500	31	216.35	31108/chair for B.T
24/02/2022	I3978289	31094	KCC KCS	KCC003	87.32	17.46	104.78	6200	31	24.68	31094/stationery
								6010	33	62.64	31094/cleaning eq
04/02/2022	7598393	31012	KFF	KFF001	120.95	5.05	126.00	6013	30	14.50	31012/cleaning eq
								6500	30	106.45	31012/Goods for resale
18/02/2022	034	31129	JOHN LEVERIDGE	LEV002	1,428.00	0.00	1,428.00	6869	32	1,428.00	31129/18 jubilee crowns
08/02/2022	03922GR	31067	LOCUM LOCKS	LOC003	557.62	111.53	669.15	5025	21	557.62	31067/replace broken locks
08/02/2022	PS08022	31043	MIDKENT COLLEGE	MIDK001	399.85	0.00	399.85	6320	31	399.85	31043/AAT L4 course fee
23/02/2022	811296	31101	NALC	NALC001	580.00	116.00	696.00	6730	31	580.00	31101/NALC membership subs
07/02/2022	402337/0	31070	NATIONAL LEAFLET CO	NAT010	1,195.07	239.01	1,434.08	6210	31	1,195.07	Town Crier delivery charge
28/02/2022	UKSPS00075869	31102	NEXUDUS SL	NEX001	95.96	19.19	115.15	6900	41	95.96	31102/Feb hub booking fees
02/12/2021	23998340	31079	NISBETS	NIS001	217.83	43.56	261.39	6922	31	217.83	31079/sanitiser station & gel
02/02/2022	24283016	30997	NISBETS	NIS001	60.46	12.09	72.55	6505	30	60.46	30997/burger boxes & labels
01/02/2022	1FEBRUARY2022	31006	OAKHILL ROAD	OAK001	880.00	0.00	880.00	6812	21	880.00	31006/Annual road dues
28/02/2022	28FEBANN	31103	ONECARD	ONE002	5,160.46	875.97	6,036.43	6500	28	53.33	31103/Goods for resale
								6500	30	84.23	31103/goods for resale
								6500	30	-2.00	31103/goods for resale refund
								6500	28	46.95	31103/Goods for resale
								6500	28	-0.80	31103/Goods for resale credit
								6500	30	97.70	31103/goods for resale
								6500	28	70.35	31103/goods for resale
								6500	30	106.17	31103/goods for resale
								6500	30	-3.53	31103/goods for resale credit
								6500	28	60.63	31103/goods for resale

## Purchase Ledger for Month No 11

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	28	-1.60	31103/Goods for resale credit
								6500	30	91.97	31103/Goods for resale
								6500	28	39.61	31103/Goods for resale
								6010	28	2.30	31103/cleaning equipment
								6010	28	2.45	31103/cleaning eq
								6010	28	5.00	31103/cleaning equipment
								6922	33	507.49	31103/COVID neutraliser
								6922	30	507.49	31103/COVID neutraliser
								6922	22	507.49	31103/COVID neutraliser
								6922	28	332.50	31103/COVID neutraliser
								6922	30	332.50	31103/COVID neutraliser
								6922	21	332.50	31103/COVID neutraliser
								6922	36	332.51	31103/COVID neutraliser
								6922	33	20.39	31103/Carbon monoxide detector
								5500	31	29.17	31103/10 picture frames
								5500	36	9.16	31103/3-D clock
								5500	28	18.32	31103/coat hooks x 2
								5500	30	11.03	31103/A3 picture frame
								5500	28	164.99	31103/blinds x 6
								6104	21	5.00	31103/O/S team ipad
								6104	21	8.40	31103/phone battery for R.G
								6104	36	8.34	31103/KW mobile
								6104	21	5.00	31103/RG mobile
								6104	36	8.34	31103/KW mobile
								6104	21	6.67	31103/O/S ipad
								6104	21	8.34	31103/NC mob
								110	0	625.00	31103/planning survey subs
								9066	91	125.00	31103/planning survey subs
								6240	11	10.95	31103/Acrobat Standard lic

## Purchase Ledger for Month No 11

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6240	50	16.64	31103/Adobe Illustrator HITB
								6240	40	41.62	31103/Creative cloud subs
								6330	31	10.42	31103/tea, milk
								6330	31	65.00	31103/food for staff meeting
								6900	31	0.17	31103/bag
								6900	30	2.75	31103/flowers
								6710	11	50.00	31103/conference for G.E
								6505	30	3.00	31103/freezer bags
								6505	28	2.10	31103/cling film
								6101	31	16.67	31103/LL ipad
								6101	36	8.34	31103/B&B.C caretaker mob
								6101	22	8.34	31103/AC cemetery mob
								6200	30	20.98	31103/250 loyalty cards
								6869	32	129.16	31103/Queens canopy plaque
								6869	32	89.98	31103/2 x urn planters
								6869	32	89.98	31103/2 x urn planters
								5340	21	35.97	31103/2 x 6 sweet pea plugs
28/02/2022	28FEBLIN	31146	ONECARD	ONE002	1,098.18	85.00	1,183.18	110	0	296.00	3114/conference tickets inc ac
								110	0	198.00	3114/conference tickets inc ac
								6460	31	128.99	3114/QR code subs
								6710	31	97.90	3114/train tickets for LOTY
								6710	31	80.19	3114/hotel for LOTY
								6710	31	-97.90	3114/LOTY train tickets refund
								6869	32	395.00	3114/portable crazy golf
01/02/2022	137328	31047	PALMSTEAD	PALM002	492.80	84.06	576.86	5410	33	43.00	31047/plants
								6802	22	166.00	31047/plants
								5340	21	283.80	31047/plants
02/02/2022	00002976949-046	31015	PLUSNET	PLUS01	25.73	5.15	30.88	6101	28	25.73	31015/Feb phone chgs
04/02/2022	00003028653-046	31016	PLUSNET	PLUS01	45.56	9.11	54.67	6101	50	45.56	31016/Feb phone chgs

## Purchase Ledger for Month No 11

## 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
03/02/2022	00003028673-046	31004	PLUSNET	PLUS01	19.38	3.88	23.26	6101	22	19.38	31004/Feb phone chgs
27/01/2022	195945	31065	PREMIER ALARMS	PREM001	75.00	15.00	90.00	6930	41	75.00	31065/alarm engineer callout
11/02/2022	196448	31090	PREMIER ALARMS	PREM001	34.21	6.84	41.05	6930	30	34.21	31090/12v battery
15/02/2022	166728	31077	PROVENDER	PRO002	199.15	36.35	235.50	5340	21	199.15	31077/plants
07/02/2022	RS95014	31053	RAWSTONE HIRE	RAW001	3.05	0.61	3.66	5500	21	3.05	31053/acro props x 2
07/02/2022	RS95015	31052	RAWSTONE HIRE	RAW001	18.98	3.80	22.78	5500	21	12.60	sander
								5525	21	6.38	sanding sheet & disc
22/02/2022	22/02/22	31072	REPOSS LTD	REP001	228.13	45.62	273.75	5525	30	228.13	31072/Till maint & support
22/02/2022	22/2/22	31073	REPOSS LTD	REP001	312.51	62.50	375.01	5525	28	312.51	31073/till maint & support
14/02/2022	1238095380	31074	SCREWFIX	SCREW001	79.65	15.93	95.58	5010	29	79.65	31074/pagoda screws & netting
11/02/2022	2071956	31032	SDC	SDC001	1,500.00	0.00	1,500.00	5310	21	1,500.00	31032/SGCP contribution
23/02/2022	2072037	31095	SDC	SDC001	927.00	11.00	938.00	6889	31	927.00	31095/recycling sacks
25/02/2022	204270705	31093	SDC	SDC001	655.20	131.04	786.24	6934	21	655.20	31093/dog bin emptying
03/02/2022	2071732	31039	SDC DIRECT SERVICES	SDC002	60.45	0.00	60.45	6935	30	60.45	31039/Jan bin collection chg
03/02/2022	2071841	31003	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	31003/Jan bin collection
03/02/2022	2071842	31002	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	31002/Jan bin collection
03/02/2022	2071843	31000	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	31000/Jan bin collection
03/02/2022	2071850	31001	SDC DIRECT SERVICES	SDC002	60.45	0.00	60.45	6935	36	60.45	31001/Jan bin collection
03/02/2022	2071851	30999	SDC DIRECT SERVICES	SDC002	105.90	0.00	105.90	6935	28	105.90	30999/Jan bin collection
08/02/2022	31041	31041	SETON	SET001	85.22	17.04	102.26	5500	36	85.22	31041/bike rack
09/02/2022	9303437016	31038	SETON	SET001	27.77	5.55	33.32	5500	36	27.77	31038/no smoking sign
26/01/2022	84983	31026	SGE	SGE001	31.20	1.56	32.76	5700	22	31.20	31026/gas oil
23/01/2022	8741146	31083	SHELL	SHEL001	39.92	7.98	47.90	5700	22	39.92	31083/fuel
30/01/2022	8790286	31082	SHELL	SHEL001	181.88	36.37	218.25	5700	21	181.88	31082/fuel
06/02/2022	8848969	31028	SHELL	SHEL001	77.58	15.52	93.10	5700	21	77.58	31028/fuel
13/02/2022	8895880	31081	SHELL	SHEL001	87.31	17.46	104.77	5700	22	41.34	31081/fuel
								5700	21	45.97	31081/fuel
20/02/2022	8939706	31117	SHELL	SHEL001	23.32	4.66	27.98	5700	22	23.32	31117/fuel
27/02/2022	8989002	31116	SHELL	SHEL001	127.27	25.46	152.73	5700	22	127.27	31116/fuel

## Purchase Ledger for Month No 11

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
23/02/2022	0048	31096	SSE	SSE002	879.43	175.88	1,055.31	6010	33	879.43	311096/electric chg 12/11-21/2
04/02/2022	0095	31063	SSE	SSE006	233.42	46.68	280.10	6010	22	233.42	31062/jan electric chgs
04/02/2022	0036	31061	SSE	SSE008	545.90	109.18	655.08	6011	30	545.90	31061/jan electric chg
04/02/2022	0010	31062	SSE	SSE013	254.64	50.92	305.56	6012	36	254.64	31062/jan gas chgs
02/02/2022	0002	31018	SSE	SSE014	144.58	7.22	151.80	6012	30	144.58	31018/Jan gas chgs
21/02/2022	0039	31097	SSE	SSE015	688.75	137.75	826.50	6010	33	688.75	311097/electric chg 10/11-17/2
21/02/2022	0020	31098	SSE	SSE016	31.34	1.56	32.90	6861	26	31.34	311098/electric chg 10/11-17/2
17/01/2022	00384909	31059	STAGE ELECTRICS	STA001	1,964.42	392.88	2,357.30	9063	91	1,964.42	31059/6 wash lights
26/01/2022	0000527715	31025	TATE FENCING	TATE001	49.16	9.83	58.99	9063	91	49.16	31025/gate posts
04/02/2022	92015	31054	JS TAYLOR	TAYL001	1,130.00	0.00	1,130.00	5110	21	1,130.00	31054/storage heater
08/02/2022	92021	31027	JS TAYLOR	TAYL001	80.00	0.00	80.00	5410	28	80.00	31027/heater repair
22/02/2022	22FEBRUARY2022	31099	TOWN CRIER	TOW001	7.90	0.00	7.90	6869	32	7.90	31099/Town Crier travel exp
28/02/2022	5790130	31104	REACH PLC	TRM	350.00	70.00	420.00	6460	31	350.00	31104/Ad for An Town Meeting
28/02/2022	LAO1255405	31132	VEOLIA	VEOL001	14.06	2.81	16.87	6935	33	14.06	31132/Feb glass collection
01/02/2022	14204	31009	VISION ICT	VISICT001	285.00	57.00	342.00	110	0	285.00	31009/website hosting & supp
28/02/2022	145723	31128	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	31128/feb clean & lock up chgs
								5026	21	227.80	31128/feb clean & lock up chgs
								5020	29	683.40	31128/feb clean & lock up chgs
								5025	21	683.39	31128/feb clean & lock up chgs
28/02/2022	145724	31127	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	31127/feb hygiene unit clean
								5020	29	12.94	31127/feb hygiene unit clean
								5025	21	12.95	31127/feb hygiene unit clean
31/01/2022	190714003	31087	WORLDPAY	WOR001	106.51	14.27	120.78	6976	31	106.51	31087/Jan card chgs
31/01/2022	190968168	31089	WORLDPAY	WOR001	68.32	9.86	78.18	6976	30	68.32	31089/Jan card chgs
31/01/2022	191009890	31088	WORLDPAY	WOR001	7.46	0.01	7.47	6976	31	7.46	31088/Jan card chgs
31/01/2022	191014848	31086	WORLDPAY	WOR001	22.00	4.40	26.40	6976	28	22.00	31086/Jan card chgs
01/02/2022	WM11740452	31008	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	31008/Feb card trans chgs

Purchase Ledger for Month No 11

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
TOTAL INVOICES					45,370.62	7,069.09	52,439.71			45,370.62	

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Payroll A/c

For Month No: 11

## Receipts for Month 11

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 02/02/2022	3,408.75						
DD2/2	Nat West - Current Account	3,408.75			201		3,408.75	January 2022 L&G Tfr
	Banked: 25/02/2022	51,866.09						
BACS25/2	Nat West - Current Account	51,866.09			201		51,866.09	Februray 2022 Wages Tfr
	Banked: 28/02/2022	23,513.73						
BACS28/2	Nat West - Current Account	23,513.73			201		23,513.73	February 2022 HMRC/KCC Tfr
Total Receipts for Month		78,788.57	0.00	0.00			78,788.57	
Cashbook Totals		<u>79,788.57</u>	<u>0.00</u>	<u>0.00</u>			<u>79,788.57</u>	

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## Payments for Month 11

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/02/2022	Legal & General	DD2/2	3,408.75			516		3,408.75	January L&G Payment
25/02/2022	Employees	BACS25/2-1	51,706.09			520		51,706.09	February 2022 Wages payment
25/02/2022	Councillors	BACS25/2-2	160.00			520		160.00	February 2022 Allowance paymen
28/02/2022	HMRC/KCC	BACS28/2	23,513.73			515		13,097.58	February 2022 HMRC Payment
						516	0	10,416.15	February 2022 KCC Payment
Total Payments for Month			78,788.57	0.00	0.00			78,788.57	
Balance Carried Fwd			1,000.00						
Cashbook Totals			79,788.57	0.00	0.00			79,788.57	

Date: 05/04/2022

Sevenoaks Town Council

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Petty Cash

For Month No: 11

## Receipts for Month 11

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	895.45					895.45	
	Banked: 16/02/2022	392.88						
001603	Nat West - Current Account	392.88			201		392.88	petty cash top up
Total Receipts for Month		392.88	0.00	0.00			392.88	
Cashbook Totals		<u>1,288.33</u>	<u>0.00</u>	<u>0.00</u>			<u>1,288.33</u>	

Continued on Page 2

## Payments for Month 11

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/02/2022	Youth Cafe	766/A	5.35		0.89	6010	50	4.46	cleaning equipment
01/02/2022	Youth Cafe	766/B	1.00		0.16	6900	50	0.84	shopping bags
01/02/2022	Youth Cafe	766/C	15.65			6500	50	15.65	Goods for resale
01/02/2022	Youth Cafe	766/D	9.99			5500	50	9.99	toilet roll holder
01/02/2022	Youth Cafe	766/E	38.95		6.49	6500	50	32.46	Goods for resale
03/02/2022	Vine Cafe	767/A	1.00		0.17	6500	28	0.83	Goods for resale
03/02/2022	Vine Cafe	767/B	19.68			6500	28	19.68	Goods for resale
03/02/2022	Vine Cafe	767/C	2.50		0.42	6505	28	2.08	cafe consumables
04/02/2022	Vine Cafe	767/D	39.22			5500	28	39.22	tea mugs & food storer
04/02/2022	Vine Cafe	767/E	1.00		0.17	6200	28	0.83	marker pen
04/02/2022	Mayor's Account	768	1.50			6210	42	1.50	postage for Quiz Night
08/02/2022	Allotments	769	4.12			6002	23	4.12	postage
11/02/2022	Open Spaces	770	39.00		6.50	5010	29	32.50	turf for Vine Area
14/02/2022	bat and Ball Cafe	771	60.40			6500	30	60.40	Goods for resale
14/02/2022	bat and Ball Cafe	772	27.61			6500	30	27.61	Goods for resale
14/02/2022	Youth Cafe	773/A	1.00		0.16	6900	50	0.84	shopping bags
14/02/2022	Youth Cafe	773/B	8.94			6500	50	8.94	Goods for resale
14/02/2022	Youth Cafe	773/C	20.05		3.34	6500	50	16.71	Goods for resale
14/02/2022	Youth Cafe	773/D	0.87		0.15	6010	50	0.72	cleaning equipment
17/02/2022	Bat and Ball Centre	775	1.65			6330	36	1.65	sugar, milk
18/02/2022	Open Spaces	774/A	16.10			6330	21	16.10	refreshments
18/02/2022	Open Spaces	774/B	3.20			6210	21	3.20	postage
18/02/2022	Youth Cafe	776/A	5.49		0.92	6200	50	4.57	laminating pouches
18/02/2022	Youth Cafe	776/B	6.50		1.08	6500	50	5.42	Goods for resale
18/02/2022	Youth Cafe	776/C	2.75			6500	50	2.75	Goods for resale
18/02/2022	Youth Cafe	776/D	3.96			6210	50	3.96	postage
23/02/2022	bat and Ball station	777	7.79		1.30	5410	30	6.49	super glue
24/02/2022	Youth Cafe	778	19.00		3.16	6200	50	15.84	craft materials
Total Payments for Month			364.27	0.00	24.91			339.36	
Balance Carried Fwd			924.06						
Cashbook Totals			1,288.33	0.00	24.91			1,263.42	

**Sevenoaks Town Council  
Finance & General Purposes Committee - 11th April 2022**

**Community Infrastructure Levy (CIL) Report**

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

Currently the record of the receipt due in March 2022 is £87,061.64

The total unallocated sum to be used for infrastructure projects as at F&GP 31<sup>st</sup> January 2022 was £60,676.97, less £9,000 previously allocated to Knole Paddock infrastructure, leaves £51,676.97 unallocated CIL funds.

Unallocated Funds F&GP 22.11.2021	£51,676.97
Vine Gardens Play Area Surface (OSL 14.02.2022)	£4,478.40
SIDs	Tbc
Revised balance	£47,198.57
March 2022 (income recorded to date) *	£87,061.64
Draft Balance 31.3. 2022	£134,260.21
Recommendation to Council 4.4.2022 Refurbishment of Vine Assets	£70,000
New Balance*	£64,260.21

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**Finance & General Purposes Committee – 11<sup>th</sup> April 2022**

**Renewal of Blighs Market Licence**

**Background**

Sevenoaks Town Council holds a Saturday market at Blighs.

Following agreement at January 2022 F&GP, the 5-year licence agreement was renewed on 28 March 2022.

The annual licence fee has been renewed at £388.90 pa, with annual increases in line with RPI. This is a 19.6% increase to the current fee of £325, which wasn't increased for 5 years.

In addition, STC pay an annual fee to SDC to store the market cabins. This has been renewed for 3 years with effect from October 2021, for an annual fee of £1,250. This is a 25% increase to the previous fee which had been in place since (at least) 2015.

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

The stallholder fee increased by 25% would be £50 per week.

The stallholder fee increased by 19.6% would be £47.84 per week.

Both increases would be a significant jump for stallholders already dealing with inflation.

**Proposal**

The recommendation is that the weekly stallholder fee is increased to £42.50, inline with February 2022 CPI inflation of 6.2%.

Annual stallholder fee reviews to be put in place.

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**Sevenoaks Town Council  
Finance & General Purposes Committee - 11th April 2022**

**HM Queen Platinum Jubilee Celebrations in Sevenoaks**

Sevenoaks Town Council is putting in place various events for the local community to commemorate HM Queen Platinum Jubilee within the town. It is also assisting with promotion of events that are not being organised directly by the Town Council as it did in the Jubilee celebrations ten years ago.

There are costs attached to several of these community activities, it is therefore recommended that a budget of £10,000 is set aside for these activities. The funding would be from the 2022 / 2023 underspend on annual budget.

**RECOMMENDED:** that a budget of £10,000 is set aside for HM Queen Platinum Jubilee Celebrations in Sevenoaks, the funding allocation to be from the 2022 / 2023 underspend on annual budget.

## **HM Queen Platinum Jubilee Celebrations in Sevenoaks**

**Sevenoaks in Bloom**

Themed to coordinate with Jubilee celebrations, colour scheme Purple and Gold and Crown themes.

**National Digital Trail**

Town Team to arrange involvement in the National Digital Trail, running for 5 weeks over the May Day Bank Holiday and the Summer half term holidays. Players visit seven locations and scan characters into their smartphones, learning about each decade of her Majesty's 70-year reign.

**Souvenir Town Crier**

The souvenir Town Crier brochure will be produced, similar to ten years ago. The brochure will provide an overview of events taking place over the extended Bank Holiday weekend and will be circulated to each household during May 2022.

**Children's Literary Competition**

A children's literary competition is being held to invite young people to write about what they would do if they were King or Queen for the day. Prizes of book vouchers and donation to a charity of the winner's choice will be provided. The closing date of the competition will be 13<sup>th</sup> May 2022.

**Art Competition (s)**

Local artists are being asked to provide designs for Crowns which will be included in Highway Banners. Closing date is 11<sup>th</sup> April 2022.

**Sevenoaks Town Council  
Finance & General Purposes Committee - 11th April 2022**

Children are being asked to provide designs for Crowns which will be incorporated into banners which will be placed around the exterior railings of the Vine Gardens from end of May 2022. Closing date for submission of designs is 20<sup>th</sup> April 2022.

### **Queen's Canopy**

The Mayor planted an Avalon Plum Tree on 11<sup>th</sup> March 2022 at 2 p.m. at the Bat & Ball Centre as part of the Queen's Canopy.

### **Thursday 2<sup>nd</sup> June 2022**

### **Beacon Lighting**

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

1.00 p.m.	<b>Town Criers</b> At 1.00 p.m., local time, Town Criers across the country are being invited to undertake the national proclamation announcing the lighting of the beacons that evening.
9.35 p.m.	<b>Pipers and Pipe Bands</b> As the sun sets across the UK and the Commonwealth, individual pipers and pipe bands are being asked to play "Du Regnare" from central locations* as a tribute to the Queen.  The plan is for a piper to play at the Vine Bandstand and then lead a procession to the Beacon, followed by the Mayor, dignitaries and members of the public.
9.40 p.m.	<b>Buglers and Cornet Players</b> Before lighting the beacon 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.  To coincide with the lighting of the beacons throughout the Commonwealth choirs and singing groups in local communities will be encouraged to sing a specially written song which will be made available online. It is hoped that this song will be performed by Sevenoaks URA Singing Group (tbc)
9.45 p.m.	<b>Beacon Lighting Ceremony</b> Mayor to light the beacon All to sing God Save the Queen

**Sevenoaks Town Council  
Finance & General Purposes Committee - 11th April 2022**

**Friday 3<sup>rd</sup> June 2022**

**Big Picnic Lunch**

Sevenoaks to join in with the national Big Lunch project, with a Big Picnic Lunch on the Vine with music representing the seven decades of the Queen's Reign, and various stalls.

Time	Music era	Band Name Band details to be confirmed
12.00 p.m.	50s	
1.00 p.m.	60s	
2.00 p.m.	70s	
3.00 p.m.	80s	
4.00 p.m.	90s	
5.00 p.m.	00s	
6.00 p.m.	Current	

<b>Friday 3rd June 11am-3pm:</b> Jubilee Picnic in Green Court	<p>Join us in Green Court to celebrate the Queen's Platinum Jubilee. Bring along your own picnic to enjoy in the beautiful surroundings of Green Court. Play with our giant games and put on our costumes to dress up as kings and queens.</p> <p>The National Trust car park is for admission ticket holders only. To use the car park please pre-book admission tickets for every person in your vehicle. Please check the website for further details.  <a href="http://www.nationaltrust.org.uk/knole">www.nationaltrust.org.uk/knole</a></p>
<b>See website for display dates</b>	<p>In celebration of the Queen's Platinum Jubilee, a variety of coronation robes will be on display in the showrooms. These are rarely seen and have been carefully packed in our store to protect the precious textiles. They will be on display on select dates in June. Please check the website for further details. <a href="http://www.nationaltrust.org.uk/knole">www.nationaltrust.org.uk/knole</a></p> <p>The National Trust car park is for admission ticket holders only. To use the car park please pre-book admission tickets for every person in your vehicle.</p>

**Saturday 4<sup>th</sup> June 2022**

**Local Street Parties**

Residents are invited to have their own localised street parties, KCC Highways have granted special dispensations for road closures for non-A roads and cul de sacs, applications needed to be made prior to 31<sup>st</sup> March 2022.

**Sevenoaks Town Council  
Finance & General Purposes Committee - 11th April 2022**

**Sunday 5<sup>th</sup> June 2022**

**Commemorative Church Services**

**Mayor's Civic Service at St Nicholas Church  
Combined with National Thank You Day**

**Local Street Parties / Events**

**Bradbourne Lakes Picnic**

Community picnic with games, music from Sevenoaks & Tonbridge Training Band.

**Tuesday 7<sup>th</sup> June 2022**

**The Big Community Sing**

Sevenoaks District Council will be holding the Big Community Sing at The Stag from 7 p.m.

**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 11<sup>th</sup> April 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><b>197. Streetlighting</b> The Committee received and considered the report from the Responsible Financial Officer and note the Town Council’s policy as set out in Minute No. 61 of the Finance &amp; General Purposes Committee held on 15<sup>th</sup> June 2015.</p> <p>The following private roads had adopted their streetlights:</p> <table><tr><td>Clarendon Road</td><td>St Botolphs Avenue</td></tr><tr><td>Quarry Hill</td><td>St James Road</td></tr><tr><td>Yeomans Meadow</td><td>The Glade</td></tr><tr><td>Heathfield Road</td><td>South Park</td></tr><tr><td>Garvock Drive</td><td>Harrison Way</td></tr><tr><td>Wildernesse Mount</td><td>Farnaby Drive</td></tr><tr><td>Wood Drive</td><td>Wildernesse Avenue</td></tr></table> <p>The following private roads had not adopted their streetlights:</p> <table><tr><td>Coombe Avenue</td><td>Woodside Road</td></tr><tr><td>Pineneedle Lane</td><td>Lyle Park</td></tr><tr><td>Heathfield Road</td><td>Kincraig Drive</td></tr></table> <p><b>RESOLVED:</b></p> <p>i) To proceed with LED upgrade option 3 i.e. LED upgrade plus match existing heritage style lighting on Rectory Land and Judd’s Piece at a cost of £17,790 noting that the Sevenoaks Town Council shortfall of £11,717 to be met from Capital Reserves.</p> <p>ii) To write to remaining private roads who have chosen to not adopt their streetlights providing one month’s notice that the Town Council intends to proceed as per Minute No.61 F&amp;GP 15<sup>th</sup> June 2015 for removal of all lights on all private roads with unadopted lights at a cost of</p>	Clarendon Road	St Botolphs Avenue	Quarry Hill	St James Road	Yeomans Meadow	The Glade	Heathfield Road	South Park	Garvock Drive	Harrison Way	Wildernesse Mount	Farnaby Drive	Wood Drive	Wildernesse Avenue	Coombe Avenue	Woodside Road	Pineneedle Lane	Lyle Park	Heathfield Road	Kincraig Drive
Clarendon Road	St Botolphs Avenue																							
Quarry Hill	St James Road																							
Yeomans Meadow	The Glade																							
Heathfield Road	South Park																							
Garvock Drive	Harrison Way																							
Wildernesse Mount	Farnaby Drive																							
Wood Drive	Wildernesse Avenue																							
Coombe Avenue	Woodside Road																							
Pineneedle Lane	Lyle Park																							
Heathfield Road	Kincraig Drive																							

**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 11<sup>th</sup> April 2022**

Item	Minute No		Status	Latest update
	280 – F&GP 16.09.19			<p>£12,978. Noted that the projected budget shortfall of £7,978 would be met from Revenue Reserves.</p> <p>iii) To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.</p> <p>F&amp;GP Committee 16.09.19 (Minute 280):</p> <p><b>RESOLVED:</b></p> <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 31<sup>st</sup> 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 30<sup>th</sup> 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&amp;GP Committee 25.11.19 (Minute 377):</p> <p><b>RESOLVED</b> 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			

**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 11<sup>th</sup> April 2022**

Item	Minute No		Status	Latest update
	407 – Council 09.12.19			road entered into the scheme.” (Minute 197 (iii) 05.08.19 refers)
	199 – F&GP 14.09.20			<p>Council 09.12.19 (Minute 407) RESOLVED:</p> <p>That the following Resolution 197(iii) of the Finance and General Purposes Committee held on 5<sup>th</sup> August 2019 be rescinded:</p> <p>“To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.”</p> <p><b>199. Streetlighting Update</b></p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) That residents of Woodside Road be advised of a deadline by which this matter needed to be resolved, including providing a single point of contact for the road for the Town Council to invoice, after which time the lights would be removed; and</li> <li>2) That the light at the eastern end of Coombe Avenue be retained while officers investigate whether the footpath is a Public Right of Way or whether the light could be retained under the Town Council’s current policy.</li> </ol>
	320 - F&GP 23.11.20			<p>Update:</p> <p>Coombe Ave – Western end light to be removed as per previous decision. Residents have been contacted. 1 resident has replied to say they are unhappy. Resident on Cramptons Road is being kept updated as the light is to the rear of their property.</p> <p>Eastern end – Councillors were to investigate whether we could treat this as a footpath light or keep light within council policy.</p> <p>Woodside Road – Residents all contacted with deadline of end Nov to form a single party to receive streetlighting charges.</p> <p>RFO has received contact from 3 households who are unhappy with this decision.</p>
	382 - F&GP 18.01.21			<p>Update : Kippington Lane footpath SU21 – at the edge of the footpath between Kippington Meadow &amp; no 67</p>

**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 11<sup>th</sup> April 2022**

Item	Minute No		Status	Latest update
	193 – F&GP 02.08.21			<p>Oakhill Road. Repairs have been paid for by STC. Light is not SDC or KCC.</p> <p>193. Streetlighting Update</p> <p><b>RESOLVED:</b> The residents of Woodside Road be asked to communicate their intentions about the streetlighting in the private road by the end of September. If no agreement can be reached the Town Council would remove the streetlights as communicated over the past six years.</p> <p><i><b>Woodside Road -2 new directors have been appointed to the road committee, and the residents are holding a meeting to discuss streetlighting at the end of April.</b></i></p>
2	361 – F&GP 26.11.18	Markets	Ongoing	<p><b>RESOLVED: unanimously</b> to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include:</p> <ul style="list-style-type: none"> <li>• reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income</li> <li>• the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces.</li> </ul> <p>Sevenoaks District Council wrote to the Town Council on 5<sup>th</sup> March 2019: -  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</p>



**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 11<sup>th</sup> April 2022**

Item	Minute No		Status	Latest update
				<p>certain value threshold, or the changes fall within some specific other categories. In this case, the contract did not explicitly allow for reductions in the rent. The change in rent would also be larger than what is permitted under the regulations. In order to reduce the rent for the Town Council, we would have to make all bidders aware of this before we awarded the contract. If we make a modification to the contract that is not compliant with the rules, then we would be required to carry out a completely new procurement process for this revised contract (reg. 72 (9)). Therefore, for this reason, it is not open to the District Council to agree to the Town Council's proposals.</p> <p>The Town Council has been informed by the Market Traders that they submitted a petition on this topic to Sevenoaks District Council.</p> <p>Sevenoaks Town Council continue to request SDC for permission to move Wednesday Market to the High Street identifying this as a solution to the long-term viability of the market and potential for additional revenue for SDC for 40+ car parking spaces becoming available.</p> <p>Meeting took place with SDC 17<sup>th</sup> February 2020. SDC considering temporary relocation of Wednesday market.</p> <p>No further information received.</p>
3	49 - F&GP 08.06.20	SAHA Trading Hut Lease	Ongoing	<p>Sevenoaks Allotment Holders Association (SAHA) Trading Hut Lease Renewal</p> <p>RESOLVED: That the Sevenoaks Allotment Holders Association lease for the Trading Centre at Quakers Hall Allotment Site be renewed for three years, at a peppercorn rent, with effect from October 2020.</p> <p>New version of lease in draft and will be sent to SAHA imminently.</p> <p><b>Lease with SAHA is under negotiation.</b></p>
4	463- F&GP 01.03.21	Knole Paddock & Raleys Field	Ongoing	<p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) That £30k of Capital Reserves be allocated to the upgrading of the sports pitches at Knole Paddock and Raleys Field; and</li> <li>2) That £2k be allocated from CIL funds for the installation of new gates between the Cemetery and Greatness Recreation Ground.</li> </ol>

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**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 11<sup>th</sup> April 2022**

Item	Minute No		Status	Latest update
6	190.3 – F&GP 02.08.21	Cyber Security		<p><b>Sevenoaks Town Council Risk Assessment</b></p> <p>The Committee received and considered the detailed risk assessment for the Town Council 2021. It was noted that it had been reviewed by internal audit and following a recommendation a new addition was included relating to Cyber Security.</p> <p>Appropriate training to be arranged for Councillors.</p> <p><i><b>Date of Cyber security training for Councillors to be rescheduled (originally 23.05.22)</b></i></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	468 F&GP 17.01.22	Bligh's Market Lease Renewal		<p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>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</li> <li>2) once the licence renewal fee has been received, consideration be given to the stallholder fee, to reflect any increase in cost.</li> </ol> <p><i><b>Licence has been renewed – please see Agenda Item 7</b></i></p>