

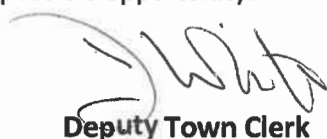
27th May 2022



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 6th June 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/0_mLlsLkQsc and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

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


Deputy Town Clerk

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

Committee Members:

Cllr Tony Clayton (Chairman)	Cllr Victoria Granville-Baxter
Cllr Keith Bonin (Vice-Chairman)	Cllr Roderick Hogarth
Cllr Libby Ancrum	Cllr Mrs Rachel Parry (<i>ex-officio</i>)
Cllr Sue Camp	Cllr Richard Parry
Cllr Dr Marilyn Canet	Cllr Simon Raikes
Cllr Andrew Eyre	

AGENDA

PUBLIC QUESTIONS

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

1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
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Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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email: council@sevenoakstown.gov.uk
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2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	–
4	<u>MINUTES OF MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE – 11th APRIL 2022</u> To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 11th April 2022 as a true record.	Attached
5	<u>FINANCE REPORTS – YEAR END</u> To receive and consider the Responsible Finance Officer's reports	
5.1	<u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report for the year ended 31st March 2022. Including: Appendix 1 - Income and Expenditure by cost centre Appendix 2 – Variance Analysis Appendix 3 - Working Capital Appendix 4 - Statement of Funds Appendix 5 - Capital Expenditure & Funds	Attached All Attached
5.2	<u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the period 1 st to 31 st March 2022	
5.3	<u>List of Payments</u> To note list of payments 01.04.2021 to 31.03.2022	Attached
5.4	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for period 1 st to 31 st March 2022	Attached
5.5	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the period 1 st to 31 st March 2022	Attached

5.6	<u>REVIEW OF INTERNAL CONTROLS</u> To receive and consider: <ul style="list-style-type: none"> a) Internal Audit Report for Visit 2 b) Internal Audit Report for Visit 3 c) Internal Audit Report for the year end Visit d) Statement of the System of Internal Control 	Attached Attached To Follow Attached
5.7	<u>ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2022</u> To receive and approve the: <ul style="list-style-type: none"> a) Annual Governance Statement b) Statement of Annual Accounts to 31 March 2022 c) Supporting papers for submission to the External Auditors 	Attached See 5.1 above Attached
6	<u>REVIEW OF FINANCIAL MATTERS IN ACCORDANCE WITH THE TOWN COUNCIL'S STANDING ORDERS</u> To receive and note the following financial matters in accordance with the Town Council's Standing Orders, adopted at Annual Council Meeting on 9th May 2022 (<i>Minute 78, 09.05.2022 refers</i>): <ul style="list-style-type: none"> a) <u>Inventory</u> To note that valuation of building assets had been received and noted at the last meeting of this <i>Committee</i> [<i>Minute 20.3 11.04.22 refers</i>] b) <u>Insurance Cover 2022/2023</u> To note insurance cover has been arranged with Zurich Municipal for the 2022/2023 year [<i>Minute 20.2, 11.04.22 refers</i>] c) <u>Complaints Procedure</u> To note and consider the current complaints procedure. d) <u>Freedom of Information Procedure</u> To note and consider the current Town Council procedure for handling requests made under the Freedom of Information Act 2000 e) <u>Social Media & Electronic Communication Policy</u> To note and consider the current Town Council's Press and Media policy 	- - Attached Attached Attached
7	<u>PUBLIC REALM PROJECT – WAYFINDING PROJECT</u>	Attached
8	<u>STC GREEN COMMUNITY INVESTMENT PLAN - APRIL 2022 REPORT</u>	Attached
9	<u>CURRENT MATTERS:</u> To receive and note list of current matters	Attached

10	<u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release	–
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Sevenoaks Town Council

Minutes of the meeting of the Finance & General Purposes Committee Held on 11th April 2022 in the Council Chamber, Town Council Offices, TN13 3QG

Meeting commenced: 7.00pm

Meeting Concluded: 7.32 pm

Present:

Cllr Tony Clayton, Chairman	Present	Cllr Victoria Granville-Baxter	Apologies
Cllr Keith Bonin, Vice-Chairman	Present	Cllr Roderick Hogarth (from 7.05pm)	Present
Cllr Sue Camp (from 7.05pm)	Present	Cllr Tom Morris Brown	Apologies
Cllr Dr Marilyn Canet, Mayor	Present	Cllr Robert Piper	Apologies
Cllr Andrew Eyre	Present	Cllr Simon Raikes	Apologies

Substitute		For
Cllr Lise Michaelides	Present	Cllr Victoria Granville-Baxter
Cllr Richard Parry	Present	Cllr Robert Piper
Cllr Mrs Rachel Parry	Present	Cllr Simon Raikes

In attendance: Town Clerk (Remote attendance), Responsible Finance Officer and Senior Committee Clerk.

Representations received from Members of the Public: None

16. Apologies for Absence

As noted above.

17. Dispensations

There were no requests for dispensations.

18. Declaration of Interest

There were no declarations of interest.

19. Minutes of the Finance & General Purposes Committee on 28th February 2022

RESOLVED: To receive and sign the Minutes of the Finance and General Purposes Committee held on 28th February 2022 as a true record.

20. Finance Reports**20.1 Management Accounts 1st to 28th February 2022**

The Committee received and noted, for the periods 1st to 28th February 2022, the Responsible Finance Officer's (RFO) Report with Variance Analysis, Income and Expenditure, Working Capital Summary and Statement of Fund Balances, together with:

- Suppliers Accounts 1st to 28th February 2022, balance £45,370.62
- Payroll Accounts 1st to 28th February 2022, balance £78,788.57
- Petty Cash Accounts 1st to 28th February 2022, balance £924.06

Sevenoaks Town Council

It was noted that the year-to-date position at the end of February 2022 gave a revenue surplus of £20,963. Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement (YTD deficit of £43,614 to be adjusted at year end), the position was an adjusted surplus of £64,577.

After all year-end adjustments and planned movements to earmarked reserves, the RFO anticipated a surplus of at least the budgeted £20,000 which would move to general reserves.

20.2 Insurance Renewal

The Committee noted the Town Council's 2022/2023 insurance renewal with Zurich Municipal at a premium of £13,079.80. It was noted that this was likely to increase by approximately £200 in the light of the Buildings Reinstatement Cost Assessment completed on 21st March 2022.

It was noted that a second public clock (the Warren Clock) needed to be added to the schedule.

RESOLVED: That the Town Council's Insurance Policy Schedule for 2022/2023 be received and noted.

20.3 Building Reinstatement Valuation

RESOLVED: That the Reinstatement Cost Assessment by Barrett Corp & Harrington Ltd, dated 21st March 2022, be received and noted.

20.4 Internal Audit Plan 2022/23

RESOLVED: That the proposed Internal Audit Plan 2022/23 received from Kent County Council be approved.

20.5 Internal Audit First Visit Report 2021/22

The Committee considered the Internal Audit Report. The recommendation that Town Council Purchase cards be held securely by the card holders was noted: however, although one card is held by the cardholder, it was agreed that for operational reasons the second card needed to be held in the safe. The auditors to be advised.

RESOLVED: That the Internal Audit First Visit Report, dated 19th October 2021, be received, and noted.

20.6 Hospitality and Gifts Register: None received.

21. Community Infrastructure Levy (CIL) Report

Councillors noted the balance of Community Infrastructure Levy funds following; the previous allocation of £9,000 to Knole Paddock Infrastructure; the allocation of £4,478.40 to Vine Gardens Play Area Surface; anticipated income of £87,061.64 (income recorded to date); and the allocation of £70,000 to the refurbishment of Vine Assets.

Sevenoaks Town Council

RESOLVED: That the Community Infrastructure Levy Report, and the unallocated balance of £64,260.21, be noted.

22. Bligh's Market Lease Renewal

The Committee noted that that a further 5-year licence had been agreed for Bligh's Saturday Market, with effect from 28th March 2022, at a cost of £388.90 per annum (a 19.6% increase in line with RPI). Consideration was given to stallholder fees.

RESOLVED:

- 1) That the weekly stallholder fee be increased to £42.50 (in line with February 2022 CPI inflation of 6.2%)
- 2) That annual stallholder fee reviews be put in place

23. HM The Queen's Jubilee Celebrations in Sevenoaks

Councillors noted the programme of events taking place for the local community, to commemorate HM The Queen's Platinum Jubilee.

RESOLVED: That a budget of £10,000 be allocated for HM The Queen's Platinum Jubilee Celebrations in Sevenoaks, funding to be met from the 2022/2023 underspend on annual budget.

24. Current Matters

The update on Current Matters was received and noted.

25. Minutes of Town Team Meeting held on 6th April 2022

RESOLVED: That the minutes of the Town Team Meeting held on 6th April be received and noted.

26. Press Releases

It was agreed that a press release be issued at the appropriate time regarding the Jubilee celebrations.

There being no further business the Chairman closed the Meeting.

Signed

Dated

Chairman

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Sevenoaks Town Council Finance Officer's Report Financial report for the year ended 31 March 2022

1. Summary

The year-end position at the end of March gives a revenue surplus of £22,326.

The 2021/22 budget had been built to deliver a surplus of £20,000, as part of the Town Council's strategy to increase its general reserves. STC is £2,326 favourable to budget full year.

The biggest variances to budget to date are as follows:

- Kickstart funding of c£24K - 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 received in 2021.
- £9K of CJRS payment received – all staff have now returned from furlough.
- £33,587 of revenue grants received (see section 8 below)
- One off income received re £7.5K VAT temporary reduction for takeaways, £3K Toilet tax refund, £7.8K KCC utilities payment for utility consumption during use, £5.5K payment for utilities used during Bat & Ball Centre construction (of which £3.2K recognised in prior year), £2.4K NHS use of Bat & Ball centre car park for covid purposes.
- £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.
- £48K Lower hire income – partly due to Covid restrictions at the start of the year. We have achieved 69% of full year budgeted hire income. Hire income has improved in Bat & Ball centre (84%), & sports hires (88%). However, Bat & Ball Station & Chamber bookings remain low, at 18% and 41% respectively.
- Business Hub (excluded from above). The Hub is £27K adverse to budget, £4.6K of which is due to the Hub not opening until June. Hub use has been slowly improving after the delayed opening. All pods have now been let, however hot desk & meeting room bookings remain very low. The Hub budget was ambitious for a start-up, & next year's budget has been modelled on a less challenging target.
- Cemetery income £21K adverse to budget. Monthly average income is slightly lower than last year. Reducing monthly average income has been a trend over the last 5 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 - Capital Expenditure & Funds

Appendix 6 – Internal Audit reports for Visit 2 & Visit 3 **(See Agenda Item 5.6a)**

Appendix 7 – Statement on the system of Internal Control **(See Agenda Item 5.6b)**

Appendix 8 – Draft Annual Return 2021 **(See Agenda Item 5.7)**

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 General	13,250 (F)	Please refer to the variance report.
22	Cemetery	8,862 (A)	Please refer to the variance report.
26	OSL Streetlighting	5,770 (F)	Please refer to the variance report.
29	Vine Ground	6,174 (A)	Please refer to the variance report.
31	Establishment	40,726 (F)	Please refer to the variance report.
33	Council Offices	25,670 (A)	Please refer to the variance report.
41	Business Hub	26,657 (A)	Please refer to the variance report.
50	HitB	8,312 (F)	Please refer to the variance report.

3.0 Use of Contingency

The 2021/22 budget included Contingency of £70,330. £10,793 was agreed to be spent from contingency during the year (virements to other budget lines):

31/ 4271	£3,000	To cover increase in KCC Pension fund secondary contributions
33/ 6281	£2,927	Part funding of new council office carpet
21/ 5031	£2,005	Difference between grant funding & full cost of St Nicholas memorial restoration work
32/ 6491	£2,861	To fund the cost of recording and remote access to Remembrance Day Service

£16,856 was moved to reserves at year end for Jubilee (special events reserve) & Environmental project (Environmental reserve).

£42,681 contingency remains unused at year end, which offsets other cost centres.

4.0 Irrecoverable Debts

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

- £242 re ADSG services 1 month hire of an office pod in the Business Hub.

5.0 Working Capital (Appendix 3)

The net current assets have decreased by £92,887 during the financial year to a year-end balance of £1,677,639.

Revenue (general) reserves have increased by £21,290 leaving a year-end balance of £438,861.

Earmarked Reserves have decreased by £114,177 leaving a year-end balance of £1,238,778.

This includes:

1. A full year net surplus of £22,326.
2. Other movement in revenue reserves of £1,036 decrease, being the payment of prior year fundraising.
3. Reduction in Capital Receipts Reserve (CRR) of £129,934, being capital expenditure not covered by CIL or other funding.
4. Reduction of Bat & Ball Station Management & Maintenance reserve by £49,004 to cover year end deficit.
5. PWL remaining reserves released £121,262 to pay for Bat & Ball centre construction.
6. Increase in CIL reserve of £127,453 (Income of £233K offset by £106K project spend).
7. Creation of the following reserves:
 - i. Youth Council Reserve (unspent Youth Council budget rolled forward for future projects)
 - ii. Special Events Reserve (£10K towards Jubilee projects)
 - iii. Vehicle/ Machinery Replacement reserve (to be increased annually to cover replacement of vehicles & machinery when required)
 - iv. Environmental Reserve (to cover project on STC environmental footprint)

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

6.0 Fund balances (Appendix 4) and Cashflow

The statement of fund balances as at 31st March 2022 totals £1,710,009 (31 Mar 2021 £1,794,222).

£1,425,031 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 0.58%.

Sub ratings reviewed 31st March 2022.

7.0 Capital Expenditure & Funds (Appendix 5)

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

Capital receipts in the year to 31 March 2022 amounted to £129,526 as follows:

£11,455	Residual income from the sale of Raleys site
£29,231	SDC annual repayment of long term debt re sale of Quakers Hall land
£233,465	CIL income received

Spend on capital projects was £358,014 as follows:

Capital Project	2021/22 Spend	Funded by		
		CIL	CRR	PWL
Cemetery paths Resurfacing	£24,020	£24,020		
Vine Gardens play area safety surfacing	£4,478	£4,478		
Hillingdon Rise & Julians Meadow play area deposit (balance to be paid & funded by grant in 2022/23)	£8,000	£8,000		
Bat & Ball Station	£535		£535	
Bat & Ball Centre	£196,662		£75,400	£121,262
Rugby Pitch	£1,990		£1,990	
Northern Masterplan/ NDP	£13,275		£13,275	
Business Hub	£109,054	£65,000	£44,054	

Rolling Capital Programme Revenue Reserve (RCPRR)

At 31 March 2022 the Rolling Capital Reserve balance was £33,433.
£3,000 unspent revenue budget was moved to this reserve at year end.

Community Infrastructure Levy (CIL)

£233,465 CIL was received from SDC. £106,012 was spent on the following approved projects:

Cemetery paths Resurfacing	£24,020
Vine Gardens play area safety surfacing	£4,478
Hillingdon Rise & Julians Meadow play area deposit (balance to be paid & funded by grant in 2022/23)	£8,000
Business Hub	£65,000
Cemetery gates (part funded)	£2,000
Vine Area improvements (professional fees for project tender)	£2,513

8.0 Grants received in the financial year 2021-22

In total, £33,587 of grants were received during the financial year as follows:

St Nicholas Memorial restoration	£1,820
HLF - Bat & Ball Station - post-covid reopening grant	£14,100
SDC - Welcome back fund - hand sanitisers & bus back advertising	£4,328
SDC - Bat & Ball Centre - covid closure grant	£567
SDC - Welcome back fund - Visit Sevenoaks posters	£2,000
SDC - Welcome back fund - Wayfinding project	£2,300
SDC - Welcome back fund - Tourism Trail	£2,499
KCC - Public Realm audit	£1,848
SDC - Youth Activities & mentor project	£3,625
SDC - Markets covid closure support	£500

9.0 Fixed Assets

The Fixed Assets balance at 31 March 2022 is £10,546,348. Full breakdown is available on request.

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
11 Planning - General							
4010 Gross Pay	1,813	23,447	25,523	2,076		2,076	
4270 Employers Pension Contribution	67	902	1,087	185		185	
6240 Computer/ Data Base/WP's	21	731	920	189		189	
6320 Staff Training	0	70	0	(70)		(70)	
6630 Professional Fees	0	54	1,020	966		966	
6710 Conference Fees & Expenses	0	50	0	(50)		(50)	
6720 Books and Periodicals	0	0	306	306		306	
Planning - General :- Indirect Expenditure	1,901	25,255	28,856	3,601	0	3,601	0
Net Expenditure	(1,901)	(25,255)	(28,856)	(3,601)			
21 O/ Spaces & Leisure - General							
1022 Letting & Hire of Facilities	3,590	28,164	31,827	3,663			
1030 Electricity Point Recharge	2,337	2,337	0	(2,337)			
1316 Raleys Car Park Permits	0	1,475	1,803	328			
1350 Revenue Grant income	0	1,820	0	(1,820)			
1850 Log Sales	5	881	1,273	392			
1853 Adopt a Tree income	0	2,000	0	(2,000)			
1990 Other Income	(1,759)	3,617	764	(2,853)			
O/ Spaces & Leisure - General :- Income	4,172	40,294	35,667	(4,627)			0
4010 Gross Pay	14,353	178,242	182,290	4,048		4,048	
4270 Employers Pension Contribution	852	10,467	12,172	1,705		1,705	
5013 Graffiti Removal	44	494	1,020	526		526	
5025 Lower St Johns Toilets	1,080	14,773	10,710	(4,063)		(4,063)	
5026 Greatness Rec Convenience	232	2,785	3,060	275		275	
5031 St Nicholas War Memorial	0	3,825	2,005	(1,820)		(1,820)	
5050 Seats And Litter Bins	51	4,160	2,836	(1,324)		(1,324)	
5060 Sevenoaks Common	0	640	3,774	3,134		3,134	
5065 Tree Safety Survey	2,174	2,482	3,876	1,394		1,394	
5070 Other Woodlands	0	5,172	3,366	(1,806)		(1,806)	
5110 Knole Paddock & Pavilion	0	1,592	4,030	2,438		2,438	
5120 Knole Paddock Pitch & Grnd Mt	277	4,024	3,570	(454)		(454)	
5310 Miscellaneous Open Spaces	34	4,728	1,842	(2,886)		(2,886)	
5311 Security Open Spaces	1,743	20,528	15,600	(4,928)		(4,928)	
5316 Skatepark Maintenance	0	550	2,627	2,077		2,077	(1,000)
5317 Raleys Car Park	302	788	510	(278)		(278)	
5320 Fertilizers	131	265	1,224	959		959	
5330 Grass Seed	0	0	2,142	2,142		2,142	
5340 Plants	331	4,988	2,550	(2,438)		(2,438)	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
5410 Repairs & General Maintenance	24	1,476	1,530	54		54	
5412 Capital Refurbishments	0	0	1,200	1,200		1,200	(1,200)
5500 Equipment Hired and New	268	2,861	8,415	5,554		5,554	(5,554)
5525 Equipment Maintenance	1,266	5,487	8,160	2,673		2,673	
5550 Vehicle Expenses	1,085	2,844	16,000	13,156		13,156	(12,500)
5700 Fuel	282	4,175	6,324	2,149		2,149	
6000 Rent & Rates	0	(62)	1,224	1,286		1,286	
6010 Light Heat & Cleaning	980	4,901	2,142	(2,759)		(2,759)	
6101 Telephone	12	141	204	63		63	
6104 Mobile Telephone	18	360	204	(156)		(156)	
6200 Printing & Stationery	0	22	0	(22)		(22)	
6210 Postage & Courier	0	3	0	(3)		(3)	
6320 Staff Training	0	1,885	3,060	1,175		1,175	1,885
6330 Welfare/Hospitality	174	426	204	(222)		(222)	
6730 Subscriptions	0	141	204	63		63	
6812 Road Dues	0	1,025	1,530	505		505	
6851 Bus Shelter Maintenance	0	0	179	179		179	
6900 Sundry Expenses	0	16	102	87		87	
6922 Health&Safety/Risk Assessments	0	823	1,581	759		759	
6930 Alarm Maintenance	0	736	755	19		19	
6931 CCTV Maintenance	0	910	1,224	314		314	
6934 Waste Bin Collection-Dog Bins	0	1,966	2,856	890		890	
6935 Waste Bin Disposal-Waste Bins	211	3,594	4,304	710		710	
6952 Protective Clothing	56	861	1,479	618		618	

O/ Spaces & Leisure - General :- Indirect Expenditure	25,980	295,093	322,085	26,992	0	26,992	(18,369)
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Net Income over Expenditure	(21,808)	(254,799)	(286,418)	(31,619)
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8001 plus Transfer from EMR	(20,254)	(18,369)
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Movement to/(from) Gen Reserve	(42,062)	(273,168)
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22 O/ Spaces & Leisure - Cemetery

1700 Cemetery Income	6,386	74,179	95,481	21,302
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O/ Spaces & Leisure - Cemetery :- Income	6,386	74,179	95,481	21,302	0
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4010 Gross Pay	9,134	77,385	86,161	8,776	8,776	
4270 Employers Pension Contribution	592	5,809	7,184	1,375	1,375	
5210 Cemetery Chapel & Office	0	366	210	(156)	(156)	
5230 Cemetery Wshop/Messroom Mtce	0	456	179	(277)	(277)	
5410 Repairs & General Maintenance	0	834	1,020	186	186	
5412 Capital Refurbishments	2,400	2,400	1,200	(1,200)	(1,200)	1,200

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
5500 Equipment Hired and New	59	1,260	3,264	2,004		2,004	
5525 Equipment Maintenance	125	2,934	2,550	(384)		(384)	
5700 Fuel	73	1,113	714	(399)		(399)	
6000 Rent & Rates	213	9,013	6,701	(2,312)		(2,312)	
6010 Light Heat & Cleaning	208	1,883	1,265	(618)		(618)	
6101 Telephone	42	685	765	80		80	
6104 Mobile Telephone	0	0	122	122		122	
6105 Broadband wi-fi service	20	329	0	(329)		(329)	
6200 Printing & Stationery	0	0	102	102		102	
6240 Computer/ Data Base/WP's	0	572	408	(164)		(164)	
6320 Staff Training	600	600	2,040	1,440		1,440	
6330 Welfare/Hospitality	359	495	173	(322)		(322)	
6500 Goods for Resale	0	0	204	204		204	
6630 Professional Fees	0	0	102	102		102	
6650 Bad debts	0	4	0	(4)		(4)	
6730 Subscriptions	0	95	102	7		7	
6802 Trees Plants Turf & Fertilizer	39	1,664	3,060	1,396		1,396	
6822 Roads Path & Boundaries	55	305	714	409		409	
6832 Lawn/Wall of Remembrance	15	79	102	23		23	
6900 Sundry Expenses	0	0	51	51		51	
6922 Health&Safety/Risk Assessments	0	1,343	2,270	927		927	
6930 Alarm Maintenance	0	815	816	1		1	
6932 Cemetery Security	405	4,937	4,692	(245)		(245)	
6935 Waste Bin Disposal-Waste Bins	81	1,180	1,255	75		75	
6952 Protective Clothing	0	392	765	373		373	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	14,420	116,951	128,191	11,240	0	11,240	1,200
Net Income over Expenditure	(8,034)	(42,772)	(32,710)	10,062			
8001 plus Transfer from EMR	1,200	1,200					
Movement to/(from) Gen Reserve	(6,834)	(41,572)					
<u>23 O/ Spaces & Leisure- Allotment</u>							
1010 Rental Income	0	1,255	1,111	(144)			
1047 QH Allotments Income	0	6,982	7,516	534			
O/ Spaces & Leisure- Allotment :- Income	0	8,237	8,627	390			0
4010 Gross Pay	315	5,186	6,496	1,310		1,310	
4270 Employers Pension Contribution	20	291	260	(31)		(31)	
5410 Repairs & General Maintenance	920	1,667	1,224	(443)		(443)	
6000 Rent & Rates	0	(324)	1,561	1,885		1,885	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
6002 QH Allotments Costs	(890)	3,078	714	(2,364)		(2,364)	
6300 Computer Software	0	124	0	(124)		(124)	
6922 Health&Safety/Risk Assessments	0	0	306	306		306	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	364	10,022	10,561	540	0	540	0
Net Income over Expenditure	(364)	(1,785)	(1,934)	(149)			
<u>26 Open Spaces-Street Lighting/Ge</u>							
1480 Streetlighting income	11,064	10,975	9,091	(1,884)			(516)
1997 In Bloom Income	0	400	1,236	836			
Open Spaces-Street Lighting/Ge :- Income	11,064	11,375	10,327	(1,048)			(516)
6861 Public Clock Maintenance	210	1,007	2,966	1,959		1,959	
6862 Street Lighting	441	11,435	13,682	2,247		2,247	
6865 In Bloom Costs	761	13,146	14,790	1,644		1,644	(1,644)
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	1,412	25,588	31,438	5,850	0	5,850	(1,644)
Net Income over Expenditure	9,652	(14,213)	(21,111)	(6,898)			
8001 plus Transfer from EMR	(1,644)	(1,644)					
8002 less Transfer to EMR	(516)	(516)					
Movement to/(from) Gen Reserve	8,524	(15,341)					
<u>28 O/ Spaces & Leisure-Vine Cafe</u>							
1211 Sale of Goods	3,783	65,347	63,561	(1,786)			
1450 Furlough Grant Income	0	217	0	(217)			
1451 Kickstart funding	0	2,141	0	(2,141)			
1990 Other Income	25	7,527	0	(7,527)			
O/ Spaces & Leisure-Vine Cafe :- Income	3,808	75,233	63,561	(11,672)			0
4010 Gross Pay	2,491	51,915	51,746	(169)		(169)	
4270 Employers Pension Contribution	94	1,427	2,070	643		643	
5410 Repairs & General Maintenance	39	1,918	510	(1,408)		(1,408)	
5500 Equipment Hired and New	3	1,305	1,836	531		531	
5525 Equipment Maintenance	150	2,022	510	(1,512)		(1,512)	
6000 Rent & Rates	0	2,476	1,224	(1,252)		(1,252)	
6010 Light Heat & Cleaning	1,033	6,976	1,632	(5,344)		(5,344)	
6101 Telephone	26	296	315	19		19	
6200 Printing & Stationery	4	154	31	(123)		(123)	
6210 Postage & Courier	0	30	163	134		134	
6240 Computer/ Data Base/WP's	0	115	153	38		38	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
6320 Staff Training	0	0	306	306		306	
6330 Welfare/Hospitality	0	50	0	(50)		(50)	
6340 Staff Uniforms	0	339	0	(339)		(339)	
6460 Publicity & Democratic notices	0	71	255	184		184	
6500 Goods for Resale	1,624	21,485	20,600	(885)		(885)	
6505 Cafe consumables	510	3,177	3,718	541		541	
6533 Copyright Fees/Royalties	0	0	326	326		326	
6635 Professional Fees Licensing	20	177	153	(24)		(24)	
6900 Sundry Expenses	5	57	210	153		153	
6922 Health&Safety/Risk Assessments	0	2,249	510	(1,739)		(1,739)	
6930 Alarm Maintenance	0	583	525	(58)		(58)	
6935 Waste Bin Disposal-Waste Bins	212	1,812	2,101	289		289	
6976 Credit card charges	74	1,085	578	(507)		(507)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	6,286	99,720	89,472	(10,248)	0	(10,248)	0
Net Income over Expenditure	(2,478)	(24,487)	(25,911)	(1,424)			
29 O/Spaces & Leisure-Vine Ground							
1208 Other Events Income	0	540	1,500	960			
1451 Kickstart funding	941	5,074	0	(5,074)			
1805 Tea Kiosk Rental & Pavilion	0	3,500	3,500	0			
1870 Vine Club Insurance Contrib.	0	354	352	(2)			
O/Spaces & Leisure-Vine Ground :- Income	941	9,468	5,352	(4,116)			0
4010 Gross Pay	1,123	14,029	9,157	(4,872)		(4,872)	
4270 Employers Pension Contribution	51	652	549	(103)		(103)	
5010 Vine Area General Maintenance	146	6,450	4,122	(2,328)		(2,328)	
5020 Vine Public Convenience	948	10,072	8,670	(1,402)		(1,402)	
5410 Repairs & General Maintenance	16	161	0	(161)		(161)	
6000 Rent & Rates	0	337	525	188		188	
6460 Publicity & Democratic notices	926	1,160	255	(905)		(905)	
6630 Professional Fees	2,513	2,513	0	(2,513)		(2,513)	2,513
6635 Professional Fees Licensing	0	0	102	102		102	
6868 Summer Concerts	0	3,910	3,264	(646)		(646)	
6922 Health&Safety/Risk Assessments	0	281	0	(281)		(281)	
6931 CCTV Maintenance	0	556	673	117		117	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	5,723	40,120	27,317	(12,803)	0	(12,803)	2,513
Net Income over Expenditure	(4,782)	(30,652)	(21,965)	8,687			
8001 plus Transfer from EMR	2,513	2,513					
Movement to/(from) Gen Reserve	(2,269)	(28,139)					

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
30 F& G P - Bat & Ball Station							
1022 Letting & Hire of Facilities	612	4,410	24,480	20,070			
1211 Sale of Goods	2,863	23,283	49,000	25,717			
1213 Event catering	598	4,181	0	(4,181)			
1350 Revenue Grant income	0	14,100	0	(14,100)			
1450 Furlough Grant Income	0	4,149	0	(4,149)			
1451 Kickstart funding	941	4,706	0	(4,706)			
1990 Other Income	0	12	0	(12)			
F& G P - Bat & Ball Station :- Income	5,014	54,840	73,480	18,640			0
4010 Gross Pay	6,167	61,322	61,392	70		70	
4270 Employers Pension Contribution	132	1,312	2,629	1,317		1,317	
5410 Repairs & General Maintenance	109	2,373	1,618	(755)		(755)	
5500 Equipment Hired and New	37	845	1,530	685		685	
5525 Equipment Maintenance	0	228	0	(228)		(228)	
6000 Rent & Rates	0	3,244	2,917	(327)		(327)	
6011 Electricity	505	5,610	5,432	(178)		(178)	
6012 Gas	398	1,436	2,101	665		665	
6013 Cleaning	333	3,973	4,080	107		107	
6014 Water	923	923	2,040	1,117		1,117	
6101 Telephone	73	878	683	(195)		(195)	
6200 Printing & Stationery	0	299	210	(89)		(89)	
6210 Postage & Courier	0	8	0	(8)		(8)	
6240 Computer/ Data Base/WP's	0	488	0	(488)		(488)	
6241 Website Costs	0	410	0	(410)		(410)	
6320 Staff Training	0	0	263	263		263	
6330 Welfare/Hospitality	31	363	0	(363)		(363)	
6340 Staff Uniforms	0	442	0	(442)		(442)	
6460 Publicity & Democratic notices	0	697	2,040	1,343		1,343	
6500 Goods for Resale	1,014	11,534	20,400	8,866		8,866	
6505 Cafe consumables	148	1,169	600	(569)		(569)	
6533 Copyright Fees/Royalties	0	0	578	578		578	
6635 Professional Fees Licensing	0	360	578	218		218	
6900 Sundry Expenses	299	535	630	95		95	49,004
6922 Health&Safety/Risk Assessments	0	2,122	1,072	(1,050)		(1,050)	
6930 Alarm Maintenance	0	585	1,292	707		707	
6931 CCTV Maintenance	0	162	652	490		490	
6935 Waste Bin Disposal-Waste Bins	81	1,741	1,292	(449)		(449)	
6976 Credit card charges	154	786	525	(261)		(261)	
F& G P - Bat & Ball Station :- Indirect Expenditure	10,404	103,844	114,554	10,710	0	10,710	49,004
Net Income over Expenditure	(5,390)	(49,004)	(41,074)	7,930			
8001 plus Transfer from EMR	49,004	49,004					
Movement to/(from) Gen Reserve	43,614	(0)					

13:07

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
31 F & G P - Establishments							
1115 Interest on Deposits	247	725	4,060	3,335			
1231 Banner Income	552	2,292	4,922	2,630			
1232 Town Crier Advertising	0	650	0	(650)			
1350 Revenue Grant income	0	4,328	0	(4,328)			
1451 Kickstart funding	0	6,847	0	(6,847)			
1889 Waste Sacks Income	241	3,089	2,163	(926)			
1990 Other Income	0	698	103	(595)			638
F & G P - Establishments :- Income	1,040	18,629	11,248	(7,381)			638
4010 Gross Pay	26,049	301,490	291,664	(9,826)		(9,826)	
4270 Employers Pension Contribution	2,714	31,351	33,570	2,219		2,219	
4271 Pension Deficiency	6,667	80,000	80,000	(0)		(0)	
5500 Equipment Hired and New	151	1,813	2,550	737		737	
6020 Insurance Cost	1,229	19,468	20,400	932		932	
6101 Telephone	327	4,081	5,865	1,784		1,784	
6103 Fax	0	0	102	102		102	
6200 Printing & Stationery	1,117	13,780	17,340	3,560		3,560	
6210 Postage & Courier	0	6,069	5,253	(816)		(816)	
6240 Computer/ Data Base/WP's	1,316	16,555	13,658	(2,897)		(2,897)	
6241 Website Costs	0	380	2,040	1,660		1,660	
6242 I.T. Infrastructure	787	12,410	8,160	(4,250)		(4,250)	
6281 Furnishings,Furniture/Eqpt	0	0	765	765		765	
6300 Computer Software	0	4,165	3,468	(697)		(697)	
6315 Recruitment Costs	0	358	2,040	1,682		1,682	
6320 Staff Training	0	2,200	3,060	860		860	
6321 Investors in People	0	0	840	840		840	(840)
6330 Welfare/Hospitality	447	3,211	2,040	(1,171)		(1,171)	
6410 Civic Exps/Annual Reception	0	713	1,785	1,073		1,073	
6415 Gifts/hospitality	268	1,281	408	(873)		(873)	
6420 Annual Parish Meeting	0	97	102	5		5	
6421 Honour Bd. Badges & Insignia	0	1,206	255	(951)		(951)	
6435 Members Expenses	0	4,129	4,202	73		73	
6440 Press Notices	0	0	1,530	1,530		1,530	
6450 Bye Laws	0	0	102	102		102	
6460 Publicity & Democratic notices	0	3,108	2,550	(558)		(558)	
6461 Banner Costs	82	795	1,576	781		781	
6610 Audit Fees	1,508	4,810	4,957	147		147	
6620 Legal Expenses	0	0	3,060	3,060		3,060	
6630 Professional Fees	2,650	2,650	0	(2,650)		(2,650)	
6635 Professional Fees Licensing	214	1,579	1,530	(49)		(49)	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
6710 Conference Fees & Expenses	82	523	2,346	1,823		1,823	
6720 Books and Periodicals	0	0	388	388		388	
6730 Subscriptions	931	6,195	5,253	(942)		(942)	
6889 Waste Sacks	0	3,758	2,040	(1,718)		(1,718)	
6900 Sundry Expenses	0	(120)	510	630		630	
6922 Health&Safety/Risk Assessments	0	8,054	3,264	(4,790)		(4,790)	
6975 Bank Charges	178	1,483	1,581	98		98	
6976 Credit card charges	230	1,653	714	(939)		(939)	
7010 Election Expenses	0	0	5,100	5,100		5,100	(5,100)
7611 Contingency provision	0	0	59,537	59,537		59,537	(16,856)
7614 Stag reserve	0	0	1,020	1,020		1,020	(1,000)
7617 PWLB Loan Repayment	0	71,602	72,000	398		398	
F & G P - Establishments :- Indirect Expenditure	46,947	610,846	668,625	57,779	0	57,779	(23,796)
Net Income over Expenditure	(45,907)	(592,217)	(657,377)	(65,160)			
8001 plus Transfer from EMR	(23,796)	(23,796)					
8002 less Transfer to EMR	0	638					
Movement to/(from) Gen Reserve	(69,703)	(616,651)					
32 F & G P - General							
1490 Christmas Lights Switch On	0	6,620	6,000	(620)			
1495 Number 8 bus income	0	0	684	684			
1496 Special events income	0	1,308	0	(1,308)			
F & G P - General :- Income	0	7,928	6,684	(1,244)			0
6490 Christmas Lights Switch On	225	31,117	26,520	(4,597)		(4,597)	
6491 Remembrance Day/Civic Serv.	561	5,445	5,921	476		476	
6495 Number 8 bus expenses	0	0	40,384	40,384		40,384	
6869 Special Events	135	7,011	6,630	(381)		(381)	
6900 Sundry Expenses	0	1,036	0	(1,036)		(1,036)	1,036
F & G P - General :- Indirect Expenditure	921	44,610	79,455	34,845	0	34,845	1,036
Net Income over Expenditure	(921)	(36,682)	(72,771)	(36,089)			
8001 plus Transfer from EMR	0	1,036					
Movement to/(from) Gen Reserve	(921)	(35,646)					
33 F & G P - Council Offices							
1022 Letting & Hire of Facilities	992	6,890	16,995	10,105			
F & G P - Council Offices :- Income	992	6,890	16,995	10,105			0

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	1,923	25,976	13,384	(12,592)		(12,592)	
4270 Employers Pension Contribution	106	1,387	803	(584)		(584)	
5410 Repairs & General Maintenance	4	4,309	2,162	(2,147)		(2,147)	1,650
5500 Equipment Hired and New	0	23	0	(23)		(23)	
6000 Rent & Rates	991	26,276	25,877	(399)		(399)	
6010 Light Heat & Cleaning	386	7,045	6,492	(553)		(553)	
6013 Cleaning	0	328	0	(328)		(328)	
6281 Furnishings,Furniture/Eqpt	0	10,983	2,927	(8,056)		(8,056)	8,000
6510 Catering Expenses	0	55	102	47		47	
6900 Sundry Expenses	0	123	102	(21)		(21)	
6922 Health&Safety/Risk Assessments	0	1,320	306	(1,014)		(1,014)	
6930 Alarm Maintenance	0	848	1,428	580		580	
6935 Waste Bin Disposal-Waste Bins	87	1,239	1,112	(127)		(127)	
F & G P - Council Offices :- Indirect Expenditure	3,497	79,910	54,695	(25,215)	0	(25,215)	9,650
Net Income over Expenditure	(2,504)	(73,020)	(37,700)	35,320			
8001 plus Transfer from EMR	0	9,650					
Movement to/(from) Gen Reserve	(2,504)	(63,370)					
36 F & G P - Bat & Ball Centre							
1022 Letting & Hire of Facilities	8,590	65,788	78,500	12,712			
1030 Electricity Point Recharge	278	278	0	(278)			
1032 Linen and table hire	0	183	0	(183)			
1213 Event catering	200	200	0	(200)			
1350 Revenue Grant income	0	567	0	(567)			
1445 Outdoor Activities	1,870	2,519	0	(2,519)			
1450 Furlough Grant Income	0	1,071	0	(1,071)			
1451 Kickstart funding	716	4,782	0	(4,782)			
1457 Indoor Activities	584	3,649	2,850	(799)			
1990 Other Income	(739)	10,126	0	(10,126)			
F & G P - Bat & Ball Centre :- Income	11,500	89,164	81,350	(7,814)			0
4010 Gross Pay	5,438	43,920	35,425	(8,495)		(8,495)	
4270 Employers Pension Contribution	205	1,708	2,006	298		298	
5318 SCC Car Park	0	471	500	29		29	
5340 Plants	160	845	0	(845)		(845)	
5410 Repairs & General Maintenance	32	1,407	0	(1,407)		(1,407)	
5500 Equipment Hired and New	108	1,876	1,000	(876)		(876)	
6000 Rent & Rates	0	3,199	7,540	4,341		4,341	
6011 Electricity	1,055	12,014	2,295	(9,719)		(9,719)	
6012 Gas	234	2,011	2,135	124		124	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
6013 Cleaning	75	664	625	(39)		(39)	
6101 Telephone	47	569	545	(24)		(24)	
6104 Mobile Telephone	17	158	0	(158)		(158)	
6200 Printing & Stationery	0	145	255	110		110	
6240 Computer/ Data Base/WP's	0	572	0	(572)		(572)	
6330 Welfare/Hospitality	31	5,846	0	(5,846)		(5,846)	5,484
6460 Publicity & Democratic notices	0	455	500	45		45	455
6500 Goods for Resale	142	142	0	(142)		(142)	
6520 Refreshments for Resale	300	1,799	670	(1,129)		(1,129)	
6533 Copyright Fees/Royalties	0	0	665	665		665	
6620 Legal Expenses	0	600	0	(600)		(600)	
6635 Professional Fees Licensing	0	490	180	(310)		(310)	
6842 Grounds Maintenance	0	239	7,900	7,661		7,661	
6900 Sundry Expenses	148	609	0	(609)		(609)	197
6922 Health&Safety/Risk Assessments	0	1,083	465	(618)		(618)	
6930 Alarm Maintenance	85	955	2,500	1,545		1,545	
6931 CCTV Maintenance	0	0	320	320		320	
6935 Waste Bin Disposal-Waste Bins	122	1,143	1,620	477		477	
6939 Healthcare Services	0	0	1,090	1,090		1,090	
6952 Protective Clothing	0	225	0	(225)		(225)	
F & G P - Bat & Ball Centre :- Indirect Expenditure	8,197	83,144	68,236	(14,908)	0	(14,908)	6,136
Net Income over Expenditure	3,302	6,020	13,114	7,094			
8001 plus Transfer from EMR	0	6,136					
Movement to/(from) Gen Reserve	3,302	12,156					
38 F & G P - Grants							
6933 Annual Subsidy - Bat & Ball St	82	82	0	(82)		(82)	
6937 Annual Subsidy-Comm Centre	671	4,318	255	(4,063)		(4,063)	
6938 Annual Subsidy-Council Chamber	218	600	1,020	420		420	
7500 Local Organisations Grants	6,470	13,309	12,830	(479)		(479)	
7502 Sevenoaks Summer Festival	5,000	5,000	5,100	100		100	
7503 Community Resilience Fund	0	2,000	2,724	724		724	
7520 Twinning Support	500	500	1,020	520		520	
7552 Youth Outreach	500	500	3,887	3,387		3,387	
7556 Stag Community Arts Centre	0	27,000	27,540	540		540	
7557 Community Rail Partnership	0	3,000	3,060	60		60	
F & G P - Grants :- Indirect Expenditure	13,440	56,309	57,436	1,127	0	1,127	0
Net Expenditure	(13,440)	(56,309)	(57,436)	(1,127)			

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
39 F & G P - Property							
1469 O/S Ground Rents & Wayleaves	938	5,997	5,925	(72)			
F & G P - Property :- Income	938	5,997	5,925	(72)			0
Net Income	938	5,997	5,925	(72)			
40 Town Team							
1206 Business Awards	0	0	7,210	7,210			
1207 Business Show	0	4,250	3,090	(1,160)			
1208 Other Events Income	0	500	0	(500)			
1209 Wellbeing show income	0	0	3,090	3,090			
1350 Revenue Grant income	8,647	8,647	0	(8,647)			1,848
Town Team :- Income	8,647	13,397	13,390	(7)			1,848
6101 Telephone	0	139	102	(37)		(37)	
6200 Printing & Stationery	22	100	102	2		2	
6240 Computer/ Data Base/WP's	65	893	510	(383)		(383)	
6241 Website Costs	175	442	0	(442)		(442)	
6244 Information Screens	0	1,275	1,530	255		255	
6322 Business Awards	519	519	7,880	7,361		7,361	
6323 Business Show	0	2,988	2,321	(667)		(667)	
6460 Publicity & Democratic notices	11,053	11,053	0	(11,053)		(11,053)	
6710 Conference Fees & Expenses	0	0	714	714		714	
6730 Subscriptions	0	545	0	(545)		(545)	
6900 Sundry Expenses	0	1,166	612	(554)		(554)	
7000 Reinvestment	(3,420)	(3,420)	1,049	4,469		4,469	
7607 Christmas gift guide expenses	0	849	0	(849)		(849)	
7608 Friends of Bat & Ball	0	0	1,020	1,020		1,020	
7616 Wellbeing show	0	0	2,550	2,550		2,550	
Town Team :- Indirect Expenditure	8,415	16,549	18,390	1,841	0	1,841	0
Net Income over Expenditure	232	(3,152)	(5,000)	(1,848)			
8002 less Transfer to EMR	1,848	1,848					
Movement to/(from) Gen Reserve	(1,616)	(5,000)					
41 Business Hub							
1022 Letting & Hire of Facilities	150	379	28,840	28,461			
1025 Prov.of postal/Business addres	0	0	960	960			
1026 Hot Desking Facility	292	1,988	8,000	6,012			
1027 Dedicated Desk x12	0	0	17,280	17,280			

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1029 Office Pods	967	5,299	11,600	6,301			
1031 Chamber of Commerce	400	4,000	3,840	(160)			
Business Hub :- Income	1,808	11,666	70,520	58,854			0
4010 Gross Pay	347	4,030	10,000	5,970		5,970	
5410 Repairs & General Maintenance	165	590	6,000	5,410		5,410	
5500 Equipment Hired and New	34	130	0	(130)		(130)	
6000 Rent & Rates	0	2,071	4,000	1,929		1,929	
6010 Light Heat & Cleaning	1,109	7,467	20,000	12,533		12,533	
6101 Telephone	0	489	2,000	1,511		1,511	
6105 Broadband wi-fi service	566	2,830	0	(2,830)		(2,830)	
6200 Printing & Stationery	0	677	12,000	11,323		11,323	
6241 Website Costs	0	133	0	(133)		(133)	
6511 Sales commission	113	739	0	(739)		(739)	
6620 Legal Expenses	0	750	0	(750)		(750)	
6650 Bad debts	242	242	0	(242)		(242)	
6900 Sundry Expenses	101	716	0	(716)		(716)	
6922 Health&Safety/Risk Assessments	0	245	0	(245)		(245)	
6930 Alarm Maintenance	0	553	0	(553)		(553)	
6976 Credit card charges	29	143	0	(143)		(143)	
Business Hub :- Indirect Expenditure	2,706	21,803	54,000	32,197	0	32,197	0
Net Income over Expenditure	(898)	(10,137)	16,520	26,657			
42 Sevenoaks Town Mayor							
1500 Fundraising	28	681	0	(681)			681
1752 Quiz Night Income	3,104	4,499	0	(4,499)			2,798
1756 Int'l Women's Day Event Income	495	1,705	0	(1,705)			362
Sevenoaks Town Mayor :- Income	3,626	6,885	0	(6,885)			3,841
6200 Printing & Stationery	0	40	0	(40)		(40)	
6210 Postage & Courier	0	2	0	(2)		(2)	
6433 Mayors Allowance 2021/22	284	4,470	5,636	1,166		1,166	(1,124)
6434 Mayor's Car Allowance 2021/22	2,399	2,511	2,511	0		0	
7202 Quiz Night Expenditure	1,700	1,700	0	(1,700)		(1,700)	
7206 Int'l Women's Day Event Exp.	1,343	1,343	0	(1,343)		(1,343)	
Sevenoaks Town Mayor :- Indirect Expenditure	5,725	10,065	8,147	(1,918)	0	(1,918)	(1,124)
Net Income over Expenditure	(2,099)	(3,180)	(8,147)	(4,967)			
8001 plus Transfer from EMR	(1,124)	(1,124)					
8002 less Transfer to EMR	3,841	3,841					
Movement to/(from) Gen Reserve	(7,063)	(8,145)					

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
43 Youth Council							
7555 Youth Council Support	0	45	510	465		465	(465)
Youth Council :- Indirect Expenditure	0	45	510	465	0	465	(465)
Net Expenditure	0	(45)	(510)	(465)			
8001 plus Transfer from EMR	(465)	(465)					
Movement to/(from) Gen Reserve	(465)	(510)					
50 Youth Cafe							
1022 Letting & Hire of Facilities	303	2,070	3,740	1,670			
1211 Sale of Goods	187	578	2,369	1,791			
1350 Revenue Grant income	500	3,625	0	(3,625)			2,775
1450 Furlough Grant Income	0	4,165	0	(4,165)			
1990 Other Income	0	5	0	(5)			
Youth Cafe :- Income	991	10,443	6,109	(4,334)			2,775
4010 Gross Pay	3,021	31,603	26,041	(5,562)		(5,562)	10,000
4270 Employers Pension Contribution	54	691	1,042	351		351	
5410 Repairs & General Maintenance	141	928	1,020	92		92	
5500 Equipment Hired and New	39	164	0	(164)		(164)	
6010 Light Heat & Cleaning	28	98	510	412		412	
6101 Telephone	46	504	571	67		67	
6200 Printing & Stationery	46	168	510	342		342	
6210 Postage & Courier	0	4	0	(4)		(4)	
6240 Computer/ Data Base/WP's	17	671	765	94		94	
6281 Furnishings,Furniture/Eqpt	0	0	510	510		510	
6320 Staff Training	0	20	408	388		388	
6330 Welfare/Hospitality	0	35	0	(35)		(35)	
6340 Staff Uniforms	0	414	204	(210)		(210)	
6460 Publicity & Democratic notices	0	29	510	481		481	
6500 Goods for Resale	324	963	1,734	771		771	
6505 Cafe consumables	0	8	0	(8)		(8)	
6635 Professional Fees Licensing	50	328	408	80		80	
6869 Special Events	100	100	0	(100)		(100)	
6900 Sundry Expenses	1	298	153	(145)		(145)	
6922 Health&Safety/Risk Assessments	0	1,015	408	(607)		(607)	
Youth Cafe :- Indirect Expenditure	3,867	38,041	34,794	(3,247)	0	(3,247)	10,000
Net Income over Expenditure	(2,876)	(27,598)	(28,685)	(1,087)			
8001 plus Transfer from EMR	0	10,000					
8002 less Transfer to EMR	2,775	2,775					
Movement to/(from) Gen Reserve	(5,651)	(20,373)					

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
60 Markets							
1017 Rental Income Sat Market	1,444	17,310	23,130	5,820			
1018 Rental Income Wed Market	820	12,668	14,187	1,520			
1019 Rental Income Blighs Market	1,240	15,800	15,450	(350)			
1028 Rental Income Pop Up Market	0	770	0	(770)			
1350 Revenue Grant income	500	500	0	(500)			
Markets :- Income	4,004	47,048	52,767	5,720			0
4010 Gross Pay	130	2,076	1,704	(372)		(372)	
5410 Repairs & General Maintenance	0	57	102	45		45	
5420 Saturday market charges	1,121	14,645	14,988	343		343	
5421 Wednesday Market charges	2,042	26,543	27,301	758		758	
5425 Pop Up Market	0	7,794	449	(7,345)		(7,345)	5,795
6001 Blighs Market Charges	880	11,176	14,299	3,123		3,123	
6010 Light Heat & Cleaning	1	207	510	303		303	
6460 Publicity & Democratic notices	0	0	2,040	2,040		2,040	
6635 Professional Fees Licensing	0	180	0	(180)		(180)	
Markets :- Indirect Expenditure	4,175	62,678	61,393	(1,285)	0	(1,285)	5,795
Net Income over Expenditure	(171)	(15,631)	(8,626)	7,005			
8001 plus Transfer from EMR	0	5,795					
Movement to/(from) Gen Reserve	(171)	(9,836)					
70 Precept							
1995 Precept	103,325	1,239,898	1,239,898	0			
Precept :- Income	103,325	1,239,898	1,239,898	0			0
Net Income	103,325	1,239,898	1,239,898	0			
Grand Totals:- Income	168,257	1,731,571	1,797,381	65,810			
Expenditure	164,381	1,740,594	1,858,155	117,561	0	117,561	
Net Income over Expenditure	3,876	(9,024)	(60,774)	(51,750)			
plus Transfer from EMR	5,434	39,936					
less Transfer to EMR	7,948	8,586					
Movement to/(from) Gen Reserve	1,362	22,326					

March 2022 Full Year Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	(25,255)	(28,856)	(3,601)	(28,856)	Under on Gross Pay due to staff sickness and resignation, also low Professional Fees paid this year, and no spend on books.
Open Spaces & Leisure Committee					
General	(273,168)	(286,418)	(13,250)	(286,418)	Other income includes £1,921 prior year Rates refund on St Johns Toilets, due to Toilet tax change. Also £878 purchase of a commemorative bench. Other favourable variances are due to £5.7K lower pay related as a result of lower overtime, £1.2K less training, lower spend on Sevenoaks Common (£3.1K), £1K lower spend on skatepark maintenance and £2.1K lower fuel, partially due to electric vehicle. £4K adverse variance in Lower St Johns Toilets is mainly due to £3.7K electricity charge in September, being a catch up on actual usage, having been based on estimates previously. This is partially offset by £2.3K electricity recharge to Enterprise. £3.8K St Nicholas War memorial relates to a 2019 commitment, and is offset by £1.8K grant and budget from contingency. The £4.9K adverse variance in 5311 Security is caused by additional costs for lockups at Pontoise Close & Upper High Street Gardens. Sports income is adverse £3.7K for the year due to no income during April lockdown. The £328 adverse variance in code 1316 is caused by budget for Raley's parking permits erroneously including VAT.
Cemetery	(41,572)	(32,710)	8,862	(32,710)	The variance is mainly driven by lower cemetery income than budget (£21.3K). This is partially offset by £10.1K favourable pay related, driven by long term sickness and a period with an unfilled vacancy. Also £1.4K lower spend on training, £1.6K lower equipment related, and £1.8K lower spend on trees and paths. Higher than budget rates are causing the £2.3K adverse variance in 6000.
Allotments	(1,785)	(1,934)	(149)	(1,934)	Income is slightly lower than expected post-renewals (£390). Gross Pay is £1.3K under budget. 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 at BV allotments cost £1.1K in 5410.
Street lighting/ general	(15,341)	(21,111)	(5,770)	(21,111)	Favourable variance is due to lower spend on Public Clock Maintenance (having recently been refurbished) & lower spend on council owned Streetlighting. Remaining in Bloom budget was moved to reserves for Jubilee.
Vine Grounds	(28,139)	(21,965)	6,174	(21,965)	Higher Gross Pay costs (£4.5k) are offset by the Kickstart grant income received (£5k). New Noticeboard for the Vine (£1.3k) & £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 (£1K variance) also contributes to the adverse variance. £1.4K higher lock up & cleaning costs for the Vine toilets.

March 2022 Full Year Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
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Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Vine Café	(24,487)	(25,911)	(1,424)	(25,911)	<p>Sale of Goods income is £1.8K favourable to budget. This has been achieved while keeping staff costs within budget. £7.5k Other Income relates to a retrospective refund relating to partial VAT reduction on certain takeaway food during COVID. £2.1k income relates to Kickstart funding (offset by salary cost of Kickstart employee).</p> <p>Overspends in Repairs & General Maintenance and Equipment Maintenance (£2.9K) relate to repairs to Oven & Dishwasher. High water bill is due to a catch up on meter readings. £4.3K higher cleaning spend as a result of ongoing covid requirements, & payment for window cleaning. Pest Control work in code 6922 in June & September driving £1.7K adverse. Plus air purifier purchased in Feb.</p>
Bat & Ball Station	-	-	-	-	<p>Deficit for the year is covered in full by a release from the Bat & Ball Management & Maintenance reserve. Sale of Goods & Hall Hire income are £46K below budget due to Covid restrictions closing the cafe at the start of the financial year, and ongoing lower volumes. This lower income is offset by £14.1K HLF grant to support the re-opening of the cafe, & £4.1K Furlough grant. The cafe are taking on more catering, (£4.2K favourable) including the weekly tea dance and traybake for HITB.</p> <p>A kickstart employee was employed for 6 months with funding. An HEO has been recruited (from March), to re-ignite use of the Bat & Ball Station. Pay will be seen in April.</p> <p>Underspends in goods for re-sale £8.9K due to cafe being closed until mid May, and ongoing lower customer levels, this is partially offset by higher cafe consumables due to higher cafe take-away. March includes a catch up water bill which had been erroneously sent to Southeastern. 2 air purifiers were purchased in February in Health & Safety. A laptop has been purchased for the use of the HEO, in 6240 Computer.</p>

March 2022 Full Year Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
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Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Establishments	(616,651)	(657,377)	(40,726)	(657,377)	<p>£3.3K lower interest received due to interest rates.</p> <p>Banner income is also lower than expected, due to less advertising by third parties, partially offset by lower banner costs. Permission to put up banners has been removed, so this will cease as a source of income.</p> <p>£4.3K covid grant spent on litter pickers, hand sanitisers (in 6922) and bus adverts (in 6460).</p> <p>Overspend in Pay related (£7.6K) is partially offset by Kickstart Funding income (£6.8k).</p> <p>Underspend in Printing & Stationery (£3.6k) partly due to STC move to reduce paper & printing usage where possible.</p> <p>Higher spend on postage & courier, mainly due to Town Crier delivery.</p> <p>2 new laptops were purchased in Feb, together with higher IT support driving £2.9K overspend full year on 6240 Computer.</p> <p>Microsoft licences are higher than budget. The council is moving to MS Business Premium which will be a cost saving in 2022/23.</p> <p>Low recruitment costs due to fewer recruitment agencies being used & more job adverts placed online.</p> <p>No legal expenses this year.</p> <p>Professional fees relates to surveyor. Cost to be provided annually for future reinstatement valuation every 3 years.</p> <p>Conference fees have been low due to fewer in person conferences as a result of covid restrictions.</p> <p>Additional Covid Screens have caused the variance adverse in 6922 Health & Safety (with litter pickers & hand sanitiser stations offset by grant).</p> <p>Waste sacks costs (£1.7k) higher partially offset by Waste Sacks income (£0.9k) higher.</p> <p>Contingency has been used to create special events reserve for Jubilee (£8.4K) & Environmental project reserve (£8.5k) .</p> <p>Unutilised contingency of 42.7K offsets the adverse position in other cost centers, particularly the Business Hub.</p>
General	(35,646)	(33,071)	2,575	(33,071)	<p>The purchase of extra Christmas lights (£2.5k including Peter the elf) and Santa's pop up grotto contributed to the £4.6k overspend on the event. Slightly higher income for the event (£620).</p> <p>Special events income relates to funding of Jubilee Crowns. The crowns are included in special events expense, along with other Jubilee items, Stag Take Over & Summer events.</p>
Council Offices	(63,370)	(37,700)	25,670	(37,700)	<p>Chamber bookings are currently £10K below budget.</p> <p>£13.2K higher pay related due to change of position.</p> <p>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.</p> <p>Furnishings relates to the new carpeting for the hallway and chamber, covered by EMR and contingency budget virement.</p> <p>Air purifier has been purchased in February, within Health & Safety.</p>
Bat & Ball Centre	12,156	13,114	958	13,114	<p>Hire income is higher than January/ February levels, but still lower than expected full year due to Omicron concerns.</p> <p>Outdoor activities includes the use of the car park by NHS for covid purposes.</p> <p>Tea dances resumed in August, and are now above the monthly budget.</p> <p>Other income is KCC utilities usage during occupation, & BJB utilities usage during construction. This offsets the higher electricity usage.</p> <p>Higher gross pay is offset by Kickstart funding, & grounds maintenance now brought in house.</p> <p>Hospitality spend is mainly the launch event, covered by a reserves transfer, as included in the project cost.</p> <p>Repairs includes dishwasher repair, new kitchen taps & electric work for Christmas tree.</p> <p>Equipment is bins, hoover, vases, coffee brewers and other small items.</p> <p>Computer is laptop for caretaker.</p> <p>Air purifier has been bought in Feb.</p>
Grants	(56,309)	(57,436)	(1,127)	(57,436)	<p>B&B Ctr now included in free of charge calculations (including weekly tea dance), leading to more grant costs. This is partially offset by lower grant applications in other areas, particularly youth outreach.</p>
Property	5,997	5,925	(72)	5,925	In line with budget

March 2022 Full Year Variance analysis

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Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Town Team	(5,000)	(5,000)	-	(5,000)	The Business Show happened in September and generated £1.1k income over budget, & cost £667 over budget, net £493 surplus. Business Awards planned for April. Wellbeing show has been deferred. The ATCM subscription is the value in code 6730. Christmas safari trail partially funded by donation (other events income). Revenue grants are £6,799K SDC Welcome back funding (for Charing X Sevenoaks posters , Wayfinding Project, and Town Trail) expenses are within publicity. £1,848K KCC funding of public audit - this income has been moved to reserves to match spend in 2022/23.
Business Hub	(10,137)	16,520	26,657	16,520	Income has started to build for the Hub. All 5 office pods are now let, but hot desk bookings & meeting room bookings remain very low. £58.9K lower income is partially offset by £32.1K 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 in 2022/23 now that the Council Office existing line rental/ fibre has been ceased. Budget virements required in 2022/23 to reflect more account codes used than in original cost plan
Sevenoaks Town Mayor	(8,145)	(8,147)	(2)	(8,147)	Quiz night, International Womens Day, & other net fundraising has been move to Mayoral reserves to be distributed to Multiple Sclerosis Society. Unspent Mayoral allowance has been moved to reserves for remaining events in April & May before the end of the Mayoral term.
Youth Council	(510)	(510)	-	(510)	Current Youth Council unspent budget has been moved to reserves.
Youth Cafe	(20,373)	(28,685)	(8,312)	(28,685)	£10K grant, recognised in 2020/21, has been released from reserves & 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. £3.6k revenue grant income relates to the Young People Mentoring Project & activities project. £2775 has been moved to reserves to fund the skate event & summer 2022 activities. Adverse variances in Letting & Hire and Sale of Goods are the result of slow uptake in Youth cafe use post restrictions. These are now building with a new regular hirer and increasing numbers of young people attending.
Markets	(9,836)	(8,626)	1,210	(8,626)	Saturday Market has performed £5.5K worse than expected, Wednesday is £1K worse than budget, and Blighs (including Xmas) has performed £3.5K better than budget. In real terms, Wednesday market continues to make a loss, >£14K full year. Blighs & Saturday markets are both making a surplus. The licence charge for Wednesday & Saturday makets has increased in line with inflation for 2022/23, so their loss/ surplus will worsen. The Pop-up Market net expenditure is covered by CRF reserves release and budget.
Precept	1,239,898	1,239,898	-	1,239,898	
Revenue Surplus/ (Deficit) Total	22,326	20,000	(2,326)	20,000	
Capital Infrastructure	-	-	-	-	Capital Receipts are moved to reserves & capital spend covered by CIL, and Capital Receipts Reserve.
Total inc Capital	22,326	20,000	(2,326)	20,000	

Summary by Committee:

March 2022 Full Year Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
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Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning	(25,255)	(28,856)	(3,601)	(28,856)	
Open spaces & Leisure	(360,005)	(364,138)	(4,133)	(364,138)	
Vine Café	(24,487)	(25,911)	(1,424)	(25,911)	
Bat Ball Station	-	-	-	-	
Finance & General Purpose	(807,824)	(800,993)	6,831	(800,993)	
Precept	1,239,898	1,239,898	-	1,239,898	
Capital Infrastructure	-	-	-	-	

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

	B/fwd 01-Apr-21 £	Movement* £	C/fwd 31-Mar-22 £	
<u>Current Assets</u>				
Stock	2,109	(49)	2,061	
Trade debtors	17,601	14,494	32,096	
VAT	60,292	(40,564)	19,728	
Prepayments and other debtors	64,003	(10,204)	53,799	
Total Cash at Bank	1,794,222	(84,213)	1,710,009	
	1,938,228	(120,535)	1,817,693	
<u>Current Liabilities</u>				
Trade creditors	87,369	(41,269)	46,100	
Accruals and other creditors	66,810	4,071	70,881	
Precept received in advance of budget	-	-	0	
Receipts in advance (rent, hall hire, cemetery)	13,522	9,551	23,073	
	167,701	(27,648)	140,054	
<u>Net Current Assets</u>	1,770,526	(92,887)	1,677,639	
<u>Represented by:</u>				
<u>General Funds</u>				
Revenue Reserves	417,571	21,290	438,861	Note 1
<u>Earmarked/Designated Funds</u>				
Youth Council Reserve	-	1,835	1,835	Note 2
Council Offices Reserve	11,198	(9,650)	1,548	Note 3
Pension Reserve	2,814	-	2,814	
Rolling Capital Prog Revenue Reserve	30,433	3,000	33,433	Note 4
Street Lighting Reserve	4,270	(516)	3,755	Note 5
Stag Winding Up Reserve	8,000	1,000	9,000	
Planning Fees Reserve	12,500	-	12,500	
Youth Activities Reserve	11,500	(7,956)	3,544	Note 6
Special Events reserves	-	10,000	10,000	Note 7
STP Activities Reserve	538	1,848	2,386	Note 8
Non-annual commitments reserve	5,824	5,940	11,764	
Staff training reserve	4,775	(1,885)	2,890	
Capital Receipts Quaker Hall	29,231	29,231	58,462	
Capital Receipts Reserve	639,367	(129,934)	509,432	Note 9
Bat & Ball Station Management & Maintenance reserve	279,804	(49,004)	230,800	
PWL repayment reserve	121,262	(121,262)	-	Note 9
CRF reserve	5,795	(5,795)	-	
Vehicle/ Machinery replacement reserve	-	18,054	18,054	Note 10
Environmental reserve	-	8,500	8,500	Note 11
CIL Earmarked Reserve	102,065	127,453	229,518	Note 12
No 8 bus Reserve	78,808	-	78,808	
QH Allotments Key Reserves	4,115	-	4,115	
Mayor's Charity Reserve	656	4,965	5,621	
	1,352,955	(114,177)	1,238,778	
	1,770,526	(92,887)	1,677,639	

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

Note 1	YTD movement is a net surplus of £22K, less prior year fundraising paid from reserves
Note 2	Represents cumulative unspent budget for Youth Council
Note 3	Spend on new carpet
Note 4	Increased by unspent capital budget in cemeteries & OSL
Note 5	Private road upgrade deposit released
Note 6	£2775 grant for summer activities to be spent 2022/23, offset by £10K grant for staff salaries to be spent in 2021/22
Note 7	£10K reserve created for Jubilee events to be held in 2022/23
Note 8	Public Realm grant to be spent in 2022/23
Note 9	YTD spend mainly on B&B Ctr £197K +£6K opening event (funded mostly from PWL), £44K on Business Hub, £13K on NDP, and £2K on Rugby pitch. Also £11K receipt re residual proceeds from sale of Raleys land
Note 10	Unspent vehicle & machinery budget for use in 2022/23
Note 11	£8.5K reserve created for Environmental Project in 2022/23
Note 12	CIL income received £233,465 offset by £24K spend on cemetery paths, £12K spend on play areas, £65K spend on business hub, and £3K spend on Vine Area improvement

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Sevenoaks Town Council

Statement of Fund Balances as at 31st March 2022

£ (2020/21)		S&P Rating 31/03/2022		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			8,544			
1,000	Current Account			297,238			0.10%
1,000	Payroll Account			1,000			
8,101	HITB Youth café			1,000			
4,600	Sevenoaks Town Partnership			9,949			
	Mayors Charity Account			3,939	321,670	18.81%	
50,501	<u>HSBC</u>	A+	A1				
	Business money manager			50,506	50,506	2.95%	0.05%
64,302	<u>Handelsbanken</u>	AA-	A1+				
260,005	Deposit account			64,375			0.00%
	35 day notice account			260,005	324,380	18.97%	0.20%
502,116	<u>Nationwide</u>	A+	A1				
10,163	Instant Saver			502,367			0.05%
	Sevenoaks Fund Instant Saver			10,168	512,536	29.97%	0.05%
500,000	<u>CCLA</u>						
	Business money manager	AAA (Fitch only)		500,000	500,000	29.24%	0.58%
1	<u>Clydesdale</u>						
	Current account	A-	A2	1	1		
861	<u>Petty Cash</u>				916	0.05%	
-499	<u>Cashbook suspense</u>				0	0.00%	
1,794,222					1,710,009	100.00%	

Instant access funds

1,425,031

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

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
91 Capital Infrastructure Budget							
2011 Capital Receipts	29,231	40,685	0	(40,685)			40,685
2012 CIL income allocation	0	233,465	0	(233,465)			233,465
Capital Infrastructure Budget :- Income	29,231	274,150	0	(274,150)			274,150
9011 Cemetery Paths Resurfacing	0	24,020	0	(24,020)		(24,020)	24,020
9014 Play Areas	4,478	12,478	0	(12,478)		(12,478)	12,478
9062 Bat & Ball Station	0	535	0	(535)		(535)	535
9063 New Community Centre	4,137	196,662	0	(196,662)		(196,662)	196,662
9065 Rugby pitch	0	1,990	0	(1,990)		(1,990)	1,990
9066 Northern Masterplan	0	13,275	0	(13,275)		(13,275)	13,275
9071 Business Hub	0	109,054	0	(109,054)		(109,054)	109,054
9074 Jubilee Clock	(210)	0	0	0		0	
Capital Infrastructure Budget :- Indirect Expenditure	8,406	358,014	0	(358,014)	0	(358,014)	358,014
Net Income over Expenditure	20,825	(83,864)	0	83,864			
8001 plus Transfer from EMR	333,994	358,014					
8002 less Transfer to EMR	29,231	274,150					
Movement to/(from) Gen Reserve	325,588	0					
Grand Totals:- Income	29,231	274,150	0	(274,150)			
Expenditure	8,406	358,014	0	(358,014)	0	(358,014)	
Net Income over Expenditure	20,825	(83,864)	0	83,864			
plus Transfer from EMR	333,994	358,014					
less Transfer to EMR	29,231	274,150					
Movement to/(from) Gen Reserve	325,588	0					

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/03/2022	01854	31227	ALL POINTS WEST	ALL004	4,550.00	910.00	5,460.00	6460	40	4,550.00	31227/Wayfind brief&strategy
25/02/2022	25/02/22	31161	AMEX	AME001	0.40	0.00	0.40	6976	31	0.40	31161/credit card chgs
30/03/2022	30/03/22	31306	AMEX	AME001	1.11	0.00	1.11	6976	31	1.11	March credit card chgs
30/03/2022	020	31297	ANTHONY CHARLES WILL	ANT001	1,300.00	0.00	1,300.00	9063	91	1,300.00	31297/infomation screens x 4
15/11/2021	6550069	31217	ANGEL WATERLOGIC	ANWA001	420.98	84.20	505.18	110	0	242.66	31217/water machine maint chgs
								6330	31	178.32	31217/water machine maint chgs
15/03/2022	6822049	31216	ANGEL WATERLOGIC	ANWA001	40.87	8.17	49.04	6330	31	40.87	31216/Water machine chg
14/03/2022	14THMARCH2022	31197	ART IN JUNE	ART001	250.00	0.00	250.00	7500	38	250.00	31197/Art In June grant
15/03/2022	15/03/2022	31230	BANKLINE	BANKL01	103.10	0.00	103.10	6975	31	103.10	31230/bank chgs
28/03/2022	PSI0007273	31260	BARRETT CORP HARRING	BAR004	2,650.00	530.00	3,180.00	6635	31	2,650.00	31260/resinstatement costs
18/03/2022	3454422	31252	BOOKER	BOOK001	-4.79	0.00	-4.79	6505	28	-4.79	31252/Goods for resale credit
10/03/2022	3575344	31251	BOOKER	BOOK001	127.89	2.16	130.05	6505	28	17.57	31251/consumables
								6500	28	110.32	31251/Goods for resale
17/03/2022	3575534	31245	BOOKER	BOOK001	122.58	1.20	123.78	6505	28	5.99	31245/disposable plates
								6500	28	116.59	31245/Goods for resale
31/03/2022	3575888	31310	BOOKER	BOOK001	59.37	1.20	60.57	6500	28	53.38	Goods for resale
								6505	28	5.99	napkins 500pk
31/03/2022	3575889	31311	BOOKER	BOOK001	197.72	19.81	217.53	6500	28	191.73	Goods for resale
								6505	28	5.99	Goods for resale
25/03/2022	SVO/363158	31273	BREWERS	BREW001	32.57	6.51	39.08	5410	28	32.57	31273/painting eq
25/03/2022	SVO/363159	31287	BREWERS	BREW001	111.47	22.29	133.76	5410	41	111.47	31287/paint equipment
31/03/2022	SVO/363431	31312	BREWERS	BREW001	45.92	9.18	55.10	5410	41	45.92	paint
17/03/2022	M133PO	31210	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	31210/March telephone chgs
28/03/2022	0007024093	31322	CASTLE WATER	CAS002	991.31	0.00	991.31	6000	33	991.31	water chg 01/02/22-31/07/22
08/07/2021	0005807274	31298	CASTLE WATER	CAS010	461.30	92.28	553.58	6000	30	461.30	31298/water chg Dec19-Oct21
24/08/2021	0005980246	31299	CASTLE WATER	CAS010	43.81	0.00	43.81	6000	30	43.81	31299/water chg
21/03/2022	0006995445	31320	CASTLE WATER	CAS010	-75.94	0.00	-75.94	6000	30	-75.94	water credit
21/03/2022	0006995446	31321	CASTLE WATER	CAS010	-1,257.43	-249.30	-1,506.73	6000	30	-1,257.43	water credit 01/10/21-31/3/22

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
22/03/2022	0006997694	31323	CASTLE WATER	CAS010	274.58	51.47	326.05	6000	30	274.58	water chg 01/11/21-31/03/22
01/03/2022	147696	31135	HW COLDBREATH	COL003	52.90	0.00	52.90	6500	30	52.90	31135/goods for resale
09/03/2022	147726	31182	HW COLDBREATH	COL003	63.60	0.00	63.60	6500	30	63.60	31182/goods for resale
07/03/2022	INV-2685	31294	COMMERCIAL PRESSURE	COM003	25.00	5.00	30.00	6010	28	25.00	31294/window cleaning chg
09/03/2022	151566	31219	CONNECTAPHONE	CON001	456.38	91.28	547.66	6101	30	73.40	31219/Feb telephone chgs
								6101	36	46.98	31219/Feb telephone chgs
								6101	21	11.77	31219/Feb telephone chgs
								6101	22	14.10	31219/Feb telephone chgs
								6101	31	310.13	31219/Feb telephone chgs
31/03/2022	INV290684	31319	COUNTRY STYLE RECYCL	COU001	62.00	12.40	74.40	6935	29	62.00	March glass collection
31/03/2022	INV293089	31307	COUNTRY STYLE RECYCL	COU001	20.85	4.17	25.02	6935	36	20.85	March glass collection
03/03/2022	03/03/2022	31187	THE COUNTRYSIDE CHAR	COU002	36.00	0.00	36.00	6730	31	36.00	31187/Countryside Charity subs
18/11/2021	96223	31225	ERNEST DOE	DOE001	27.50	5.50	33.00	5525	21	27.50	31225/brushcutter service
02/03/2022	700005885298	31160	ECOTRICITY	ECO002	1,144.01	228.80	1,372.81	6010	41	1,144.01	31160/feb electric chgs
01/03/2022	000011725923	31156	EDF ENERGY	EDF002	1,037.50	207.50	1,245.00	6011	36	1,037.50	31156/feb electric chgs
01/03/2022	000011759164	31159	EDF ENERGY	EDF003	11.86	0.59	12.45	6010	60	11.86	31159/feb electric chg
02/03/2022	000011767381	31157	EDF ENERGY	EDF003	-15.85	-0.79	-16.64	6010	60	-15.85	31157/Feb electric credit
02/03/2022	000011767399	31158	EDF ENERGY	EDF003	11.27	0.56	11.83	6010	60	11.27	31158/jan electric chg
13/01/2022	0003606625	31308	ELITE	EFS001	73.89	0.00	73.89	6500	28	73.89	Goods for resale
04/02/2022	0003625669	31309	ELITE	EFS001	73.89	0.00	73.89	6500	28	73.89	Goods for resale
07/03/2022	0003651644	31181	ELITE	EFS001	135.87	0.00	135.87	6500	30	135.87	31181/goods for resale
24/03/2022	0003669243	31248	ELITE	EFS001	93.52	0.00	93.52	6500	28	93.52	31248/goods for resale
24/03/2022	0003669244	31250	ELITE	EFS001	94.47	0.00	94.47	6500	28	94.47	31250/Goods for resale
24/03/2022	0003669247	31249	ELITE	EFS001	61.46	6.59	68.05	6013	30	32.97	31249/cleaning eq
								6500	30	28.49	31249/Goods for resale
24/03/2022	0003672845	31295	ELITE	EFS001	-49.78	0.00	-49.78	6500	28	-49.78	31295/goods for resale credit
04/03/2022	4THMARCH2022	31185	EMAP	EMAP001	356.00	0.00	356.00	6730	31	356.00	31185/Sev Chronicle subs
01/03/2022	68245	31222	ATLAS FM/EMPRISE SVS	EMP001	404.64	80.93	485.57	6932	22	404.64	31222/March lock up chgs
01/03/2022	68246	31223	ATLAS FM/EMPRISE SVS	EMP001	1,045.94	209.19	1,255.13	5311	21	1,045.94	31223/March lock up chgs

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/03/2022	68247	31221	ATLAS FM/EMPRISE SVS	EMP001	697.50	139.50	837.00	5311	21	697.50	31221/March lock up chgs
04/03/2022	0063/03039812	31173	FAIRALLS	FAIR001	21.71	4.34	26.05	5410	21	21.71	31173/nuts,glue
10/03/2022	0063/03049924	31236	FAIRALLS	FAIR001	18.13	3.63	21.76	5310	21	18.13	31236/stone chipping
16/03/2022	0063/03058421	31281	FAIRALLS	FAIR001	32.84	6.57	39.41	5010	29	32.84	31281/postmix
18/03/2022	0063/03062474	31278	FAIRALLS	FAIR001	7.20	1.44	8.64	5310	21	7.20	31278/bolts
21/03/2022	0063/03064857	31279	FAIRALLS	FAIR001	25.52	5.10	30.62	5010	29	25.52	31279/sand,cement
22/03/2022	0063/03067324	31275	FAIRALLS	FAIR001	4.05	0.81	4.86	5310	21	4.05	31275/bolts
24/03/2022	0063/03071705	31280	FAIRALLS	FAIR001	42.87	8.57	51.44	5500	21	42.87	31280/trowel,float
25/03/2022	0063/03073707	31315	FAIRALLS	FAIR001	9.35	1.87	11.22	5010	29	9.35	building sand
29/03/2022	0063/03078353	31313	FAIRALLS	FAIR001	5.48	1.10	6.58	5010	29	5.48	building sand
30/03/2022	0063/03080413	31314	FAIRALLS	FAIR001	3.18	0.64	3.82	5010	29	3.18	building sand
31/03/2022	0063/03083174	31366	FAIRALLS	FAIR001	29.13	5.83	34.96	5010	29	29.13	building sand
08/03/2022	25	31369	K M FINCH	FINC001	2,400.00	480.00	2,880.00	5412	22	2,400.00	steel gates supply& install
11/03/2022	I027903	31224	FORGE GARAGE	FORG001	807.55	152.52	960.07	5550	21	807.55	31224/GU14XKZ service
08/03/2022	MF/STC/936	31169	FOUR FRYS LTD	FOU002	275.00	55.00	330.00	6322	40	275.00	31169/Business awards art work
08/03/2022	MF/STC/937	31168	FOUR FRYS LTD	FOU002	300.00	60.00	360.00	6865	26	300.00	31168/In Bloom art work
30/03/2022	MF/STC/939	31270	FOUR FRYS LTD	FOU002	500.00	100.00	600.00	6460	40	500.00	31270/artwork for charing x
14/03/2022	14THMARCH2022	31194	FRIENDS OF PONTOISE	FRIE001	250.00	0.00	250.00	7520	38	250.00	31194/Friends of.P grant
14/03/2022	14THMARCH2022	31193	FRIENDS OF RHEINBACH	FRIE002	250.00	0.00	250.00	7520	38	250.00	31193/Friends of.R grant
31/03/2022	ORD0546319	31296	FURNITURE@WORK	FUR001	2,568.00	0.00	2,568.00	9063	91	2,568.00	31296/20 folding tables
03/03/2022	INV502817	31153	GAZA TIMBER	GAZA001	55.35	11.07	66.42	6822	22	55.35	31152/2 fence panels
11/03/2022	113	31220	GLENN BALL	GLE001	2,513.14	0.00	2,513.14	6635	31	2,513.14	31220/Architect fees at vine
14/03/2022	EM220596	31200	GLOBAL MEDIA GROUP	GLO001	485.00	97.00	582.00	6460	40	485.00	31200/WBF promotion
14/03/2022	EM220596A	31201	GLOBAL MEDIA GROUP	GLO001	2,520.00	504.00	3,024.00	6460	40	2,520.00	31201/WBF promotion
31/03/2022	10723	31368	HARDWARE CENTRE	HARD001	98.00	19.60	117.60	5525	22	42.23	Hardware bits
								5500	21	29.55	Hardware bits
								5010	29	24.74	Hardware bits
								5410	28	1.48	Hardware bits
04/03/2022	62164	31172	MARK HARROD	HARR002	277.00	55.40	332.40	5120	21	277.00	31172/rugby posts

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
09/03/2022	82502	31183	HERBERT & WARD	HAW001	187.00	9.00	196.00	6500	30	142.00	31183/Goods for resale
								6505	30	45.00	31183/consumables
23/03/2022	82662	31243	HERBERT & WARD	HAW001	215.00	10.80	225.80	6500	30	161.00	31243/coffee, chocolate
								6505	30	54.00	31243/cup holders
24/03/2022	82687	31247	HERBERT & WARD	HAW001	171.00	9.00	180.00	6505	28	45.00	31246/cups
								6500	28	126.00	31246/coffee
01/03/2022	17158	31150	HELIOCENTRIX	HELI001	18.00	3.60	21.60	110	0	18.00	31150/HITB domain name renewal
28/02/2022	17205	31164	HELIOCENTRIX	HELI001	7.99	1.60	9.59	6240	31	7.99	31164/headset connector
31/03/2022	17406	31303	HELIOCENTRIX	HELI001	1,872.37	374.47	2,246.84	6240	31	1,085.81	March IT support chgs
								6242	31	786.56	March IT Office 365
28/03/2022	T2289	31179	HELIOCENTRIX	HELI001	293.00	58.60	351.60	6105	22	10.00	31179/Feb wifi chgs
								6105	41	283.00	31179/Feb wifi chgs
31/03/2022	T2319	31271	HELIOCENTRIX	HELI001	293.00	58.60	351.60	6105	22	10.00	31271/Mar wifi chg
								6105	41	283.00	31271/Mar wifi chg
18/03/2022	167	31232	HIGH STREET SAFARI	HIG002	499.00	0.00	499.00	6460	40	499.00	31232/Jubilee trail
25/03/2022	0280669	31300	HOLLYBUSH LAUNDRY	HOL002	75.00	0.00	75.00	6013	36	75.00	31300/tablecloth cleaning
01/03/2022	INV-2313	31141	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	31141/planning tracker support
14/03/2022	14THMARCH2022	31196	KENT YOUTH JAZZ	JAZZ001	500.00	0.00	500.00	7552	38	500.00	31196/Kent Youth Jazz grant
07/03/2022	1006037	31399	KALL KWIK	KALL001	393.00	0.00	393.00	6865	26	149.00	In Bloom leaflets
								6322	40	244.00	Business Awards leaflets
11/03/2022	1006087	31206	KALL KWIK	KALL001	180.00	36.00	216.00	6200	31	180.00	31206/Skatepark Day design chg
11/03/2022	1006088	31207	KALL KWIK	KALL001	68.20	13.64	81.84	6461	31	58.00	31207/Skatepark Day banners
								6200	31	10.20	31207/Skatepark Day posters
09/03/2022	I3985565	31165	KCC KCS	KCC003	34.69	6.94	41.63	5500	50	34.69	31165/table tennis eq
11/03/2022	I3987153	31184	KCC KCS	KCC003	100.89	20.18	121.07	6200	31	100.89	31184/stationery
17/03/2022	I3990240	31212	KCC KCS	KCC003	103.89	20.78	124.67	6200	31	63.96	31212/stationery
								6010	33	39.93	31212/cleaning eq
19/03/2022	I3991581	31208	KCC KCS	KCC003	51.93	10.39	62.32	6010	33	45.98	31208/cleaning equipment
								6200	31	5.95	31208/stationery

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
24/03/2022	I3993509	31240	KCC KCS	KCC003	30.89	6.18	37.07	6200	50	30.89	31240/stationery
25/03/2022	I3994165	31241	KCC KCS	KCC003	106.70	21.34	128.04	6010	33	106.70	31241/cleaning eq
29/03/2022	I3995548	31276	KCC KCS	KCC003	93.97	18.79	112.76	5013	21	43.99	31276/graffiti removal spray
								6935	21	49.98	31276/pack of 200 sacks
30/03/2022	I3996249	31288	KCC KCS	KCC003	65.25	13.05	78.30	6010	33	65.25	31288/cleaning equipment
23/03/2022	15714	31239	KENTFARM	KENTFAR001	60.00	0.00	60.00	6730	31	60.00	31239/KFMA subs
01/03/2022	7616908	31134	KFF	KFF001	171.77	12.76	184.53	6013	30	3.71	31134/cleaning eq
								6500	30	168.06	31134/Goods for resale
10/03/2022	7625208	31180	KFF	KFF001	238.47	11.90	250.37	6500	30	238.47	31180/goods for resale
10/03/2022	7627093	31218	KFF	KFF001	-30.00	0.00	-30.00	6500	30	-30.00	31218/Goods for resale credit
24/03/2022	7637454	31244	KFF	KFF001	136.68	9.55	146.23	6500	30	136.68	31244/goods for resale
02/03/2022	1144	31367	KING RAMPS	KIN001	1,750.00	350.00	2,100.00	6869	50	1,750.00	skate event at Greatness
15/03/2022	1159801358	31205	KONICA MINOLTA	KMB001	479.29	95.86	575.15	6200	31	479.29	31204/print chgs 19/12-18/03
15/03/2022	1159806458	31204	KONICA MINOLTA	KMB001	215.49	43.10	258.59	6240	31	215.49	31204/Bizhub chgs 19/3-18.6
08/03/2022	107958	31282	LANDSCAPE SUPPLY CO	LAND001	108.75	21.75	130.50	5525	22	9.68	31282/brass coupling
								6952	21	55.51	31282/waterproof clothing
								5500	22	43.56	31282/waterproof clothing
29/03/2022	700633	31365	LISTER WILDER	LIST002	1,222.79	244.56	1,467.35	5525	21	1,222.79	service of GN64 DYM
28/03/2022	045/22	31272	LOO OF THE YEAR AWAR	LOO001	444.00	88.80	532.80	6900	36	148.00	31272/LOTY entry
								6900	30	296.00	31272/LOTY entry x 2
16/03/2022	126663	31228	MANAGED TECHNOLOGY	MAN002	37.66	7.53	45.19	6200	31	37.66	31228/print chgs
14/03/2022	NEREODBS6592	31213	NEREO	NER001	50.00	2.00	52.00	6635	50	50.00	31213/DBS check for D.M
28/03/2022	UKSP00077735	31231	NEXUDUS SL	NEX001	95.40	19.08	114.48	6900	41	95.40	31231/Hub booking chgs
03/03/2022	24440094	31242	NISBETS	NIS001	114.31	22.86	137.17	6505	30	20.97	31242/food labels
								5500	30	37.48	31242/Glass cake stand
								6013	30	55.86	31242/cleaning eq
15/03/2022	RS181129	31203	NORTH KENT COLLEGE	NKC001	600.00	0.00	600.00	6320	22	600.00	31203/H.B college fees
28/02/2022	992185	31235	OAKS PLANT HIRE	OAKS001	144.00	28.80	172.80	5500	21	144.00	31235/vine pond pump
28/03/2022	28/03/22-LIN	31360	ONECARD	ONE002	463.45	31.31	494.76	6415	31	43.48	flowers for Cllr.W family

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/03/2022	28/03/22/ANN	31359	ONECARD	ONE002	2,712.90	240.90	2,953.80	6415	31	150.00	Flowers for Cllr.W funeral
								6415	31	75.00	3 picture frames
								5410	30	89.62	plants for DVCRP
								7206	42	35.42	plants for IWD
								7202	42	7.08	flowers & bag
								7202	42	38.49	refreshments
								6461	31	24.36	Ukraine banner
								6104	36	8.34	KW mobile
								6104	21	5.00	RG mobile
								6104	21	5.00	O/S ipad
								6104	21	8.34	NC mobile
								6104	36	8.34	KW mobile
								5050	21	51.00	pump repair kit
								6710	31	50.00	Audit workshop for RFO
								6710	31	32.44	climate change event for J.L
								6240	11	10.95	Acrobat Standard Licence
								6240	50	16.64	Adobe Illustrator - HITB
								6240	31	7.04	VGA to HDMI cable
								6240	40	41.62	Creative Cloud subs
								6013	30	6.00	cleaning equipment
								6013	30	6.35	Cleaning equipment
								6500	30	109.48	Goods for resale
								6500	30	-1.20	Goods for resale credit
								6500	28	56.34	Goods for resale
								6500	50	61.61	Goods for resale
								6500	30	86.95	Goods for resale
								6500	28	68.21	goods for resale
								6500	30	91.75	Goods for resale
								6500	30	-21.50	Goods for resale credit

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	28	70.40	Goods for resale
								6500	28	-4.00	Goods for resale credit
								6500	30	142.00	food for DVCRP meeting
								6500	36	142.00	food for SLCC meeting
								6500	30	105.63	goods for resale
								6500	30	-0.30	goods for resale refund
								6500	28	101.47	goods for resale
								6500	50	83.65	goods for resale
								6869	32	19.50	Seeds for Queens Jubilee
								5317	21	302.00	An rental of warning signs
								6010	50	12.00	Cleaning equipment
								6010	28	3.00	cleaning eq
								6010	28	6.70	cleaning eq
								6010	50	10.00	cleaning eq
								7206	42	82.33	Alcohol for IWD lunch
								7206	42	50.17	Plants for IWD lunch
								6101	31	16.67	LL ipad
								6505	28	5.00	muffin cases
								5500	41	33.88	parking & car charging signs
								5500	31	150.83	roller blinds for finance room
								5500	50	4.00	ice cream scoop
								5410	36	23.32	batteries
								5410	36	8.32	double sided tape
								5550	21	277.50	road tax for GU14 XKZ
								6900	30	2.75	flowers
								7202	42	19.60	refreshments for Mayor's Quiz
								7202	42	8.33	refreshments for Mayor's Quiz
								7202	42	120.00	refreshments for Mayor's Quiz
								7202	42	83.54	refreshments for Mayor's Quiz

Purchase Ledger for Month No 12

Order by Supplier A/c

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								7202	42	5.00	flower for Mayor's Quiz
								7202	42	2.00	corkscrew for Mayor's Quiz
								7202	42	61.25	refreshments for Mayor's Quiz
								6330	31	26.00	sandwiches for meeting
								6200	50	15.50	stationery
								6200	31	14.16	money wallets
29/03/2022	138651	31277	PALMSTEAD	PALM002	540.90	105.72	646.62	6802	22	38.70	31277/plants
								5340	36	160.00	31277/plants
								5340	21	202.20	31277/plants
								6865	26	140.00	31277/plants
28/03/2022	116487	31302	PHC	PHC001	475.00	95.00	570.00	6330	21	142.50	Health care technician visit
								6330	22	332.50	Health care technician visit
04/03/2022	00002976949-047	31154	PLUSNET	PLUS01	26.03	5.21	31.24	6101	28	26.03	31154/Mar telephone chgs
04/03/2022	00003028653-047	31155	PLUSNET	PLUS01	45.56	9.11	54.67	6101	50	45.56	31155/Mar telephone chgs
03/03/2022	00003028673-047	31151	PLUSNET	PLUS01	19.38	3.88	23.26	6101	22	19.38	31151/mar telephone chgs
25/02/2022	196678	31162	PREMIER ALARMS	PREM001	85.00	17.00	102.00	6930	36	85.00	31162/alarm maint chgs
01/03/2022	167522	31170	PROVENDER	PRO002	131.24	26.25	157.49	5320	21	131.24	31170/plants
09/03/2022	168177	31171	PROVENDER	PRO002	128.50	25.70	154.20	5340	21	128.50	31171/plants
22/03/2022	169351	31253	PROVENDER	PRO002	187.96	37.60	225.56	6865	26	172.13	31253/plants
								5500	22	15.83	31253/hose
29/03/2022	RS96153	31370	RAWSTONE HIRE	RAW001	51.37	10.27	61.64	5500	21	51.37	medium breaker hire
29/03/2022	RS96155	31285	RAWSTONE HIRE	RAW001	107.65	20.83	128.48	5500	36	107.65	31285/excavator hire
08/03/2022	08/03/22	31145	ROYAL BRITISH LEGION	RBL001	115.59	0.00	115.59	6869	32	115.59	31145/Jubilee decoration
16/03/2022	SEV/018/22	31211	SAFER SEVENOAKS	SAFE004	145.00	0.00	145.00	110	0	145.00	31211/crime radio hire subs
01/02/2022	2071626	31238	SDC	SDC001	3,162.78	0.00	3,162.78	5421	60	2,041.80	31238/Feb market rent
								5420	60	1,120.98	31238/Feb market rent
02/03/2022	2072535	31137	SDC	SDC001	3,673.22	0.00	3,673.22	5421	60	2,552.24	31137/march market rent
								5420	60	1,120.98	31137/march market rent
30/03/2022	2072875	31286	SDC	SDC001	225.00	45.00	270.00	6200	31	225.00	31286/PO pads

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/03/2022	2072326	31167	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	31167/feb bin collection chg
02/03/2022	2072435	31140	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	31140/Feb bin collection
02/03/2022	2072436	31139	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	31139/feb bin collection
02/03/2022	2072437	31136	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	31136/bin collection 31/1-27/2
02/03/2022	2072444	31143	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	31138/Jan bin collection
02/03/2022	2072445	31138	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	31138/feb bin collection
02/03/2022	2072445A	31144	SDC DIRECT SERVICES	SDC002	109.65	0.00	109.65	6935	28	109.65	31144/Feb bin collection
02/03/2022	2072445REV	31142	SDC DIRECT SERVICES	SDC002	-80.60	0.00	-80.60	6935	36	-80.60	31142/bin collection 31/1-27/2
08/03/2022	2072576	31186	SDC DIRECT SERVICES	SDC002	213.00	0.00	213.00	6000	22	213.00	31186/cesspool emptying
31/03/2022	2072971	31305	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	March bin collection chgs
31/03/2022	2073080	31289	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	31289/bin collection March
31/03/2022	2073081	31291	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	31291/March bin collection
31/03/2022	2073082	31292	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	31292/March bin collection
31/03/2022	2073089	31293	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	31293/March bin collection
31/03/2022	2073090	31290	SDC DIRECT SERVICES	SDC002	146.20	0.00	146.20	6935	28	146.20	31290/March bin collection
14/03/2022	14THMARCH2022	31190	SEV SOCIETY	SEV002	500.00	0.00	500.00	7500	38	500.00	31190/Sevenoaks Society grant
21/03/2022	15734	31284	SEV MOWERS	SEV006	72.95	14.59	87.54	5525	22	72.95	31284/Honda service
22/03/2022	15884	31318	SEV MOWERS	SEV006	15.97	3.19	19.16	5525	21	15.97	trimmer cord
14/03/2022	14THMARCH2022	31202	SEV VOLUNTEER TRANSP	SEV023	750.00	0.00	750.00	7500	38	750.00	31202/SVT grant
14/03/2022	14THMARCH2022	31198	SEV LITERARY	SEV024	500.00	0.00	500.00	7500	38	500.00	31198/Sev lit fest grant
14/03/2022	14THMARCH2022	31195	SEV THREE ARTS	SEV026	600.00	0.00	600.00	7500	38	600.00	31195/Sev Three Arts grant
23/02/2022	85328	31233	SGE	SGE001	4.56	0.92	5.48	5310	21	4.56	31233/washer, nuts
06/03/2022	9048973	31226	SHELL	SHEL001	69.69	13.94	83.63	5700	21	69.69	31226/fuel chgs
13/03/2022	9097873	31234	SHELL	SHEL001	46.67	9.33	56.00	5700	22	46.67	31234/fuel
20/03/2022	9142673	31283	SHELL	SHEL001	68.11	13.62	81.73	5700	21	68.11	31283/fuel
27/03/2022	9190485	31274	SHELL	SHEL001	170.93	34.19	205.12	5700	22	26.25	31274/fuel
								5700	21	144.68	31274/fuel
10/03/2022	10764	31400	SJM 360 GROUP	SJM001	150.00	30.00	180.00	5525	28	150.00	Air con service
18/03/2022	INV-0621	31301	SOCIAL FIREWORKS	SOC001	175.00	0.00	175.00	6241	40	175.00	setup of STT facebook page

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/03/2022	0044	31152	SSE	SSE003	56.15	2.80	58.95	5020	29	56.15	31152/electric chgs 18/11-25/2
30/03/2022	0045	31264	SSE	SSE003	-56.15	-2.80	-58.95	5020	29	-56.15	31264/electric ref 18/11-25/2
30/03/2022	0046	31265	SSE	SSE003	187.23	9.36	196.59	5020	29	187.23	31265/electric chg 18/11-25/02
14/03/2022	0049	31215	SSE	SSE004	729.69	145.93	875.62	6010	28	729.69	31215/electric chg 18/11-11/3
30/03/2022	0050	31268	SSE	SSE004	-729.69	-145.93	-875.62	6010	28	-729.69	31268/electric ref 18/11-11/3
30/03/2022	0051	31269	SSE	SSE004	1,101.31	220.26	1,321.57	6010	28	1,101.31	31269/electric chg 18/11-11/3
14/03/2022	0045	31214	SSE	SSE005	902.46	180.49	1,082.95	6010	21	902.46	31214/Electric chgs 30/11-11/3
30/03/2022	0046	31262	SSE	SSE005	-902.46	-180.49	-1,082.95	6010	21	-902.46	31262/Electric ref 30/11-11/03
30/03/2022	0047	31263	SSE	SSE005	977.77	195.55	1,173.32	6010	21	977.77	31263/electric chg 30/11-11/3
04/03/2022	0096	31177	SSE	SSE006	186.07	37.21	223.28	6010	22	186.07	31177/Feb electric chg
15/03/2022	0044	31209	SSE	SSE007	67.26	3.36	70.62	5025	21	67.26	31209/electric chgs 30/11-11/03
30/03/2022	0045	31266	SSE	SSE007	-67.26	-3.36	-70.62	5025	21	-67.26	31266/electric ref 30/11-11/3
30/03/2022	0046	31267	SSE	SSE007	654.31	130.86	785.17	5025	21	654.31	31267/electric chg 30/11-11/3
04/03/2022	0037	31176	SSE	SSE008	521.49	104.29	625.78	6011	30	521.49	31176/Feb electric chg
04/03/2022	0011	31178	SSE	SSE013	193.99	38.79	232.78	6012	36	193.99	31178/Feb gas chgs
04/03/2022	0003	31188	SSE	SSE014	-144.58	-7.22	-151.80	6012	30	-144.58	31188/Jan gas chgs
04/03/2022	0004	31189	SSE	SSE014	-227.54	-45.50	-273.04	6012	30	-227.54	31189/Dec gas credit
04/03/2022	0005	31255	SSE	SSE014	205.51	41.10	246.61	6012	30	205.51	31255/Dec gas chgs
04/03/2022	0006/A	31199	SSE	SSE014	233.40	46.68	280.08	6012	30	233.40	31199/Jan gas chgs
04/03/2022	0007A	31254	SSE	SSE014	179.27	35.85	215.12	6012	30	179.27	31254/Feb gas chgs
04/03/2022	0040	31174	SSE	SSE015	-688.75	-137.75	-826.50	6010	33	-688.75	31174/gas chg 10/11-17/2
04/03/2022	0041	31175	SSE	SSE015	341.21	17.06	358.27	6010	33	341.21	31175/gas chg 10/11-17/2
14/03/2022	14THMARCH2022	31191	SEVENOAKS SUMMER	SSF001	5,000.00	0.00	5,000.00	7502	38	5,000.00	31191/SSF grant
18/03/2022	5193	31229	STAG	STAG002	410.12	82.02	492.14	5410	50	141.00	31229/new lock & key cutting
								9063	91	269.12	31229/tech eq & installation
07/03/2022	7MARCH2022	31148	STEPHANIE'S	STEP001	1,140.00	0.00	1,140.00	7206	42	1,140.00	31148/IWD catering
18/03/2022	41163	31246	TAYWELL	TAY001	52.50	10.50	63.00	6500	28	52.50	31246/goods for resale
14/02/2022	5447986	31259	TRAIL TALE	TRA002	2,499.00	499.80	2,998.80	6460	40	2,499.00	31259/tourist trail app
31/03/2022	INV-4513	31362	TREE ABILITY	TREE001	2,174.00	434.80	2,608.80	5065	21	2,174.00	Tree clearance work

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/02/2022	VC/28.02.2022	31163	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	31163/Feb market set up chg
31/01/2022	VC/31.01.2022	31364	V.C HANDYMAN	VCH001	440.00	0.00	440.00	5420	60	440.00	Market set up chgs - Jan
31/03/2022	LAO1257671	31304	VEOLIA	VEOL001	21.09	4.22	25.31	6935	33	21.09	March glass collection
14/03/2022	14THMARCH2022	31192	WEST KENT MED	WEST008	750.00	0.00	750.00	7500	38	750.00	31192/grant West Kent.M
31/03/2022	146173	31317	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	March clean & lock up chg
								5026	21	227.80	March clean & lock up chg
								5025	21	683.40	March clean & lock up chg
								5020	29	683.39	March clean & lock up chg
31/03/2022	146174	31316	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	March hygiene unit clean
								5025	21	12.94	March hygiene unit clean
								5020	29	12.95	March hygiene unit clean
28/03/2022	0000817165	31363	WICKSTEED LEISURE	WICK001	4,478.40	895.68	5,374.08	9014	91	4,478.40	safety surface supply&install
28/02/2022	194931450	31257	WORLDPAY	WOR001	74.43	11.64	86.07	6976	31	74.43	31257/Feb card trans chgs
28/03/2022	195028373	31256	WORLDPAY	WOR001	75.19	10.69	85.88	6976	30	75.19	31256/feb card trans chgs
28/02/2022	195220919	31166	WORLDPAY	WOR001	39.85	5.90	45.75	6976	28	39.85	31166/feb card trans chgs
28/02/2022	195249834	31258	WORLDPAY	WOR001	17.83	0.02	17.85	6976	31	17.83	31258/Feb card trans chgs
31/03/2022	199427906	31402	WORLDPAY	WOR001	28.64	0.07	28.71	6976	31	28.64	March card trans chgs
31/03/2022	199429666	31403	WORLDPAY	WOR001	33.89	5.45	39.34	6976	28	33.89	March card trans chgs
31/03/2022	199622099	31401	WORLDPAY	WOR001	98.02	13.49	111.51	6976	31	98.02	March card trans chgs
31/03/2022	199697386	31404	WORLDPAY	WOR001	78.49	10.94	89.43	6976	30	78.49	March card trans chgs
01/03/2022	WM11760172	31149	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	31149/Mar card trans chgs
23/03/2022	1381	31237	YELLOW DUCK	YELL002	926.00	185.20	1,111.20	6460	29	926.00	31237/welcome to vine signs x4
29/03/2022	513980313	31261	ZURICH INSURANCE	ZUR001	13,079.80	0.00	13,079.80	110	0	13,079.80	31261/Insurance 1/4/22-31/3/23
TOTAL INVOICES					95,790.62	9,733.13	105,523.75			95,790.62	

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List of Payments made between 01/04/2021 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2021	BACS P/L Pymnt Page 5612	BACS Pymnt	151,436.02		BACS P/L Pymnt Page 5612
01/04/2021	Southern Electric-81619280/Kno	DD09	1,095.70		29204/Electric chgs 28/11-11/3
01/04/2021	Sevenoaks District Council	DD01	813.67		Business Rates
01/04/2021	Sevenoaks District Council	DD02	2,323.50		Business Rates
01/04/2021	Sevenoaks District Council	DD03	471.40		Business Rates
01/04/2021	Sevenoaks District Council	DD04	193.15		Business Rates
01/04/2021	Sevenoaks District Council	DD05	65.13		Business Rates
01/04/2021	Sevenoaks District Council	DD06	207.85		Business Rates
01/04/2021	Sevenoaks District Council	DD07	327.50		Business Rates
01/04/2021	SSE-GAS/571774560/B&B Station	DD08	1,248.62		29492/28/11/11-11/03 gas chgs
06/04/2021	Shell Account	DD11	85.70		29266/fuel
06/04/2021	NATWEST ONE CARD	DD12/A	945.88		29299/Ann March Onecard
06/04/2021	NATWEST ONE CARD	DD12/B	183.66		29339/March Onecard Linda
06/04/2021	Reach Plc - Direct Debit payme	DD10	8.23		Purchase Ledger DDR Payment
08/04/2021	Stem 4	BACS08/04	152.81		Donation
12/04/2021	Shell Account	DD13	30.76		29293/fuel
13/04/2021	Plusnet	DD14	32.56		29272/April phone chgs
13/04/2021	Plusnet	DD15	52.20		29324/April phone chgs
13/04/2021	Plusnet	DD16	22.38		29273/April phone chgs
13/04/2021	BACS P/L Pymnt Page 5629	BACS Pymnt	2,800.80		BACS P/L Pymnt Page 5629
14/04/2021	Petty Cash	001569	254.16		Petty cash top up
14/04/2021	Hospice In The Weald	001699/REV	-30.00		Uncashed cheque
14/04/2021	Hospice In The Weald	001570	30.00		Donation from SS
15/04/2021	Mr's N.B	BACS15/04	20.00		Allot key return
15/04/2021	Plusnet	DD17	52.20		29318/April telephone chgs
15/04/2021	NatWest Bankline	DD36	101.80		29392/bank chgs
16/04/2021	American Express Payment Servi	DD18	2.41		29310/March card trans chgs
16/04/2021	E-ON	DD19	498.83		29319/March electric chgs
16/04/2021	Connectaphone	DD20	594.19		29348/March telephone chgs
16/04/2021	BACS P/L Pymnt Page 5633	BACS Pymnt	206.31		BACS P/L Pymnt Page 5633
19/04/2021	Castle Water/TW2779050389-Vine	DD21	183.05		29367/Feb-Jul water chgs
19/04/2021	Shell Account	DD22	125.18		29316/fuel & Annual card chg
20/04/2021	WorldPay	DD23	39.00		29308/March card trans chgs
20/04/2021	WorldPay	DD24	26.40		29307/March card trans chgs
20/04/2021	WorldPay	DD25	197.41		Purchase Ledger DDR Payment
20/04/2021	WorldPay	DD26	12.49		29309/March card trans chgs
20/04/2021	WorldPay	DD27	11.94		29276/April card chgs
22/04/2021	S.H	BACS22/04	15.00		Allot key return
22/04/2021	BACS P/L Pymnt Page 5616	BACS Pymnt	84,542.06		BACS P/L Pymnt Page 5616
23/04/2021	Employees	BACS23/4	366.83		Monthly Salaries April '21
23/04/2021	Payroll A/c	BACS23/4	51,074.08		Monthly Salaries Tfr April '21
26/04/2021	Shell Account	DD28	148.27		29389/fuel
26/04/2021	Southern Electric-481582274/Ce	DD29	420.72		29329/electric chgs 2/3-1/4
26/04/2021	Southern Electric-731598107/B&	DD30	2,079.91		29330/March electric chgs
26/04/2021	Southern Electric-731774430/B&	DD31	332.71		29333/March electric chgs
26/04/2021	Southern Electric-481578233/Vi	DD32	103.06		29332/electric cred 18/11-25/2
26/04/2021	Southern Electric-981648672/Vi	DD33	286.15		29328/electric cred 18/11-25/2

List of Payments made between 01/04/2021 and 31/03/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
26/04/2021	Payroll A/c	BACS26/4	24,003.45		Monthly HMRC/KCC Tfr April '21
29/04/2021	BACS P/L Pymnt Page 5625	BACS Pymnt	48.40		BACS P/L Pymnt Page 5625
29/04/2021	BACS P/L Pymnt Page 5626	BACS Pymnt	2,223.11		BACS P/L Pymnt Page 5626
29/04/2021	EMAP Publishing Ltd	DD34	332.00		29437/LGC subs
29/04/2021	BACS P/L Pymnt Page 5636	BACS Pymnt	-2,223.11		BACS P/L Pymnt Page 5636
29/04/2021	Payroll A/c	3489.69	3,489.69		Monthly L&G Tfr April '21
30/04/2021	Southern Electric-741714440/ma	DD35	90.82		29369/jan-march electric chgs
30/04/2021	BACS P/L Pymnt Page 5637	BACS Pymnt	2,223.11		BACS P/L Pymnt Page 5637
04/05/2021	Sevenoaks District Council	DD02/MAY	816.00		May Business Rates
04/05/2021	Sevenoaks District Council	DD03/MAY	2,320.00		May Business Rates
04/05/2021	Sevenoaks District Council	DD04/MAY	471.00		May Business Rates
04/05/2021	Sevenoaks District Council	DD05/MAY	192.00		May Business Rates
04/05/2021	Sevenoaks District Council	DD06/MAY	69.00		May Business Rates
04/05/2021	Sevenoaks District Council	DD07/MAY	207.00		May Business Rates
04/05/2021	Sevenoaks District Council	DD08/MAY	324.00		May Business Rates
04/05/2021	Shell Account	DD01	139.50		29448/fuel
05/05/2021	Reach Plc - Direct Debit payme	DD09	8.23		Purchase Ledger DDR Payment
05/05/2021	NATWEST ONE CARD	DD10A	7,909.18		29498/Ann Onecard April
05/05/2021	NATWEST ONE CARD	DD10B	444.97		29497/Linda Onecard April
07/05/2021	BACS P/L Pymnt Page 5630	BACS Pymnt	20,134.17		BACS P/L Pymnt Page 5630
07/05/2021	BACS P/L Pymnt Page 5634	BACS Pymnt	33.72		BACS P/L Pymnt Page 5634
07/05/2021	Petty Cash	001571	314.62		petty cash top up
07/05/2021	BACS P/L Pymnt Page 5652	BACS Pymnt	-2,800.80		BACS P/L Pymnt Page 5652
10/05/2021	Shell Account	DD11	7.20		29507/fleet control & insights
11/05/2021	Plusnet	DD12	32.36		29407/May telephone chgs
11/05/2021	Plusnet	DD13	52.20		29479/May phone chgs
11/05/2021	Plusnet	DD14	22.20		29419/May telephone chgs
13/05/2021	BACS P/L Pymnt Page 5640	BACS Pymnt	9,892.08		BACS P/L Pymnt Page 5640
17/05/2021	American Express Payment Servi	DD17	1.58		29459/April card trans chgs
17/05/2021	Shell Account	DD18	21.78		29472/fuel
17/05/2021	E-ON	DD19	481.85		29473/April electricity chgs
17/05/2021	SSE-GAS/911569468/B&B Centre	DD21	1,050.40		29461/Jan gas chgs
17/05/2021	NatWest Bankline	DD15	86.50		29508/Bankline chgs
17/05/2021	Plusnet	DD16	52.20		29406/May phone chgs
17/05/2021	Connectaphone	DD20	596.53		29525/April telephone chgs
18/05/2021	Castle Water/TW6076731323-St J	DD22	1,032.50		29515/Feb-Aug21 water chgs
19/05/2021	WorldPay	DD23	39.00		29455/April card trans chgs
19/05/2021	WorldPay	DD25	11.90		29457/April card trans chgs
19/05/2021	WorldPay	DD24	72.40		29456/April card trans chgs
19/05/2021	WorldPay	DD26	175.49		Purchase Ledger DDR Payment
20/05/2021	BACS P/L Pymnt Page 5646	BACS Pymnt	32,914.72		BACS P/L Pymnt Page 5646
20/05/2021	K.S	BACS/20/05	20.00		Allot key refund
20/05/2021	Mr.I.C.Y	BACS-20/05	30.00		Allot key refund
21/05/2021	Petty Cash	001572	290.51		petty cash top up
24/05/2021	WorldPay	DD30	11.94		29476/April card trans chgs
24/05/2021	Southern Electric-731774430/B&	DD29	333.66		29476/April electricity chgs
24/05/2021	Southern Electric-481582274/Ce	DD27	141.14		29474/April electricity chgs

List of Payments made between 01/04/2021 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/05/2021	Southern Electric-731598107/B&	DD28	1,087.81		29475/April electricity chgs
24/05/2021	Shell Account	DD26	137.47		29563/fuel
25/05/2021	Payroll A/c	BACS25/05	50,196.03		May '21 Monthly Salaries Tfr
26/05/2021	SSE-GAS/571774560/B&B Station	DD32	-709.43		29521/gas credit 11/20-03/21
26/05/2021	Payroll A/c	BACS26/05	24,447.33		May '21 Monthly HMRC/KCC Tfr
28/05/2021	BACS P/L Pymnt Page 5655	BACS Pymnt	5,566.33		BACS P/L Pymnt Page 5655
28/05/2021	BACS P/L Pymnt Page 5658	BACS Pymnt	38,074.49		BACS P/L Pymnt Page 5658
28/05/2021	Southern Electric-861799378/Bu	DD31	244.78		29516/electric chg 09/20-02/21
28/05/2021	Payroll A/c	DD28/05	3,596.19		May '21 Monthly L&G Tfr
01/06/2021	Sevenoaks District Council	DD02/JUN	816.00		June Business Rates
01/06/2021	Sevenoaks District Council	DD03/JUN	2,320.00		June Business Rates
01/06/2021	Sevenoaks District Council	DD04/JUNE	471.00		June Business Rates
01/06/2021	Sevenoaks District Council	DD05/JUNE	192.00		June Business Rates
01/06/2021	Sevenoaks District Council	DD06/JUN	69.00		June Business Rates
01/06/2021	Sevenoaks District Council	DD07/JUN	207.00		June Business Rates
01/06/2021	Sevenoaks District Council	DD08/JUN	324.00		June Business Rates
01/06/2021	Southern Electric-121812498/Pu	DD09	32.30		29564/electric chg 18/02-13/05
01/06/2021	SSE-GAS/231618890/Council Offi	DD10	659.04		29565/gas chg 18/02-13/05
01/06/2021	Shell Account	DD01	72.72		29579/fuel
02/06/2021	Reach Plc - Direct Debit payme	DD11	8.23		Purchase Ledger DDR Payment
03/06/2021	BACS P/L Pymnt Page 5661	BACS Pymnt	2,930.23		BACS P/L Pymnt Page 5661
03/06/2021	T.W-S	BACS03/06	20.00		Allot key return
04/06/2021	Southern Electric - 981579265/	DD13	998.44		29566/electric chg 20/02-17/05
04/06/2021	NATWEST ONE CARD	DD14/A	3,520.05		29695/May onecard Ann
04/06/2021	NATWEST ONE CARD	DD14/B	789.00		29661/May Onecard Lin
04/06/2021	Southern Electric-761798877/Bu	DD12	29.55		29567/electric chg 20/02-17/05
07/06/2021	Shell Account	DD15	106.43		29580/fuel
07/06/2021	Southern Electric-861799378/Bu	DD16	311.32		29570/electric cred 20/2-17/5
07/06/2021	SSE-GAS/911569468/B&B Centre	credit	-258.07		29651/Gas credit 29/1-29/4/21
10/06/2021	BACS P/L Pymnt Page 5665	BACS Pymnt	13,098.94		BACS P/L Pymnt Page 5665
10/06/2021	Sevenoaks Theatre Productions	BACS10/06	2,000.00		Sevenoaks Theatre Donation
10/06/2021	SDC	BACS10-06	60.00		Mayor attend St. Julians
10/06/2021	Maidstone Borough Council	BACS10:06	70.00		Mayor attend scenic cruise
10/06/2021	K W	BACS 10/6	20.00		refund pym to pop up market
10/06/2021	Plusnet	DD17	160.20		29678/June phone chgs
10/06/2021	Southern Electric-481578233/Vi	DD18	58.95		29591/electric chgs 26/2-21/5
10/06/2021	Southern Electric-981648672/Vi	DD19	835.82		29592/electric chgs 26/02-21/5
11/06/2021	Plusnet	DD20	32.29		29663/June phone chgs
11/06/2021	Plusnet	DD21	52.20		29714/June phone chgs
14/06/2021	Shell Account	DD22	304.27		29627/fuel
15/06/2021	BACS P/L Pymnt Page 5675	BACS Pymnt	6,556.23		BACS P/L Pymnt Page 5675
15/06/2021	Plusnet	DD24	52.20		29664/June phone chgs
15/06/2021	NatWest Bankline	DD23	92.60		29737/bank chgs
16/06/2021	E-ON	DD25	497.92		29688/May electric chgs
17/06/2021	BACS P/L Pymnt Page 5672	BACS Pymnt	33,085.49		BACS P/L Pymnt Page 5672
18/06/2021	Petty Cash	001574	309.22		Pett cash top up
21/06/2021	WorldPay	DD26	52.82		29690/May card trans chgs

List of Payments made between 01/04/2021 and 31/03/2022

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21/06/2021	WorldPay	DD27	171.13		29691/May card trans chgs
21/06/2021	WorldPay	DD28	58.17		29614/May credit card chgs
21/06/2021	WorldPay	DD29	8.34		29692/May card trans chgs
21/06/2021	Southern Electric-481582274/Ce	DD31	113.50		29685/electric chgs 02/05-01/6
21/06/2021	Southern Electric-731598107/B&	DD32	668.76		29686/May electric chgs
21/06/2021	Southern Electric-731774430/B&	DD33	527.49		29687/May electricity chgs
21/06/2021	Connectaphone	DD30	593.21		29745/May telephone chgs
21/06/2021	Southern Electric-81619280/Kno	DD33	1,531.34		29711/electric chgs 12/03-07/6
22/06/2021	WorldPay	DD34	11.94		29675/May card trans chgs
22/06/2021	Southern Electric-381579980/St	DD35	70.14		29710/electric chgs 12/03-7/06
24/06/2021	BACS P/L Pymnt Page 5680	BACS Pymnt	15,799.46		BACS P/L Pymnt Page 5680
24/06/2021	Dartford Borough Council	BACS/24/06	50.00		'Meet the Mayor' event
25/06/2021	SSE-GAS/911569468/B&B Centre	DD37	152.39		29713/gas chgs 30/04-01/06
25/06/2021	SSE-GAS/571774560/B&B Station	DD38	950.59		29712/gas chgs 12/03-07/06
25/06/2021	Payroll A/c	BACS25/6	52,250.29		Monthly Salaries Tfr JUNE '21
28/06/2021	Shell Account	DD39	197.20		29721/fuel
28/06/2021	Payroll A/c	BACS28/6	24,549.69		Monthly HMRC/KCC Tfr June '21
30/06/2021	Natwest	BANK CHGS	75.00		Quartely bank charges
30/06/2021	Payroll A/c	DD30/6	3,679.82		Monthly L&G Tfr June '21
01/07/2021	BACS P/L Pymnt Page 5690	BACS Pymnt	6,987.09		BACS P/L Pymnt Page 5690
01/07/2021	Bexley Council	BACS01/07	50.00		Mayor to attend charity BBQ
01/07/2021	Reach Publishing	DD01/JUL	8.23		July Sevenoaks Chronicle subs
01/07/2021	Sevenoaks District Council	DD03/JUL	816.00		July Business Rates
01/07/2021	Sevenoaks District Council	DD04/JUL	2,320.00		July Business Rates
01/07/2021	Sevenoaks District Council	DD05/JUL	471.00		July Business Rates
01/07/2021	Sevenoaks District Council	DD06/JUL	192.00		July Business Rates
01/07/2021	Sevenoaks District Council	DD07/JUL	69.00		July Business Rates
01/07/2021	Sevenoaks District Council	DD08/JUL	207.00		July Business Rates
01/07/2021	Sevenoaks District Council	DD09/JUL	324.00		July Business Rates
01/07/2021	Castle Water/SE0020605907-Cric	DD02	42.95		29799/water chg 28/02-30/09
05/07/2021	Shell Account	DD10	94.23		29796/fuel
05/07/2021	NATWEST ONE CARD	DD11A	2,294.30		29827/Ann Onecard June
05/07/2021	NATWEST ONE CARD	DD11B	79.99		29829/Lin Onecard June
07/07/2021	I.W	001576	30.00		Allot key refund
07/07/2021	I.W	001576/REV	-30.00		Allot key refund wrong date
08/07/2021	BACS P/L Pymnt Page 5695	BACS Pymnt	6,122.03		BACS P/L Pymnt Page 5695
08/07/2021	Swanley Town Council	BACS08/07	30.00		Mayor to attend 1812 night
08/07/2021	H.F	BACS08-07	15.00		Allot key refund
08/07/2021	A.C	BACS08=07	176.00		refund for mistaken payment
12/07/2021	Plusnet	DD12	32.85		29831/telephone chgs
12/07/2021	Plusnet	DD13	56.24		29832/telephone chgs
12/07/2021	Plusnet	DD14	23.89		29837/telephone chgs
12/07/2021	Shell Account	DD15	182.52		29870/fuel
13/07/2021	I.W	001576CORR	30.00		Allot key refund correction
14/07/2021	American Express Payment Servi	DD16	0.41		29783/credit card chgs
15/07/2021	BACS P/L Pymnt Page 5700	BACS Pymnt	14,598.45		BACS P/L Pymnt Page 5700
15/07/2021	B.P	BACS15/07	350.00		Summer concerts 4/7/21

List of Payments made between 01/04/2021 and 31/03/2022

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15/07/2021	NatWest Bankline	DD17	94.20		29885/June bankline chgs
15/07/2021	Plusnet	DD18	56.57		29856/telephone chgs
15/07/2021	Public Works Loan Board	DD19-PWLB	35,800.76		PWLB payment
16/07/2021	E-ON	DD20	481.85		29867/June electric chgs
16/07/2021	Connectaphone	DD21	598.85		29901/June telephone chgs
19/07/2021	SSE-GAS/911569468/B&B Centre	106.37	106.37		29845/June gas chgs
19/07/2021	Shell Account	DD22	38.92		29869/fuel
20/07/2021	WorldPay	DD28	11.94		29839/card trans chgs
20/07/2021	WorldPay	DD24	66.21		29855/June card trans chgs
20/07/2021	WorldPay	DD25	135.80		29853/June card trans chgs
20/07/2021	WorldPay	DD27	16.26		29854/June card trans chgs
20/07/2021	WorldPay	DD20	64.12		29968/June card trans chgs
21/07/2021	Lydian Youth Orchestra	001577	36.00		Mayor attending concert
21/07/2021	Petty Cash	001578	358.34		petty cash top up
22/07/2021	BACS P/L Pymnt Page 5706	BACS Pymnt	12,937.25		BACS P/L Pymnt Page 5706
22/07/2021	C.C	BACS22/07	55.35		In Bloom milage & attendance
22/07/2021	C.C	BACS22-07	55.35		Vegan market attend & milage
22/07/2021	E & P.S	001579CORR	30.00		Allot key refund correction
23/07/2021	BACS P/L Pymnt Page 5710	BACS Pymnt	180.00		BACS P/L Pymnt Page 5710
23/07/2021	Southern Electric-481582274/Ce	DD29	72.72		29851/June electricity chgs
23/07/2021	Southern Electric-731774430/B&	DD30	644.49		29852/June electricity chgs
23/07/2021	Shell Account	DD31	133.10		29894/fuel
23/07/2021	Payroll A/c	BACS23/7	49,219.69		July Monthly Salaried Tfr
23/07/2021	Employees	BACS23/7-2	129.22		July '21 Salaries Payment pt.2
26/07/2021	Southern Electric-731598107/B&	DD32	540.48		29861/June electricity chgs
26/07/2021	Southern Electric-741714440/ma	DD33	66.45		29868/Apr-Jun electric chgs
26/07/2021	Payroll A/c	BACS26/7	23,744.50		July HMRC/Pensions Tfr
27/07/2021	BACS P/L Pymnt Page 5711	BACS Pymnt	2,130.00		BACS P/L Pymnt Page 5711
27/07/2021	E & P.S	001579	30.00		Allot key return
27/07/2021	BACS P/L Pymnt Page 5714	BACS Pymnt	1,000.00		BACS P/L Pymnt Page 5714
27/07/2021	Neverland Parties	BACS27/07	80.00		B&B Opening performance
27/07/2021	Neverland Parties	BACS27-07	80.00		B&B Centre opening performance
27/07/2021	Samuel J Hall	BACS27=07	400.00		B&B Opening performance
27/07/2021	E & P.S	001579/REV	-30.00		Allot key refund wrong date
28/07/2021	Sevenoaks District Council	SDCREFUND	-39.32		Business Rates refund
29/07/2021	BACS P/L Pymnt Page 5715	BACS Pymnt	35,916.23		BACS P/L Pymnt Page 5715
29/07/2021	Payroll A/c	DD29/7	3,628.47		July L&G Tfr
02/08/2021	Shell Account	DD01	159.75		29946/fuel
02/08/2021	South East Water - now Water C	DD09	205.82		29767/water chgs 15/12-18/06
02/08/2021	Sevenoaks District Council	DD02/AUG	816.00		August Business Rates
02/08/2021	Sevenoaks District Council	DD03/AUG	2,320.00		August Business Rates
02/08/2021	Sevenoaks District Council	DD04/AUG	384.40		August Business Rates
02/08/2021	Sevenoaks District Council	DD05/AUG	192.00		August Business Rates
02/08/2021	Sevenoaks District Council	DD06/AUG	69.00		August Business Rates
02/08/2021	Sevenoaks District Council	DD07/AUG	207.00		August Business Rates
02/08/2021	Sevenoaks District Council	DD08/AUG	324.00		August Business Rates
03/08/2021	Reach Publishing	DD10/AUG	8.23		August Sev Chronicle subs

List of Payments made between 01/04/2021 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/08/2021	BACS P/L Pymnt Page 5722	BACS Pymnt	5,970.79		BACS P/L Pymnt Page 5722
04/08/2021	P.M	BACS04/08	80.00		Summer concert band
04/08/2021	NATWEST ONE CARD	DD27/A	1,409.22		30004/Ann July Onecard
04/08/2021	NATWEST ONE CARD	DD27/B	848.75		30086/July Linda Onecard
05/08/2021	Kent County Council	001581	259.00		Highway signage assesment
05/08/2021	Nexodus S.L	DD11	12.00		30087/booking system payment
06/08/2021	Petty Cash	0001580	387.17		Petty cash top up
09/08/2021	SSE-GAS/911569468/B&B Centre	DDCREDIT	-47.75		29926/June gas credit
09/08/2021	Shell Account	DD12	191.40		30109/fuel
10/08/2021	Plusnet	DD13	23.26		30039/August phone chgs
11/08/2021	Plusnet	DD14	32.20		30022/Aug telephone chgs
11/08/2021	Plusnet	DD15	57.22		30021/Aug telephone chgs
11/08/2021	Information Commissioner's Off	DD16	35.00		30048/ICO subscription
12/08/2021	BACS P/L Pymnt Page 5726	BACS Pymnt	13,871.69		BACS P/L Pymnt Page 5726
12/08/2021	Sevenoaks District Council	BACS12/08	50.00		Mayor attend farming event
12/08/2021	Sandwich Town Council	BACS12-08	50.00		Mayor attend Garden Party
12/08/2021	Dartford Council	BACS12=08	20.00		Mayor attend a meet & greet
13/08/2021	Southern Electric-481578233/Vi	DD13	58.95		30122/electric chgs 22/05-24/8
16/08/2021	American Express Payment Servi	DD18	0.28		30034/July credit card chgs
16/08/2021	Plusnet	DD19	54.67		30032/Aug phone chgs
16/08/2021	Shell Account	DD20	83.57		30024/fuel
16/08/2021	E-ON	DD21	497.92		30028/July electric chgs
16/08/2021	NatWest Bankline	DD18	114.50		30051/bank chgs
19/08/2021	BACS P/L Pymnt Page 5733	BACS Pymnt	15,528.35		BACS P/L Pymnt Page 5733
19/08/2021	Sevenoaks District Council	BACS19/08	60.00		Mayor attend Eagle Heights
19/08/2021	Canterbury Council	BACS19-08	50.00		Mayor attend Afternoon Tea
19/08/2021	WorldPay	DD23	72.19		30008/July card trans chgs
19/08/2021	WorldPay	DD24	159.28		30009/July card trans chgs
19/08/2021	WorldPay	DD25	66.33		30079/July card trans chgs
19/08/2021	WorldPay	DD26	29.11		30007/July card trans chgs
20/08/2021	Connectaphone	DD22	602.27		30059/July telephone chgs
23/08/2021	SSE-GAS/911569468/B&B Centre	DD29	44.34		30038/July electric chgs
23/08/2021	Southern Electric-481582274/Ce	DD30	70.81		30037/July electric chgs
23/08/2021	Southern Electric-731774430/B&	DD32	632.80		30036/July electric chgs
23/08/2021	WorldPay	DD33	11.94		30020/July card trans chgs
23/08/2021	Southern Electric-731598107/B&	DD31	500.91		30035/July electric chgs
23/08/2021	Shell Account	DD28	155.63		30145/fuel
24/08/2021	R.M	001582	30.00		Allot key refund
25/08/2021	BACS P/L Pymnt Page 5740	BACS Pymnt	1,051.96		BACS P/L Pymnt Page 5740
25/08/2021	Victory Sisters	BACS25/08	410.00		Vine Bandstand performance
25/08/2021	Payroll A/c	BACS25/8	54,299.83		Monthly Salaires Aug '21 Tfr
26/08/2021	Payroll A/c	BACS26/8	25,202.80		Monthly HMRC/KCC Aug '21 Tfr
31/08/2021	Shell Account	DD34	123.33		30104/fuel
31/08/2021	Shell Account	match	-0.10		30198/wrong amount entered
31/08/2021	Payroll A/c	DD31/8	3,762.87		Monthly L&G Aug '21 Tfr
01/09/2021	Sevenoaks District Council	DD01/SEP	816.00		September Business Rates
01/09/2021	Sevenoaks District Council	DD02/SEP	2,320.00		September Business Rates

List of Payments made between 01/04/2021 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2021	Sevenoaks District Council	DD03/SEP	387.00		September Business Rates
01/09/2021	Sevenoaks District Council	DD04/SEP	192.00		September Business Rates
01/09/2021	Sevenoaks District Council	DD05/SEP	69.00		September Business Rates
01/09/2021	Sevenoaks District Council	DD06/SEP	207.00		September Business Rates
01/09/2021	Sevenoaks District Council	DD07/SEP	324.00		September Business Rates
01/09/2021	Reach Publishing	DD08/SEPT	8.23		September Sev Chronicle subs
02/09/2021	BACS P/L Pymnt Page 5744	BACS Pymnt	7,364.88		BACS P/L Pymnt Page 5744
02/09/2021	BACS P/L Pymnt Page 5747	BACS Pymnt	276.00		BACS P/L Pymnt Page 5747
06/09/2021	Shell Account	DD10	104.88		30106/fuel
06/09/2021	Southern Electric-761798877/Bu	DD11	53.19		30124/electric chgs 18/5-18/8
06/09/2021	Southern Electric-861799378/Bu	DD12	143.85		30125/electric chgs 18/5-18/8
06/09/2021	Southern Electric - 981579265/	DD13	1,054.60		30126/electric chgs 18/05-18/8
06/09/2021	NATWEST ONE CARD	DD14/A	2,727.95		30196/Aug Onecard Ann
06/09/2021	NATWEST ONE CARD	DD14/B	1,719.48		30210/Aug onecard Linda
06/09/2021	Nexodus S.L	DD09	10.08		30313/booking system chg
09/09/2021	BACS P/L Pymnt Page 5748	BACS Pymnt	12,133.57		BACS P/L Pymnt Page 5748
09/09/2021	A.P	BACS09/09	200.00		Silly Billy Sunday Funday
10/09/2021	Petty Cash	001583	339.92		Petty cash top up
10/09/2021	Plusnet	DD09	23.26		30183/Sept telephone chgs
13/09/2021	Southern Electric-981648672/Vi	DD14	720.01		30121/Electric chgs 22/5-24/8
13/09/2021	SSE-GAS/231618890/Council Offi	DD15	1,108.87		30157/Gas chgs 14/05-16/08
13/09/2021	Plusnet	DD11	55.32		30209/Sept telephone chgs
13/09/2021	Plusnet	DD10	33.91		30208/Sept telephone chgs
13/09/2021	Shell Account	DD12	253.26		30217/fuel
15/09/2021	Plusnet	DD17	54.67		30235/September telephone chgs
15/09/2021	NatWest Bankline	DD16	97.00		30270/Sep bank chgs
16/09/2021	BACS P/L Pymnt Page 5757	BACS Pymnt	7,127.57		BACS P/L Pymnt Page 5757
16/09/2021	The Victory Sisters	BACS16/09	150.00		Vine band deposit
16/09/2021	E-ON	DD18	497.92		30236/Aug electricity chgs
17/09/2021	BACS P/L Pymnt Page 5763	BACS Pymnt	786.00		BACS P/L Pymnt Page 5763
17/09/2021	Connectaphone	DD19	597.82		30292/Aug telephone chgs
20/09/2021	Southern Electric-121812498/Pu	DD20	11.93		30195/Electric chg 14/5-16/8
20/09/2021	Southern Electric-731598107/B&	DD21	0.55		30205/Electric cred July
20/09/2021	WorldPay	DD22	11.94		30179/Sept card trans chgs
21/09/2021	Southern Electric - 981579265/	Credit	-784.24		30200/Electric cred 18/5-18/8
21/09/2021	WorldPay	DD23	71.41		30151/Aug card trans chgs
21/09/2021	WorldPay	DD24	204.87		30149/Aug card trans chgs
21/09/2021	WorldPay	DD25	75.25		30212/Aug card trans chgs
21/09/2021	WorldPay	DD26	7.42		30150/Aug card trans chgs
23/09/2021	BACS P/L Pymnt Page 5764	BACS Pymnt	14,368.54		BACS P/L Pymnt Page 5764
23/09/2021	C.W	BACS23/09	42.00		Mayor to attend curry night
23/09/2021	Sevenoaks District Council	BACS23//09	45.00		Mayor attend Autumnalia
23/09/2021	PS Breastfeeding	BACS23-09	450.00		Grant Award
23/09/2021	Baby Umbrella	BACS23=09	500.00		Grant Award
23/09/2021	SSE-GAS/911569468/B&B Centre	DD27	86.10		30220/August gas chgs
23/09/2021	Southern Electric-861799378/Bu	DD28	88.54		30202/electric cred 18/5-18/8
23/09/2021	Southern Electric-731598107/B&	DD30	717.76		30218/Aug electricity chgs

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23/09/2021	Southern Electric-481582274/Ce	DD29	61.09		30219/August electricity chg
23/09/2021	Southern Electric-731774430/B&	DD31	632.62		30203/electric chg Aug
24/09/2021	Payroll A/c	BACS24/9	53,943.98		Monthly Salaries Sept '21
27/09/2021	Southern Electric-81619280/Kno	DD32	1,373.25		30291/electric chg 8/6-6/9
27/09/2021	Southern Electric-481578233/Vi	DD33	164.21		30289/Electric chg 27/5-24/8
27/09/2021	Southern Electric-981648672/Vi	DD34	596.00		30287/electric chg 22/5-24/8
27/09/2021	Payroll A/c	BACS27/9	24,821.85		Monthly HMRC/KCC Sept '21
29/09/2021	Southern Electric-381579980/St	DD38	4,460.28		30328/Electric chg 8/6-6/9
30/09/2021	BACS P/L Pymnt Page 5775	BACS Pymnt	12,768.47		BACS P/L Pymnt Page 5775
30/09/2021	Sevenoaks District Council	BACS30/09	50.00		Mayor attend pub event
30/09/2021	SLCC	SLCC	1,296.59		presidency donation
30/09/2021	Initial Washroom Solutions	DD39	18.91		30284/FHU service
30/09/2021	JW	STO	593.80		STO donations
30/09/2021	NatWest Bank	BANKCHARGE	75.00		Q2 Bank Charges
30/09/2021	Payroll A/c	DD30/9	3,760.95		Monthly L&G Sept '21
30/09/2021	SSE-GAS/571774560/B&B Station	Credit	-694.66		30373/gas chgs 12/03-07/06
01/10/2021	Reach Publishing	DD01/OCT	8.23		Sev Chronicle subs Oct
01/10/2021	Sevenoaks District Council	DD02/OCT	816.00		Oct Business Rates chg
01/10/2021	Sevenoaks District Council	DD03/OCT	2,320.00		Oct Business Rates chg
01/10/2021	Sevenoaks District Council	DD04/OCT	387.00		Oct Business Rates chg
01/10/2021	Sevenoaks District Council	DD05/OCT	69.00		Oct Business Rates chg
01/10/2021	Sevenoaks District Council	DD06/OCT	207.00		Oct Business Rates chg
01/10/2021	Sevenoaks District Council	DD07/OCT	324.00		Oct Business Rates chg
04/10/2021	Shell Account	DD08	352.88		30344/fuel
05/10/2021	NATWEST ONE CARD	DD9/A	2,940.19		30371/Ann Sept Onecard
05/10/2021	NATWEST ONE CARD	DD9/B	584.57		30372/Sept Onecard Lin
07/10/2021	BACS P/L Pymnt Page 5781	BACS Pymnt	19,786.43		BACS P/L Pymnt Page 5781
07/10/2021	Tenterden Town Council	BACS07/10	80.00		Mayor go to Xmas lunch on 5/12
07/10/2021	Petty Cash	001584	370.17		petty cash top up
07/10/2021	Nexodus S.L	DD10	114.53		30447/booking system chgs
11/10/2021	Plusnet	DD11	30.88		30424/Oct telephone chgs
11/10/2021	Plusnet	DD12	55.13		30425/Oct telephone chgs
11/10/2021	Plusnet	DD	23.26		30421/Oct telephone chgs
13/10/2021	Sevenoaks District Council	86953	-1,153.15		Buis Rates Refund 2021/22
14/10/2021	BACS P/L Pymnt Page 5786	BACS Pymnt	10,845.42		BACS P/L Pymnt Page 5786
14/10/2021	Gravesham Borough Council	BACS14/10	40.00		Mayor attend Chinese meal
14/10/2021	Ashford Borough Council	BACS14-10	120.00		Mayor attend 'Big Cat' event
15/10/2021	Plusnet	DD14	54.67		30387/Oct telephone chgs
15/10/2021	NatWest Bankline	DD28	112.10		30443/Sept bank chgs
18/10/2021	E-ON	DD16	481.85		30408/Sep electricity chgs
18/10/2021	Castle Water/TW2779050389-Vine	DD15	192.65		30446/water chgs Aug-Jan
18/10/2021	Connectaphone	DD17	594.65		30445/Sep telephone chgs
19/10/2021	WorldPay	DD18	89.31		30415/Sep card trans chgs
19/10/2021	WorldPay	DD19	183.33		30416/Sep card trans chgs
19/10/2021	WorldPay	DD20	64.90		30414/Sep card trans chgs
19/10/2021	WorldPay	DD21	17.35		30415/Sep card trans chgs
20/10/2021	WorldPay	DD22	11.94		30506/Sep card trans chgs

List of Payments made between 01/04/2021 and 31/03/2022

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21/10/2021	BACS P/L Pymnt Page 5792	BACS Pymnt	8,772.58		BACS P/L Pymnt Page 5792
21/10/2021	M.M	BACS21/10	30.00		Allot key return
21/10/2021	A.W	BACS21-10	20.00		Allot key return
21/10/2021	The Hygeine Bank	BACS21#10	500.00		Grant Award to Hygeine Bank
22/10/2021	Southern Electric-761798877/Bu	DD23	46.12		30499/meter removal chg
25/10/2021	SSE-GAS/911569468/B&B Centre	DD24	86.73		30385/Sep gas chgs
25/10/2021	Southern Electric-481582274/Ce	DD25	63.51		30382/electric chg 2/9-1/10
25/10/2021	Southern Electric-731598107/B&	DD26	838.74		30384/Sept electricity chgs
25/10/2021	Southern Electric-731774430/B&	DD27	655.27		30383/Sept electric chgs
25/10/2021	Payroll A/c	BACS25/10	51,383.64		October '21 Salaries Tfr
26/10/2021	Payroll A/c	BACS26/10	24,196.38		October '21 HMRC/KCC Tfr
27/10/2021	Kent County Council	001586	388.00		Application to alter signage
28/10/2021	BACS P/L Pymnt Page 5797	BACS Pymnt	29,235.09		BACS P/L Pymnt Page 5797
28/10/2021	Payroll A/c	DD28/10	3,629.08		October '21 L&G Tfr
31/10/2021	Petty Cash	Correction	5.00		Correction Tfr
01/11/2021	Sevenoaks District Council	DD03/NOV	816.00		November Business Rates chg
01/11/2021	Sevenoaks District Council	DD04/NOV	2,320.00		November Business Rates chg
01/11/2021	Sevenoaks District Council	DD05/NOV	387.00		November Business Rates chg
01/11/2021	Sevenoaks District Council	DD06/NOV	69.00		November Business Rates chg
01/11/2021	Sevenoaks District Council	DD07/NOV	207.00		November Business Rates
01/11/2021	Sevenoaks District Council	DD08/NOV	324.00		November Business Rates chg
01/11/2021	Shell Account	DD02	382.93		30473/fuel
01/11/2021	Reach Publishing	DD01/NOV	8.67		Sev Chronicle subs
02/11/2021	Parkinsons UK	001588	25.00		Donation to Parkinsons UK
02/11/2021	Hospice In the Weald	001587	25.00		Donation- Hospice In The Weald
02/11/2021	Bat and Ball Centre	712	24.50		Materials for repair jobs
02/11/2021	Petty Cash	712	24.50		Materials for repair jobs
03/11/2021	BACS P/L Pymnt Page 5803	BACS Pymnt	14,528.93		BACS P/L Pymnt Page 5803
03/11/2021	Maidstone Borough Council	BACS03/11	60.00		Gin tasting event on 23/11
03/11/2021	Tonbridge & Malling Council	BACS03-11	10.00		Quiz night event on 19/11
03/11/2021	R.H	BACS03=11	20.00		Allot key refund
03/11/2021	N.B.C	BACS03+11	15.00		Allot key refund
04/11/2021	Petty Cash	001590	382.82		petty cash top up
04/11/2021	Nexodus S.L	DD09	114.91		30509/Oct booking system chg
04/11/2021	NATWEST ONE CARD	DD10/A	2,395.21		30514/Oct Onecard ANN
04/11/2021	NATWEST ONE CARD	DD10/B	435.00		30513/Oct onecard LIN
04/11/2021	NATWEST ONE CARD	DD10/C	6.59		30562/Ann Onecard Oct pt.2
04/11/2021	Plusnet	DD13	31.10		30557/Nov telephone chgs
04/11/2021	Vine Cafe	713/A	8.58		cake cutters
04/11/2021	Vine Cafe	713/B	1.99		Nozzle set
04/11/2021	Vine Cafe	713/C	1.18		Goods for resale
04/11/2021	Vine Cafe	713/D	54.18		Goods for resale
04/11/2021	Vine Cafe	713/E	3.00		xmas lights
04/11/2021	Vine Cafe	713/F	9.79		xmas decorations
04/11/2021	Vine Cafe	713G	0.99		food piping bags
04/11/2021	Petty Cash	713/A	8.58		cake cutters
04/11/2021	Petty Cash	713/B	1.99		Nozzle set

List of Payments made between 01/04/2021 and 31/03/2022

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04/11/2021	Petty Cash	713/C	1.18		Goods for resale
04/11/2021	Petty Cash	713/D	54.18		Goods for resale
04/11/2021	Petty Cash	713/E	3.00		xmas lights
04/11/2021	Petty Cash	713/F	9.79		xmas decorations
04/11/2021	Petty Cash	713/G	0.99		food piping bags
04/11/2021	Petty Cash	4/11 corre	765.64		Correction 2 - PC Top-up
05/11/2021	Sevenoaks District Council	BACS12/08C	-50.00		Mayor farming event refund
05/11/2021	Vine Cafe	714	32.99		parts to fit extractor fan
05/11/2021	Petty Cash	714	32.99		parts to fit extractor fan
08/11/2021	Shell Account	DD11	156.77		30503/fuel
09/11/2021	BACS P/L Pymnt Page 5806	BACS Pymnt	25,122.58		BACS P/L Pymnt Page 5806
09/11/2021	Faversham Council	BACS09/11	50.00		Mayor Event Kent Police Museum
10/11/2021	Plusnet	DD12	23.26		30559/Nov telephone chgs
10/11/2021	Establishments	715	0.50		parking for post office
10/11/2021	Petty Cash	715	0.50		parking for post office
11/11/2021	Plusnet	DD14	54.90		30558/Nov telephone chgs
11/11/2021	General	716	16.40		Parking & postage for letters
11/11/2021	Petty Cash	716	16.40		postage & parking for letters
12/11/2021	Bat and Ball Cafe	717/A	51.44		Goods for resale
12/11/2021	Bat and Ball Cafe	717/B	1.49		Cleaning equipment
12/11/2021	Bat and Ball Cafe	717/C	6.00		cafe consumables
12/11/2021	Bat and Ball Cafe	717/D	1.25		Stationery
12/11/2021	Bat and Ball Cafe	717/E	1.29		Halloween decorations
12/11/2021	Bat and Ball Cafe	718/A	25.93		Goods for resale
12/11/2021	Bat and Ball Cafe	718/B	3.18		cafe consumables
12/11/2021	Bat and Ball Cafe	718/C	1.00		cafe consumables
12/11/2021	Council Offices	719	1.65		Polish
12/11/2021	Petty Cash	717/A	51.44		Goods for resale
12/11/2021	Petty Cash	717/B	1.49		cleaning equipment
12/11/2021	Petty Cash	717/C	6.00		cafe consumables
12/11/2021	Petty Cash	717/D	1.25		Stationery
12/11/2021	Petty Cash	717/E	1.29		Halloween decorations
12/11/2021	Petty Cash	718/A	25.93		Goods for resale
12/11/2021	Petty Cash	718/B	3.18		cake cutters
12/11/2021	Petty Cash	718/C	1.00		cafe consumables
12/11/2021	Petty Cash	719	1.65		Polish
15/11/2021	Plusnet	DD15	54.67		30587/Nov telephone chgs
15/11/2021	Shell Account	DD17	226.88		30576/Fuel
15/11/2021	Castle Water/TW6076731323-St J	DD16	528.49		30621/water chg 01/09-28/02
15/11/2021	NatWest Bankline	DD30	99.40		30619/bank chgs
15/11/2021	BACS P/L Pymnt Page 5824	BACS Pymnt	983.36		BACS P/L Pymnt Page 5824
15/11/2021	Open Spaces	720	15.50		milk & coffee
15/11/2021	Vine Cafe	721	3.97		tile for roof
15/11/2021	Petty Cash	720	15.50		milk & coffee
15/11/2021	Petty Cash	721	3.97		tile for roof
16/11/2021	D.T	001591	20.00		Allot key refund
16/11/2021	J.L	001592	15.00		Allot key refund

List of Payments made between 01/04/2021 and 31/03/2022

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16/11/2021	E-ON	DD18	497.92		30578/Oct electricity chgs
16/11/2021	Open Spaces	722	10.00		paint for electric van
16/11/2021	Markets	723	1.79		fuse
16/11/2021	Youth Cafe	724/A	7.89		Goods for resale
16/11/2021	Council Offices	724/B	5.60		refreshments
16/11/2021	Petty Cash	722	10.00		paint for electric van
16/11/2021	Petty Cash	723	1.79		fuse
16/11/2021	Petty Cash	724/A	7.89		Goods for resale
16/11/2021	Petty Cash	724/B	5.60		refreshments
17/11/2021	BACS P/L Pymnt Page 5811	BACS Pymnt	4,026.96		BACS P/L Pymnt Page 5811
17/11/2021	Connectaphone	DD19	596.87		30579/Oct telephone chgs
17/11/2021	Cemetery	725	30.60		Refreshments
17/11/2021	Bat and Ball Station	726	18.59		Locks & washer
17/11/2021	Petty Cash	725	30.60		refreshments
17/11/2021	Petty Cash	726	18.59		locks & washer
18/11/2021	WorldPay	DD20	11.94		30561/Nov card trans chgs
18/11/2021	Vine Gardens	727	64.80		15 rolls of turf
18/11/2021	Petty Cash	727	64.80		15 rolls of turf
19/11/2021	WorldPay	DD21	86.72		30585/October card trans chgs
19/11/2021	WorldPay	DD24	10.03		30584/October card trans chgs
19/11/2021	WorldPay	DD23	63.35		30583/October card trans chgs
19/11/2021	WorldPay	DD22	100.05		30639/Oct card trans chgs
22/11/2021	Shell Account	DD25	137.92		30575/fuel
22/11/2021	Southern Electric-741714440/ma	DD29	72.27		30591/Electric chgs 1/7-1/10
22/11/2021	Southern Electric-731598107/B&	DD28	686.61		30590/Oct electricity chgs
22/11/2021	SSE-GAS/911569468/B&B Centre	DD26	116.04		30589/Oct gas chgs
22/11/2021	Southern Electric-481582274/Ce	DD27	103.89		30588/Oct electricity chgs
22/11/2021	Youth Cafe	728/A	7.00		cafe consumables
22/11/2021	Youth Cafe	728/B	3.00		Goods for resale
22/11/2021	Open Spaces	729	20.00		Salary Advance
22/11/2021	Petty Cash	728/A	7.00		cafe consumables
22/11/2021	Petty Cash	728/B	3.00		Goods for resale
22/11/2021	Petty Cash	729	20.00		salary advance
23/11/2021	Establishments	730/A	3.00		Parking
23/11/2021	General	730/B	6.00		tinsel for CLSO
23/11/2021	Petty Cash	730/A	3.00		parking
23/11/2021	Petty Cash	730/B	6.00		tinsel for CLSO
24/11/2021	Eynsford Concert Band	001594	250.00		Rem Day performance
24/11/2021	RBL Poppy Appeal	001593	200.00		wreaths supplied for Rem Day
24/11/2021	RBL Poppy Appeal	001593/REV	-200.00		Reversal
24/11/2021	RBL Poppy Appeal	001593A	200.00		Wreaths supplied for Rem Day
24/11/2021	Bat and Ball Station	731	39.98		Electric leaf blower
24/11/2021	Petty Cash	731	39.98		electric leaf blower
25/11/2021	BACS P/L Pymnt Page 5818	BACS Pymnt	27,600.84		BACS P/L Pymnt Page 5818
25/11/2021	A.R	BACS25/11	20.00		Allot key refund
25/11/2021	J.O	BACS25%11	30.00		Allot key return
25/11/2021	Payroll A/c	BACS25/11	54,661.90		Monthly Salaries Nov '21

List of Payments made between 01/04/2021 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/11/2021	Petty Cash	001595	380.74		petty cash top up
26/11/2021	Country Style Recycling	DD31	16.68		30531/Oct glass collection
26/11/2021	Council Offices	733/A	90.45		paint,brushes,knife,rollers
26/11/2021	Council Offices	733/B	5.20		milk
26/11/2021	Petty Cash	733/A	90.45		paint,brushes,knife,rollers
26/11/2021	Petty Cash	733/B	5.20		milk
26/11/2021	Petty Cash	26/11 corr	761.48		Correction 2 - PC Top up
26/11/2021	Payroll A/c	BACS26/11	24,712.07		Monthly Pensions Nov '21
29/11/2021	Shell Account	DD32	99.84		30592/fuel
29/11/2021	Southern Electric-121812498/Pu	DD33	32.30		30580/Electric chgs 17/8-9/11
29/11/2021	Southern Electric - 981579265/	DD34	1,054.95		30577/Electric chg 18/08-11/11
29/11/2021	SSE-GAS/231618890/Council Offi	DD35	719.43		30581/Gas chg 17/08-9/11
30/11/2021	Mayor of Bromley	001596	60.00		2 tickets-Bromley Mayor Dinner
01/12/2021	Reach Publishing	DD/01/DEC	8.67		Dec Sev Chronicle subs
01/12/2021	Sevenoaks District Council	DD02/DEC	816.00		Dec Business Rates chg
01/12/2021	Sevenoaks District Council	DD03/DEC	2,320.00		Dec Business Rates chg
01/12/2021	Sevenoaks District Council	DD04/DEC	387.00		Dec Business Rates chg
01/12/2021	Sevenoaks District Council	DD05/DEC	69.00		Dec Business Rates chg
01/12/2021	Sevenoaks District Council	DD06/DEC	207.00		Dec Business Rates chg
01/12/2021	Sevenoaks District Council	DD07/DEC	324.00		Dec Business Rates chg
01/12/2021	Payroll A/c	DD1/12	3,654.93		Nov '21 L&G Tfr
02/12/2021	BACS P/L Pymnt Page 5825	BACS Pymnt	4,282.99		BACS P/L Pymnt Page 5825
02/12/2021	C.W	BACS02/12	30.00		Mayor attend Munch & Mingle
02/12/2021	R & A.F	BACS02-12	15.00		Allot key return
02/12/2021	K.Y	BACS02:12	15.00		Allot key return
02/12/2021	Payroll A/c	Correction	44.00		Correction - refund
06/12/2021	Stephanie's	001597	500.00		30673/catering - Cllr function
06/12/2021	Stephanie's	001598	212.50		30673/catering - Cllr function
06/12/2021	Shell Account	DD08	67.89		30647/fuel
06/12/2021	EDF Energy - Bat and Ball Cent	DD09	1,045.64		30574/Oct electricity chgs
06/12/2021	NATWEST ONE CARD	DD10/A	1,604.47		30655/Nov Onecard Ann
06/12/2021	NATWEST ONE CARD	DD10/B	1,778.54		30674/Nov Onecard Lin
06/12/2021	Southern Electric-481578233/Vi	DD11	58.95		30605/electric chg 25/8-17/11
06/12/2021	Southern Electric-981648672/Vi	DD12	774.60		30606/electric chgs 25/8-17/11
07/12/2021	Nexodus S.L	DD13	114.62		30632/Dec booking system chg
09/12/2021	BACS P/L Pymnt Page 5831	BACS Pymnt	17,339.47		BACS P/L Pymnt Page 5831
09/12/2021	Ashford Borough Council	BACS09/12	40.00		Mayor attend beer& pie tasting
09/12/2021	Margate Charter Trustees	BACS09-12	50.00		Mayor to Blessing of the Seas
09/12/2021	Mayor of Dartford	BACS09=12	10.00		Mayor attend Line Dancing
09/12/2021	Petty Cash	001599	390.57		petty cash top up
10/12/2021	Plusnet	DD14	23.26		30693/Dec telephone chgs
13/12/2021	Plusnet	DD15	34.85		30694/Dec phone chgs
13/12/2021	Plusnet	DD16	57.53		30695/Dec telephone chgs
13/12/2021	Shell Account	DD17	137.75		30661/fuel
13/12/2021	Plusnet	DD18	54.67		30715/Dec telephone chgs
15/12/2021	NatWest Bankline	DD45	102.20		30799/Nov bank chgs
16/12/2021	BACS P/L Pymnt Page 5835	BACS Pymnt	5,818.86		BACS P/L Pymnt Page 5835

List of Payments made between 01/04/2021 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/12/2021	E.H	BACS16/12	20.00		Allot key return
16/12/2021	Mayor of Tonbridge	BACS16-12	40.00		Mayor attend 'Starters & Puds'
16/12/2021	Gravesham Borough Council	BACS16<12	60.00		Mayor attend Cobham Hall lunch
16/12/2021	Mayor of Faversham	BACS16^12	60.00		Mayor attend Brewery Tour
16/12/2021	E-ON	DD19	481.85		30720/Nov electric chgs
16/12/2021	Shell Account	DD21	109.28		30717/fuel
16/12/2021	Connectaphone	DD20	577.56		30766/Nov telephone chgs
20/12/2021	Southern Electric-381579980/St	DD22	420.58		30730/electric chgs 7/9-29/11
21/12/2021	WorldPay	DD25	61.67		30698/Nov card trans chgs
21/12/2021	WorldPay	DD27	11.94		30687/Dec card trans chgs
21/12/2021	Southern Electric - 981579265/	DDcredit	-255.23		30722/Electric cred 19/8-11/11
21/12/2021	WorldPay	DD23	94.04		30809/Nov card trans chgs
21/12/2021	WorldPay	DD24	91.23		30811/Nov card trans chgs
21/12/2021	WorldPay	DD26	0.40		30810/Nov card trans chgs
21/12/2021	BACS P/L Pymnt Page 5854	BACS Pymnt	-100.00		BACS P/L Pymnt Page 5854
22/12/2021	Payroll A/c	BACS22/12	52,441.41		Dec '21 Monthly Salaries Tfr
23/12/2021	EDF Energy - High Street Marke	DD28	6.95		30653/Oct electric chg
23/12/2021	Southern Electric-81619280/Kno	DD29	688.20		30728/electric cred 7/9-29/11
23/12/2021	SSE-GAS/911569468/B&B Centre	DD30	275.06		30732/Nov gas chgs
23/12/2021	Southern Electric-731774430/B&	DD31	676.53		30731/Nov electric chgs
23/12/2021	Southern Electric-481578233/Vi	DD32	80.07		30724/electric cred 25/8-17/11
23/12/2021	Southern Electric-981648672/Vi	DD33	308.58		30726/electric cred 25/8-17/11
23/12/2021	SSE-GAS/231618890/Council Offi	DD34	58.75		30734/gas credit 17/8-9/11
23/12/2021	Payroll A/c	BACS23/12	25,064.86		Dec '21 Monthly HMRC'KCC Tfr
24/12/2021	BACS P/L Pymnt Page 5843	BACS Pymnt	48,099.20		BACS P/L Pymnt Page 5843
24/12/2021	A.N	BACS24/12	20.00		Allot key return
24/12/2021	K & D.W	BACS24-12	15.00		Allot key return
24/12/2021	Country Style Recycling	DD42	25.02		30676/Nov Glass collection
29/12/2021	Southern Electric-481582274/Ce	DD43	224.32		30758/Nov electricity chg
29/12/2021	SSE-GAS/571774560/B&B Station	DD44	648.85		30760/Sep-Nov gas credit
29/12/2021	Payroll A/c	DD29/12	3,725.14		Dec '21 L&G Tfr
31/12/2021	NatWest Bank	BNKCHRG/12	75.00		NatWest bank charges Q3
31/12/2021	Natwest Investment	Correction	0.04		Corection - DR Interest
31/12/2021	Petty Cash	Correction	2.00		Movement of P/C error to PC
04/01/2022	Sevenoaks District Council	DD02/JAN	816.00		January Business Rates
04/01/2022	Sevenoaks District Council	DD03/JAN	2,320.00		January Business Rates
04/01/2022	Sevenoaks District Council	DD04/JAN	387.00		January Business Rates
04/01/2022	Sevenoaks District Council	DD05/JAN	69.00		January Business Rates
04/01/2022	Sevenoaks District Council	DD06/JAN	207.00		January Business Rates
04/01/2022	Sevenoaks District Council	DD07/JAN	324.00		January Business Rates
04/01/2022	Reach Publishing LTD	DD08/JAN	8.67		January Sev Chronicle chgs
04/01/2022	EDF Energy - Bat and Ball Cent	DD09	2,315.25		30690/Nov electricity chgs
04/01/2022	South East Water - now Water C	DD10	244.99		30628/water chg 18/06-19/11
04/01/2022	NATWEST ONE CARD	DD11A	1,876.39		30827/Dec Onecard Ann
04/01/2022	NATWEST ONE CARD	DD11B	368.57		30828/Dec onecard Lin
04/01/2022	Shell Account	DD01	49.68		30867/fuel
07/01/2022	EDF Energy - High Street Marke	DD12	11.89		30752/Nov2021 electricity chgs

List of Payments made between 01/04/2021 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/01/2022	Plusnet	DDrefund	-51.14		30887/Dec phone chgs credit
10/01/2022	Shell Account	DD13	81.37		30864/fuel
11/01/2022	Initial Washroom Solutions	DD14	713.70		toilet bin clean services21/22
11/01/2022	Plusnet	DD15	31.10		30889/Dec phone chgs
11/01/2022	Plusnet	DD17	23.26		30888/Dec phone chgs
11/01/2022	Plusnet	DD16	54.67		30921/Jan phone chgs
12/01/2022	EDF Energy - Business Hub	DD18	76.61		30761/Oct electric chgs
12/01/2022	EDF Energy - Business Hub	DD19	281.25		30762/Nov electric chgs
13/01/2022	BACS P/L Pymnt Page 5855	BACS Pymnt	19,115.24		BACS P/L Pymnt Page 5855
13/01/2022	Medway Council	BACS13/01	25.00		Mayor attend Theatre
13/01/2022	Bexley Council	BACS13-01	50.00		Mayor attend Greyhound Evening
17/01/2022	American Express Payment Servi	DD21	0.18		30903/card trans chgs
17/01/2022	Sage (UK) Ltd	DD22	3,374.40		30919/Sage subscption
17/01/2022	Shell Account	DD23	39.98		30876/fuel
17/01/2022	Connectaphone	DD24	663.43		30916/Dec telephone chgs
17/01/2022	NatWest Bankline	BLN	104.60		30926/Jan bank chgs
17/01/2022	Public Works Loan Board	DD20	35,800.76		30971/PWLB payment
19/01/2022	WorldPay	DD27	82.51		30845/Dec card trans chgs
19/01/2022	E-ON	DD29	416.72		30915/Dec electric chgs
19/01/2022	WorldPay	DD25	77.36		30965/Dec card trans chgs
19/01/2022	WorldPay	DD26	26.40		30964/Dec card trans chgs
19/01/2022	WorldPay	DD28	24.19		30966/Dec card trans chgs
20/01/2022	Medway Council	BACS20/01	90.00		Mayor attend Distillery event
20/01/2022	Petty Cash	001600CORR	385.54		petty cash top up
21/01/2022	BACS P/L Pymnt Page 5863	BACS Pymnt	7,252.18		BACS P/L Pymnt Page 5863
24/01/2022	Shell Account	DD30	183.38		30899/fuel
24/01/2022	SSE-GAS/911569468/B&B Centre	DD31	321.06		30902/Dec gas chgs
24/01/2022	Southern Electric-481582274/Ce	DD32	266.32		30901/Dec electric chgs
24/01/2022	Southern Electric-731774430/B&	DD34	633.08		30900/Dec electric chgs
24/01/2022	SSE-GAS/571774560/B&B Station	DD33	78.49		30854/Dec gas chgs
25/01/2022	Payroll A/c	BACS25/1	49,630.95		January '22 Monthly Salaries
26/01/2022	Payroll A/c	BACS26/1	23,629.82		January '22 Monthly HMRC/KCC
27/01/2022	BACS P/L Pymnt Page 5867	BACS Pymnt	70,669.04		BACS P/L Pymnt Page 5867
27/01/2022	Dartford Council	BACS27/01	15.00		Mayor attend 'Fun Race'
27/01/2022	Faversham Council	BACS27-01	60.00		Mayor attend 'Brewery Tour'
27/01/2022	Bexley Council	BACS27=01	50.00		Mayor attend Chinese New Year
27/01/2022	Maidstone Council	BACS27!01	70.00		Mayor attend American Song
28/01/2022	Petty Cash	001601	398.96		petty cash top up
28/01/2022	Country Style Recycling	DD35	16.68		30841/Dec glass collection
01/02/2022	Sevenoaks District Council	DD02/FEB	387.00		Feb Business Rates
01/02/2022	Reach Publishing	DD01/FEB	8.67		Feb Sev Chronicle subs
02/02/2022	BACS P/L Pymnt Page 5874	BACS Pymnt	18,461.91		BACS P/L Pymnt Page 5874
02/02/2022	Payroll A/c	DD2/2	3,408.75		January 2022 L&G Tfr
03/02/2022	EDF Energy - Bat and Ball Cent	DD03	1,973.05		30856/Dec electric chgs
03/02/2022	EDF Energy - High Street Marke	DD04	20.81		30855/Dec electric chgs
04/02/2022	Nexodus S.L	DD05	114.38		30953/Hub booking chgs
04/02/2022	NATWEST ONE CARD	DD06/A	1,445.66		30989/Jan Onecard Ann

List of Payments made between 01/04/2021 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/02/2022	NATWEST ONE CARD	DD06/B	58.10		30990/Jan Onecard Lin
07/02/2022	Shell Account	DD07	47.90		31083/fuel
09/02/2022	BACS P/L Pymnt Page 5887	BACS Pymnt	226.80		BACS P/L Pymnt Page 5887
09/02/2022	BACS P/L Pymnt Page 5888	BACS Pymnt	8,389.09		BACS P/L Pymnt Page 5888
09/02/2022	Shrievally Society	BACS09/02	40.00		Mayor attend Shrievally dinner
09/02/2022	Tunbridge Wells Council	BACS/09/02	84.00		Mayor attend Civic Dinner
09/02/2022	New Romney Council	BACS09%02	76.00		Mayor attend IWD dinner
09/02/2022	Medway Council	BACS09-02	35.00		Mayor attend Rochester day out
09/02/2022	Ecotricity	DD08	3,292.14		30976/Oct-Jan electric chgs
10/02/2022	Plusnet	DD09	23.26		31004/Feb phone chgs
11/02/2022	Plusnet	DD10	30.88		31015/Feb phone chgs
11/02/2022	Plusnet	DD11	54.67		31016/Feb phone chgs
11/02/2022	WorldPay	DD12	11.94		31008/Feb card trans chgs
14/02/2022	American Express Payment Servi	DD13	0.44		31066/credit card chg
14/02/2022	SSE-GAS/231618890/Council Offi	DD15	686.19		30950/Gas credit 17/8-9/11
14/02/2022	Shell Account	DD14	218.25		31082/fuel
15/02/2022	NatWest Bankline	BLN15	86.60		31084/bank chgs
16/02/2022	Petty Cash	001603	392.88		petty cash top up
16/02/2022	Ecotricity	DD16	1,814.33		31064/jan electric chgs
17/02/2022	BACS P/L Pymnt Page 5892	BACS Pymnt	33,625.96		BACS P/L Pymnt Page 5892
17/02/2022	Bromley Council	BACS17/02	20.00		Mayor attend Down House Tour
17/02/2022	Tunbridge Wells Council	BACS17-02	84.00		Mayor attend civic dinner
17/02/2022	Connectaphone	DD17	574.44		31058/Jan phone chgs
18/02/2022	WorldPay	DD18	11.94		30842/Dec card trans chgs
21/02/2022	Shell Account	DD23	93.10		31028/fuel
21/02/2022	SSE-GAS/911569468/B&B Centre	DD24	305.56		31062/jan gas chgs
21/02/2022	Southern Electric-481582274/Ce	DD25	280.10		31062/jan electric chgs
21/02/2022	SSE-GAS/571774560/B&B Station	DD26	151.80		31018/Jan gas chgs
21/02/2022	Southern Electric-731774430/B&	DD27	655.08		31061/jan electric chg
21/02/2022	WorldPay	DD19	78.18		31089/Jan card chgs
21/02/2022	WorldPay	DD20	26.40		31086/Jan card chgs
21/02/2022	WorldPay	DD21	120.78		31087/Jan card chgs
21/02/2022	WorldPay	DD22	7.47		31088/Jan card chgs
22/02/2022	BACS P/L Pymnt Page 5899	BACS Pymnt	648.76		BACS P/L Pymnt Page 5899
24/02/2022	BACS P/L Pymnt Page 5898	BACS Pymnt	1,729.56		BACS P/L Pymnt Page 5898
24/02/2022	Maidstone Council	BACS24/02	80.00		Mayor attend Leeds Castle
24/02/2022	Tonbridge Council	BACS24-02	44.00		Mayor attend Garden Party
25/02/2022	Payroll A/c	BACS25/2	51,866.09		Februray 2022 Wages Tfr
28/02/2022	Shell Account	DD28	104.77		31081/fuel
28/02/2022	Country Style Recycling	DD29	16.68		31060/jan glass collection
28/02/2022	Natwest Investment	Corr.	0.05		Tfrr Direct Reserve Int error
28/02/2022	Payroll A/c	BACS28/2	23,513.73		February 2022 HMRC/KCC Tfr
01/03/2022	Reach Publishing	DD01/MARCH	8.67		March Sevenoaks Chronicle subs
02/03/2022	BACS P/L Pymnt Page 5903	BACS Pymnt	3,885.58		BACS P/L Pymnt Page 5903
02/03/2022	Payroll A/c	DD02/03	3,461.91		February L&G Tfr
04/03/2022	EDF Energy - Bat and Ball Cent	DD02	1,561.57		31017/Jan electric chgs
07/03/2022	Shell Account	DD03	27.98		31117/fuel

List of Payments made between 01/04/2021 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/03/2022	NATWEST ONE CARD	DD04/A	6,036.43		31103/Feb Onecard Ann
07/03/2022	NATWEST ONE CARD	DD04/B	1,183.18		31146/Feb Onecard Lin
08/03/2022	Nexodus S.L	DD05	115.15		31102/Feb hub booking fees
10/03/2022	BACS P/L Pymnt Page 5908	BACS Pymnt	7,886.48		BACS P/L Pymnt Page 5908
10/03/2022	Petty Cash	001604	310.33		petty cash top up
10/03/2022	Plusnet	DD06	23.26		31151/mar telephone chgs
10/03/2022	Southern Electric-121812498/Pu	DD07	32.90		311098/electric chg 10/11-17/2
11/03/2022	Plusnet	DD08	31.24		31154/Mar telephone chgs
11/03/2022	Plusnet	DD09	54.67		31155/Mar telephone chgs
11/03/2022	American Express Payment Servi	DD10	0.40		31161/credit card chgs
14/03/2022	West Kent Mediation	001608	750.00		31192/grant West Kent.M
14/03/2022	Sevenoaks Society	001605	500.00		31190/Sevenoaks Society grant
14/03/2022	Sevenoaks Literary Festival	001616	500.00		31198/Sev lit fest grant
14/03/2022	Sevenoaks Three Arts Festival	001613	600.00		31195/Sev Three Arts grant
14/03/2022	Sevenoaks Summer Festival	001617	5,000.00		31191/SSF grant
14/03/2022	Kent Youth Jazz Orchestra	001614	500.00		31196/Kent Youth Jazz grant
14/03/2022	Friends Of Pontoise	001611	250.00		31194/Friends of.P grant
14/03/2022	Friends Of Rheinbach	001610	250.00		31193/Friends of.R grant
14/03/2022	Art in June	001615	250.00		31197/Art In June grant
14/03/2022	Sevenoaks Volunteer Transport	001607	750.00		31202/SVT grant
14/03/2022	Sevenoaks Repair cafe	001612	1,620.00		Sevenoaks Repair cafe grant
14/03/2022	Baby Umbrella	001609	500.00		Baby Umbrella grant
14/03/2022	Sevenoaks Samaritans	001606	1,000.00		Sevenoaks Samaritans grant
14/03/2022	Shell Account	DD11	152.73		31116/fuel
14/03/2022	Southern Electric - 981579265/	DD12	1,055.31		311096/electric chg 12/11-21/2
15/03/2022	NatWest Bankline	BLN/MAR22	103.10		31230/bank chgs
16/03/2022	BACS P/L Pymnt Page 5914	BACS Pymnt	5,826.62		BACS P/L Pymnt Page 5914
16/03/2022	Ecotricity	DD13	1,372.81		31160/feb electric chgs
17/03/2022	BACS P/L Pymnt Page 5918	BACS Pymnt	600.00		BACS P/L Pymnt Page 5918
17/03/2022	Connectaphone	DD14	547.66		31219/Feb telephone chgs
18/03/2022	Southern Electric-481578233/Vi	DD15	58.95		31152/electric chgs 18/11-25/2
18/03/2022	WorldPay	DD16	11.94		31149/Mar card trans chgs
21/03/2022	WorldPay	DD18	45.75		31166/feb card trans chgs
21/03/2022	Shell Account	DD21	83.63		31226/fuel chgs
21/03/2022	Southern Electric-481582274/Ce	DD23	223.28		31177/Feb electric chg
21/03/2022	Southern Electric-731774430/B&	DD25	625.78		31176/Feb electric chg
21/03/2022	SSE-GAS/231618890/Council Offi	DD26	358.27		31175/gas chg 10/11-17/2
21/03/2022	The Countryside Charity	DD27	36.00		31187/Countryside Charity subs
21/03/2022	SSE-GAS/911569468/B&B Centre	DD22	232.78		31178/Feb gas chgs
21/03/2022	WorldPay	DD17	85.88		31256/feb card trans chgs
21/03/2022	WorldPay	DD19	86.07		31257/Feb card trans chgs
21/03/2022	WorldPay	DD20	17.85		31258/Feb card trans chgs
21/03/2022	SSE-GAS/571774560/B&B Station	DD24	316.97		31255/Dec gas chgs
23/03/2022	BACS P/L Pymnt Page 5919	BACS Pymnt	20,575.13		BACS P/L Pymnt Page 5919
23/03/2022	Tonbridge Mallng Council	BACS23/03	84.00		Mayor attend dinner & dance
25/03/2022	Payroll A/c	BACS25/03	54,257.13		March Wages Tfr
28/03/2022	Shell Account	DD28	56.00		31234/fuel

List of Payments made between 01/04/2021 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/03/2022	Country Style Recycling	DD29	16.68		31130/feb glass collection
28/03/2022	Payroll A/c	BACS28/03	25,868.66		March HMRC/KCC Tfr
29/03/2022	Southern Electric-381579980/St	DD30	70.62		31209/electic chgs 30/11-11/03
30/03/2022	BACS P/L Pymnt Page 5926	BACS Pymnt	17,281.72		BACS P/L Pymnt Page 5926
30/03/2022	Payroll A/c	DD30/03	3,930.08		March L&G Tfr
31/03/2022	Petty Cash	001619	316.11		petty cash top up
31/03/2022	EDF Energy - Bat and Ball Cent	DD31	1,245.00		31156/feb electric chgs
31/03/2022	Southern Electric-81619280/Kno	DD32	1,082.95		31214/Electric chgs 30/11-11/3
31/03/2022	Southern Electric-981648672/Vi	DD33	875.62		31215/electric chg 18/11-11/3
31/03/2022	EDF Energy - High Street Marke	DD34	12.45		31159/feb electric chg
31/03/2022	NatWest Bank	CHRGs	75.00		NatWest Bank Charges Q4
Total Payments			2,264,445.38		

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Date: 24/05/2022

Sevenoaks Town Council

Page: 403

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Cashbook 5

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Payroll A/c

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 02/03/2022	3,461.91						
DD02/03	Nat West - Current Account	3,461.91			201		3,461.91	February L&G Tfr
	Banked: 25/03/2022	54,257.13						
BACS25/03	Nat West - Current Account	54,257.13			201		54,257.13	March Wages Tfr
	Banked: 28/03/2022	25,868.66						
BACS28/03	Nat West - Current Account	25,868.66			201		25,868.66	March HMRC/KCC Tfr
	Banked: 30/03/2022	3,930.08						
DD30/03	Nat West - Current Account	3,930.08			201		3,930.08	March L&G Tfr
Total Receipts for Month		87,517.78	0.00	0.00			87,517.78	
Cashbook Totals		88,517.78	0.00	0.00			88,517.78	

Continued on Page 404

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/03/2022	Legal & General	DD02/03	3,461.91			516		3,461.91	February L&G Payment
25/03/2022	Employees	BACS25/03	54,097.13			520		54,097.13	March Net Wages payment
25/03/2022	CIIs	BACS25/03-	160.00			520		160.00	March Mayor's Allowance paymen
28/03/2022	HMRC/KCC	BACS28/03	25,868.66			515		15,362.32	March HMRC Payments
						516	0	10,506.34	March KCC Payments
30/03/2022	Legal & General	DD30/03	3,930.08			516		3,930.08	March L&G Payment
Total Payments for Month			87,517.78	0.00	0.00			87,517.78	
Balance Carried Fwd			1,000.00						
Cashbook Totals			88,517.78	0.00	0.00			88,517.78	

Date: 24/05/2022

Sevenoaks Town Council

Page: 485

Time: 16:48

Cashbook 6

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Petty Cash

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	924.06					924.06	
	Banked: 10/03/2022	310.33						
001604	Nat West - Current Account	310.33			201		310.33	petty cash top up
	Banked: 31/03/2022	316.11						
001619	Nat West - Current Account	316.11			201		316.11	petty cash top up
Total Receipts for Month		626.44	0.00	0.00			626.44	
Cashbook Totals		<u>1,550.50</u>	<u>0.00</u>	<u>0.00</u>			<u>1,550.50</u>	

Continued on Page 486

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2022	Youth Cafe	779/A	0.50		0.08	6900	50	0.42	shopping bag
01/03/2022	Youth Cafe	779/B	1.50		0.25	6010	50	1.25	cleaning equipment
01/03/2022	Youth Cafe	799/C	19.75			6500	50	19.75	Goods for resale
01/03/2022	Youth Cafe	780/A	1.00		0.17	6900	50	0.83	shopping bags
01/03/2022	Youth Cafe	780/B	5.75		0.96	6010	50	4.79	cleaning equipment
01/03/2022	Youth Cafe	780/C	60.15		10.03	6500	50	50.12	Goods for resale
01/03/2022	Youth Cafe	780/D	35.00			6500	50	35.00	Goods for resale
01/03/2022	Open Spaces	781	35.64		5.94	5410	23	29.70	30 site pegs
04/03/2022	Vine Cafe	782/A	2.00		0.33	6500	28	1.67	Goods for resale
04/03/2022	Vine Cafe	782/B	57.60			6500	28	57.60	Goods for resale
04/03/2022	Vine Cafe	782/C	4.00		0.67	5500	28	3.33	Food storage boxes
04/03/2022	Vine Cafe	782/D	2.00		0.34	6200	28	1.66	Stationery
04/03/2022	Vine Cafe	782/E	6.00		1.00	6900	28	5.00	Egg race eq
04/03/2022	Vine Cafe	782/F	5.50		0.92	6505	28	4.58	cafe consumables
04/03/2022	Business Hub	783	8.00			5410	41	8.00	key cut for pod
10/03/2022	Open Spaces	784/A	14.70			6330	21	14.70	refreshments
10/03/2022	Open Spaces	784/B	2.93		0.49	5410	21	2.44	washers
10/03/2022	Vine Cafe	784/C	6.22		1.04	5410	28	5.18	smoke alarm battery
10/03/2022	Council Offices	785	5.75			6330	31	5.75	milk, sugar
11/03/2022	Bat and Ball Station	786/A	19.57		3.27	5410	30	16.30	paint & tape
11/03/2022	bat and Ball Station	786/B	3.63		0.61	5410	30	3.02	paint
18/03/2022	Council Offices	787/A	1.25		0.21	6330	31	1.04	Refreshments for meeting
18/03/2022	Council Offices	787/B	14.00			6330	31	14.00	Refreshments for meeting
24/03/2022	Council Offices	788/A	2.20			6330	31	2.20	tea
24/03/2022	Council Offices	788/B	4.99		0.83	5410	33	4.16	bolt
24/03/2022	Vine Gardens	789	19.50		3.25	5010	29	16.25	cement mixing tray
25/03/2022	Bat&Ball Cafe	790/A	63.40			6500	30	63.40	Goods for resale
25/03/2022	Bat&Ball Cafe	790/B	20.28		3.39	6505	30	16.89	cafe consumables
25/03/2022	Town Team	792	26.59		4.44	6200	40	22.15	leaflet holders
28/03/2022	Establishments	793/A	11.90		1.98	6330	31	9.92	refreshments for meeting
28/03/2022	Establishments	793/B	19.10			6330	31	19.10	refreshments for meeting
28/03/2022	Establishments	794	12.75			6330	31	12.75	refreshments for meeting
31/03/2022	Vine Cafe	795/A	0.15			6900	28	0.15	shopping bag
31/03/2022	Vine Cafe	795/B	2.00		0.33	6200	28	1.67	stationery
31/03/2022	Vine Cafe	795/C	1.00			6200	28	1.00	stationery
31/03/2022	Vine Cafe	795/D	39.05			6500	28	39.05	Goods for resale
31/03/2022	Vine Cafe	795/E	1.00			6010	28	1.00	cleaning eq
31/03/2022	Vine Cafe	795/F	1.58		0.26	6500	28	1.32	Goods for resale
31/03/2022	Vine Cafe	796/A	19.82			6500	28	19.82	Goods for resale
31/03/2022	Vine Cafe	796/B	2.75		0.46	6010	28	2.29	dishwasher salt
31/03/2022	Open Spaces	797	16.75			6330	21	16.75	refreshments
31/03/2022	Cemetery	798/A	15.50			5410	29	15.50	trowel & saw blades
31/03/2022	Cemetery	798/B	3.25		0.54	6330	22	2.71	squash
31/03/2022	Cemetery	798/C	23.80			6330	22	23.80	refreshments
31/03/2022	Cemetery	798/D	14.95			6832	22	14.95	engraving

Total Payments for Month	634.75	0.00	41.79	592.96
Balance Carried Fwd	915.75			
Cashbook Totals	1,550.50	0.00	41.79	1,508.71

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**Sevenoaks Town Council
Finance & General Purposes Committee - 6th June 2022**

Review of Internal Controls

Internal audit visit 2 happened in February 2022 & visit 3 in April 2022.

The reports for Visit 2 & Visit 3 are included (Appendix 6a & 6b).

Visit 4 happened on 17th May 2022.

Internal Audit have completed the Annual Internal Audit Report 2021/22 (within Appendix 8)

Statement on the System of Internal Control is attached (Appendix 7).

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Sevenoaks Town Council

INTERNAL AUDIT REPORT

Date: 26th April 2022

Report Author: Sam Heaver

Reviewed by: 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 BACKGROUND

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 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 25th February 2022, testing of the following areas has been completed.

Visit 2

- Contracts
- Income – Leases
- Income – Café on the Vine & Bat & Ball Station Café
- Account Books
- Reconciliations
- Risk Register/Assessments

2 FINDINGS

Contracts

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

Finding: At the time of the visit, the Town Council had not awarded any contracts during the current 2021/22 financial year.

Income - Cafés

Control: Where bar or catering facilities (& shops) are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings.

Finding:

Vine Café and Bat & Ball Cafe

The Auditor tested a sample of 10 till reconciliations from April to December 2021 for the Vine Café and the Bat & Ball Café. 9 out of the 10 of the reconciliations recorded discrepancies when compared to the daily takings, but in 8 out of the 9 cases with there was no note to explain why the difference had occurred.

In comparison to the overall takings, the cumulative discrepancies are minor, for example, the total gross takings at the Vine Café from April to December 2021 were £66,143.96 with a recorded difference of -£36.31 and at the Bat & Ball Café the total gross takings were £18,994.38, with a recorded discrepancy of -£10.11. It is important that the reasons for each discrepancy is identified and recorded, and that appropriate action is taken to prevent similar discrepancies and potentially more serious losses in the future. **(Issue 1)**

Income Leases

Control: All leases are reviewed in a timely manner in accordance with the terms of the lease and reviewed appropriately at the due time.

Finding: The Town Council have leases with the Lawn Tennis Club, Sevenoaks Rugby Club, Sevenoaks Town Football Club, Sevenoaks Town Junior Football Club. The Vine Cricket pitch, kiosk and pavilion are also leased.

We found that leases have been reviewed in accordance with the review due dates. However, the Lawn Tennis Club lease, which was due for review 2021, was given an extension due to the Covid pandemic. This lease is due to be reviewed at the next committee meeting.

Account Books

Control: All account books are maintained and up to date.

Finding: Accounts are maintained using an appropriate system and accounting records are up to date.

Reconciliations

Control: Bank reconciliations are carried out regularly and are independently verified.

Finding: Bank reconciliations are completed monthly by the Finance Officer and checked by the Responsible Finance Officer, Clerk and finally verified by one of two selected Councillors.

Risk Register/Assessments

Control: The Council has undertaken a risk assessment and is managing the resultant risks identified.

Finding:

The Risk Register is reviewed annually in accordance with the Financial Regulations. The Town Council have identified risk owners, mitigating actions and controls for each risk on the register.

The Auditor found reference to a Box Office risk, which is associated with the Stag Theatre, that is no longer in use. The RFO advised that this discrepancy is to be resolved at the next review.

3 ISSUES IDENTIFIED

Issue 1 – Café Till Reconciliations

Café till reconciliations have identified persistent discrepancies against daily takings, but the reasons identified for these discrepancies have not been recorded. Action should be taken to prevent similar discrepancies and potentially more serious losses in the future.

Progress on Previous Issues Raised

Original Issue raised	Date raised	Progress
Reconciliations – Issue 2 All bank reconciliations should be dated and reviewed independently by a councillor.	Remote Visit 4 - 2020/2021	25/02/2022 – Visit 2 2021/22 finding – Resolved Please see above to view the testing completed.
Cheques - Issue 1 All cheque stubs should be initialled by two signatories as specified in the Financial Regulations	Visit 1 2021/2022	25/02/2022 - Visit 2 2021/22 - Unresolved This is to be followed up on visit 3
Credit Card - Issue 2 Ensure all credit card transactions are authorised and supported by a signed purchase order prior to payment	Visit 1 2021/2022	25/02/2022 - Visit 2 2021/22 - Unresolved This is to be followed up on visit 3

Appendix A – Audit Plan 2021/22

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

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

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

Sevenoaks Town Council

INTERNAL AUDIT REPORT

Date: 16th May 2022

Report Author: Sam Heaver

Reviewed by: Louise Taylor

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1 BACKGROUND

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 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 22nd April 2022, testing of the following areas has been completed.

Visit 3

- Income – Room Hire
- Allotments
- Salaries & Wages
- Progress on Previous Issues Raised

2 FINDINGS

Income

Control: Records are in place to record all income received. All income recorded as received against invoices agrees with bank statements and accounts.

Finding:

Testing of a sample of 10 room hire bookings found that all had been charged at the agreed rate, all fees had been collected in a timely manner and could be traced through to the bank account and the accounts.

Allotments

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

Finding:

Allotment charges for 2021/22 were confirmed at the F&GP Committee held 2nd August 2021. Sample testing of eight allotments found that plot holders had been invoiced accurately, and the income received could be traced through the bank account and the general ledger.

Salaries and Wages

Control: Salaries and wages are reviewed annually and agreed at full council. Accurate salaries and wages are paid to staff

Finding:

A review of salaries and wages takes place annually. A sample test of 10 salary payments found that all had been paid in line with the agreed 2021-22 salaries.

3 ISSUES IDENTIFIED

Progress on Previous Issues Raised

Original Issue raised	Date raised	Progress
Cheques - Issue 1 All cheque stubs should be initialled by two signatories as specified in the Financial Regulations	Visit 1 2021/2022	25/02/2022 - Visit 2 2021/22 - Unresolved This is to be followed up on visit 4
Credit Card - Issue 2 Ensure all credit card transactions are authorised and supported by a signed purchase order prior to payment	Visit 1 2021/2022	25/02/2022 - Visit 2 2021/22 – Resolved A further 3 credit card transactions were tested during visit 3 and all payments were 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.	Visit 1 2021/2022	25/02/2022 - Visit 2 2021/22 – Closed as the Town Council accepts the risks associated with this issue – this recommendation was noted at the Finance & General Purposes Committee held on 11 th April 2022 and Councillors agreed that for operational reasons the second card needed to be held in the safe. We understand this is so other staff can use the credit card on the cardholders non-working days. By allowing unauthorised staff to use the credit card the Town Council is likely to be breaching the credit card's terms and conditions and exposing itself to potentially fraudulent transactions, for which the cardholder would be held accountable.

		<p>The Town Council should ensure that the use of credit cards is restricted to the cardholder only. To ensure operational continuity, the Town Council should consider obtaining further purchase cards for staff who are required to make purchases in the cardholder's absence. Alternatively, non-cardholders can request that cardholders make purchases on their behalf following the approval of a Purchase Order and an audit trail of this request should be retained.</p> <p>The National Association of Local Councils Joint Panel on Accountability and Governance Practitioners' Guide (2022) specifies that appropriate controls are in place over physical security and usage of credit cards in use. Therefore, Internal Audit will be unable to certify internal control objective B on the Annual Internal Report section of the Annual Governance and Accountability Return (AGAR), until this is rectified.</p>
<p>Café Till Reconciliations – Issue 1</p> <p>Café till reconciliations have identified persistent discrepancies against daily takings, but the reasons identified for these discrepancies have not been recorded. Action should be taken to prevent similar discrepancies and potentially more serious losses in the future.</p>	<p>Visit 2 2021/2022</p>	<p>Progress to be followed up at visit 4 2021/2</p>

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

**Sevenoaks Town Council
Finance & General Purposes Committee - 06.06.2022**

STATEMENT ON THE SYSTEM OF INTERNAL CONTROL***Scope of responsibility***

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

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

Purpose of the system of internal control

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

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

The internal control environment

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

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

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

Sevenoaks Town Council

Finance & General Purposes Committee - 06.06.2022

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

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

Review of effectiveness

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

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

In the year to 31st March 2022, no significant weaknesses in the council's systems were identified.

Approval of statement

This statement was approved on 06 June 2022 at a meeting of the Council's Finance & General Purposes Committee.

Signed _____

Councillor T Clayton
Chairman – F&GP Committee

Signed _____

Mrs Rosalind Shaw
Responsible Finance Officer

**Sevenoaks Town Council
Finance & General Purposes Committee - 6th June 2022**

Annual Return for the Year Ended 31 March 2022

The Annual Return is included (Appendix 8).

The supporting papers for submission to External Audit are included (Appendix 8b).

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

- Annual Internal Audit Report 2021/22
- Annual Governance Statement 2021/22
- Accounting Statements 2021/22
- External Auditor's Report and Certificate 2021/22

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

The accounting statements must be approved by the Council, signed by the Chair of the meeting approving the financial statements and submitted to external auditors by Friday 1st July 2022.

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

The approved accounts need to be made available for public inspection for 30 working days, including the common dates of 1st – 14th July inclusive. We need to give notification on our website of the public inspection dates a day before the inspection period begins. The period from Thursday 9th June – Wednesday 20th July is recommended.

RECOMMENDATION:

To note that the Annual Return has been reviewed.

To review the Annual Governance Statement.

To review the Accounting Statements.

To agree the dates for public inspection.

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Annual Governance and Accountability Return 2021/22 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

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

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

Publication Requirements

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

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2021/22

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

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

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Sevenoaks Town Council
Financial year ending 31 March 2022

UNAUDITED ANNUAL RETURN

Explanation of Variances

Full explanations, including numerical figures are to be provided for the following:

Variances of more than 15% between totals for individual boxes (except variances of less than £200) are to be explained;

New for 2020/21: variances of £100,000 or more require explanation regardless of the % variation year on year;

A breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2		Year ending		Variance		Explanation required?	Detailed explanation of variance (with amounts £)
		31/03/2021	31/03/2022				
		£	£	£	%		
Box 1	Balances b/fwd	3,953,736	1,770,526				
Box 2	Annual Precept	1,215,276	1,239,898	24,622	2.03%	NO	
Box 3	Total other receipts	500,311	765,823	265,512	53.07%	YES	Higher CIL income (£155K,31%), increased hire income due to Bat & Ball Centre being open for a full year (£63K,13%), Business Hub opening (£11K, 2%), Sports facilities reopening post covid (£16K, 3%) Markets open post covid (£7K, 1%), and events held post covid (including Christmas Lights Switch on, Business Show £13K, 2.6%). Also Kickstart funding and Revenue grants, are offset by lower CJRS.
Box 4	Staff Costs	910,441	956,618	46,177	5.07%	NO	Staff payrises, plus staff employed by council on Kickstart scheme
Box 5	Loan interest/capital repayments	71,414	71,602	188	0.26%	NO	Relates to PWL, commenced in 2019/20.
Box 6	All other payments	2,916,942	1,070,388	-1,846,554	63.30%	YES	£1.835M (63%) lower capital spend (mainly driven by Bat & Ball centre & Business Hub), also £125K higher grant to Stag in previous year (4%). This is offset by higher costs associated with facilities being reopened (particularly Bat & Ball Ctr £60K & Business Hub £19K, 3%) markets (£12K) & resumed events (£12K).
Box 7	Balances C/fwd	1,770,526	1,677,639	-92,887	5.25%	NO	Mainly due to spend on Capital projects funded by reserves, offset by revenue surplus in year.
Box 8	Cash and short term investments	1,794,222	1,710,009	-84,213	4.69%	NO	Mainly due to spend on Capital projects funded by income received in prior years (held in reserves), offset by revenue surplus in year.
Box 9	Total fixed assets and LT investments	10,194,397	10,546,348	351,951	3.45%	YES	Mainly due to final spend on Bat & Ball centre development (£197K, 2%), and Business Hub project (£109K, 1%), also play areas (£12K) & new council offices carpet (£11K).
Box 10	Total borrowings	1,334,359	1,289,486	-44,873	3.36%	NO	Amount outstanding on PWL

Explanation for 'high' reserves

Reserves at year end are less than twice the precept figure

Sevenoaks Town Council
Breakdown of reserves
Financial year ending 31 March 2022

	31-Mar-21		Movement	31-Mar-22
General Funds				
Revenue Reserves	417,571		33,699	438,861
Earmarked/Designated Funds				
Youth Council Reserve			1,835	1,835
Council Offices Reserve	11,198	-	9,650	1,548
Pension Reserve	2,814		-	2,814
Rolling Capital Prog Revenue Reserve	30,433		3,000	33,433
Street Lighting Reserve	4,270	-	516	3,755
Stag Winding Up Reserve	8,000		1,000	9,000
Planning Fees Reserve	12,500		-	12,500
Youth Activities Reserve	11,500	-	7,956	3,544
Special Events reserves			10,000	10,000
STP Activities Reserve	538		1,848	2,386
Non-annual commitments reserve	5,824		5,940	11,764
Staff training reserve	4,775	-	1,885	2,890
Capital Receipts Quaker Hall	29,231		29,231	58,462
Capital Receipts Reserve	639,367	-	129,934	509,432
Bat & Ball Station Management & Maintenance reserve	279,804	-	49,004	230,800
PWL repayment reserve	121,262	-	121,262	-
CRF reserve	5,795	-	5,795	-
Vehicle/ Machinery replacement reserve			18,054	18,054
Environmental reserve			8,500	8,500
CIL Earmarked Reserve	102,065		127,453	229,518
No 8 bus Reserve	78,808		-	78,808
QH Allotments Key Reserves	4,115		-	4,115
Mayor's Charity Reserve	656		4,965	5,621
Total Earmarked/ Designated funds	1,352,955	-	114,177	1,238,778
Total Reserves	1,770,526	-	80,478	1,677,639

Sevenoaks Town Council
Bank Reconciliation
Financial year ending 31 March 2022

Prepared by

Rosalind Shaw (RFO)

Date

13/05/2022

Balance per bank statements as at 31 March 2021		£	£
Natwest Current accounts(Business Current Account)		2,545.00	
Natwest Current accounts(Liquidity Account)		295,539.12	
Natwest payroll account		1,000	
Natwest Investment (Direct Reserve)		8,544	
Clydesdale Treasury account		1	
HSBC Deposit Bond		50,506	
Handelsbanken Deposit account		64,375	
Handelsbanken Notice account		260,005	
Nationwide Instant Saver		502,367	
Mayors Charity Account		3,939	
House in the Basement Youth Café		1,000	
Sevenoaks Town Partnership		9,949	
Nationwide Sevenoaks Funds		10,168	
CCLA		500,000	
			1,709,939
Petty Cash float			916
Less cashbook suspense			-
Less: un-presented cheques at 31 March 2022			
(Natwest Current account)			
03/11/2020	001740	10.00	
21/07/2021	001577	36.00	
27/07/2021	001579	30.00	
16/11/2021	001591	20.00	
14/03/2022	001615	250.00	
14/03/2022	001616	500.00	
			- 846
Add: any un-banked cash at 31 March 2022			-
Net balances as at 31 March 2022 (Box 8)			1,710,009
			- 0

Sevenoaks Town Council
Financial year ending 31 March 2022
Box 7 & 8 reconciliation

	2021 £	2022 £	Movement £
Balance per box 8 (Cash balances)	1,794,222	1,710,009	84,213
Add			
Stock	2,109	2,061	48
Debtors			
Trade debtors	17,601	32,096	(14,495)
Miscellaneous debtors	36,608	31,148	5,460
VAT Control	60,292	19,728	40,564
Prepayments	27,395	22,651	4,744
	<u>141,896</u>	<u>105,623</u>	<u>36,321</u>
 Creditors			
Trade creditors	(87,369)	(46,100)	(41,269)
Accruals	(30,231)	(37,130)	6,900
Sundry creditors	(35,260)	(29,192)	(6,068)
BV Allotment deposit	(180)	(290)	110
QH Allotment deposit	(1,140)	(2,245)	1,105
Damage deposits		(2,024)	
	<u>(154,179)</u>	<u>(116,981)</u>	<u>(39,222)</u>
 Receipts in advance	(13,523)	(23,073)	1,105
			-
 Balance per box 7 (Reserves)	<u>1,770,526</u>	<u>1,677,639</u>	<u>82,418</u>
	- 0	0	

SEVENOAKS TOWN COUNCIL

CODE OF PRACTICE FOR HANDLING COMPLAINTS

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

3. Making a complaint

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

4. At the Meeting

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

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

5. Vexations and Repeated Complaints

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

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

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

6. After the Meeting

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

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

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

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

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

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

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

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

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

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

Contact Details:

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

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

Website: www.sevenoakstown.gov.uk

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

Fees and Charges

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

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

1 APRIL 2021

LTN 37 | FREEDOM OF INFORMATION

What does the Freedom of Information Act 2000 do?

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

Who is covered by the Act?

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

What are the rights for requesters?

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

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

How can requests be made?

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

How do councils respond to requests?

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

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

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

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

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

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

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

The Exemptions

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

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

18. The majority of exemptions fall into this category:

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

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

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

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

B) The Absolute Exemptions

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

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

What other responsibilities do public authorities have?

Publication Schemes

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

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

- details of any charges.

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

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

Codes of Practice

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

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

What does the ICO do?

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

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

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

Enforcement

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

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

Appeals

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

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

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

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

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

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

What other advice and guidance is available for local councils?

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

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

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Social Media and Electronic Communication Policy

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

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

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

Communications from the Council will meet the following criteria:

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

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

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

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

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

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

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

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

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

Sevenoaks Town Council Website.

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

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

Sevenoaks Town Council email

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

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

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

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

SMS (texting)

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

Video Conferencing e.g. Skype

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

Internal communication and access to information within the Town Council

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

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

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

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

Sevenoaks Town Council
Finance & General Purposes Committee - 6th June 2022

Public Realm Project – Wayfinding Project

The Public Realm Project is being coordinated by Mike Reid the Town Team Facilitator as a joint venture between KCC, SDC, STC and the Town Team. The Project Team consists of Cllr Richard Streatfeild, Cllr Peter Fleming, Cllr Claire Shea and Cllr Andrew Eyre, supported by Linda Larter and Mike Reid.

The Public Realm Project has the following main aims:

- Audit the current public realm in Sevenoaks and its condition
- Coordinate improvements
- Seek funding to progress improvements

Sevenoaks Town Council have set aside £50,000 towards the Project. Please see below for details of income and expenditure to date.

Income		Expenditure	
KCC Member Grant	£1,848	Public Realm Audit	£800
Welcome Back Fund – Town Trail	£2,499	Town Trail App	£2,499
Welcome Back Fund – Wayfinding Survey	£2,300	Wayfinding Survey	£4,550
STC (CIL)	£50,000	Cleaning Street Furniture	£348
		Refurbishment of Public Realm e.g., Painting (blue town centre) lampposts from Seal Hollow Road to the junction of High Street /Tonbridge Road and back down to M & S at London Road. This takes in The Shambles but not Blighs. It includes the fountain (but not cleaning the stonework).	£10,000
Total	£56,647		£18,197

The most ambitious of the Public Realm Project is to introduce a Wayfinding Scheme for the town – see details of initial survey attached.

The Public Realm Project Team want to move to the next stage of the project which is **Design Development**. Whereas the Wayfinding Strategy package identifies a family of signs; this package of work puts shape and form to the signs. This would consider processes, materials, and finishes, bespoke and off the shelf products, typography, mapping, information sorting and hierarchies, use of zoning, colour coding and other devices. Also consider ergonomics, accessibility issues, ease of updating and maintenance. Develop concept options with budget costs and develop the selected design to ‘design intent’ stage. Following approval, it would incorporate any feedback into a final design document.

This stage would enable tenders to be obtained and further funding including seeking external funding to be considered. Also stages of implementation if appropriate.

RECOMMENDATION: £7,800 of the Public Realm budget be used for the Design Development of the Wayfinding Project.

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Sevenoaks Pedestrian Wayfinding Project

Proposal
18 February 2022



Introduction to allpointswest

Allpointswest was established in 2009 to provide specialist wayfinding and sign design consultancy services. Graphic designer Alan Stevenson and engineer Jonathan Henderson-Quarley founded allpointswest, each have more than 30 years experience in sign design and wayfinding.

Allpointswest offer a full range of signing services from surveys and audits, through to strategies, concept design, design detailing and project management. We work both directly with clients and in collaboration with architects and other design professionals.

In the last few years, we have worked on a wide range of sign design projects from urban signing projects at to corporate headquarters buildings, healthcare and education sector project.

This document is focused on our work on town and city centre wayfinding projects. We include images on this page for projects at; Newbury (top left), HereEast in Stratford (top right) and Basildon (bottom left).

On the next page there are images of projects at; Loch Lomond & The Trossachs National Park (top left), Stockwell Park in Southwark (bottom left) and Tunbridge Wells (bottom).



Introduction to allpointswest

We have a great deal of experience in signing town and city centres. Some of the projects we have worked on include . . .

Basildon Landmarking
 Belfast City Centre Signing
 Cardiff Bay Development Area
 Clydebank Re-Built Signage Project
 Dartford Town Centre Wayfinding
 Discover Dundee Pedestrian Signage Scheme
 Discover Leith Signage Project
 Edinburgh Navigator Signage Project
 Folkestone Town Centre Wayfinding
 Gravesend Town Centre Wayfinding
 Glasgow Urban Signage Project
 Hamilton Town Centre Signing
 HereEast
 Heart of Slough Wayfinding
 Loch Lomond & the Trossachs National Park
 Maidenhead Town Centre Signing
 Medway Town Pedestrian Signing- Chatham
 Newbury Town Centre Project
 Nottingham Navigator
 Paisley Town Centre Signing
 Peckham Square Urban Redevelopment
 Pool of London
 Reading Explorer Signage Project
 Stockwell Park Estate
 Swanley Town Centre
 Tonbridge Town Centre
 Tunbridge Wells Town Centre
 Theale
 Windsor & Eton Town Centre



Pedestrian Wayfinding

Scope of Work

We have undertaken many town centre wayfinding projects over the years. This has allowed us to develop a methodology that will deliver a high quality strategy and provide value for money for our clients.

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Briefing

Undertake meetings with client and stakeholders, to determine aspirations for the project. Visit the location and ‘walk the streets’ to get a feel for the environment and understand of the points of entry, and destinations.

Review any existing documentation; footfall surveys etc and survey the existing wayfinding provision.

Deliverable- Briefing Summery Document
2 days @ £650.00 = £1300.00

Wayfinding Strategy

Analysis of the streetscape, identifying signage requirements at the points of entry typically; trunk roads, bus and rail stations, car parks, taxi ranks etc and linking them to destinations, looking for decision making points along the way and building up a network of signs that will allow visitors to navigate the town with confidence. This will develop into a ‘family’ of signs that will address all wayfinding needs. We will give each sign a unique reference and mark the sign locations on street plans..

We will examine ways and means to make the wayfinding accessible to all and what tools could be used to promote this. This may include interactive or audio technologies or technologies that interact with mobile devices.

Concurrently, we would start to build up a sign schedule, which would list the content for each sign

Deliverable- Strategy Presentation
5 days @ £650.00 = £3250.00

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Design Development

Whereas the Wayfinding Strategy package identifies a family of signs; this package of work puts shape and form to the signs. We would consider processes, materials and finishes, bespoke and off the shelf products, typography, mapping, information sorting and hierarchies, use of zoning, colour coding and other devices. We will consider ergonomics, accessibility issues, ease of updating and maintenance.

We will develop concept options with budget costs and develop the selected design to ‘design intent’ stage. Following approval. We will incorporate any feedback into a final design document.

Deliverable- Interim & Final Design Presentation
12 days @ £650.00 = £7800.00

Map Design & Artwork

Using open source base maps and other sources, we will produce ‘heads up’ or ‘north up’ mapping for the city centre area. We will produce full size artwork for each sign type,which can be used by the signage contractor to produce the signs.

Deliverable- Map Artwork
5 days @ £650.00 = £3250.00

Prepare Tender Documentation

We will liaise with the client procurement team as necessary, to turn the final designs, sign schedule and location plans together with a written specification into competitive tender package. We will support the tenderers through the tender process, answering any queries that may arise.

Deliverable- Strategy Presentation
6 days @ £650.00 = £3900.00

Scope Of Work Cont . . .

Tender Analysis

We will review the tender returns with the client and attend post tender meetings. We will make a recommendation as to which contractor would offer the best value for money for our client.

Deliverable- Tender Analysis Report
2 days @ £650.00 = £1300.00

Clients Representative- Manufacture & Installation

If required, we will organise a full size prototype, either a 'look & feel' prototype with outward appearance of key sign types or fully functioning, pre-production prototypes.

In addition, we will solicit and monitor control samples and part prototyping. We will agree a detailed project plan with all key dates, milestones and approval dates noted and monitor progress against this plan. We will solicit risk assessments, method statements and any other required compliance procedures. We will act as a 'clients representative' throughout the process and deal with day-to-day issues that arise

We will act in the client's best interest to assure quality control in manufacture. We will approve shop drawings, visit the manufacturer at their premises and approve part prototypes as appropriate. We will manage a process of material and finishes 'control samples'.

We use the ABC approvals process that is standard in engineering industries; A approval means proceed as drawing or sample, B approval means proceed with notes and a C rating means not approved, amend and re-submit.

We will oversee the installation process and act as a conduit between the contractor and the client. We will undertake post installation snagging and oversee the process until the signs are signed off.

We will issue an 'as built' set of drawings with referenced signs, their location and content, together with maintenance procedures and all contact details for updates. We will act in the client's best interest to ensure quality control in installation. We will issue setting out drawings with the sign location drawings and the visual schedule. Setting out drawings show the location of signs on the wall, Ground or ceiling. We will attend site when the installers commence work and will visit site during the installation process as required.

We will review and approve installers risk assessments and method statements for installation and ensure that any site-specific inductions are attended and regulations adhered to. When we are informed that installation is complete (or in phases if appropriate), we will carry out a 'snagging' exercise with the manufacturer and check the location, position, content, construction and finish of each installed sign. We will also check that signs are installed straight and true and that 'making good' is to the agreed standard.

We will also check that the signs are clean and free from fingerprints and that all waste, packaging and other arisings have been removed from site.

We will issue reports on progress and keep the client informed at all times.

Deliverable- Sign Off Meeting
6 days @ £650.00 = £3900.00

Pedestrian Wayfinding

Cost Summery

This a summery of the costs identified in the Scope of Work..

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Briefing
2 days @ £650.00 = £1300.00

Wayfinding Strategy
5 days @ £650.00 = £3250.00

Design Development
12 days @ £650.00 = £7800.00

Map Design & Artwork
5 days @ £650.00 = £3250.00

Prepare Tender Documentation
6 days @ £650.00 = £3900.00

Tender Analysis
2 days @ £650.00 = £1300.00

Clients Representative- Manufacture & Installation
6 days @ £650.00 = £3900.00

Total Fees
38 days @ £650.00 = £24700.00

The above costs are based on our daily charge out rates of £650.00.

The above costs are exclusive of VAT which is chargeable at the current rate at time of invoice.

The package costs are based on estimated time spent on the scope of work indicated. If this scope of work is extended, the fee charged will be increased accordingly. This will always be agreed in advance.

We usually invoice monthly for work carried out in that month. Other arrangements to be agreed.

Payment terms are 30 days from date of invoice.

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PROJECT:

Pedestrian Wayfinding

Draft Timetable

This is a draft timetable based on completion by end of June 2022. This is tight but do-able if we are able to move quickly.

As an early activity, we would produce a detailed Gantt chart, setting out interim milestones and approvals dates.

We find that approvals are one of the key factors in the late running of projects and must be scheduled in realistically. This is particularly true of projects that require approvals from committees that meet infrequently. This needs to be factored into the programme.

It is worth noting that the draft timetable is based on our experience in implementing public realm wayfinding projects. However, the current state of play in the manufacturing industry can means long leadtimes, price volatility and shortages of materials.

- Design**
Contract awarded 25 February
Tender pack complete 14 April
- Tender**
Tender released 15 April
Tender return 22 April
Tender Analysis 22 April
- Manufacture**
Contract awarded 25 April
Manufacture complete 3 June
- Installation**
2 phase installation with a week in between;
Groundworks & footings- w/c 6 June
Hardware install & making good- w/c 20 June
Completion- 30 June
- Snagging to follow on subject to Britain in Bloom judging.

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Pedestrian Wayfinding

Implementation Cost Estimate

The cost of implementation is dependant on 2 factors; the quantity of signs and the design of hardware. Neither of which are know at this time.

However in order to set a budget for the project we can estimate the number of signs required for a town centre the size of Sevenoaks.

There would typically be a ‘family’ of three types of sign; a welcome sign, a totem sign and a fingerpost.

A welcome sign would typically be located at car parks and be wall or post mounted a consists of a map with a ‘you are here’ indicator and a welcome message.

A totem sign would typically be located at important points of entry; rail and bus station etc and important destinations and junctions These double sided and free standing signs would contain directional information to key destinations, mapping content with concentric ‘walking distance’ circles. and possibly interpretive content, telling the history of Sevenoaks or people associated with Sevenoaks.

Fingerposts signs would support the totem signs and be positioned at secondary junctions or to reassure visitors that they are still on the correct route, on longer stretches

such as the route from Sevenoaks railway station to the town centre shops. Fingerpost signs ‘point’ to key destinations and usually include approximate walking times.

A simple welcome sign might cost between £450.00 and £750.00 each, subject to spec.

A totem sign might cost between £6000.00 to £8000.00, subject to spec. This assumes a customised ‘off the shelf product. A bespoke product has no upper limit to cost.

A fingerpost is dependent on the number of fingers allocated to each post. For reasons of readability, we would usually restrict the number to 5 or 6. A fingerpost with 5 fingers would typically cost between £3000.00 to £5000.00, subject to spec.

For budget purposes, based on experience, we would allow the following . . .

BASIC SPECIFICATION	
Welcome Signs	
Allow x10 @ £450.00 =	£4500.00
Totem Signs	
Allow x10 @ £6000.00 =	£60,000.00
Fingerpost Signs	
Allow x15 @ £3000.00 =	£45,000.00
Installation	
Allow x35 signs @ £500.00 =	£17,500.00
Estimated Total Cost for Implementation	£127,000.00
Contingency	
Allow 10% =	£12,700.00
Budget Basic Spec	
£139,700.00	

ENHANCED SPECIFICATION	
Welcome Signs	
Allow x10 @ £750.00 =	£7500.00
Totem Signs	
Allow x10 @ £8000.00 =	£80,000.00
Fingerpost Signs	
Allow x15 @ £5000.00 =	£75,000.00
Installation	
Allow x35 signs @ £500.00 =	£17,500.00
Estimated Total Cost for Implementation	£180,000.00
Contingency	
Allow 10% =	£18,000.00
Budget Enhanced Spec	
£198,000.00	

Above figures do not form a quotation but an estimate based on current market knowledge.

Cost Ex VAT

Sevenoaks
Pedestrian Wayfinding Project Proposal

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**Sevenoaks Town Council
Finance & General Purposes Committee - 6th June 2022**

Sevenoaks Town Council Green Community Investment Plan

Sevenoaks Town Council, following public consultation, created a Green Community Investment Plan which can be viewed here: <https://www.sevenoakstown.gov.uk/GreenCommunityInvestmentPlan>

A part time Climate Change Project Officer, Jonathan Letendrie, has been appointed and will be working on the Action Plan attached, which will be reviewed and updated monthly.

Sevenoaks Town Council's Green Community Investment Plan has two primary aims first to address best practices for climate change and reducing carbon emissions on the functions and facilities it operates as an organisation.

Secondly to influence and assist the local community to move forward with practical actions for improving climate change and reducing carbon emissions.

In order to evaluate how both of the aims are being achieved and progress base line data is required.

A survey has been produced for the local community to complete and can be seen here: https://www.sevenoakstown.gov.uk/Sevenoaks_Green_Survey_42175.aspx To date, 96 responses have been received.

The Town Council already has considerable data on its operation via its financial records e.g., utilities, fuel or paper use and can use some comparisons.

An audit on all the Town Council's properties has been included in the plan and quotations for this from companies used by other councils have been sought. These have ranged from £5,000 to £2,150

Carbon Footprint Ltd has provided the most competitive quotation at £2,150.
The Audit would provide the following:

Carbon Footprint Appraisal

- An Executive Summary of the results of the analysis
- A clear definition of the boundaries of the calculation
- Definition of the methodologies used in the assessment
- An accuracy assessment
- Breakdown of emissions according to Scope, Sites and Sources
- Detailed analysis of the results
- Commentary on the results
- Provide recommendations based on the results
- Review of current activities and current plans

**Sevenoaks Town Council
Finance & General Purposes Committee - 6th June 2022**

- Provide Sevenoaks Town Council with a 12 month licence to use the 'Carbon Footprint Standard' endorsement branding
- Provide materials for use by staff and stakeholder engagement

RECOMMENDATION: Sevenoaks Town Council appoint Carbon Footprint Ltd to carry out a Carbon Footprint Appraisal at a cost of £2,150.

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

Monthly Summary

- 1) Low Carbon Kent has been contacted regarding Energy and Carbon audits for STC buildings. Teams meeting on 28th April to discuss what he can do for us and costs. This will open up section 1 of the action plan for improvements, as with suggestions we can start allocating resources and implementing changes.
- 2) STC has installed some cycle planters and throughout Sevenoaks. Further research will be carried out alongside KCC and SDC for the installation of more, including electric bike charging facilities where appropriate.
- 3) E-bike charging designs have been researched. There are two options; lockers or charging docks. Lockers provide more protection from elements and may be more secure, though are less attractive and take up more space. They also were reacted to negatively by some Cllrs. There is some funding available for this.
- 4) E-bike charging and regular cycle racks to potentially be installed at Raley's carpark. This will be discussed in the next agenda for OSL.
- 5) Sustrans is going to work to develop cycling and walking infrastructure alongside KCC and SDC in LCWIP (Local Cycling and Walking Infrastructure Plans). There will likely be some STC input in these plans, and Claire Pamberi at SDC has info and will provide updates when asked. This work is to be completed by 2032.
- 6) Progress in the development of 20mph zones in Sevenoaks has been researched. There have been some 20mph zones introduced. Additional 20mph zones are being researched by the Joint Transport Panel.
- 7) Contacted DVCRP regarding their environmental and accessibility plans, and am awaiting response. There are bike racks at all stations along the DVCRP.
- 8) Plans for improved public transport network have been researched. KCC has applied for the Bus Service Improvement Plan (BSIP), funding provided for schemes that increase and simplify bus usage in areas controlled by LTA's. Sevenoaks is covered by the West Kent Enhanced Partnership (EP) section of KCC's BSIP application. Potential funding for electric vehicles, live time signage and road improvements is available through this. Cheaper and simpler bus fares to be introduced in line with other operators. Through this, there is potential for funding increased services and EV's for the No. 8 Bus.
- 9) There are currently EV charging points at Bat & Ball Centre/Station and STC offices.
- 10) EV charging on streets without private driveways is being researched. There is funding available for this through the On-Street Residential Chargepoint Scheme (ORCS). ORCS offers funding to install on-street charging up to 25kw, and provides 60% of the grant funding within 25 days of successful application. Funding will not exceed £7500 per chargepoint in most cases. Joint Transport Panel and local residents have suggested STC lead on this project.
- 11) Greening Sevenoaks Survey has been sent to schools/residents associations with limited success. Respondents that stated they would like to volunteer or are interested in schemes have been sent information regarding these, including the Repair Café and the Adopt a Tree Scheme.
- 12) Planting 2 trees for 1 removed is currently a STC policy, as is repurposing cut trees into bollards/fencing wherever possible.
- 13) Planning Committee recommendations for sustainable boundaries are being reviewed by working party. The document is underway and is currently being amended for review at a future planning committee. Potentially in May.
- 14) Biodiversity Policy has been updated online and endorsed by STC. This is available to view on the STC website.
- 15) SDC has been contacted regarding whether it would be possible to introduce food waste bins. Awaiting response from them.
- 16) Information packs on how to lower energy consumption and lower carbon footprints are being developed. Aim is to have a section of the STC website containing information packs and green schemes in one place for people to access these easily.

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

In progress **Completed**

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
1 - Priorities	1.1	Seek quotes for a pedestrian audit.	Low					Pedestrian audit by SDC currently underway.
	1.2	Continue to support and encourage progress with the SDC Cycling Strategy Including audit of cycle parking, including appropriate for electric bikes.	High					Sustrans is going to work to develop cycling and walking infrastructure alongside KCC and SDC in LCWIP (Local Cycling and Walking Infrastructure Plans). Some funding for electric bikes available.
	1.3	Progress with development of Car Club	Low			Research Co-Wheels - a car hire scheme in Tunbridge Wells, could try and see if they would be interested in trialling this in Sevenoaks. Could park in its own space at a central easily accessible car park in town.	Improves accessibility for those who do not own cars. Saves money for those who cannot afford to own a car/do not need a car full time.	Co-Wheels and Enterprise to be contacted regarding the formation of a Car Club.

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

	1.4 Continue with Tree Planting	Increase tree planting throughout Sevenoaks.	Medium					2 trees for 1 removed is policy. Adopt a Tree Scheme is advertised and forwarded to survey respondents. Canopy planted at Bat & Ball centre for the Queens Jubilee Tree Initiative.
	1.5 Progress with providing information to residents and businesses	Information packs and schemes to be widely available. Plan is for all of this to be accessible on an easily accessible section of the STC website.	Medium					Information packs being developed. Current schemes to be redistributed and promoted regularly.
	1.6 Create the School's Green Liaison Group	Liaison with schools to discuss best practice.	Medium					Target is for a meeting to take place in June.
2 - Buildings	2.1 Appoint Energy Auditor for STC Buildings	Carry out Energy Audits for STC buildings.	Low	Sep-22	To be assessed on enquiry.	Need to look into energy auditors that can carry out this work. Should do this each year to measure progress and ways to improve.		Contacted Low Carbon Kent and Matthew Morris, a consultant, regarding these. Teams Meeting Thursday 28th.
		Carry out a Carbon footprint audit for STC buildings.	Low					Also contacted Carbon Footprint Ltd – potential phone call regarding this with them.
	2.2 Sevenoaks Town Council's Buildings and Assets. Appoint a energy/carbon auditor to look	Costs and practicalities of additional insulation.	High	Sep-22	To be assessed when recommendations given.		Lower heating and cooling prices	Wait for auditor suggestions on costs/benefits of this.
		Costs and practicalities of solar panels.	High				Lower electricity prices	Wait for auditor suggestions on costs/benefits of this.

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

	into the following for STC Buildings and Assets.	Costs and practicalities of motion sensor lights.	Medium				Lower electricity prices	Wait for auditor suggestions on costs/benefits of this.
		Costs and practicalities of improved heating and ventilation systems.	High				Lower heating and cooling prices	Wait for auditor suggestions on costs/benefits of this.
		Setting a new standard for new STC buildings to be as sustainable and eco-friendly as practicable.	High	Jun-22	To be assessed when recommendations given.	Theme 7 Policy D1, D5, and D6 of NDP.	Lower heating, cooling, and electricity prices.	Wait for auditor suggestions on how to achieve this.
		Costs and practicalities of LED lighting in all STC buildings.	High	Sep-22	To be assessed when recommendations given.		Lower electricity prices	Wait for auditor suggestions on costs/benefits of this.
		Review energy provider renewable energy commissioning.	High	Sep-22		Look into what uses renewable energy and price, make decision based on these. 'Bulb' and 'Octopus' offers 100% renewable energy.		Current advice is not to switch energy provider due to price increase. Continue to assess whether it is worth pursuing monthly.
		Ensure all waste is recycled and reused wherever possible.	Medium	Jun-22	TBA		less landfill waste, lower emissions as fewer products need to be made.	

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

		Investigate the use of pyrolysis for all waste - This will be done in conjunction with a partner.	Medium	Sep-22	TBA		Less landfill waste, environmental benefits. Used to produce energy.	
		Research to see if STC can Ensure all Contractors have a “Zero to Landfill” policy.	Low	Sep-22	TBA		Environmental benefits.	
	2.3 Sevenoaks Neighbourhood Development Plan	Begin NDP action and implementation plan – how to achieve its goals regarding sustainability of STC buildings and new developments in town. GCIP overlap.	High	Jun-22	N/A	Theme 7 Policy D1, D5, and D6 of NDP.		New non-STC developments in town will be encouraged to be as sustainable as possible. Also encourages retrofitting of existing homes to increase energy efficiency. For STC buildings wait for energy and carbon auditor suggestions.
3 - Transport & Movement	3.1 Reducing cars / traffic particularly in relation to school traffic	Follow up NDP recommendations regarding reducing cars / traffic and how this will be achieved.	Low		N/A	Need to talk to schools to promote other modes of transport. Introduction of more affordable homes should allow those who work here to live locally and ease traffic.	Fewer cars creates a more attractive environment for cyclists and pedestrians.	Ways to tackle this are outlined in this article https://theconversation.com/12-best-ways-to-get-cars-out-of-cities-ranked-by-new-research-180642 . Could look at LTZ's/LTN's or congestion charges?
	3.2 Cycle Racks	Follow up KCC regarding the installation and location of cycle racks / planters	Medium		N/A		Planter cycle racks look good and encourage biodiversity.	Some are installed, produce an audit of where these are located and where additional are needed.

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

		in the town centre.						
		Follow up progress on installation of cycle planters at STC office / Business Hub site.	Medium		N/A			
		Research costs and practicality of cycle racks on the rest of STC estate and public open spaces.	Medium		N/A		Physical benefits of cycling and mental benefits from access to green space	
		Research costs and practicality of electric bike parking facilities on STC land, enquire how this may be done and planning required.	Medium		About £16000 for 5 for the Bikeep smart docks.	https://www.thebikestoragecompany.co.uk/product/the-e-bike-locker/ https://bikeep.com/smart-commercial-bike-rack/		There is some funding for this. Link to the left is for e-bike charging lockers and e-bike cycle racks.
		Include cycle and e-bike racks at Car Parks and other suitable areas.	Medium			Raleys Carpark to be reviewed for cycle racks and e-bike charging.		To be discussed in the next agenda for OSL.

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

	3.3 Increase Safety for pedestrians and cyclists	Follow up NDP recommendation s and proposals regarding pedestrian and cyclist safety.	Medium		N/A	Theme 3 Policies M1-M9 NDP. Need updates to plans to improve crossing at junctions at Bat & Ball and Pembroke/London road, and Sevenoaks station.	Increased safety for cyclists and pedestrians encourages these forms of transport. Reduces carbon emissions and air pollution.	
		Subject to successful referendum begin NDP Action and Implementation Plan.	High		N/A			sustrans is going to carry out work to develop walking and cycling infrastructure alongside KCC and SDC.
		Investigate additional ways to improve pedestrian and cyclist infrastructure.	Medium		N/A	Theme 3 Policy M11 and Aim 12 NDP.		See sustrans below, working to improve pedestrian and cycling infrastrucutre.
		KCC to work with sustrans to develop Local Cycling and Walking Infrastructure Plans (LCWIPs) to improve pedestrian and cycling infrastructure.	High	Jan-32		This is to be developed in Sevenoaks Town, with KCC, SDC, and STC input.		Claire Pamberi at SDC has info and will provide updates when asked. Consultation meeting on 4 th of May.

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

	3.4 Proposals for 20mph, one way systems, and shared space	Follow up NDP recommendation s and proposals on 20mph, one way systems and shared space where applicable.	Low		N/A	Theme 3 Policy M4 NDP, 20mph limit close to schools and in some residential areas.	Safer environment encourages cycling and walking further lowering emissions	Some areas have been approved for 20mph zones and more areas are being researched by the Joint Transport Panel.
		Subject to successful referendum, begin NDP Action and implementation plan.	Medium		N/A			20mph zones are being introduced and researched by the Joint Transport Panel.
	3.5 Encourage increased use of public transport by having improved facilities	Continue work with the Darent Valley Community Rail Partnership (DVCRP) to encourage local sustainable travel.	Medium		N/A	Advertised at stations, includes information on things to do nearby.	Can produce additional source of income through local tourism	DVCRP is advertised at stations and has information on its website and at stations on things to do nearby. There are cycle racks at each station to encourage sustainable travel, including infopods installed at Swanley and Sevenoaks stations, providing information about bus services.
		Research how the DVCRP plans to improve facilities, accessibility, and natural environment.	High		N/A	Have asked what their policies and plans are regarding these. When responded to, suggest including this information on website for public use?		Awaiting response from DVCRP.
		Follow up DVCRP on plans to link train to sustainable modes of transport, for example installation of cycle racks.	High		N/A			Cycle racks are available at stations. There are numerous walking routes advertised on the website too.

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

		Look into potential (subject to funding) to increase bus usage – move No 8 to half hourly and extend the hours it serves.	Medium	Jun-22	N/A	Theme 3 Policy M8 NDP.	Allows more flexibility for those who currently do not own a car or who cannot drive.	KCC has applied for the BSIP, funding provided for schemes that increase and simplify bus usage in areas controlled by LTA's.
		Support other bus initiatives – look into these where/when they come up.	Medium		N/A			
		Look into how to raise external funds to have an electric bus for the No 8 bus route.	High		TBA	Covered (potentially) by the BSIP/West Kent EP	Can reduce noise pollution as electric buses are generally quieter than standard buses.	
		Apply for the BSIP to create a simpler and cheaper bus network	Low	May-22		BSIP already applied for by KCC. Sevenoaks covered by West Kent Enhanced Partnership (EP). Potential funding for electric vehicles, live time signage and road improvements. Cheaper and simpler bus fares to be introduced in line with other operators.	Saves money for public. With wider take up there is less reliance on cars.	KCC has applied for the BSIP, funding provided for schemes that increase and simplify bus usage in areas controlled by LTA's.

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

	3.6 Electric Vehicles and Charging Points	Continue to invest in electrical vehicles and equipment where possible as STC replaces its fleet.	High		TBA		When possible STC will replace its fleets with EV's. STC has 1 EV to date.
		Follow up / enquire about installation of EV charging points at STC sites.	High		TBA	Forcs	Bat & Ball Centre and Town Council Offices have EV charging.
		Continue to recommend EV charging points on new developments in the town. Work with SDC and KCC on the provision of these throughout town. Contact SDC and KCC about progress of this.	Medium		N/A	Part of the NDP.	This is being done and there is already EV charging at a number of sites. These can be seen on zap-map.com. STC may be required to lead a project.
		Begin survey / research into where there is or likely will be demand for on street electric vehicle charging.	Low		TBA		Audit required. Areas without off street parking need to be identified and targeted with surveys regarding electric vehicles.
		Apply for ORCS, investigate what the best form of charging is likely to be: lamp	Medium		TBA	The Joint Transport Panel and local residents have suggested STC lead on this project.	

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

		posts, charging bollards etc.						
	3.7 Car Club and Car Sharing	Support the creation of a Car Club. Potentially by grant funding, but not operated by STC. See whether there is support for this scheme in the community.	Low		TBA	Research Co-Wheels - a car hire scheme in Tunbridge Wells, could try and see if they would be interested in trialling this in Sevenoaks. Could park in its own space at a central easily accessible car park in town.	Improves accessibility for those who do not own cars. Saves money for those who cannot afford to own a car/do not need a car full time.	Contact Co-Wheels to see if they would be interested in trialling a car club in Sevenoaks. Contact Enterprise regarding this too as they currently operate in Sevenoaks.
	3.8 Create liaison between individual schools' safety and travel schemes to reduce town congestion	Arrange a meeting between schools to discuss their School Safety & Travel Schemes.	Low	Jun-22	N/A	Continue to stress that where possible do not travel to school by car. Bring this up at meeting.		Organise meeting towards the end of June. Set a date and location, allow communication regarding best practice.
		Review overall school congestion, receive suggestions to find solutions.	Low		N/A			
	3.9 Installation of QR codes on signposts identifying walking and cycling routes	STC will include and encourage others to provide information on signage to include walking and cycling routes, including QR codes where possible.	Low		TBA			

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

		Look into the introduction of a possible web-page / forum advertising these.	Low		N/A			
		Look into signage discouraging idling cars in signage audit.	Low		TBA			
	3.10 Continue to support Cycling Strategy for Sevenoaks	Continue, wherever possible, to work with SDC / KCC to improve local cycling provision.	Medium		TBA	Theme 3 Policy M2 NDP		
		Provide support to schemes that will enable cycle renting in Sevenoaks.	Medium		N/A	Theme 3 Policy M9 NDP		
	3.11 Feasibility study for cycle path from Bat & Ball Station to Dunton Green Station	Begin survey / research on feasibility of this.	Low		N/A			The route can be seen on the final draft of the NDP, with other new paths proposed to encourage use and increase accessibility of the wildlife reserve. Page 82 NDP.
		Obtain costs for professional feasibility study.	Low		TBA			
		Enquire regarding the professional feasibility study once funds are obtained.	Low		N/A			

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

		Lobby for the inclusion of the cycle path proposal in KCC / SDC Cycling Strategies / Movement Strategy / LC WIP.	Low		N/A	Theme 3 Policy M3 NDP		
		Liaise with Dunton Green Parish Council to push for this and share information.	Low		N/A	Contact Dunton Green Parish Council regarding cycle path.		
	3.12 Encourage cycle path across Knole Estate	Liaise with and encourage Knole Estates to create a leisure cycle path across its land.	Low		N/A	Theme 3 Policy M9 NDP		Completed, Knole is fine with this and it is already used.
		Advertise new routes with signage.	Low		TBA	Theme 3 Policy M9 NDP		TBA whether signage exists and where to place these.
	3.13 Draft Sevenoaks Neighbourhood Development plan in regards to transportation	Work with SDC / KCC, in consultation with neighbouring parishes, to identify a long term strategic approach to transport in Sevenoaks to respond to and mitigate any negative impact of new development on the existing network.	Medium		TBA	Theme 3 Objective 7 of NDP		Sevenoaks is a part of the West Kent section of KCC's BSIP. BSIP also liaises with neighbouring councils on how to approach transport.

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

		Promote a co-ordinated approach to transport and movement that encourages use of sustainable transport modes to reduce pollution, whilst ensuring that the centre is still accessible by car.	Medium		TBA			
	3.14 Staff travel and practice (not on GCIP yet)	Review how staff travel to and within work and the the Council's Mileage Policy to determine most efficient mechanism for staff to travel around.	Medium		N/A	This can be determined by the energy/carbon auditor within their recommendations.		Short Survey to staff.
4 - Making Sevenoaks Greener	4.1 Trees	Update number of trees planted (running total) available for the public to see on the STC website.	Low		N/A	Available in Open Spaces and Leisure Committee Minutes.		
		Encourage through campaigning for the public (through residents associations) to plant trees in	Medium		N/A	Residents are signposted to Adopt a Tree Project.		

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

		their front gardens subject to KCC permission.						
		Research potential for providing grants for trees for voluntary organisations.	Low		TBA			
		Support the Queen's Jubilee Tree Canopy Initiative.	Low		N/A	Canopy planted at Bat & Ball centre.		
		When there is a need to fell trees, STC will repurpose for posts and bollards where possible.	Low		TBA	Theme 2 Policy L4 NDP		This is already being done.
		Plant 2 trees for every 1 removed.	Medium		TBA			This is a STC Planning Policy, if any tree is removed 2 must replace it.
	4.2 Adopt a Tree Scheme	Continue to promote the Adopt a Tree Scheme in Sevenoaks project.	Low		N/A			Recent survey respondees contacted regarding this.
		Include this available for the public to see on STC website, including pricing.	Low		N/A			
		Also include information in STC buildings.	Low		N/A			Leaflets available at STC offices.

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

	4.3 Link Sevenoaks open spaces together with 'green routes'	Via its NDP proposals, STC will improve access to and better connect the towns green spaces, seeing where this is possible, creating wildlife corridors.	Low		TBA	Theme 2 Policy L5 NDP		Hedgehog holes in STC fencing to be created.
	4.4 Give it a Grow	Include this online, encouraging people to grow food reducing carbon footprint whilst doing so.	Low		N/A	Need to have the leaflet uploaded online. More info of the scheme required.	Lower food miles as well as community engagement and awareness.	
	4.5 Sevenoaks in Bloom and STC Planting	Continue to promote this garden competition to celebrate and direct focus onto the value of plants and their impact on community and environment.	Low		N/A	Information available on SDC website.	Increased biodiversity and ecosystem services as a result. Mental and physical health benefits involved with gardening and spending time outdoors.	Include this information on STC website/link to SDC website.
		Include information about best plants to attract wildlife and increase biodiversity.	Low	May-22	N/A	Research this and include on the website. RHS has info on this, could just link to them?	Increased biodiversity and ecosystem services as a result.	

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

		Continue with STC edible gardening project, also include this online as there is sparse advertising regarding this to be found.	Low		N/A	Edible gardening project includes edible foods planted on public land for public to use and consume.	Lower food miles as well as community engagement and awareness. Mental and physical health benefits involved with being outdoors in green space.	Need to provide a map or list of areas where the public can take produce from.
		Research replacement of planting vessels with built-in water reservoirs to reduce the need for watering.	Low		TBA			
		Explore drought resilient planting options.	Low		TBA	Drought resistant flowers are listed on the RHS website. This will help reduce irrigation needs of STC if approved.	Lower water consumption and maintenance.	
		Reduce irrigation needs of STC.	Low		TBA		Lower water consumption and maintenance.	
		Commit to using only peat free compost.	Low		TBA			Biodiversity policy recommends allotment holders to use peat free compost.
		Research into acquiring seedballs for residents to scatter. Look into running workshops to make these.	Low	Jun-22	TBA		Community activity increases engagement.	

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

	4.6 Sustainable Boundaries	Review Planning Committee recommendations for the introduction of Sustainable Boundaries.	Low	May-22	N/A		increase biodiversity, flood and air quality regulation. Combats noise pollution.	Working party is reviewing this. The document is underway and is currently being amended for review at a future planning committee. Potentially May.
		Review Planning Committee recommendations for the introduction of 2 trees planted for 1 removed policy.	Low	May-22		This is already a policy.	More green space provides aesthetic value.	
		Review Planning Committee recommendations of the potential for the introduction of porous drives.	Low	May-22	TBA	Theme 2 Policy L2 NDP. Good info from Qin et al., 2013 about effectiveness of porous drives and swales. The effects of low impact development on urban flooding under different rainfall characteristics	Flood risk reduction.	
		Review Planning Committee recommendations for the removal of internally lit signs.	Low	May-22	TBA		Biodiversity and aesthetic benefit from lower light pollution.	

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

		Add to the GCIP regarding holes in fences to allow hedgehogs to travel through hard boundaries to match the NDP.	Low		N/A	Theme 2 L2 NDP	Wildlife corridors boost biodiversity and ecosystem services.	This is a part of the NDP, need to follow up and see that it goes ahead.
	4.7 Streetlighting to LED provision. Look into Solar lighting.	Start putting plan of conversion to LED and Solar lighting of STC streetlights into practice.	Medium		TBA	Solar LED's used by Shrewsbury Town Council. Can use these at STC too. Costs to be reviewed.		
		Put plan into practice for move to LED's or Solar lighting for STC floodlights. This will decrease light pollution and energy wastage.	Medium					Knole Paddock rugby pitch project to be completed in 2022.
		Assess christmas lights and replace with LED's where necessary.	Low					All now LED's.
	4.8 Acquisition of land	Put together process and 'in principle' resolution to enable STC to acquire additional land if it can be used for community benefit, such as woodland or orchards.	Medium		N/A	Theme 2 Policy L5 NDP		

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

		Review Land Acquisition Policy to address any Climate Emergency Needs.	Medium		N/A			
	4.9 NDP and Green Space	Develop plan on how to protect and extend hedges and trees in Sevenoaks.	Low		N/A		increase biodiversity, flood and air quality regulation. Combats noise pollution. Trees and hedges offer urban cooling.	
		Research what can be done to protect, improve, and enhance access to green space.	Low		N/A		Access to green space provides psychological and physical benefits.	
		Look into where new accessible open spaces and green infrastructure can be created. Refer to the NDP for this.	Low		TBA			
	4.10 Biodiversity Policy	Update STC website to include most recent biodiversity policy following approval (currently from 2007).	Low		N/A			Biodiversity policy has been approved 11/4/2022 and uploaded.

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

		New developments to wherever possible deliver net gain in biodiversity.	Medium		N/A	Theme 2 Policy L1 NDP		
	4.11 Flooding mitigation and Sustainable Urban Drainage	Planning committee recommendation s of the potential for the introduction of porous drives.	Low		N/A	Theme 2 Policy L2 NDP. Good info from Qin et al., 2013 about effectiveness of porous drives and swales. The effects of low impact development on urban flooding under different rainfall characteristics		Planning committee is reviewing this. The document is underway and is currently being ammended for review at a future planning committee. Potentially May.
		New Development expected to minimise flood risk through use of SuDs			N/A	Theme 2 Policy L2 NDP. Same paper as above has relevant info, need to follow up this policy. Includes ponds, swales, and wetlands.	SuD s can be beneficial to biodiversity and also aid in aesthetic appeal of an area eg through ponds.	
5 - Consumption	5.1 Promote Refill Scheme	Continue promoting this both online and in partnered businesses / STC properties.	Low		N/A		Lifestyle change of reusing water bottle can lead to other positive changes being made. Lower landfill waste.	Need to resend the scheme to businesses and print posters for this via the Town Team.
		Encourage more businesses to take part.	Low		N/A			

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

	5.2 Plastic Free Pledge	Begin to re-promote this and aim to have more businesses sign up.	Low		N/A			Need to resend the scheme to businesses and print posters for this via the Town Team.
		Continue to campaign and support campaigns for reducing litter and encouraging more recycling such as CleanUp.	Low		N/A			
	5.3 Installation of Drinking Fountains	Lobby for drinking fountains to be provided at railway stations, contact stations to do so.	Low		N/A			
		Look into installing more water refill facilities in the town.	Low		TBA			
		Follow up progress on the Vine Gardens and Greatness Recreation Ground's external water refill facilities.	Low	Jun-22	N/A	Aim is to install prior to the National in Bloom competition in June.		
	5.4 Enabling community initiatives for sustainable living	Support community initiatives for sustainable living, including Toy Library, Community Orchards, Community Cycle Workshops,	Low					STC has provided grant to a new repair café.

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

		Repair café, by promoting these online and in STC buildings.						
		Develop initiatives for sustainable living. Work with SDC / KCC and Abacus to progress this provision.	Low		TBA			
	5.5 Zero Waste Shop	Research the viability of this – carry out a survey on potential interest and use.	Low		TBA			Had some responses from survey regarding this. Would not need a large number of volunteers. Abacus could help run it with their established system.
		Support the provision of a Scrapbox facility, working to reduce waste. Find out whether there is interest, and if an appropriate building and volunteers can be found.	Low		TBA			
		Following research, contact SDC / KCC and Abacus to try and progress a project if viable.	Low		N/A			

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

	5.6 Food Waste	Continue to operate and support the Foodsafe scheme. Include more information regarding this online.	Low		N/A		Alongside reduce landfill waste and carbon emissions, can help provide food to those in need. Community benefits.	
		FoodLoop scheme – encourage local businesses to share and donate food with this scheme so it does not go to landfill.	Medium		N/A	Redistributes food so that it is less likely to go to landfill.	Alongside reduce landfill waste and carbon emissions, can help provide food to those in need. Community benefits.	Provide details of this scheme on STC website.
		Contact SDC / KCC regarding the introduction of food waste bins and collection in Sevenoaks. Food waste can be composted, turned into fertiliser, or used to produce electricity.	Medium		N/A	Preference for this over below due to fees.		Have contacted SDC. Awaiting response. Online states SDC does not have food collection, but offers discounted composters on the SDC website. This is only useful for those with gardens. They state the reason for this is to avoid sending diesel freighters across the district to collect food waste. Perhaps electric vehicles could be used instead?
		Support current schemes such as Cibus and encourage local businesses to sign up.	Medium		N/A	Cibus recycles foodwaste from homes and businesses for a fee.		

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

	5.7 Supporting Businesses	Coordinate and support businesses in progressing likeminded climate change initiatives. This could include commercial waste services, recycling, green electricity, and carbon offsets.	Medium		N/A			
		Signpost businesses to Growing Green Scheme	Medium		N/A	Growing Green Scheme can provide free Carbon footprint audit and Climate Action Plans for some types of business. Let them be aware of this.		
6 - Information and Access to Information	6.1 Signpost residents to existing schemes	Have all local schemes and information available online.	Low		N/A	To be updated as information becomes available. Need to produce list of all schemes and see what information there is currently available.		
		Signpost residents to schemes to reduce energy consumption at home, such as subsidised compost bins. Have this	Low		N/A			

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

		available online and in STC buildings.						
	6.2 Facilitate a Reduce, Reuse & Recycle programme of informal education events – sewing / mending; repairs; plant based home cooking; gardening	Contact individuals / organisations that run these events to see if they would be interested in running them in Sevenoaks.	Low		N/A			
		Determine whether it would be possible to have these events take place in STC buildings such as the Bat & Ball centre, and provide information regarding other schemes at these events too.	Low		TBA			
		Continue offering support to a voluntary organisation operating a monthly repair café in St Luke's Church.	Low		N/A			Have sent survey respondents information on how to get involved with this.
	6.3 Information to enable residents to make practical changes	Develop information pack containing practical information on how to reduce energy	Low	May-22	N/A	In progress now, compiling resources to formulate info pack.		

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

		consumption at home.						
		Produce an information pack containing ways to lower carbon footprints, such as reduce, reuse, and recycle.	Low		N/A			
		Identify STC Green Initiatives and plans on its website, and on social media, as well as through traditional means of communication.	Low		N/A			
		Research and signpost residents to initiatives that provide cost effective solutions to improve energy use in their homes.	Medium	May-22	N/A	In progress now, compiling resources to formulate info pack.		
	6.4 Liaison	Continue and begin liaison with other statutory authorities, voluntary organisations, etc, to avoid duplication of resources.	Low		N/A			

Finance & General Purposes Committee – 6th June 2022
STC Green Community Investment Plan - April 2022 report

		Contact Schools regarding green initiatives.	Low	Jun-22	N/A	Talk about this during the school traffic meeting to be held in June.		Need to send emails/invitations for this.
		Contact community groups regarding green initiatives.	Low		N/A			
	6.5 Greening Sevenoaks Survey	Increase Greening Sevenoaks Survey distribution	Low		N/A	Has been redistributed to staff and Cllrs. Has been sent to residents associations and schools with limited success.		Only 84 responses so far. Target is 3000.

Local councils’ powers to address or reduce climate change: existing powers and future opportunities

As a contribution to NALC’s work on climate change, the following is a brief commentary on the powers which local councils possess to tackle climate change. Its purpose is encourage thinking within our sector: both about what local councils may do to make effective use of existing powers, and also to recommend changes to current laws and policies, for consideration and adoption as NALC policy.

From the list of powers that are available to local councils, in NALC’s publication ‘The Good Councillors Guide’

1) Allotments and markets: [Small Holdings and Allotments Act 1908, ss 23, 26 and 42] (Food Act 1984, s. 50)

- This allows the promotion of local produce and healthy eating

- This can help to reduce food-miles

- Allotments powers also enable the provision of communal food-growing sites and initiatives, run by associations and cooperatives.

2) Burials etc: [Open Spaces Act 1906, ss 9 &10; Local Government Act 197, s.214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970 s.1]

- This can allow practices such as green burials, eco-friendly management etc

3) Commons, ponds, open spaces, recreation etc (Open Spaces Act 1906, s.15; Highways Act 1980, ss 47]

- Scope to practise good environmental management, accommodate recycling facilities etc on the council’s land

- Scope to plant trees on, and maintain, highway verges

4) Community centres and other public buildings (Local Government (Miscellaneous Provisions) Act 1970, s.19. (Local Government Act 1972, s. 133)

- Scope to embrace/include on-site green energy, energy-conservation, electric car charging-points etc

5) Community energy (s20 of the Climate Change and Sustainable Energy Act 2006)):

- Councils can encourage or promote the local production and use of renewable energy, and also energy conservation, subject to the section 137 of the LG Act 1972 annual spending limit

- However, restrictions currently on the ability to ‘sell’ the energy directly to local consumers.

- Also, the ‘s 137 expenditure limit’ is a severe constraint on making capital investments in energy schemes

STC Green Community Investment Plan – Progress Report.

6) Highways and sustainable transport (Highways Act, ss 43, 50, Parish Councils Act 1957, s.1; Local Government Rating Act, 1997, s.25, 28 & 29; Transport Act, 1985, s.106A)

- Scope to promote rights of way routes, walking and cycling
- Scope to use 'car park' powers, to provide useful facilities such as on-site electric vehicle-charging points
- Scope to make more use of powers to support community bus services, and to run or support car- sharing

7) Litter and environmental crime ([Litter Act 1983, ss 5.6, Cleaner Neighbourhoods and Environment Act, 2005])

- Scope to provide refuse and waste receptacles and publicity, including recycling
- Scope to discourage and prosecute littering and dumping
- Currently there is no specific power to promote or run waste-recycling or resource re-use activities

8) Neighbourhood planning [Localism Act, 2011; Neighbourhood Planning Act, 2017 and National Planning Policy Framework,)

- Scope to include environmentally-friendly planning policies re design, routes, landscaping etc
- There is a continuing need to ensure that Neighbourhood Plans have 'teeth', and that they can be more than just land-use allocation policies.

9) Newsletters and websites: (Local Government Act 1972, s.142)

- Scope to use to promote good environmental practices, resource-sharing etc

10) Community support and engagement (Local Government Act 1972 ss. 111, 140 etc)

- Scope to encourage and support volunteers and the wider community with grants, loans, insurance protection, publicity, surveys, good-practice advice etc

11) Tourism Local Government Act, 1972, s.144

- Scope to encourage and promote eco-tourism

12) General powers (Local Government Act 1972, s 137; Localism Act 2011, ss 1–8;)

- Scope to spend money and/or undertake work on a wide range of beneficial activities which are not prescribed in other legislation
- However, s 137 annual spending level is limited, and the General Power of Competence is exercisable by relatively few councils.

13) Subsidiary powers (LG Act 1972 s111):

- A very useful enabling power, for a council to do anything (that are not constrained by other legislation).which is calculated to facilitate or is conducive or incidental to the discharge of any of its functions.

14) Permitted development rights (Town and Country Planning (General Permitted Development) (England) Order 2015, part 12):

- Councils may erect and operate, without the need to seek planning permission, a wide variety of small buildings, equipment and other structures on their land, for the purposes of any of their functions or public services. This can include a range of small 'green' developments

Recommendations for NALC policies and services:

- a) As part of its range of 'good-practice' publications, NALC is recommended to produce one or a number of Climate Change related material, which includes 'legal advice' on the creative use of the powers already available to local councils, as summarised in this document
- b) Local councils should be given a direct power to undertake tree planting and other eco-friendly activities on a much wider range of land, beyond just their own recreational spaces and highway verges.
- c) The 'section 137' expenditure limit on community energy facilities and activities should be removed
- d) Local councils should be given the power to promote and operate facilities and services to recycle waste and re-use resources.
- e) The role and effectiveness of neighbourhood plans in relation to Climate Change should be protected and given more weight in decision-making.
- f) Local councils should be given a power to promote and run facilities for their local community which make effective use of ICT (Information and Communications Technology), such as community broadband systems.

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Sevenoaks Town Council
Finance & General Purposes Committee – 6th June 2022

Current Matters

Item	Minute No		Status	Latest update																				
1	08 – F&GP 3.4.2017 263 – F&GP 18.9.2017 222 - OSL 3.9.18 197 – F&GP 05.08.19	Street Lighting	Ongoing	<p>Invoices were sent prior to the financial year end (March).</p> <p>Upgrades to streetlights in Linden Chase (PROW) have been completed.</p> <p>197. Streetlighting The Committee received and considered the report from the Responsible Financial Officer and note the Town Council’s policy as set out in Minute No. 61 of the Finance & General Purposes Committee held on 15th June 2015.</p> <p>The following private roads had adopted their streetlights:</p> <table><tr><td>Clarendon Road</td><td>St Botolphs Avenue</td></tr><tr><td>Quarry Hill</td><td>St James Road</td></tr><tr><td>Yeomans Meadow</td><td>The Glade</td></tr><tr><td>Heathfield Road</td><td>South Park</td></tr><tr><td>Garvock Drive</td><td>Harrison Way</td></tr><tr><td>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>RESOLVED:</p> <p>i) To proceed with LED upgrade option 3 i.e. LED upgrade plus match existing heritage style lighting on Rectory Land and Judd’s Piece at a cost of £17,790 noting that the Sevenoaks Town Council shortfall of £11,717 to be met from Capital Reserves.</p> <p>ii) To write to remaining private roads who have chosen to not adopt their streetlights providing one month’s notice that the Town Council intends to proceed as per Minute No.61 F&GP 15th June 2015 for removal of all lights on all private roads with unadopted lights at a cost of</p>	Clarendon Road	St Botolphs Avenue	Quarry Hill	St James Road	Yeomans Meadow	The Glade	Heathfield Road	South Park	Garvock Drive	Harrison Way	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 – 6th June 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&GP Committee 16.09.19 (Minute 280):</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) That residents of Woodside Road, Coombe Avenue and Heathfield Road be advised that the decision whether to pay for the street lights, together with payment, was required by 31st October 2019 latest or the Town Council would proceed to removal of the lights; ii) That residents of Lyle Park and Pineneedle Lane be advised that the response date to request to pay for the lights be extended to 30th November 2019; and iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights. <p>F&GP Committee 25.11.19 (Minute 377):</p> <p>RESOLVED that:</p> <ul style="list-style-type: none"> 1) It be noted that residents of Pineneedle and Lyle Park had agreed to adopt their lights and discussions were therefore concluded; 2) Following notification by residents of Kincaig Drive that they would not adopt their lights, the lights be removed; 3) That the lights in Coombe Avenue be removed, subject to local ward members ascertaining whether one light needs to be retained for safety purposes; 4) The 15 households in Woodside Road be asked whether they would form a group to administer payments to the Town Council; and 5) That the Council be asked to rescind the following Resolution, removing the requirement for residents of Heathfield Road to pay outstanding charges for the last two years: “To all private roads entering into the scheme to also be charged from the time that the last
	377 – F&GP 25.11.19			

Sevenoaks Town Council
Finance & General Purposes Committee – 6th June 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 5th August 2019 be rescinded:</p> <p>“To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.”</p> <p>199. Streetlighting Update</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That residents of Woodside Road be advised of a deadline by which this matter needed to be resolved, including providing a single point of contact for the road for the Town Council to invoice, after which time the lights would be removed; and 2) That the light at the eastern end of Coombe Avenue be retained while officers investigate whether the footpath is a Public Right of Way or whether the light could be retained under the Town Council’s current policy.
	320 - F&GP 23.11.20			<p>Update:</p> <p>Coombe Ave – Western end light to be removed as per previous decision. Residents have been contacted. 1 resident has replied to say they are unhappy. Resident on Cramptons Road is being kept updated as the light is to the rear of their property.</p> <p>Eastern end – Councillors were to investigate whether we could treat this as a footpath light or keep light within council policy.</p> <p>Woodside Road – Residents all contacted with deadline of end Nov to form a single party to receive streetlighting charges.</p> <p>RFO has received contact from 3 households who are unhappy with this decision.</p>
	382 - F&GP 18.01.21			<p>Update : Kippington Lane footpath SU21 – at the edge of the footpath between Kippington Meadow & no 67</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 6th June 2022

Item	Minute No		Status	Latest update
	193 – F&GP 02.08.21 Email update			<p>Oakhill Road. Repairs have been paid for by STC. Light is not SDC or KCC.</p> <p>193. Streetlighting Update</p> <p>RESOLVED: The residents of Woodside Road be asked to communicate their intentions about the streetlighting in the private road by the end of September. If no agreement can be reached the Town Council would remove the streetlights as communicated over the past six years.</p> <p><i>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.</i></p> <p>Unfortunately, the meeting scheduled for 20th April was postponed.</p>
2	361 – F&GP 26.11.18	Markets	Ongoing	<p>RESOLVED: unanimously to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include:</p> <ul style="list-style-type: none"> • reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income • the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces. <p>Sevenoaks District Council wrote to the Town Council on 5th March 2019: -</p> <p>Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that out options are tightly regulated. The invitation to tender was originally advertised nationally and across the EU. The EU procurement rules set out some principles to make sure that it is an even playing field for all and that favourable contracts are not granted to particular companies. Changes to a contract should only be allowed where all companies know this beforehand and are given a chance to bid on that basis.</p> <p>Regulation 72 of the 2015 Regulations explains the limited circumstances in which we can modify an existing contract. Tenderers were asked to submit bids for the Sevenoaks Markets based on entering the draft contract which was attached. the Heads of Terms clearly sets out</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 6th June 2022

Item	Minute No		Status	Latest update
				<p>the location of the Wednesday market. Changes are not permitted unless they are explicitly allowed for in the contract documents, where the changes are below a certain value threshold, or the changes fall within some specific other categories. In this case, the contract did not explicitly allow for reductions in the rent. The change in rent would also be larger than what is permitted under the regulations. In order to reduce the rent for the Town Council, we would have to make all bidders aware of this before we awarded the contract. If we make a modification to the contract that is not compliant with the rules, then we would be required to carry out a completely new procurement process for this revised contract (reg. 72 (9)). Therefore, for this reason, it is not open to the District Council to agree to the Town Council's proposals.</p> <p>The Town Council has been informed by the Market Traders that they submitted a petition on this topic to Sevenoaks District Council.</p> <p>Sevenoaks Town Council continue to request SDC for permission to move Wednesday Market to the High Street identifying this as a solution to the long-term viability of the market and potential for additional revenue for SDC for 40+ car parking spaces becoming available.</p> <p>Meeting took place with SDC 17th February 2020. SDC considering temporary relocation of Wednesday market.</p> <p>No further information received.</p>
3	49 - F&GP 08.06.20	SAHA Trading Hut Lease	<i>Ongoing</i>	<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>Lease with SAHA completed, being signed and sealed.</p>
4	463- F&GP 01.03.21	Knole Paddock & Raleys Field	Ongoing	<p>RESOLVED:</p> <p>1) That £30k of Capital Reserves be allocated to the upgrading of the sports pitches at Knole Paddock and Raleys Field; and</p>

172

173