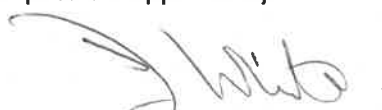


12<sup>th</sup> July 2022

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 18<sup>th</sup> July 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/pD1dNkdcQ6U> 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](http://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 ( <b>Chairman</b> )	Cllr Victoria Granville-Baxter
Cllr Keith Bonin ( <b>Vice-Chairman</b> )	Cllr Roderick Hogarth
Cllr Libby Ancrum	Cllr Mrs Rachel Parry, Mayor (ex-officio)
Cllr Sue Camp	Cllr Richard Parry
Cllr Dr Merilyn 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	<b><u>APOLOGIES FOR ABSENCE</u></b> To receive and note apologies for absence.	-
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Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk)

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 &amp; GENERAL PURPOSES COMMITTEE – 6<sup>th</sup> JUNE 2022</u> To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 6 <sup>th</sup> June 2022 as a true record.	Attached
5	<u>FINANCE REPORTS</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 month ended 30 <sup>th</sup> June 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 periods: <ul style="list-style-type: none"> <li>• 1<sup>st</sup> to 30<sup>th</sup> April 2022</li> <li>• 1<sup>st</sup> to 31<sup>st</sup> May 2022</li> <li>• 1<sup>st</sup> to 30<sup>th</sup> June 2022</li> </ul>	Attached
5.3	<u>List of Payments</u> To note list of payments for: <ul style="list-style-type: none"> <li>• Sevenoaks Town Council Nat West Account 1<sup>st</sup> April to 30<sup>th</sup> June 2022</li> <li>• Mayor's Charity Account 1<sup>st</sup> April to 30<sup>th</sup> June 2022</li> </ul>	Attached
5.4	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for periods: <ul style="list-style-type: none"> <li>• 1<sup>st</sup> to 30<sup>th</sup> April 2022</li> <li>• 1<sup>st</sup> to 31<sup>st</sup> May 2022</li> <li>• 1<sup>st</sup> to 30<sup>th</sup> June 2022</li> </ul>	Attached

5.5	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the periods: <ul style="list-style-type: none"> <li>• 1<sup>st</sup> to 30<sup>th</sup> April 2022</li> <li>• 1<sup>st</sup> to 31<sup>st</sup> May 2022</li> <li>• 1<sup>st</sup> to 30<sup>th</sup> June 2022</li> </ul>	Attached
5.6	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1st April to 30 <sup>th</sup> June 2022: None	-
6	<u>STC RISK ASSESSMENT - ANNUAL REVIEW</u>	Summary Attached
7	<u>REVIEW OF ALLOTMENT RENTS</u>	Attached
8	<u>REVIEW OF WEDNESDAY AND SATURDAY MARKET</u>	Attached
9	<u>SEVENOAKS DAY NURSERY – CLUB ROOM RENT REVIEW</u>	Attached
10	<u>SEVENOAKS TOWN TEAM</u> To receive and note the minutes of the meeting held on 15 <sup>th</sup> June 2022.	Attached
11	<u>CURRENT MATTERS &amp; PRIORITIES</u> To receive and note list of: <ul style="list-style-type: none"> <li>a) Current Matters</li> <li>b) Priorities</li> </ul> of the Town Council	Attached Attached
12	<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 6<sup>th</sup> June 2022 in the Council Chamber, Town Council Offices, TN13 3QG

Meeting commenced: 7.00 pm

Meeting Concluded: 8.30 pm

**Present:**

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

Substitute		For
Cllr Nick Busvine	Present	Cllr Keith Bonin
Cllr Claire Shea	Present	Cllr Sue Camp

**In attendance:** Town Clerk, Responsible Finance Officer and Senior Committee Clerk.

**Representations received from Members of the Public:**

David Finch and Jim Knight of Sevenoaks Climate Action Network (SCAN) attended and raised the following questions:

- Does the Town Council intend to publish a costed action plan based on the main priorities stemming from the proposals contained within Green Community Investment Plan? If so, when would the priority action plan be made public? (It should be noted that SCAN appreciates that this might be a dynamic and evolving action plan in order to facilitate flexibility and prioritisation).*
- How does the Town Council intend to involve local groups such as SCAN in the formulation, implementation and monitoring of a "Carbon Neutral Action Plan"? What form would this take?*
- Would the Town Council consider involving SCAN and other local groups in helping gain support from Sevenoaks District Council and Kent County Council in achieving carbon reduction related goals?*

The Chairman advised that:

- The Sevenoaks Town Council (STC) Green Community Investment Plan monthly report included a cost column. The majority of initiatives were at research stage, and as costs were identified they would be included in the monthly document which would be available to the public
- The Plan's aim was to organisationally make STC's facilities and activities as environmentally friendly as possible and to communicate to the public about practical initiatives or measures that they could participate in to be as environmentally friendly as possible
- The Town Council's initiatives had been produced primarily from extensive consultation within the creation of the Neighbourhood Development Plan which remained a priority, were available for the public and local groups to be aware of, and collaboration was welcomed. The Chairman requested that SCAN review the Plan, consider this evening's discussion, and let STC know how they could contribute. He drew attention to the current

**Sevenoaks Town Council**

Climate Change Baseline Survey which was circulated to Resident Associations and local groups and requested help in encouraging people to complete it

- STC had a good record of working with partners, either other local authorities or voluntary groups, to obtain external grants and would continue to do this where appropriate.

**124. Apologies for Absence**

As noted above.

**125. Dispensations**

There were no requests for dispensations.

**126. Declaration of Interest**

Cllr Raikes declared a pecuniary interest in respect of street lighting matters included in Agenda Item 9, Current Matters, insofar as they related to Woodside Road.

**127. Minutes of the Finance & General Purposes Committee on 11<sup>th</sup> April 2022**

It was noted that Minute No 23 would be amended to read “funding to be met from the 2021/2022 underspend on annual budget”

**RESOLVED:** Subject to the above amendment, to receive and sign the Minutes of the Finance and General Purposes Committee held on 11<sup>th</sup> April 2022 as a true record.

**128. Finance Reports****128.1 Management Accounts Year Ended 31<sup>st</sup> March 2022**

The Committee received and noted, for the year ended 31<sup>st</sup> March 2022, the Responsible Finance Officer’s Report with Variance Analysis, Income and Expenditure, Working Capital Summary, Statement of Fund Balances and Capital Expenditure and funds, together with the:

- Suppliers Accounts for year ended 31<sup>st</sup> March 2022, balance £915.75
- List of Payments for year ended 31<sup>st</sup> March 2022, total £2,264,445.38
- Payroll Accounts for year ended 31<sup>st</sup> March 2021, balance £87,517.78
- Petty Cash Accounts for year ended 31<sup>st</sup> March 2021, balance £95,790.62

It was noted that the year-end position at the end of March 2022 gave a revenue surplus of £22,326. This was favourable to budget full year by £2,326 and in line with the Town Council’s aim to deliver a surplus of £20,000 to increase its general reserves.

Variances to budget were noted, including the proposed write-off of an irrecoverable debt.

**RESOLVED that:**

- 1) the write-off of an irrecoverable debt of £242 relating to a one month hire of an office pod in the Business Hub be approved; and

### Sevenoaks Town Council

- 2) the Management Accounts for the Year Ended 31<sup>st</sup> March 2022 be received and accepted.

#### 128.2 Review of Internal Controls

The Committee received and accepted:

- Internal Audit Report for Visit 2
- Internal Audit Report for Visit 3
- Internal Audit Report for End of Year, Visit 4
- Statement on the System of Internal Control

The issue identified by the Auditors regarding the use of one of the Onecard purchase cards was noted, together with the Responsible Finance Officer's proposal to address the operational issue arising therefrom by applying for a further card.

#### RESOLVED that:

- 1) the Internal Audit Reports for Visits 2, 3 and 4 be received and accepted:
- 2) the application by the Responsible Finance Officer for a further card for the Onecard account, for operational reasons, be authorised; and
- 3) the Statement on the System of Internal Control be approved and signed by the Chairman of the Committee and Responsible Finance Officer.

#### 128.3 Annual Governance Statement for the Year Ended 31<sup>st</sup> March 2022

The Committee received and considered the Annual Governance and Accountability Return, comprising: Annual Internal Audit Report 2021/22; Annual Governance Statement 2021/22; Accounting Statements 2021/22; and supporting papers for submission to External Auditors. It was noted that once the Annual Governance and Accountability Return documents had been approved and signed by the Town Council, they would be passed to the External Auditor for review and sign off.

The Committee reviewed and confirmed the Annual Governance Statement as follows:

1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Agreed
2.	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Agreed
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.	Agreed

### Sevenoaks Town Council

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.	Agreed
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.	Agreed
6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Agreed
7.	We took appropriate action on all matters raised in reports from internal and external audit.	Agreed
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.	Agreed

**RESOLVED:** That the Annual Governance Statement 2021/22 be approved and signed by the Chairman of the Committee and Town Clerk

#### 128.4 Annual Return for the Year Ended 31<sup>st</sup> March 2022

The Committee reviewed and confirmed the Accounting Statements 2021/22 and the supporting papers to be submitted to the External Auditors.

**RESOLVED:**

- 1) That the Accounting Statements 2021/22, signed by the Responsible Finance Officer, be approved and signed by the Chairman of the Committee;
- 2) That the Annual Governance and Accountability Return 2021/22, including the Annual Governance Statement, Statement of Accounts to 31<sup>st</sup> March 2022, and supporting papers for submission to the External Auditors, be **RECOMMENDED** to full Council for adoption; and
- 3) That the approved accounts be made available for public inspection for 30 working days, from 9<sup>th</sup> June to 20<sup>th</sup> July 2022

#### 129 Review of Financial Matters in accordance with the Town Council's Standing Orders

The Committee received and noted financial matters in accordance with the Town Council's Standing Orders, adopted at the Annual Council Meeting on 9<sup>th</sup> May 2022 (*Minute 78, 09.05.22 refers*).

It was agreed that the reference to SMS (texting) be amended to include all app based or social media messaging systems.



**Sevenoaks Town Council****RESOLVED:**

- 1) that the following be received and noted:
  - Inventory and Valuation of Building Assets (*F&GP, Minute 20.3, 11.04.22 refers*)
  - Insurance Cover with Zurich Municipal for 2022/2023 (*F&GP, Minute 20.2, 11.04.22 refers*)
- 2) that the following be received and re-adopted:
  - Complaints Procedure
  - NALC Guidance LTN37 as the basis of the Town Council's Freedom of Information Procedure; and the Freedom of Information Publication Schedule
- 3) that subject to the amendment above, the Social Media and Electronic Communications Policy be received and re-adopted

**130 Public Realm Project – Wayfinding**

The Committee received and noted details of the income and expenditure of the Public Realm Project to date and the ambition to introduce a Wayfinding Scheme for the Town. Details of the design development stage of the Wayfinding Scheme were considered. It was noted that accessibility for people with disabilities would be taken into account, and consideration given to signposting sports facilities and schools.

**RESOLVED:** That £7,800 of the Public Realm budget be used for the Design Development of the Wayfinding project.

**131 Green Community Investment Plan**

The Committee noted progress on the implementation of the Green Community Investment Plan, including a monthly review of the Action Plan to April 2022. A proposal to audit all the Town Council's properties was considered.

The following matters were noted in particular:

- the Joint Transportation Board had suggested that the Town Council lead on investigating the availability of On-Street Residential Chargepoint Scheme (ORCS) for EV charging on streets without private driveways
- EV bike charging would be considered at the next meeting of the Open Spaces & Leisure Committee
- As work progressed on the Plan and more information was available about costs, initiatives would need to be reviewed to ensure cost versus benefit
- consideration to be given to promoting the Greening Sevenoaks Survey in the Sevenoaks Chronicle
- consideration to be given to the best way to work with local groups to facilitate the sharing of knowledge and experience

**RESOLVED:** That Carbon Footprint Ltd be appointed to carry out a Carbon Footprint Appraisal of the Town Council's buildings, at a cost of £2,150.

**Sevenoaks Town Council**

**132 Current Matters**

The update on Current Matters was received and noted.

**133. Press Releases**

Press Release to be issued on the Town Council's work with local groups to advance its green agenda.

There being no further business the Chairman closed the Meeting.

Signed .....

Dated .....

Chairman

## Sevenoaks Town Council

### Finance Officer's Report

### Financial report for the quarter ended 30 June 2022

#### 1. Summary

The year-to-date position at the end of June gives a revenue surplus of £12,441. Allowing for the Bat & Ball Station reserves movement to be actioned at year end, which offsets the Bat & Ball Station £21,978 year-to-date deficit, the adjusted position is a £34,419 surplus.

The 2022/22 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 £6,118 favourable to budget year-to-date.

The biggest variances to budget to date are as follows:

- Adverse Kickstart funding of c£7.9K – due to funding for positions being unavailable.
- One off income received re £24K contribution towards full cost of Bat & Ball Centre flooring repairs. Expense will be seen over the following months, and £10.5K moved to reserves to cover future costs.
- £3.2K spent on picnic benches, funded by CIL.
- £3.2K spend on new bollards at the Vine.
- £4K favourable performance of Vine Café, including break-even year to date.
- £9K spend on Jubilee Events, to be funded from Earmarked reserves.

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

#### 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>
22	Cemetery	8,855 (F)	Please refer to the variance report.
29	Vine Ground	6,774 (A)	Please refer to the variance report.
30	Bat & Ball Station	7,249 (A)	Please refer to the variance report.
31	Establishment	7,311 (A)	Please refer to the variance report.
32	F&GP General	7,359 (A)	Please refer to the variance report.
36	Bat & Ball Centre	7,693 (F)	Please refer to the variance report.

#### 3.0 Use of Contingency

£43,600 contingency full year budget. No proposed use to date.

#### 5.0 Working Capital (Appendix 3)

The net current assets have increased by £49,731 year to date to leave a quarter-end balance of £1,727,370.

Revenue (general) reserves have increased by £12,441 leaving a quarter-end balance of £451,302.

Earmarked Reserves have increased by £37,290 leaving a quarter-end balance of £1,276,068.

This includes:

1. A year-to-date net surplus of £12,441.
2. £1,750 release from reserves for skate park event.
3. £55,123 year to date spend on capital projects (Vine Area £45K, Business Hub final retention payment £7K, also Bat & Ball Centre, NDP and Cemetery.
4. Bat & Ball Centre Maintenance reserve £10,578 created.
5. PWL remaining reserves released £121,262 to pay for Bat & Ball centre construction.
6. CIL Income of £87,808 offset by £3.2K project spend.

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

## **6.0 Fund balances (Appendix 4) and Cashflow**

The statement of fund balances as at 30th June 2022 totals £2,095,505 (31<sup>st</sup> March 2022 £1,710,009).

£1,808,265 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. 3 months precept is £323,919.

Funds are deposited with NatWest, HSBC, Nationwide, Handelsbanken and CCLA. Interest rate ranges from 0.00% to 1.04%.

Sub ratings reviewed 30<sup>th</sup> June 2022.

## **7.0 Potential investment**

Sevenoaks Town Council hold a £1 balance with Clydesdale to allow for future investment opportunities.

Clydesdale Bank have been taken over by Virgin Money.

Virgin Money are offering 95-day notice account with 1.05% interest.

Ratings are A-3 short term.

Investing £500K would achieve £5K over a year.

**Recommendation:** Council give consideration to investing up to £500K in a 95-day notice account with Virgin Money.

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>11</u> <u>Planning - General</u>										
4010 Gross Pay	1,902	2,160	258	5,706	6,480	774	25,914		20,208	
4270 Employers Pension Contribution	70	92	22	210	276	66	1,105		895	
6240 Computer/ Data Base/WP's	49	68	19	136	204	68	948		812	
6630 Professional Fees	0	28	28	282	28	(254)	111		(171)	
6730 Subscriptions	37	0	(37)	111	0	(111)	395		284	
Planning - General :- Indirect Expenditure	<u>2,058</u>	<u>2,348</u>	<u>290</u>	<u>6,444</u>	<u>6,988</u>	<u>544</u>	<u>28,473</u>	<u>0</u>	<u>22,029</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(2,058)</u>	<u>(2,348)</u>	<u>(290)</u>	<u>(6,444)</u>	<u>(6,988)</u>	<u>(544)</u>	<u>(28,473)</u>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>21 O/ Spaces &amp; Leisure - General</b>										
1022 Letting & Hire of Facilities	429	3,000	2,571	3,870	6,016	2,146	33,179		0	
1316 Raleys Car Park Permits	4	0	(4)	1,558	1,750	192	1,750		0	
1850 Log Sales	0	0	0	0	0	0	1,305		0	
1990 Other Income	66	92	26	131	276	145	1,099		0	
<b>O/ Spaces &amp; Leisure - General :- Income</b>	<b>499</b>	<b>3,092</b>	<b>2,593</b>	<b>5,559</b>	<b>8,042</b>	<b>2,483</b>	<b>37,333</b>			<b>0</b>
4010 Gross Pay	15,791	15,801	10	46,348	47,403	1,055	189,608		143,260	
4011 Mileage	213	0	(213)	213	0	(213)	0		(213)	
4270 Employers Pension Contribution	967	1,042	75	2,765	3,126	361	12,498		9,733	
5013 Graffiti Removal	0	0	0	27	149	122	893		866	
5025 Lower St Johns Toilets	763	919	156	3,479	2,757	(722)	11,031		7,552	
5026 Greatness Rec Convenience	0	263	263	464	789	325	3,152		2,688	
5050 Seats And Litter Bins	0	730	730	0	730	730	2,921		2,921	
5060 Sevenoaks Common	250	0	(250)	790	0	(790)	4,470		3,680	
5065 Tree Safety Survey	0	0	0	0	0	0	3,992		3,992	
5070 Other Woodlands	0	0	0	150	932	782	3,726		3,576	
5110 Knole Paddock & Pavilion	0	415	415	0	415	415	4,151		4,151	
5120 Knole Paddock Pitch & Grnd Mt	400	2,449	2,049	854	2,449	1,595	3,677		2,823	
5310 Miscellaneous Open Spaces	117	190	73	1,118	570	(548)	2,277		1,159	
5311 Security Open Spaces	1,856	1,767	(89)	5,629	5,301	(328)	21,202		15,573	
5316 Skatepark Maintenance	904	0	(904)	921	612	(309)	2,706		1,785	
5317 Raleys Car Park	486	525	39	201	525	324	525		324	
5320 Fertilizers	0	252	252	0	252	252	1,009		1,009	

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5330 Grass Seed	0	0	0	1,551	0	(1,551)	2,206		655	
5340 Plants	634	657	23	713	657	(56)	2,627		1,914	
5410 Repairs & General Maintenance	16	131	115	85	393	308	1,576		1,491	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	1,034	578	(456)	2,160	1,734	(426)	6,934		4,774	
5525 Equipment Maintenance	162	890	728	781	1,780	999	7,564		6,783	
5550 Vehicle Expenses	381	320	(61)	1,009	960	(49)	19,500		18,491	
5700 Fuel	243	434	191	1,384	1,302	(82)	5,211		3,827	
6000 Rent & Rates	0	0	0	0	515	515	1,030		1,030	
6010 Light Heat & Cleaning	546	655	109	1,187	655	(532)	2,621		1,434	
6014 Water	43	0	(43)	43	0	(43)	0		(43)	
6101 Telephone	12	18	6	36	54	18	210		174	
6104 Mobile Telephone	32	18	(14)	47	54	7	210		163	
6320 Staff Training	0	788	788	580	788	208	3,152		2,572	
6330 Welfare/Hospitality	24	18	(6)	142	54	(88)	210		68	
6730 Subscriptions	0	145	145	164	145	(19)	145		(19)	
6812 Road Dues	0	0	0	0	0	0	1,077		1,077	
6851 Bus Shelter Maintenance	0	15	15	0	45	45	184		184	
6900 Sundry Expenses	0	8	8	0	24	24	105		105	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,628		1,628	
6930 Alarm Maintenance	0	0	0	34	0	(34)	778		744	
6931 CCTV Maintenance	0	0	0	0	0	0	536		536	
6934 Waste Bin Collection-Dog Bins	655	675	20	655	675	20	2,699		2,044	
6935 Waste Bin Disposal-Waste Bins	313	335	22	636	1,005	369	4,023		3,387	

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6952 Protective Clothing	0	127	127	207	381	174	1,523		1,316	
O/ Spaces & Leisure - General :- Indirect Expenditure	<b>25,842</b>	<b>30,165</b>	<b>4,323</b>	<b>74,372</b>	<b>77,231</b>	<b>2,859</b>	<b>334,787</b>	<b>0</b>	<b>260,415</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(25,343)</b>	<b>(27,073)</b>	<b>(1,730)</b>	<b>(68,813)</b>	<b>(69,189)</b>	<b>(376)</b>	<b>(297,454)</b>			



## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>22 O/ Spaces &amp; Leisure - Cemetery</u>										
1700 Cemetery Income	8,877	7,298	(1,579)	20,778	21,894	1,116	87,577		0	
O/ Spaces & Leisure - Cemetery :- Income	<b>8,877</b>	<b>7,298</b>	<b>(1,579)</b>	<b>20,778</b>	<b>21,894</b>	<b>1,116</b>	<b>87,577</b>			<b>0</b>
4010 Gross Pay	5,811	7,657	1,846	16,745	22,971	6,226	91,885		75,140	
4270 Employers Pension Contribution	458	618	160	1,263	1,854	591	7,412		6,149	
5210 Cemetery Chapel & Office	0	108	108	0	108	108	216		216	
5230 Cemetery Wshop/Messroom Mtce	135	0	(135)	175	0	(175)	356		181	
5340 Plants	0	0	0	12	0	(12)	0		(12)	
5410 Repairs & General Maintenance	69	88	19	378	264	(114)	1,051		673	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	10	280	270	1,112	840	(272)	3,362		2,250	1,610
5525 Equipment Maintenance	56	263	207	63	789	726	9,152		9,089	
5700 Fuel	28	108	80	195	324	129	1,302		1,107	
6000 Rent & Rates	873	768	(105)	2,622	2,304	(318)	9,221		6,600	
6010 Light Heat & Cleaning	77	108	31	435	324	(111)	1,303		868	
6014 Water	0	0	0	226	0	(226)	0		(226)	
6101 Telephone	50	66	16	142	198	56	788		646	
6104 Mobile Telephone	0	10	10	0	31	31	126		126	
6105 Broadband wi-fi service	10	34	24	30	102	72	412		382	
6200 Printing & Stationery	0	4	4	0	12	12	52		52	
6240 Computer/ Data Base/WP's	40	0	(40)	120	0	(120)	420		300	
6320 Staff Training	0	525	525	580	525	(55)	2,101		1,521	
6330 Welfare/Hospitality	0	15	15	22	45	23	178		156	

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6500 Goods for Resale	0	18	18	0	54	54	210		210	
6630 Professional Fees	0	105	105	0	105	105	105		105	
6730 Subscriptions	0	0	0	190	98	(92)	98		(92)	
6802 Trees Plants Turf & Fertilizer	0	788	788	0	788	788	3,152		3,152	
6822 Roads Path & Boundaries	0	184	184	0	184	184	735		735	
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	105		105	
6900 Sundry Expenses	0	4	4	0	12	12	53		53	
6922 Health&Safety/Risk Assessments	0	0	0	0	584	584	2,338		2,338	
6930 Alarm Maintenance	0	0	0	601	840	239	840		239	
6932 Cemetery Security	445	417	(28)	1,335	1,251	(84)	5,002		3,667	
6935 Waste Bin Disposal-Waste Bins	233	109	(124)	394	327	(67)	1,310		916	
6952 Protective Clothing	0	66	66	131	198	67	788		657	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	<b>8,295</b>	<b>12,343</b>	<b>4,048</b>	<b>26,771</b>	<b>35,132</b>	<b>8,361</b>	<b>145,273</b>	<b>0</b>	<b>118,502</b>	<b>1,610</b>
<b>Net Income over Expenditure</b>	<b>581</b>	<b>(5,045)</b>	<b>(5,626)</b>	<b>(5,993)</b>	<b>(13,238)</b>	<b>(7,245)</b>	<b>(57,696)</b>			
8001 plus Transfer from EMR	0			1,610						
<b>Movement to/(from) Gen Reserve</b>	<b>581</b>			<b>(4,383)</b>						

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>23 O/ Spaces &amp; Leisure- Allotment</u>										
1010 Rental Income	0	0	0	9	0	(9)	1,381		0	
1047 QH Allotments Income	0	0	0	61	0	(61)	7,512		0	
O/ Spaces & Leisure- Allotment :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>70</b>	<b>0</b>	<b>(70)</b>	<b>8,893</b>			<b>0</b>
4010 Gross Pay	225	443	218	805	1,329	524	5,313		4,508	
4270 Employers Pension Contribution	9	18	9	40	54	14	213		173	
5410 Repairs & General Maintenance	0	0	0	19	315	296	1,261		1,242	
6000 Rent & Rates	0	82	82	0	246	246	989		989	
6002 QH Allotments Costs	0	434	434	732	434	(298)	1,735		1,003	
6014 Water	1,671	0	(1,671)	1,671	0	(1,671)	0		(1,671)	
6300 Computer Software	0	0	0	0	0	0	128		128	
6730 Subscriptions	0	0	0	0	0	0	57		57	
6922 Health&Safety/Risk Assessments	0	283	283	0	283	283	283		283	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<b>1,906</b>	<b>1,260</b>	<b>(646)</b>	<b>3,267</b>	<b>2,661</b>	<b>(606)</b>	<b>9,979</b>	<b>0</b>	<b>6,712</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,906)</b>	<b>(1,260)</b>	<b>646</b>	<b>(3,197)</b>	<b>(2,661)</b>	<b>536</b>	<b>(1,086)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	0	0	0	9,364		0	
1990 Other Income	0	103	103	0	309	309	412		0	
1997 In Bloom Income	200	0	(200)	200	0	(200)	0		0	
Open Spaces-Street Lighting/Ge :- Income	<b>200</b>	<b>103</b>	<b>(97)</b>	<b>200</b>	<b>309</b>	<b>109</b>	<b>9,776</b>			<b>0</b>
6861 Public Clock Maintenance	33	764	731	33	764	731	3,055		3,022	
6862 Street Lighting	377	1,174	797	1,238	3,522	2,284	14,092		12,854	
6865 In Bloom Costs	3,152	2,823	(329)	4,793	3,629	(1,164)	13,710		8,917	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<b>3,563</b>	<b>4,761</b>	<b>1,199</b>	<b>6,064</b>	<b>7,915</b>	<b>1,851</b>	<b>30,857</b>	<b>0</b>	<b>24,793</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,363)</b>	<b>(4,658)</b>	<b>(1,296)</b>	<b>(5,864)</b>	<b>(7,606)</b>	<b>(1,742)</b>	<b>(21,081)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>28 O/ Spaces &amp; Leisure-Vine Cafe</u>										
1211 Sale of Goods	8,180	10,571	2,392	20,598	23,582	2,984	81,317		0	
1213 Event catering	484	0	(484)	625	0	(625)	0		0	
1451 Kickstart funding	0	941	941	0	2,823	2,823	3,765		0	
<b>O/ Spaces &amp; Leisure-Vine Cafe :- Income</b>	<b>8,664</b>	<b>11,512</b>	<b>2,849</b>	<b>21,222</b>	<b>26,405</b>	<b>5,183</b>	<b>85,082</b>			<b>0</b>
4010 Gross Pay	3,682	5,765	2,083	9,903	16,902	6,999	58,071		48,168	
4270 Employers Pension Contribution	157	228	71	458	668	210	2,294		1,836	
5410 Repairs & General Maintenance	0	108	108	45	324	279	1,301		1,256	
5500 Equipment Hired and New	206	116	(90)	1,409	348	(1,061)	1,396		(13)	
5525 Equipment Maintenance	0	100	100	325	300	(25)	1,207		882	
6000 Rent & Rates	69	97	28	203	291	88	1,166		963	
6010 Light Heat & Cleaning	293	0	(293)	902	1,068	166	4,271		3,369	
6014 Water	504	0	(504)	504	0	(504)	0		(504)	
6101 Telephone	28	24	(4)	86	72	(14)	284		198	
6200 Printing & Stationery	2	10	8	8	30	22	124		116	
6210 Postage & Courier	0	10	10	0	10	10	38		38	
6240 Computer/ Data Base/WP's	0	30	30	0	30	30	118		118	
6320 Staff Training	0	0	0	0	0	0	315		315	
6330 Welfare/Hospitality	0	0	0	0	0	0	22		22	
6340 Staff Uniforms	0	0	0	0	0	0	56		56	
6460 Publicity & Democratic notices	0	33	33	0	33	33	131		131	
6500 Goods for Resale	2,160	3,567	1,407	5,075	7,957	2,882	27,437		22,362	
6505 Cafe consumables	196	322	126	480	966	486	3,859		3,379	

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6635 Professional Fees Licensing	37	34	(3)	181	102	(79)	403		222	
6900 Sundry Expenses	8	26	18	12	78	66	316		304	
6922 Health&Safety/Risk Assessments	71	177	106	213	531	318	2,129		1,916	
6930 Alarm Maintenance	0	0	0	0	0	0	541		541	
6935 Waste Bin Disposal-Waste Bins	298	144	(154)	591	432	(159)	1,730		1,139	
6976 Credit card charges	180	100	(80)	531	300	(231)	1,195		664	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	<b>7,891</b>	<b>10,891</b>	<b>3,000</b>	<b>20,927</b>	<b>30,442</b>	<b>9,515</b>	<b>108,404</b>	<b>0</b>	<b>87,477</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>773</b>	<b>621</b>	<b>(152)</b>	<b>296</b>	<b>(4,037)</b>	<b>(4,333)</b>	<b>(23,322)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>29 O/Spaces &amp; Leisure-Vine Ground</u>										
1208 Other Events Income	0	69	69	740	207	(533)	824		0	
1451 Kickstart funding	0	0	0	1,985	2,824	839	2,823		0	
1805 Tea Kiosk Rental & Pavilion	875	875	0	1,750	1,750	0	3,500		0	
1870 Vine Club Insurance Contrib.	367	365	(2)	367	365	(2)	365		0	
<b>O/Spaces &amp; Leisure-Vine Ground :- Income</b>	<b>1,242</b>	<b>1,309</b>	<b>67</b>	<b>4,842</b>	<b>5,146</b>	<b>304</b>	<b>7,512</b>			<b>0</b>
4010 Gross Pay	1,066	1,058	(8)	3,337	3,174	(163)	12,703		9,366	
4270 Employers Pension Contribution	62	51	(11)	188	153	(35)	613		426	
5010 Vine Area General Maintenance	3,254	389	(2,865)	4,743	1,167	(3,576)	4,670		(73)	
5015 Vine Pavilion maintenance	0	0	0	120	0	(120)	0		(120)	
5020 Vine Public Convenience	758	744	(14)	2,266	2,232	(34)	8,930		6,664	
5500 Equipment Hired and New	1,623	0	(1,623)	3,233	0	(3,233)	0		(3,233)	1,610
6000 Rent & Rates	0	45	45	0	135	135	541		541	
6014 Water	0	0	0	114	0	(114)	0		(114)	
6460 Publicity & Democratic notices	0	65	65	59	65	6	263		204	
6635 Professional Fees Licensing	70	0	(70)	70	0	(70)	105		35	
6868 Summer Concerts	600	0	(600)	600	0	(600)	3,362		2,762	
6869 Special Events	10	0	(10)	132	0	(132)	0		(132)	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	37		37	
6931 CCTV Maintenance	0	0	0	0	0	0	693		693	
6935 Waste Bin Disposal-Waste Bins	80	0	(80)	144	0	(144)	0		(144)	
<b>O/Spaces &amp; Leisure-Vine Ground :- Indirect Expenditure</b>	<b>7,522</b>	<b>2,352</b>	<b>(5,170)</b>	<b>15,006</b>	<b>6,926</b>	<b>(8,080)</b>	<b>31,917</b>	<b>0</b>	<b>16,911</b>	<b>1,610</b>
<b>Net Income over Expenditure</b>	<b>(6,280)</b>	<b>(1,043)</b>	<b>5,237</b>	<b>(10,164)</b>	<b>(1,780)</b>	<b>8,384</b>	<b>(24,405)</b>			
8001 plus Transfer from EMR	0			1,610						
<b>Movement to/(from) Gen Reserve</b>	<b>(6,280)</b>			<b>(8,554)</b>						

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>30 F&amp; G P - Bat &amp; Ball Station</u>										
1022 Letting & Hire of Facilities	592	838	246	1,703	2,514	811	10,052		0	
1208 Other Events Income	71	0	(71)	71	0	(71)	0		0	
1211 Sale of Goods	2,625	3,215	590	8,205	9,645	1,440	38,578		0	
1213 Event catering	413	599	186	1,206	1,797	591	7,190		0	
<b>F&amp; G P - Bat &amp; Ball Station :- Income</b>	<b>3,702</b>	<b>4,652</b>	<b>950</b>	<b>11,186</b>	<b>13,956</b>	<b>2,770</b>	<b>55,820</b>			<b>0</b>
4010 Gross Pay	10,496	5,186	(5,310)	21,408	15,558	(5,850)	62,227		40,819	
4270 Employers Pension Contribution	344	224	(120)	592	672	80	2,686		2,094	
5410 Repairs & General Maintenance	685	139	(546)	1,498	417	(1,081)	1,667		169	
5500 Equipment Hired and New	100	131	31	809	393	(416)	1,576		767	
6000 Rent & Rates	324	278	(46)	976	834	(142)	3,341		2,366	
6011 Electricity	510	466	(44)	1,504	1,398	(106)	5,595		4,091	
6012 Gas	81	541	460	303	541	238	2,164		1,861	
6013 Cleaning	284	280	(4)	830	840	10	3,360		2,530	
6014 Water	161	0	(161)	531	0	(531)	0		(531)	
6020 Insurance Cost	0	84	84	0	252	252	1,004		1,004	
6101 Telephone	74	75	1	221	225	4	903		682	
6200 Printing & Stationery	0	12	12	0	36	36	142		142	
6210 Postage & Courier	0	0	0	9	0	(9)	0		(9)	
6241 Website Costs	285	300	15	285	300	15	422		137	
6320 Staff Training	0	34	34	0	34	34	137		137	
6330 Welfare/Hospitality	38	32	(6)	113	96	(17)	390		277	
6460 Publicity & Democratic notices	0	88	88	0	264	264	1,051		1,051	



## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6500 Goods for Resale	1,105	1,724	619	2,737	5,172	2,435	20,690		17,953	
6505 Cafe consumables	52	168	116	333	504	171	2,017		1,684	
6635 Professional Fees Licensing	0	0	0	0	0	0	410		410	
6900 Sundry Expenses	3	88	85	8	264	256	1,055		1,047	
6922 Health&Safety/Risk Assessments	71	0	(71)	237	276	39	1,104		867	
6930 Alarm Maintenance	0	0	0	0	0	0	1,331		1,331	
6935 Waste Bin Disposal-Waste Bins	233	109	(124)	540	327	(213)	1,312		772	
6976 Credit card charges	88	94	6	231	282	51	1,126		895	
F& G P - Bat & Ball Station :- Indirect Expenditure	<b>14,933</b>	<b>10,053</b>	<b>(4,880)</b>	<b>33,163</b>	<b>28,685</b>	<b>(4,478)</b>	<b>115,710</b>	<b>0</b>	<b>82,547</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(11,231)</b>	<b>(5,401)</b>	<b>5,830</b>	<b>(21,978)</b>	<b>(14,729)</b>	<b>7,249</b>	<b>(59,890)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>31 F &amp; G P - Establishments</b>										
1115 Interest on Deposits	427	864	437	979	2,592	1,613	10,369		0	
1231 Banner Income	6	170	164	6	510	504	2,039		0	
1232 Town Crier Advertising	150	0	(150)	300	90	(210)	361		0	
1451 Kickstart funding	0	0	0	0	2,823	2,823	2,823		0	
1889 Waste Sacks Income	453	324	(129)	963	972	9	3,889		0	
1990 Other Income	0	0	0	0	0	0	13		0	
<b>F &amp; G P - Establishments :- Income</b>	<b>1,035</b>	<b>1,358</b>	<b>323</b>	<b>2,247</b>	<b>6,987</b>	<b>4,740</b>	<b>19,494</b>			<b>0</b>
4010 Gross Pay	23,996	26,210	2,214	83,025	78,630	(4,395)	314,524		231,499	
4011 Mileage	155	0	(155)	155	0	(155)	0		(155)	
4012 Expenses	117	0	(117)	117	0	(117)	0		(117)	
4270 Employers Pension Contribution	2,633	3,094	461	8,287	9,282	995	37,122		28,835	
4271 Pension Deficiency	6,917	6,917	0	20,750	20,751	1	83,000		62,250	
5500 Equipment Hired and New	0	142	142	454	426	(28)	1,708		1,254	
6020 Insurance Cost	1,090	1,361	271	7,691	6,804	(887)	19,051		11,360	
6101 Telephone	419	444	25	1,218	1,332	114	5,333		4,115	
6200 Printing & Stationery	369	1,093	724	6,235	3,279	(2,956)	13,116		6,882	
6210 Postage & Courier	176	538	362	1,209	1,614	405	6,452		5,243	
6240 Computer/ Data Base/WP's	1,314	1,280	(34)	2,401	3,840	1,439	15,359		12,958	
6241 Website Costs	287	283	(4)	287	283	(4)	283		(4)	
6242 I.T. Infrastructure	824	944	120	1,648	2,832	1,184	11,327		9,679	
6300 Computer Software	536	365	(171)	1,005	1,095	90	4,384		3,379	
6315 Recruitment Costs	0	167	167	0	501	501	2,000		2,000	

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6320 Staff Training	245	263	18	781	789	9	3,152		2,372	
6321 Investors in People	0	0	0	0	0	0	865		865	
6330 Welfare/Hospitality	226	234	8	778	702	(76)	2,812		2,034	
6410 Civic Exps/Annual Reception	0	0	0	800	918	118	1,839		1,039	
6415 Gifts/hospitality	63	106	44	270	318	48	1,273		1,003	
6420 Annual Parish Meeting	0	0	0	0	0	0	105		105	
6421 Honour Bd. Badges & Insignia	37	0	(37)	132	260	128	767		635	
6435 Members Expenses	0	0	0	0	0	0	4,328		4,328	
6460 Publicity & Democratic notices	40	219	179	195	657	462	2,627		2,432	
6461 Banner Costs	0	88	88	272	264	(8)	1,057		785	
6610 Audit Fees	503	550	48	503	1,100	598	4,947		4,445	
6611 Quality Parish	0	0	0	0	0	0	300		300	
6620 Legal Expenses	0	0	0	0	1,246	1,246	2,493		2,493	
6630 Professional Fees	1,403	0	(1,403)	1,403	0	(1,403)	0		(1,403)	
6635 Professional Fees Licensing	0	0	0	588	0	(588)	1,406		819	
6710 Conference Fees & Expenses	865	180	(685)	1,106	540	(566)	2,164		1,058	
6720 Books and Periodicals	0	22	22	0	66	66	267		267	
6730 Subscriptions	366	101	(265)	3,025	3,135	110	5,259		2,234	
6889 Waste Sacks	64	327	263	1,014	981	(33)	3,922		2,908	
6900 Sundry Expenses	0	44	44	34	132	98	525		491	
6922 Health&Safety/Risk Assessments	0	0	0	3,990	4,743	753	4,743		753	
6975 Bank Charges	165	109	(56)	349	327	(22)	1,308		959	
6976 Credit card charges	39	129	90	84	387	303	1,547		1,463	
7010 Election Expenses	0	0	0	0	0	0	5,253		5,253	

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
7611 Contingency provision	0	0	0	0	0	0	43,600		43,600	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	
7617 PWLB Loan Repayment	0	0	0	0	0	0	71,603		71,603	
F & G P - Establishments :- Indirect Expenditure	<b>42,849</b>	<b>45,210</b>	<b>2,361</b>	<b>149,806</b>	<b>147,234</b>	<b>(2,572)</b>	<b>682,821</b>	<b>0</b>	<b>533,015</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(41,813)</b>	<b>(43,852)</b>	<b>(2,039)</b>	<b>(147,558)</b>	<b>(140,247)</b>	<b>7,311</b>	<b>(663,327)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>32 F &amp; G P - General</u>										
1490 Christmas Lights Switch On	0	0	0	0	0	0	6,180		0	
F & G P - General :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,180</u>			<u>0</u>
6490 Christmas Lights Switch On	0	0	0	10	0	(10)	27,316		27,306	
6491 Remembrance Day/Civic Serv.	0	0	0	0	0	0	3,752		3,752	
6869 Special Events	5,833	552	(5,281)	9,005	1,656	(7,349)	6,630		(2,375)	
F & G P - General :- Indirect Expenditure	<u>5,833</u>	<u>552</u>	<u>(5,281)</u>	<u>9,015</u>	<u>1,656</u>	<u>(7,359)</u>	<u>37,698</u>	<u>0</u>	<u>28,683</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(5,833)</u>	<u>(552)</u>	<u>5,281</u>	<u>(9,015)</u>	<u>(1,656)</u>	<u>7,359</u>	<u>(31,518)</u>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>33 F &amp; G P - Council Offices</b>										
1022 Letting & Hire of Facilities	1,097	798	(299)	2,549	2,394	(155)	9,579		0	
<b>F &amp; G P - Council Offices :- Income</b>	<b>1,097</b>	<b>798</b>	<b>(299)</b>	<b>2,549</b>	<b>2,394</b>	<b>(155)</b>	<b>9,579</b>			<b>0</b>
4010 Gross Pay	590	2,344	1,754	5,024	7,032	2,008	28,123		23,099	
4011 Mileage	104	0	(104)	104	0	(104)	0		(104)	
4270 Employers Pension Contribution	41	65	24	262	195	(67)	781		519	
5410 Repairs & General Maintenance	0	212	212	133	636	503	2,542		2,409	
6000 Rent & Rates	2,320	2,230	(90)	6,964	6,690	(274)	26,756		19,793	
6010 Light Heat & Cleaning	281	541	260	1,269	1,623	354	6,492		5,223	
6510 Catering Expenses	0	8	8	0	24	24	102		102	
6900 Sundry Expenses	0	8	8	0	24	24	102		102	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	306		306	
6930 Alarm Maintenance	582	873	291	582	873	291	873		291	
6935 Waste Bin Disposal-Waste Bins	232	67	(165)	447	201	(246)	808		361	
<b>F &amp; G P - Council Offices :- Indirect Expenditure</b>	<b>4,149</b>	<b>6,348</b>	<b>2,199</b>	<b>14,784</b>	<b>17,298</b>	<b>2,514</b>	<b>66,885</b>	<b>0</b>	<b>52,101</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,052)</b>	<b>(5,550)</b>	<b>(2,498)</b>	<b>(12,235)</b>	<b>(14,904)</b>	<b>(2,669)</b>	<b>(57,306)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>36 F &amp; G P - Bat &amp; Ball Centre</b>										
1022 Letting & Hire of Facilities	6,404	7,497	1,093	24,010	22,491	(1,519)	89,968		0	
1032 Linen and table hire	0	24	24	0	72	72	284		0	
1445 Outdoor Activities	0	55	55	21	165	144	662		0	
1451 Kickstart funding	0	0	0	0	1,432	1,432	1,433		0	
1457 Indoor Activities	371	397	26	1,214	1,191	(23)	4,760		0	
1990 Other Income	24,357	0	(24,357)	24,357	0	(24,357)	0		0	10,578
<b>F &amp; G P - Bat &amp; Ball Centre :- Income</b>	<b>31,132</b>	<b>7,973</b>	<b>(23,159)</b>	<b>49,602</b>	<b>25,351</b>	<b>(24,251)</b>	<b>97,107</b>			<b>10,578</b>
4010 Gross Pay	2,661	3,575	914	11,681	10,725	(956)	42,899		31,218	
4270 Employers Pension Contribution	149	188	39	564	564	0	2,260		1,696	
5318 SCC Car Park	24	0	(24)	72	0	(72)	485		413	
5340 Plants	0	0	0	0	0	0	181		181	
5410 Repairs & General Maintenance	24	87	63	722	87	(635)	347		(375)	
5500 Equipment Hired and New	85	0	(85)	248	324	76	1,298		1,050	
6000 Rent & Rates	459	582	123	1,378	1,746	368	6,986		5,608	
6011 Electricity	716	629	(87)	2,177	1,887	(290)	7,545		5,368	
6012 Gas	93	0	(93)	355	474	119	1,894		1,539	
6013 Cleaning	246	66	(180)	284	198	(86)	795		511	
6014 Water	91	0	(91)	1,668	0	(1,668)	0		(1,668)	
6101 Telephone	47	48	1	150	144	(6)	581		431	
6104 Mobile Telephone	25	31	6	42	93	51	371		329	
6200 Printing & Stationery	0	64	64	0	64	64	255		255	
6240 Computer/ Data Base/WP's	1,278	0	(1,278)	1,338	0	(1,338)	0		(1,338)	

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6330 Welfare/Hospitality	38	33	(5)	119	99	(20)	396		277	
6460 Publicity & Democratic notices	0	129	129	0	129	129	515		515	
6520 Refreshments for Resale	209	206	(3)	632	618	(14)	2,472		1,841	
6620 Legal Expenses	1,650	0	(1,650)	1,650	0	(1,650)	0		(1,650)	
6635 Professional Fees Licensing	180	0	(180)	180	300	120	505		325	
6842 Grounds Maintenance	0	41	41	0	123	123	492		492	
6900 Sundry Expenses	13	34	21	13	102	89	406		393	
6922 Health&Safety/Risk Assessments	0	0	0	400	520	120	520		120	
6930 Alarm Maintenance	0	0	0	85	0	(85)	896		811	
6931 CCTV Maintenance	0	0	0	0	0	0	330		330	
6935 Waste Bin Disposal-Waste Bins	248	84	(164)	674	252	(422)	1,003		329	
6952 Protective Clothing	0	0	0	0	0	0	332		332	
F & G P - Bat & Ball Centre :- Indirect Expenditure	<b>8,235</b>	<b>5,797</b>	<b>(2,438)</b>	<b>24,429</b>	<b>18,449</b>	<b>(5,980)</b>	<b>73,764</b>	<b>0</b>	<b>49,335</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>22,896</b>	<b>2,176</b>	<b>(20,720)</b>	<b>25,173</b>	<b>6,902</b>	<b>(18,271)</b>	<b>23,343</b>			
8002 less Transfer to EMR	10,578			10,578						
<b>Movement to/(from) Gen Reserve</b>	<b>12,318</b>			<b>14,595</b>						



## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>38 F &amp; G P - Grants</b>										
6937 Annual Subsidy-Comm Centre	497	403	(94)	2,048	1,209	(839)	4,833		2,785	
6938 Annual Subsidy-Council Chamber	0	83	83	69	249	180	1,000		931	
7500 Local Organisations Grants	0	0	0	0	0	0	12,000		12,000	
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	
7552 Youth Outreach	0	0	0	0	0	0	3,887		3,887	
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0	
7557 Community Rail Partnership	0	3,000	3,000	0	3,000	3,000	3,000		3,000	
F & G P - Grants :- Indirect Expenditure	<b>497</b>	<b>3,486</b>	<b>2,989</b>	<b>29,118</b>	<b>31,458</b>	<b>2,340</b>	<b>57,720</b>	<b>0</b>	<b>28,602</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(497)</b>	<b>(3,486)</b>	<b>(2,989)</b>	<b>(29,118)</b>	<b>(31,458)</b>	<b>(2,340)</b>	<b>(57,720)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>39 F &amp; G P - Property</u>										
1469 O/S Ground Rents & Wayleaves	0	0	0	1,939	1,913	(26)	5,933		0	
F & G P - Property :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,939</u>	<u>1,913</u>	<u>(26)</u>	<u>5,933</u>			<u>0</u>
<b>Net Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,939</u>	<u>1,913</u>	<u>(26)</u>	<u>5,933</u>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>40 Town Team</u>										
1206 Business Awards	1,352	0	(1,352)	5,352	2,551	(2,801)	7,426		0	
1207 Business Show	0	0	0	0	0	0	4,377		0	
1209 Wellbeing show income	0	0	0	0	3,183	3,183	3,183		0	
Town Team :- Income	<b>1,352</b>	<b>0</b>	<b>(1,352)</b>	<b>5,352</b>	<b>5,734</b>	<b>382</b>	<b>14,986</b>			<b>0</b>
6101 Telephone	0	9	9	0	27	27	105		105	
6200 Printing & Stationery	0	8	8	0	24	24	105		105	
6240 Computer/ Data Base/WP's	65	67	2	154	201	47	808		654	
6241 Website Costs	0	0	0	55	0	(55)	275		220	
6244 Information Screens	120	0	(120)	120	0	(120)	1,313		1,193	
6322 Business Awards	2,696	0	(2,696)	2,960	0	(2,960)	8,116		5,156	
6323 Business Show	0	0	0	0	2,992	2,992	2,992		2,992	
6460 Publicity & Democratic notices	76	0	(76)	98	0	(98)	0		(98)	
6461 Banner Costs	260	0	(260)	260	0	(260)	0		(260)	
6710 Conference Fees & Expenses	0	61	61	0	183	183	735		735	
6730 Subscriptions	0	561	561	0	561	561	561		561	
6900 Sundry Expenses	0	62	62	0	186	186	749		749	
7000 Reinvestment	0	0	0	0	0	0	549		549	
7608 Friends of Bat & Ball	0	88	88	0	264	264	1,051		1,051	
7616 Wellbeing show	0	0	0	0	2,627	2,627	2,627		2,627	
Town Team :- Indirect Expenditure	<b>3,217</b>	<b>856</b>	<b>(2,361)</b>	<b>3,647</b>	<b>7,065</b>	<b>3,418</b>	<b>19,986</b>	<b>0</b>	<b>16,339</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,864)</b>	<b>(856)</b>	<b>1,008</b>	<b>1,705</b>	<b>(1,331)</b>	<b>(3,036)</b>	<b>(5,000)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>41 Business Hub</b>										
1022 Letting & Hire of Facilities	70	145	75	245	435	190	1,738		0	
1026 Hot Desking Facility	242	613	371	585	1,839	1,254	7,357		0	
1027 Dedicated Desk x12	0	412	412	0	1,236	1,236	4,944		0	
1029 Office Pods	1,439	996	(443)	3,987	2,988	(999)	11,948		0	
1031 Chamber of Commerce	412	412	0	1,212	1,236	24	4,944		0	
<b>Business Hub :- Income</b>	<b>2,162</b>	<b>2,578</b>	<b>416</b>	<b>6,029</b>	<b>7,734</b>	<b>1,705</b>	<b>30,931</b>			<b>0</b>
4010 Gross Pay	663	429	(234)	1,671	1,287	(384)	5,152		3,481	
4270 Employers Pension Contribution	0	17	17	0	51	51	206		206	
5410 Repairs & General Maintenance	0	68	68	75	204	129	822		747	
5500 Equipment Hired and New	0	22	22	0	66	66	264		264	
6000 Rent & Rates	207	213	6	622	639	17	2,561		1,939	
6010 Light Heat & Cleaning	313	138	(175)	1,371	414	(957)	1,657		286	
6105 Broadband wi-fi service	142	146	5	425	438	14	1,749		1,325	
6200 Printing & Stationery	0	42	42	0	126	126	500		500	
6241 Website Costs	0	0	0	0	0	0	133		133	
6511 Sales commission	175	216	41	482	648	166	2,599		2,117	
6900 Sundry Expenses	95	103	8	286	309	23	1,236		950	
6930 Alarm Maintenance	0	0	0	146	286	140	286		140	
6931 CCTV Maintenance	0	0	0	146	0	(146)	0		(146)	
6976 Credit card charges	30	33	3	97	99	2	401		304	
<b>Business Hub :- Indirect Expenditure</b>	<b>1,624</b>	<b>1,427</b>	<b>(197)</b>	<b>5,320</b>	<b>4,567</b>	<b>(753)</b>	<b>17,566</b>	<b>0</b>	<b>12,246</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>538</b>	<b>1,151</b>	<b>613</b>	<b>709</b>	<b>3,167</b>	<b>2,458</b>	<b>13,365</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>42 Sevenoaks Town Mayor</u>										
1500 Fundraising	506	0	(506)	805	0	(805)	0		0	
1752 Quiz Night Income	0	0	0	30	0	(30)	0		0	
1754 Knole Tour Income	0	0	0	712	0	(712)	0		0	
1755 Chevening Visit Income	(120)	0	120	1,424	0	(1,424)	0		0	
Sevenoaks Town Mayor :- Income	<b>386</b>	<b>0</b>	<b>(386)</b>	<b>2,971</b>	<b>0</b>	<b>(2,971)</b>	<b>0</b>			<b>0</b>
6433 Mayors Allowance 2021/22	0	0	0	1,003	0	(1,003)	0		(1,003)	1,003
6437 Mayors Allowance 2022/23	200	484	284	1,380	968	(412)	5,805		4,425	
6438 Mayors Car Allowance 2022/23	25	216	191	25	432	407	2,586		2,561	
6900 Sundry Expenses	34	0	(34)	34	0	(34)	0		(34)	
7202 Quiz Night Expenditure	0	0	0	40	0	(40)	0		(40)	
7204 Knole Tour Expenditure	0	0	0	327	0	(327)	0		(327)	
7205 Chevening Visit Expenditure	17	0	(17)	1,531	0	(1,531)	0		(1,531)	
Sevenoaks Town Mayor :- Indirect Expenditure	<b>276</b>	<b>700</b>	<b>424</b>	<b>4,341</b>	<b>1,400</b>	<b>(2,941)</b>	<b>8,391</b>	<b>0</b>	<b>4,050</b>	<b>1,003</b>
<b>Net Income over Expenditure</b>	<b>110</b>	<b>(700)</b>	<b>(810)</b>	<b>(1,369)</b>	<b>(1,400)</b>	<b>(31)</b>	<b>(8,391)</b>			
8001 plus Transfer from EMR	0			1,003						
<b>Movement to/(from) Gen Reserve</b>	<b>110</b>			<b>(366)</b>						

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>43</u> <u>Youth Council</u>										
7555 Youth Council Support	0	42	42	0	126	126	500		500	
Youth Council :- Indirect Expenditure	<u>0</u>	<u>42</u>	<u>42</u>	<u>0</u>	<u>126</u>	<u>126</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(42)</u>	<u>(42)</u>	<u>0</u>	<u>(126)</u>	<u>(126)</u>	<u>(500)</u>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	176	183	7	728	549	(179)	2,200		0	
1211 Sale of Goods	109	30	(79)	279	90	(189)	358		0	
Youth Cafe :- Income	<b>285</b>	<b>213</b>	<b>(72)</b>	<b>1,007</b>	<b>639</b>	<b>(368)</b>	<b>2,558</b>			<b>0</b>
4010 Gross Pay	2,985	2,631	(354)	9,214	7,893	(1,321)	31,572		22,358	
4270 Employers Pension Contribution	56	105	49	169	315	146	1,263		1,094	
5410 Repairs & General Maintenance	21	72	52	21	216	196	863		843	
5500 Equipment Hired and New	15	0	(15)	102	0	(102)	0		(102)	
6010 Light Heat & Cleaning	3	0	(3)	22	0	(22)	31		9	
6101 Telephone	50	39	(11)	150	117	(33)	470		320	
6200 Printing & Stationery	2	26	24	7	78	71	309		302	
6240 Computer/ Data Base/WP's	17	34	17	106	102	(4)	404		298	
6281 Furnishings,Furniture/Eqpt	0	123	123	0	123	123	493		493	
6320 Staff Training	0	0	0	0	0	0	206		206	
6330 Welfare/Hospitality	0	0	0	0	0	0	31		31	
6340 Staff Uniforms	0	26	26	75	26	(49)	103		28	
6460 Publicity & Democratic notices	0	10	10	7	30	23	124		117	
6500 Goods for Resale	284	30	(254)	563	90	(473)	358		(205)	
6630 Professional Fees	0	0	0	145	0	(145)	0		(145)	
6635 Professional Fees Licensing	0	0	0	119	72	(47)	286		167	
6869 Special Events	0	0	0	1,750	0	(1,750)	0		(1,750)	1,750
6900 Sundry Expenses	0	21	21	172	63	(109)	252		80	
6922 Health&Safety/Risk Assessments	71	97	26	213	291	78	870		657	
Youth Cafe :- Indirect Expenditure	<b>3,504</b>	<b>3,214</b>	<b>(290)</b>	<b>12,835</b>	<b>9,416</b>	<b>(3,419)</b>	<b>37,635</b>	<b>0</b>	<b>24,800</b>	<b>1,750</b>
<b>Net Income over Expenditure</b>	<b>(3,220)</b>	<b>(3,001)</b>	<b>219</b>	<b>(11,829)</b>	<b>(8,777)</b>	<b>3,052</b>	<b>(35,077)</b>			
8001 plus Transfer from EMR	0			1,750						

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>(3,220)</u>			<u>(10,079)</u>						



## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>60 Markets</u>										
1017 Rental Income Sat Market	1,444	1,477	33	4,693	4,431	(262)	17,724		0	
1018 Rental Income Wed Market	923	1,211	289	2,323	3,633	1,311	14,536		0	
1019 Rental Income Blighs Market	1,190	1,233	43	4,113	3,699	(414)	14,800		0	
1033 Rental income Christmas Market	0	0	0	0	0	0	3,100		0	
<b>Markets :- Income</b>	<b>3,557</b>	<b>3,921</b>	<b>365</b>	<b>11,128</b>	<b>11,763</b>	<b>635</b>	<b>50,160</b>			<b>0</b>
4010 Gross Pay	137	144	7	410	432	22	1,731		1,321	
5410 Repairs & General Maintenance	8	27	19	8	27	19	105		97	
5420 Saturday market charges	1,182	1,155	(27)	3,843	3,753	(90)	15,011		11,168	
5421 Wednesday Market charges	2,692	2,103	(589)	7,000	6,835	(165)	27,341		20,341	
6001 Blighs Market Charges	880	962	82	2,860	2,886	26	11,547		8,687	
6010 Light Heat & Cleaning	34	0	(34)	119	32	(87)	130		11	
6210 Postage & Courier	0	0	0	8	0	(8)	0		(8)	
6635 Professional Fees Licensing	0	0	0	0	0	0	185		185	
6730 Subscriptions	0	0	0	0	0	0	74		74	
<b>Markets :- Indirect Expenditure</b>	<b>4,933</b>	<b>4,391</b>	<b>(542)</b>	<b>14,247</b>	<b>13,965</b>	<b>(282)</b>	<b>56,124</b>	<b>0</b>	<b>41,877</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,377)</b>	<b>(470)</b>	<b>907</b>	<b>(3,119)</b>	<b>(2,202)</b>	<b>917</b>	<b>(5,964)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>70</u> Precept										
1995 Precept	107,973	107,973	0	323,919	323,919	0	1,295,675		0	
Precept :- Income	<u>107,973</u>	<u>107,973</u>	<u>0</u>	<u>323,919</u>	<u>323,919</u>	<u>0</u>	<u>1,295,675</u>			<u>0</u>
<b>Net Income</b>	<u>107,973</u>	<u>107,973</u>	<u>0</u>	<u>323,919</u>	<u>323,919</u>	<u>0</u>	<u>1,295,675</u>			
Grand Totals:- Income	172,162	152,780	(19,382)	470,601	462,186	(8,415)	1,824,596			
Expenditure	147,127	146,196	(931)	453,555	448,614	(4,941)	1,864,490	0	1,410,935	
<b>Net Income over Expenditure</b>	<u>25,036</u>	<u>6,584</u>	<u>(18,452)</u>	<u>17,046</u>	<u>13,572</u>	<u>(3,474)</u>	<u>(39,894)</u>			
plus Transfer from EMR	0			5,973						
less Transfer to EMR	10,578			10,578						
<b>Movement to/(from) Gen Reserve</b>	<u>14,458</u>			<u>12,441</u>						

## June 2022 Year to date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
<b>Planning Committee</b>					
General	( 6,444)	( 6,988)	( 544)	( 28,473)	Under on Gross Pay due to no planning assistant in post. Offset by higher professional fees (planning applications & Seal Hollow Road speed survey).
<b>Open Spaces &amp; Leisure Committee</b>					
General	( 68,813)	( 69,189)	( 376)	( 297,454)	Lower income is driven by lower sports income than budget to date, 4 Raleys permits unsold, and Enterprise electricity recharge awaiting meter readings. Favourable pay due to lower sports related overtime than budget. Other variances are due to phasing of spend compared to budget, eg higher spend on grass seed, lower spend on Knole Paddock
Cemetery	( 4,383)	( 13,238)	( 8,855)	( 57,696)	Slightly lower cemetery income than budget (£1.1K). £6.8K favourable pay related, driven by only one gardener (budget was for 2). £1.6K picnic table funded by CIL.
Allotments	( 3,197)	( 2,661)	536	( 1,086)	Broadly in line with budget. High spend on water due to water bill to September 2023 based on estimated consumption. Awaiting meter reading.
Street lighting/ general	( 5,864)	( 7,606)	( 1,742)	( 21,081)	Phasing of spend, with low spend on Streetlights & Public clock to date, offset by higher spend on In Bloom in run up to judging.
Vine Grounds	( 8,554)	( 1,780)	6,774	( 24,405)	Higher other events income due to Vegan Market held in April. Kickstart employee has now left. New bollards (£3.2K) and Pond repairs accounts for the spend in Vine Area General Maintenance. New Noticeboard for the Vine (£1.6k) and Picnic table (£1.6K, CIL funded) is behind the adverse variance in Equipment hired and new. Phasing of spend on summer concerts.

## June 2022 Year to date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
<b>Finance &amp; General Purposes Committee</b>					
Vine Café	296	( 4,037)	( 4,333)	( 23,322)	Sale of Goods and catering income is £2.4K adverse to budget. Q1 income is in line with prior year, while staff costs are at half the prior year level and below budget. A new drinks chiller (£600) and water boiler (£490) were purchased in Equipment hired & new. Overall the café has performed much better than expected and has broke even for Q1.
Bat & Ball Station	( 21,978)	( 14,729)	7,249	( 59,890)	Deficit for the year will be covered in full by a release from the Bat & Ball Management & Maintenance reserve at year end. Hire income is £800 below budget. It is hoped that hire income will increase as the HEO events happen. Sales of Goods & Event catering are £2K below budget to date. This offset by lower Goods for resale and cafe consumables expense. Gross Pay is above budget due to a YTD movement of HEO officer pay. Repairs and General maintenance includes water boiler repair (£600 ) & sewage pump repair (£400). Water bills are now being received from Castle Water, and costs are being shown seperately from Business Rates. Waste Disposal charges include the annual duty of care charge from SDC.
Establishments	( 147,558)	( 140,247)	7,311	( 663,327)	£1.6K lower interest received due to lower interest rates, however these are improving. KCC are no longer allowing Banner advertising, so this income is reducing significantly. Kickstart employee wasn't recruited due to funding not being available. Gross pay is higher in part due to ongoing environmental project. Insurance overspend is due to phasing compared to budget. Not expected to be overspent full year. Printing & Stationery is mainly driven by Town Crier printing, Jubilee special edition & delivery. £1.4K Professional fees relates to removal of encampment at Greatness. Other variances are due to phasing at this stage.
General	( 9,015)	( 1,656)	7,359	( 31,518)	Overspend on Special events is due to Jubilee Events. This will be covered by earmarked reserves once all costs have been received.
Council Offices	( 12,235)	( 14,904)	( 2,669)	( 57,306)	Chamber bookings are in line with budget (budget was reduced to a more realistic level following the low number of bookings last financial year). Lower Gross Pay is due to facilities manager vacancy, now filled.
Bat & Ball Centre	14,595	6,902	( 7,693)	23,343	Hire income was particularly high in May. Kickstart recruitment didn't occur due to funding being unavailable. Muga paid use is low. Contribution towards flooring repair has been received in advance of the repair taking place. Water costs are being shown seperately to business rates. Computer expenses include the purchase of a new projector (£1.2K)
Grants	( 29,118)	( 31,458)	( 2,340)	( 57,720)	Phasing of Grants. Free of charge use of Bat & Ball centre is expected to exceed budget.
Property	1,939	1,913	( 26)	5,933	In line with budget

**June 2022 Year to date Variance analysis**

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Town Team	1,705	( 1,331)	( 3,036)	( 5,000)	Business Awards happened in June. Final costs and income are being verified. Business Show and Wellbeing show are expected later in the year.
Business Hub	709	3,167	2,458	13,365	All 5 office pods are now let, hot desk and meeting bookings are coming through but hot desk use remains far below budget. Electricity is lower than in the winter, mainly due to heating cost, but is still above budget due to no data to base energy use on, & higher energy tariff.  The Hub has broken even, and there should be some savings in the main office/ chamber, due to the hub housing the finance team.
Sevenoaks Town Mayor	( 366)	( 1,400)	( 1,034)	( 8,391)	Fundraising for Cllr Canet's charity has been passed on to the charity in July.
Youth Council	-	( 126)	( 126)	( 500)	No spend to date by Youth Council
Youth Cafe	( 10,079)	( 8,777)	1,302	( 35,077)	Sales of Goods and Letting of facilities are both slightly above budget. Staffing levels are above budget. Budget is starting to be reviewed for 2023/34 to ensure staff budget is correct. Special events is the Greatness Skate Park event help in April. This was grant funded (held in reserves from 2021/22).
Markets	( 3,119)	( 2,202)	917	( 5,964)	Wednesday market is £1.5K worse than budget, and Blighs has performed £400 better than budget, and Saturday £100 better. To date, Wednesday market has made £4.7K loss. Blighs & Saturday markets are both making a surplus.
Precept	323,919	323,919	-	1,295,675	
<b>Revenue Surplus/ (Deficit) Total</b>	<b>12,441</b>	<b>13,572</b>	<b>1,131</b>	<b>( 39,894)</b>	
Transfer from Bat & Ball Management & Maintenance Reserve	21,978	14,729	( 7,249)	59,890	
<b>Adjusted Revenue Surplus/ (Deficit) Total</b>	<b>34,419</b>	<b>28,301</b>	<b>( 6,118)</b>	<b>19,996</b>	
Capital Infrastructure	( 55,123)	-	55,123	-	Capital Receipts are moved to reserves & capital spend covered by CIL, and Capital Receipts Reserve.
<b>Total inc Capital</b>	<b>13,715</b>	<b>56,602</b>	<b>42,887</b>	<b>39,992</b>	

**Summary by Committee:**

Planning	( 6,444)	( 6,988)	( 544)	( 28,473)
Open spaces & Leisure	( 90,811)	( 94,474)	( 3,663)	( 401,722)

## June 2022 Year to date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Vine Café	296	( 4,037)	( 4,333)	( 23,322)	
Bat Ball Station	( 21,978)	( 14,729)	7,249	( 59,890)	
Finance & General Purpose	( 192,542)	( 190,119)	2,423	( 822,162)	
Precept	323,919	323,919	-	1,295,675	
Capital Infrastructure	( 55,123)	-	55,123	-	

**Sevenoaks Town Council**  
**Working Capital Summary as at 30th June 2022**

	B/fwd 01-Apr-22 £	Movement* £	C/fwd 30-Jun-22 £	30-Jun-21 £
<b><u>Current Assets</u></b>				
Stock	2,061	-	2,061	2,109
Trade debtors	32,096	29,998	62,094	30,903
VAT	19,728	( 7,492)	12,237	42,311
Prepayments and other debtors	53,799	( 36,063)	17,736	29,738
Total Cash at Bank	1,710,009	385,496	2,095,505	2,016,873
	<u>1,817,693</u>	<u>371,939</u>	<u>2,189,632</u>	<u>2,121,934</u>
<b><u>Current Liabilities</u></b>				
Trade creditors	46,100	( 35,462)	10,637	33,038
Accruals and other creditors	70,881	25,674	96,556	57,787
Precept received in advance of budget	-	323,919	323,919	309,974
Receipts in advance (rent, hall hire, cemetery)	23,073	8,077	31,150	11,071
	<u>140,054</u>	<u>322,208</u>	<u>462,262</u>	<u>411,870</u>
<b>Net Current Assets</b>	<u>1,677,639</u>	<u>49,731</u>	<u>1,727,370</u>	<u>1,710,064</u>
<b>Represented by:</b>				
<b><u>General Funds</u></b>			£	
Revenue Reserves	438,861	12,441	451,302	Note 1 445,357
<b><u>Earmarked/Designated Funds</u></b>				
Youth Council Reserve	1,835	-	1,835	-
Council Offices Reserve	1,548	-	1,548	3,198
Pension Reserve	2,814	-	2,814	2,814
Rolling Capital Prog Revenue Reserve	33,433	-	33,433	30,433
Street Lighting Reserve	3,755	-	3,755	4,270
Stag Winding Up Reserve	9,000	-	9,000	8,000
Planning Fees Reserve	12,500	-	12,500	12,500
Youth Activities Reserve	3,544	( 1,750)	1,794	Note 2 1,500
Special Events reserves	10,000	-	10,000	-
STP Activities Reserve	2,386	-	2,386	538
Non-annual commitments reserve	11,764	-	11,764	5,824
Staff training reserve	2,890	-	2,890	4,775
Capital Receipts Quaker Hall	58,462	-	58,462	29,231
Capital Receipts Reserve	509,432	( 55,123)	454,309	Note 3 552,910
Bat & Ball Station Management & Maintenance reserve	230,800	-	230,800	279,804
PWL repayment reserve	-	-	-	39,308
CRF reserve	-	-	-	5,795
Vehicle/ Machinery replacement reserve	18,054	-	18,054	-
Environmental reserve	8,500	-	8,500	-
Bat & Ball Center Maintenance reserve	-	10,578	10,578	Note 4
CIL Earmarked Reserve	229,518	84,588	314,106	Note 5 200,227
No 8 bus Reserve	78,808	-	78,808	78,808
QH Allotments Key Reserves	4,115	-	4,115	4,115
Mayor's Charity Reserve	5,621	( 1,003)	4,618	Note 6 656
	<u>1,238,778</u>	<u>37,290</u>	<u>1,276,068</u>	<u>1,264,706</u>
	<u>1,677,639</u>	<u>49,731</u>	<u>1,727,370</u>	<u>1,710,064</u>

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

Note 1 YTD movement is a net surplus of £12,441

Note 2 £1750 skate park event in April

Note 3 YTD spend on Vine Area (£45K), Hub (£7K), NDP, Bat & Ball Ctr & Cemetery. To be funded from CIL & CRR

Note 4 Reserve created to fund future maintenance on Bat & Ball Ctr flooring

Note 5 CIL income received

Note 6 Mayors charity fundraising and events

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Sevenoaks Town Council

Statement of Fund Balances as at 30th June 2022

£ (2021/22)		S&P Rating 30/06/2022		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%
8,544	<u>National Westminster Bank</u>	A	A1				
297,238	Business Reserve Account			14,241			
1,000	Current Account			674,775			0.10%
1,000	Payroll Account			1,000			
9,949	HITB Youth café			1,000			
3,939	Sevenoaks Town Partnership			9,949			
	Mayors Charity Account			5,965	706,930	33.74%	
50,506	<u>HSBC</u>	A+	A1				
	Business money manager			50,506	50,506	2.41%	0.05%
64,375	<u>Handelsbanken</u>	AA-	A1+				
260,005	Deposit account			64,375			0.00%
	35 day notice account			260,005	324,380	15.48%	0.40%
502,367	<u>Nationwide</u>	A+	A1				
10,168	Instant Saver			502,367			0.15%
	Sevenoaks Fund Instant Saver			10,168	512,536	24.46%	0.15%
500,000	<u>CCLA</u>						
	Business money manager	AAA (Fitch only)		500,000	500,000	23.86%	1.04%
1	<u>Clydesdale</u>						
	Current account	A-	A2	1	1		
916	<u>Petty Cash</u>				732	0.03%	
0	<u>Cashbook suspense</u>				420	0.02%	
1,710,009					2,095,505	100.00%	

Instant access funds

1,808,265

Three months precept (equivalent to working capital)

323,919

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

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## Detailed Income &amp; Expenditure by Phased Budget Heading 11/07/2022

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>91 Capital Infrastructure Budget</u>										
2012 CIL income allocation	0	0	0	87,808	0	(87,808)	0		0	87,808
Capital Infrastructure Budget :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>87,808</u>	<u>0</u>	<u>(87,808)</u>	<u>0</u>			<u>87,808</u>
9004 Cemetery Equipment	0	0	0	1,041	0	(1,041)	0		(1,041)	
9053 Vine Area	11,650	0	(11,650)	44,859	0	(44,859)	0		(44,859)	
9063 New Community Centre	0	0	0	1,650	0	(1,650)	0		(1,650)	
9066 Northern Masterplan	0	0	0	625	0	(625)	0		(625)	
9071 Business Hub	6,948	0	(6,948)	6,948	0	(6,948)	0		(6,948)	
Capital Infrastructure Budget :- Indirect Expenditure	<u>18,598</u>	<u>0</u>	<u>(18,598)</u>	<u>55,123</u>	<u>0</u>	<u>(55,123)</u>	<u>0</u>	<u>0</u>	<u>(55,123)</u>	<u>0</u>
Net Income over Expenditure	<u>(18,598)</u>	<u>0</u>	<u>18,598</u>	<u>32,685</u>	<u>0</u>	<u>(32,685)</u>	<u>0</u>			
8002 less Transfer to EMR	0			87,808						
Movement to/(from) Gen Reserve	<u>(18,598)</u>			<u>(55,123)</u>						
Grand Totals:- Income	0	0	0	87,808	0	(87,808)	0			
Expenditure	18,598	0	(18,598)	55,123	0	(55,123)	0	0	(55,123)	
Net Income over Expenditure	<u>(18,598)</u>	<u>0</u>	<u>18,598</u>	<u>32,685</u>	<u>0</u>	<u>(32,685)</u>	<u>0</u>			
less Transfer to EMR	0			87,808						
Movement to/(from) Gen Reserve	<u>(18,598)</u>			<u>(55,123)</u>						

12/07/2022

Sevenoaks Town Council

Page 1

16:16

## PURCHASE LEDGER INVOICE LISTING

User: RS

Purchase Ledger for Month No 1

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
30/04/2022	1/IM3297	31551	ALTOOFFICE	ALTO001	105.40	21.08	126.48	6200	31	105.40	ink cartridges
10/04/2022	INV-0075	31380	APC WATER ENGINEERS	APC001	500.00	0.00	500.00	6002	23	500.00	new tap supply&install
04/04/2022	15234	31382	ARK TRADING	ARK001	80.73	16.14	96.87	6952	22	53.82	staff uniform
								6952	21	26.91	staff uniform
19/04/2022	19/04/2022	31440	BANKLINE	BANKL01	94.50	0.00	94.50	6975	31	94.50	bank chgs
15/04/2022	3454956	31373	BOOKER	BOOK001	-9.19	-1.84	-11.03	6500	28	-9.19	goods for resale credit
07/04/2022	3576093	31389	BOOKER	BOOK001	146.65	26.53	173.18	6500	28	146.65	goods for resale
14/04/2022	3576265	31372	BOOKER	BOOK001	154.12	15.14	169.26	6500	28	147.54	goods for resale
								6505	28	6.58	cafe consumables
28/04/2022	3576628	31446	BOOKER	BOOK001	264.47	5.67	270.14	6500	28	264.47	goods for resale
25/04/2022	SVO/363588	31487	BREWERS	BREW001	21.50	4.30	25.80	5010	29	21.50	paint
07/04/2022	INV287788	31354	BROXAP	BROX001	77.90	15.58	93.48	5500	21	77.90	football posts
01/04/2022	0007070998	31393	CASTLE WATER	CAS003	114.13	0.00	114.13	6000	29	114.13	water chg Feb-Jul22
28/04/2022	0007198477	31491	CASTLE WATER	CAS005	595.34	75.80	671.14	5025	21	595.34	water chg 01/03/22-31/08/22
21/03/2022	6995445 &	31504	CASTLE WATER	CAS010	2,701.51	0.00	2,701.51	6000	30	2,701.51	Water chgs 11/21-03/22
21/03/2022	0006995445REV	31501	CASTLE WATER	CAS010	75.94	0.00	75.94	6000	30	75.94	invoice reversal
21/03/2022	0006995446REV	31500	CASTLE WATER	CAS010	1,257.43	249.30	1,506.73	6000	30	1,257.43	invoice reversal
22/03/2022	0006997694/A	31503	CASTLE WATER	CAS010	772.40	151.04	923.44	6000	30	772.40	water chg 01/11/21-31/03/22
21/03/2022	0006997694REV	31502	CASTLE WATER	CAS010	-274.58	-51.47	-326.05	6000	30	-274.58	invoice reversal
04/04/2022	147808	31345	HW COLDBREATH	COL003	82.21	0.00	82.21	6500	30	82.21	goods for resale
22/04/2022	147859	31374	HW COLDBREATH	COL003	102.38	0.00	102.38	6500	30	102.38	goods for resale
08/04/2022	151659	31379	CONNECTAPHONE	CON001	413.45	82.69	496.14	6101	30	73.65	Mar telephone chgs
								6101	21	11.86	Mar telephone chgs
								6101	22	15.69	Mar telephone chgs
								6101	36	47.25	Mar telephone chgs
								6101	31	265.00	Mar telephone chgs
30/04/2022	INV297307A	31475	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Invoice correction
30/04/2022	INV297435	31432	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Apr glass collection

## Purchase Ledger for Month No 1

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/04/2022	760006	31347	DISPOSABLES CATERIN	DCS001	32.58	6.52	39.10	6505	28	32.58	coffee cups
11/04/2022	11APRIL2022	31498	ERNEST DOE	DOE001	-607.70	-121.52	-729.22	5500	22	-607.70	975290 credit
01/04/2022	RF16880	31357	DOWN TO EARTH	DOWN001	540.00	108.00	648.00	5060	21	540.00	tree work
09/04/2022	700005926672	31392	ECOTRICITY	ECO002	1,108.89	221.78	1,330.67	6010	41	1,108.89	March electricity chgs
01/04/2022	000011940889	31334	EDF ENERGY	EDF002	1,055.36	211.07	1,266.43	6011	36	1,055.36	March electric chgs
12/04/2022	000012047444	31390	EDF ENERGY	EDF003	13.91	0.70	14.61	6010	60	13.91	March electricity chgs
20/04/2022	0003700919	31495	ELITE	EFS001	-137.40	0.00	-137.40	6500	28	-137.40	Goods for resale credit
22/04/2022	0003701860	31375	ELITE	EFS001	112.22	4.40	116.62	6500	30	90.24	goods for resale
								6010	30	21.98	cleaning eq
22/04/2022	0003701866	31496	ELITE	EFS001	108.22	0.00	108.22	6500	28	108.22	Goods for resale
22/04/2022	0003703997	31438	ELITE	EFS001	-16.91	0.00	-16.91	6500	30	-16.91	goods for resale credit
29/04/2022	0003709193	31497	ELITE	EFS001	90.35	0.00	90.35	6500	28	90.35	goods for resale
29/04/2022	0003712453	31437	ELITE	EFS001	-110.08	0.00	-110.08	6500	30	-110.08	Goods for resale credit
30/04/2022	INV297301REV	31474	ELITE	EFS001	-64.16	-12.83	-76.99	6935	29	-64.16	invoice reversal
30/04/2022	INV297307	31439	ELITE	EFS001	64.16	12.83	76.99	6935	29	64.16	Apr glass collection chgs
01/04/2022	SINV033312	31337	ELLIS WHITTAM	ELLI001	400.00	80.00	480.00	6922	36	400.00	Risk assessment 04/22-04/23
01/04/2022	SINV033346	31335	ELLIS WHITTAM	ELLI001	3,990.00	798.00	4,788.00	6922	31	3,990.00	Risk assessment 4/22-4/23
01/04/2022	SINV033617	31336	ELLIS WHITTAM	ELLI001	917.50	17.00	934.50	6020	31	917.50	Insurance fee - 04/22-04/23
30/04/2022	SINV034314	31451	ELLIS WHITTAM	ELLI001	1,650.00	330.00	1,980.00	6630	31	1,650.00	Employee Assistance Programme
16/04/2022	SV306534	31478	ELS	ELS001	39.92	7.98	47.90	5230	22	39.92	cable & socket
21/04/2022	69703	31482	ATLAS FM/EMPRISE SVS	EMP001	445.10	89.02	534.12	6932	22	445.10	Apr lock up chgs
21/04/2022	69704	31481	ATLAS FM/EMPRISE SVS	EMP001	1,113.30	222.66	1,335.96	5311	21	1,113.30	Apr lock up chgs
21/04/2022	69705	31483	ATLAS FM/EMPRISE SVS	EMP001	742.50	148.50	891.00	5311	21	742.50	Apr lock up chgs
30/04/2022	1032295	31490	EXPRESS FACTORS	EXPR001	51.19	10.24	61.43	5410	21	51.19	cable ties, sponge, wax
21/04/2022	0063/03112281	31479	FAIRALLS	FAIR001	56.63	11.33	67.96	5410	21	3.90	plugs
								5500	22	52.73	wheel barrow
05/04/2022	1974	31340	FOUR HANDS	FOU001	77.00	15.40	92.40	6415	31	77.00	Engraved bowl for Mayor
05/04/2022	173341	31352	GODFREYS	GOD001	6.27	1.25	7.52	5525	22	6.27	honda handle bar nuts
26/04/2022	9241	31409	GRAHAM TAYLOR ENGRAV	GTE001	44.16	8.83	52.99	6433	42	44.16	Mayor's award for 9/5/22

## Purchase Ledger for Month No 1

## 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
30/04/2022	10736	31489	HARDWARE CENTRE	HARD001	32.65	6.53	39.18	5013	21	5.00	graffiti removal spray
								5010	29	27.65	pond equipment
07/04/2022	82866	31344	HERBERT & WARD	HAW001	123.00	24.60	147.60	6505	30	123.00	coffee cups & lids
14/04/2022	82953	31391	HERBERT & WARD	HAW001	189.95	7.00	196.95	6500	28	154.95	coffee for resale
								6505	28	35.00	1000 coffee cup lids
28/04/2022	83152	31428	HERBERT & WARD	HAW001	142.00	0.00	142.00	6500	28	142.00	goods for resale
13/04/2022	17525	31371	HELIOCENTRIX	HELI001	55.00	11.00	66.00	6240	50	55.00	windows upgrade on computer
30/04/2022	17670	31441	HELIOCENTRIX	HELI001	1,911.01	382.20	2,293.21	6240	31	1,086.77	Apr IT support chgs
								6242	31	824.24	Apr office 365 chgs
30/04/2022	T2349	31444	HELIOCENTRIX	HELI001	293.00	58.60	351.60	6105	31	141.50	Apr wifi chgs
								6105	41	141.50	Apr wifi chgs
								6105	22	10.00	Apr wifi chgs
04/04/2022	INV-0598175	31356	HOLLY LANDSC	HOLLY001	1,160.00	232.00	1,392.00	6320	21	580.00	digger training for L.S
								6320	22	580.00	digger training for H.B
01/04/2022	INV-2332	31358	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	April planning tracker support
01/04/2022	20962	31550	INSTITUTE OF GROUNDS	INST001	164.35	10.65	175.00	6730	21	164.35	Facility membership
01/04/2022	3967/2022/23	31339	INST CEM & CREM MGMT	INST002	95.00	0.00	95.00	6730	22	95.00	A.C ICCM Membership subs
01/04/2022	4306/2022/23	31338	INST CEM & CREM MGMT	INST002	95.00	0.00	95.00	6730	22	95.00	ICCM corp subs 2022/23
11/04/2022	SEVE02FL01/15/04	31361	INVICTA INSURANCE	INV003	3,447.76	0.00	3,447.76	6020	31	3,447.76	Vehicle Insurance cost
27/04/2022	003	31411	JAW INDUSTRIES LTD	JAW001	1,880.00	0.00	1,880.00	6869	32	1,880.00	20 union flags for Jubilee
01/04/2022	8452	31397	KALC	KALC	1,655.00	331.00	1,986.00	6730	31	1,655.00	KALC subs
24/08/2021	1829514805	31505	KALC	KALC	50.00	10.00	60.00	6710	31	50.00	Annual Clerks conference 2021
04/04/2022	1006155	31348	KALL KWIK	KALL001	34.00	6.80	40.80	6461	31	34.00	Bat&Ball 'Fun Day' banner
04/04/2022	1006156	31349	KALL KWIK	KALL001	238.00	47.60	285.60	6461	31	238.00	7 Vegan Market banners
26/04/2022	1006191	31420	KALL KWIK	KALL001	299.00	59.80	358.80	6865	26	299.00	In Bloom banner
28/04/2022	1006192	31424	KALL KWIK	KALL001	225.00	0.00	225.00	6490	32	225.00	CLSO programmes x 1500
28/04/2022	1006193	31425	KALL KWIK	KALL001	6.00	1.20	7.20	6900	41	6.00	photo print of Hub
20/04/2022	1006231	31552	KALL KWIK	KALL001	44.00	8.80	52.80	6900	50	44.00	4 ID badges
05/04/2022	I3998538	31341	KCC KCS	KCC003	39.80	7.96	47.76	6010	33	39.80	cleaning eq

## Purchase Ledger for Month No 1

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/04/2022	I3999368	31346	KCC KCS	KCC003	153.46	30.69	184.15	6010	33	137.56	cleaning eq
								6200	31	15.90	stationery
14/04/2022	I4000080	31386	KCC KCS	KCC003	24.79	4.96	29.75	6200	31	6.80	stationery
								6013	36	17.99	stationery
21/04/2022	I4002031	31395	KCC KCS	KCC003	14.94	2.99	17.93	6010	50	14.94	cleaning eq
28/04/2022	I4006210	31480	KCC KCS	KCC003	115.20	23.04	138.24	6013	22	95.30	cleaning eq
								6952	22	19.90	nitrile gloves
29/04/2022	I4007146	31443	KCC KCS	KCC003	35.99	7.20	43.19	6200	31	35.99	stationery
21/04/2022	1017	31394	KENT WINES LTD	KEN003	170.38	34.08	204.46	7205	42	170.38	Wine for Chevening Luncheon
21/04/2022	1017A	31406	KENT WINES LTD	KEN003	204.46	0.00	204.46	7205	42	204.46	Invoice correction
21/04/2022	1017REV	31405	KENT WINES LTD	KEN003	-170.38	-34.08	-204.46	7205	42	-170.38	invoice reversal
14/04/2022	7654099	31377	KFF	KFF001	139.17	6.14	145.31	6500	30	139.17	goods for resale
28/04/2022	7664242	31430	KFF	KFF001	203.32	6.72	210.04	6500	30	203.32	goods for resale
06/04/2022	108942	31350	LANDSCAPE SUPPLY CO	LAND001	117.01	23.40	140.41	5500	22	3.11	bolt
								6952	21	56.95	safety boots
								6952	22	56.95	safety boots
07/04/2022	108980	31351	LANDSCAPE SUPPLY CO	LAND001	115.63	23.12	138.75	5525	21	54.05	blade, strimmer cord
								5500	21	39.12	fork, saw
								5500	36	22.46	shear
25/04/2022	2022/409	31408	LISTENING ROOM	LIST001	100.00	0.00	100.00	6869	29	100.00	Vegan fair entertainment
29/04/2022	2022/504	31452	LISTENING ROOM	LIST001	200.00	0.00	200.00	7205	42	200.00	Harpist for Mayor's Lunch
26/04/2022	702068	31486	LISTER WILDER	LIST002	543.95	108.79	652.74	5525	21	543.95	Bomford Kite service
21/04/2022	127816	31376	MANAGED TECHNOLOGY	MAN002	17.47	3.49	20.96	6200	31	17.47	printing chgs
01/04/2022	22/206	31342	NABMA	NABMA001	384.00	0.00	384.00	6730	31	384.00	Markets subs 2022/23
18/04/2022	403759	31410	NATIONAL LEAFLET CO	NAT010	2,732.00	0.00	2,732.00	6200	31	2,732.00	Town Crier print chg
28/04/2022	UKSPS00079635	31427	NEXUDUS SL	NEX001	95.40	19.08	114.48	6900	41	95.40	Hub booking chg
08/04/2022	24644952	31385	NISBETS	NIS001	599.99	119.99	719.98	5500	28	599.99	display fridge
13/04/2022	24668102	31388	NISBETS	NIS001	41.99	8.39	50.38	5500	50	41.99	smoothie maker
22/04/2022	24713331	31431	NISBETS	NIS001	126.77	25.35	152.12	5500	30	10.99	frying pan

## Purchase Ledger for Month No 1

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6013	30	25.98	cleaning eq
								6505	30	89.80	cade consumables
28/04/2022	Q481291	31426	NLA MEDIA	NLA001	292.50	58.50	351.00	6635	31	292.50	NLA licence renewal
01/04/2022	IN03164302	31324	NPOWER	NPO002	475.66	95.13	570.79	6862	26	475.66	Jan electricity chgs
01/04/2022	IN03164397	31325	NPOWER	NPO002	407.02	81.40	488.42	6862	26	407.02	Feb electric chgs
05/04/2022	IN03173553	31326	NPOWER	NPO002	432.59	86.52	519.11	6862	26	432.59	Mar electric chgs
26/04/2022	992879	31450	OAKS PLANT HIRE	OAKS001	31.00	6.20	37.20	5500	21	31.00	water pump
04/04/2022	0001/00128424	31355	OBM	OBM001	16.64	3.33	19.97	5316	21	16.64	nuts, bolts,screws
12/04/2022	0001/00129040	31383	OBM	OBM001	44.30	8.86	53.16	5500	22	44.30	padlock
28/04/2022	28/APR/ANN/22	31476	ONECARD	ONE002	4,230.42	532.32	4,762.74	6322	40	12.00	facebook advertising
								6322	40	2.00	Facebook advertising
								6330	31	-26.00	incorrect collection address
								6330	31	26.00	corrected address
								6710	31	-50.00	audit workshop refund
								6710	31	42.00	Data protection course x 3
								6710	31	42.00	Intro to Councils course x 3
								6710	31	42.00	Info security course x 3
								6710	31	50.00	Advanced planning topic event
								6710	31	32.44	fighting climate change course
								6500	28	71.53	goods for resale
								6500	28	108.83	Goods for resale
								6500	28	52.23	goods for resale
								6500	28	94.01	Goods for resale
								6500	50	121.18	Goods for resale
								6500	30	121.26	Goods for resale
								6500	30	-3.50	Goods for resale refund
								6500	28	114.14	Goods for resale
								6500	28	-1.00	goods for resale refund
								6500	30	133.77	goods for resale



Purchase Ledger for Month No 1

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	93.46	Goods for resale
								6500	28	-3.90	Goods for resale
								6500	28	70.03	Goods for resale
								6500	30	80.33	goods for resale
								6505	28	4.50	cafe consumables
								6505	28	6.00	cafe consumables
								6505	30	1.65	cafe consumables
								6505	30	5.30	cafe consumables
								6505	30	-3.30	cafe consumables credit
								6104	21	5.00	O/S team ipad
								6104	36	8.34	KW mobile
								6104	21	5.00	RG mob
								6104	36	8.34	KW mobile
								6104	21	5.00	O/S ipad
								5500	31	54.16	blind for finance office
								5500	30	16.25	cake tin
								5500	28	65.58	2 door cabinet
								5500	21	12.49	pond equip
								5500	31	399.49	Desk for L.H
								5500	36	117.00	Anti climb spike
								5500	30	22.00	money dector machine
								5500	28	22.00	money dector machine
								6240	11	10.95	Acrobat Standard Lic
								6240	50	16.64	Adobe Illustrator - HITB
								6240	40	41.62	Creative Cloud subs
								6869	29	10.00	Facebook advertising
								6869	29	7.13	Facebook advertising
								6869	32	7.13	facebook advertising
								6869	29	5.15	facebook advertising

Purchase Ledger for Month No 1

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
								6869	32	33.50	Jubilee selfie frames
								6869	32	16.45	refreshments for jubilee
								6869	32	16.04	refreshments for jubilee
								6101	36	8.34	B&B Centre caretaker mob
								6101	31	16.67	LL ipad
								5010	29	206.62	pond equipment
								5010	21	208.32	pond equipment
								5010	29	249.99	pond equip
								5010	29	288.62	pond equip
								5410	30	602.80	repairs to water boiler
								6460	40	4.87	Facebook advertising
								6460	40	4.87	facebook advertising
								6460	40	6.85	facebook advertising
								6460	40	5.34	facebook advertising
								6010	28	3.50	cleaning equip
								6010	28	2.10	Cleaning equip
								6010	28	4.45	cleaning equip
								6010	28	2.50	Cleaning equip
								6013	36	19.98	dishwasher detergent 5ltr x 2
								6013	30	2.50	cleaning equip
								6013	30	5.50	cleaning equip
								6900	31	12.46	badge templates
								6900	30	2.00	flowers
								6900	28	2.00	flowers
								6900	30	2.75	flowers
								6900	31	-17.50	nectar point used
								6630	11	3.00	title plan view
								6630	11	3.00	title plan view
								6630	11	6.00	title plan view

## Purchase Ledger for Month No 1

## 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
								6630	11	6.00	title plan view
								5550	21	292.50	GK19 BYV road tax
								5700	21	6.67	electric van fuel
								5700	21	1.54	electric van fuel
								5700	21	6.52	Electric van fuel
								5700	21	5.52	electric van fuel
								5317	21	-285.20	parking permit refund
								6865	26	88.95	weedkiller x 5
								6635	50	119.17	PVSL 2022-23
								7100	42	17.00	plants for Mayor's raffle
								6433	42	120.00	wine to thank volunteers
								6415	31	50.00	retirement gift for L.F
11/04/2022	12521	31417	PARKERS	PARK001	1,550.64	0.00	1,550.64	5330	21	1,550.64	grass seed
28/04/2022	116978	31484	PHC	PHC001	85.00	17.00	102.00	6330	21	85.00	KJ medical assessment
04/04/2022	00002976949-048	31488	PLUSNET	PLUS01	27.56	5.51	33.07	6101	28	27.56	Apr phone chgs
04/04/2022	00003028653-048	31329	PLUSNET	PLUS01	50.34	10.06	60.40	6101	50	50.34	April telephone chgs
03/04/2022	00003028673-048	31328	PLUSNET	PLUS01	21.37	4.28	25.65	6101	22	21.37	April telephone chgs
06/04/2022	4628	31387	PRIMO	PRIMO001	110.00	0.00	110.00	6330	31	110.00	coffee
07/04/2022	171217	31353	PROVENDER	PRO002	128.58	25.72	154.30	6865	26	128.58	bark,plants
25/04/2022	2073310	31407	SDC	SDC001	3,631.85	0.00	3,631.85	5421	60	2,153.77	April market rent
								5420	60	1,478.08	April market rent
27/04/2022	2073496	31422	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	April bin collection chg
27/04/2022	2073604	31416	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	April bin collection chg
27/04/2022	2073605	31414	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	April bin collection chg
27/04/2022	2073606	31412	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	April bin collection chg
27/04/2022	2073613	31415	SDC DIRECT SERVICES	SDC002	100.75	0.00	100.75	6935	36	100.75	April bin collection chgs
27/04/2022	2073614	31413	SDC DIRECT SERVICES	SDC002	146.20	0.00	146.20	6935	28	146.20	April bin collection chg
21/04/2022	GAC45735	31418	SETYRES	SETY001	120.00	24.00	144.00	5550	21	120.00	2 tyres for Wardens van
12/04/2022	227645	31485	SEV GLAZING	SEV001	132.47	26.49	158.96	5310	21	132.47	toilet window replacement

12/07/2022

Sevenoaks Town Council

Page 9

16:16

## PURCHASE LEDGER INVOICE LISTING

User: RS

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
25/03/2022	INV-2108	31398	SEV CHAMBER OF COMM	SEV008	315.56	0.00	315.56	6511	41	315.56	Jan-Mar 22 Hub commission
03/04/2022	9250732	31327	SHELL	SHEL001	171.09	34.22	205.31	5700	21	171.09	fuel
10/04/2022	9297698	31381	SHELL	SHEL001	123.33	24.67	148.00	5700	21	75.77	fuel
								5700	22	47.56	fuel
17/04/2022	9341399	31419	SHELL	SHEL001	148.64	29.73	178.37	5700	21	123.34	fuel
								5700	22	25.30	fuel
24/04/2022	9390330	31549	SHELL	SHEL001	260.56	52.11	312.67	5700	22	55.18	fuel
								5700	21	205.38	fuel
05/04/2022	4MGRVEG	31499	SSE	SSE002	193.80	38.76	232.56	6010	33	193.80	electric meter installation
06/04/2022	0097	31332	SSE	SSE006	208.27	41.65	249.92	6010	22	208.27	March electricity chg
06/04/2022	0038	31333	SSE	SSE008	529.74	105.94	635.68	6011	30	529.74	March electric chg
06/04/2022	0012	31331	SSE	SSE013	233.69	46.73	280.42	6012	36	233.69	March gas chg
06/04/2022	0008/A	31330	SSE	SSE014	152.36	7.61	159.97	6012	30	152.36	March gas chgs
22/04/2022	3423	31445	SOUTHBLOOM	SSEB001	230.00	0.00	230.00	6865	26	230.00	In Bloom 2022 entry
30/04/2022	3MAY2022	31492	STEPHANIE'S	STEP001	800.00	0.00	800.00	6437	42	800.00	catering for reception on 09/5
30/04/2022	3MAY2022REV	31493	STEPHANIE'S	STEP001	-800.00	0.00	-800.00	6437	42	-800.00	catering for meeting on 09/05
21/04/2022	21APRIL2022	31378	STEPHANIE'S	STEP001	800.00	0.00	800.00	6410	31	800.00	Mayor's end of term catering
21/04/2022	41438	31429	TAYWELL	TAY001	52.50	10.50	63.00	6500	28	52.50	ice cream
19/04/2022	19APRIL2022	31396	TOWN CRIER	TOW001	58.60	0.00	58.60	6460	29	58.60	Town Crier attend Vegan Market
22/04/2022	INV-4532	31449	TREE ABILITY	TREE001	150.00	30.00	180.00	5070	21	150.00	Tree work in Littlewood
27/04/2022	VC/31.04.2022	31423	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6001	60	1,100.00	Apr market set up chg
30/04/2022	LAO1259818	31442	VEOLIA	VEOL001	14.06	2.81	16.87	6935	33	14.06	Apr glass collection chg
04/04/2022	14529	31343	VISION ICT	VISICT001	55.00	11.00	66.00	6241	40	55.00	Town Team domain name change
30/04/2022	146586	31447	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	Apr clean & lock up chg
								5026	21	227.80	Apr clean & lock up chg
								5025	21	683.39	Apr clean & lock up chg
								5020	29	683.40	Apr clean & lock up chg
30/04/2022	146587	31448	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	Apr hygiene unit clean
								5025	21	12.95	Apr hygiene unit clean

## Purchase Ledger for Month No 1

## 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
								5020	29	12.94	Apr hygiene unit clean
30/04/2022	203916789	31435	WORLDPAY	WOR001	153.01	18.53	171.54	6976	28	153.01	Apr card trans chgs
30/04/2022	203935829	31434	WORLDPAY	WOR001	20.35	0.03	20.38	6976	31	20.35	Apr card trans chgs
30/04/2022	203979464	31433	WORLDPAY	WOR001	71.56	10.14	81.70	6976	30	71.56	Apr card trans chgs
30/04/2022	204115867	31436	WORLDPAY	WOR001	22.54	4.47	27.01	6976	28	22.54	Apr card trans chgs
01/04/2022	WM11782800	31477	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Mar card trans chgs
28/04/2022	1406	31421	YELLOW DUCK	YELL002	634.00	126.80	760.80	5500	21	634.00	9 Raley's dog signs
12/04/2022	M6237-	31384	YEW TREE STONE	YEW001	300.00	60.00	360.00	5410	22	300.00	remove&refix memorial
TOTAL INVOICES					<u>57,517.59</u>	<u>6,431.57</u>	<u>63,949.16</u>			<u>57,517.59</u>	

12/07/2022

Sevenoaks Town Council

Page 1

16:16

## PURCHASE LEDGER INVOICE LISTING

User: RS

Purchase Ledger for Month No 2

Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/05/2022	02/05/22	31537	AMEX	AME001	4.12	0.00	4.12	6976	31	4.12	Apr bank chgs
30/05/2022	39358	31624	ARK TRADING	ARK001	75.41	15.07	90.48	6340	50	75.41	staff uniform
16/05/2022	16/05/2022	31456	BANKLINE	BANKL01	89.70	0.00	89.70	6975	31	89.70	bank chgs
11/05/2022	10760	31510	BLACKBOX - AV	BLA003	601.00	120.20	721.20	5500	30	601.00	Period telephone electronics
20/05/2022	3455535	31608	BOOKER	BOOK001	-78.71	-15.74	-94.45	6505	28	-78.71	goods for resale credit
06/05/2022	3576846	31513	BOOKER	BOOK001	188.01	11.02	199.03	6505	28	23.97	cafe consumables
								6500	28	164.04	Goods for resale
12/05/2022	3577025	31565	BOOKER	BOOK001	134.32	14.30	148.62	6505	28	8.78	cafe consumables
								6500	28	125.54	goods for resale
20/05/2022	3577231	31607	BOOKER	BOOK001	228.28	32.06	260.34	6505	28	99.26	cafe consumables
								6500	28	129.02	goods for resale
11/05/2022	SVO/363918	31555	BREWERS	BREW001	22.14	4.43	26.57	5013	21	22.14	paint
17/05/2022	M135 X5	31567	BT	BRIT002	17.12	3.42	20.54	6101	22	17.12	Apr telephone chgs
25/05/2022	TE00327315	31627	CASTLE WATER	CAS009	3,063.99	0.00	3,063.99	6000	36	3,063.99	water chg Dec20-Marc22
25/05/2022	TE00327441	31626	CASTLE WATER	CAS009	91.04	0.00	91.04	6000	36	91.04	water chgs - April 2022
05/05/2022	5352	31532	CLEVER COOKS HIRE SE	CLE002	855.50	171.10	1,026.60	7205	42	855.50	food at Chevening Luncheon
05/05/2022	5352/REV	31639	CLEVER COOKS HIRE SE	CLE002	-855.50	-171.10	-1,026.60	7205	42	-855.50	Mayor's lunch refreshments
05/05/2022	5352A	31640	CLEVER COOKS HIRE SE	CLE002	1,026.60	0.00	1,026.60	7205	42	1,026.60	Mayor's lunch refreshments
17/05/2022	147953	31568	HW COLDBREATH	COL003	101.44	0.00	101.44	6500	30	101.44	goods for resale
06/05/2022	151750	31525	CONNECTAPHONE	CON001	383.55	76.71	460.26	6101	30	73.56	Apr telephone chgs
								6101	21	11.90	Apr telephone chgs
								6101	36	47.01	Apr telephone chgs
								6101	22	16.35	Apr telephone chgs
								6101	31	234.73	Apr telephone chgs
04/05/2022	12967	31622	STREETLIGHTS	DIR001	350.50	70.10	420.60	6865	26	350.50	Clockhouse Ln - column shield
23/05/2022	3041	31612	EASY-GATE LTD	EASY001	868.00	173.60	1,041.60	5310	21	868.00	Gate
04/05/2022	700005938057	31538	ECOTRICITY	ECO002	757.50	151.50	909.00	6010	41	757.50	Apr electric chgs
11/05/2022	000012254675	31519	EDF ENERGY	EDF002	730.49	146.10	876.59	6011	36	730.49	Apr electricity chgs

## Purchase Ledger for Month No 2

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/05/2022	000012204233	31543	EDF ENERGY	EDF003	42.11	2.11	44.22	6010	60	42.11	Apr electricity chgs
25/03/2022	0003670477	31593	ELITE	EFS001	56.10	0.00	56.10	6500	30	56.10	goods for resale
24/03/2022	0003672846	31609	ELITE	EFS001	-16.43	0.00	-16.43	6500	28	-16.43	goods for resale credit
27/04/2022	0003706135	31594	ELITE	EFS001	84.26	0.00	84.26	6500	28	84.26	goods for resale
29/04/2022	0003709196	31591	ELITE	EFS001	110.08	0.00	110.08	6500	30	110.08	goods for resale
04/05/2022	0003713586	31455	ELITE	EFS001	110.08	0.00	110.08	6500	30	110.08	goods for resale
05/05/2022	0003714750	31454	ELITE	EFS001	33.81	0.00	33.81	6500	30	33.81	goods for resale
04/05/2022	0003716233	31545	ELITE	EFS001	-33.81	0.00	-33.81	6500	30	-33.81	goods for resale credit
12/05/2022	0003721220	31515	ELITE	EFS001	80.18	0.00	80.18	6500	28	80.18	goods for resale
19/05/2022	0003727242	31578	ELITE	EFS001	183.51	3.82	187.33	6500	30	164.43	Goods for resale
								6505	30	19.08	cafe consumables
13/05/2022	70779	31598	ATLAS FM/EMPRISE SVS	EMP001	445.10	89.02	534.12	6932	22	445.10	May lock up chgs
13/05/2022	70780	31600	ATLAS FM/EMPRISE SVS	EMP001	1,150.41	230.08	1,380.49	5311	21	1,150.41	May lock up chgs
13/05/2022	70781	31599	ATLAS FM/EMPRISE SVS	EMP001	767.25	153.45	920.70	5311	21	767.25	May lock up chgs
23/05/2022	1037492	31603	EXPRESS FACTORS	EXPR001	19.95	3.99	23.94	5010	21	19.95	cable tie x 4
25/05/2022	1038068	31604	EXPRESS FACTORS	EXPR001	28.06	5.61	33.67	5010	21	28.06	30 m low voltage cable
03/05/2022	0063/03129130	31508	FAIRALLS	FAIR001	26.16	5.23	31.39	5010	29	26.16	8 bags of shingle
05/05/2022	0063/03133693	31509	FAIRALLS	FAIR001	11.34	2.27	13.61	5010	29	11.34	2 shingle bags, 1 slab
06/05/2022	0063/03135900	31558	FAIRALLS	FAIR001	19.02	3.80	22.82	5410	23	19.02	sharp sand - 6 bags
06/05/2022	0063/03135902	31557	FAIRALLS	FAIR001	21.84	4.37	26.21	5010	29	21.84	ballast, cement
10/05/2022	0063/03141965	31559	FAIRALLS	FAIR001	9.81	1.96	11.77	5010	29	9.81	3 bags of shingle
16/05/2022	FB-INV-7273	31546	FRUITBOWL	FRU001	250.00	50.00	300.00	6322	40	250.00	compere for Business Awards
12/05/2022	INV507008	31564	GAZA TIMBER	GAZA001	110.88	22.18	133.06	5010	29	110.88	10 post rails
13/05/2022	INV507116	31556	GAZA TIMBER	GAZA001	26.10	5.22	31.32	5410	28	26.10	plywood
10/05/2022	29813	31528	GEER	GEER001	132.80	26.56	159.36	5410	33	132.80	Annual boiler check
11/05/2022	29826	31529	GEER	GEER001	126.25	25.25	151.50	5410	36	126.25	Annual boiler check
14/05/2022	29UK023-0004	31506	GEOXPHERE	GEO001	350.00	70.00	420.00	6730	31	350.00	Parish online May 2022-23
12/05/2022	113REV	31574	GLENN BALL	GLE001	-18,653.06	-3,730.61	-22,383.67	9053	91	-18,653.06	invoice reversal
12/05/2022	JOB 113	31507	GLENN BALL	GLE001	18,653.06	3,730.61	22,383.67	9053	91	18,653.06	Architect fees

## Purchase Ledger for Month No 2

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
24/05/2022	05/105035	31611	GREENHAM	GREE001	50.20	10.04	60.24	6010	21	50.20	handwash x 3
09/05/2022	62695	31602	MARK HARROD	HARR002	454.78	90.96	545.74	5120	21	454.78	Rugby posts
12/05/2022	58	31514	HARRIS REFRIGERATION	HARR003	205.40	0.00	205.40	5525	28	205.40	Fridge repair
10/05/2022	83252	31518	HERBERT & WARD	HAW001	184.00	9.20	193.20	6500	28	138.00	goods for resale
								6505	28	46.00	cafe consumables
10/05/2022	83286	31524	HERBERT & WARD	HAW001	150.00	0.00	150.00	6500	28	150.00	goods for resale
26/05/2022	83507	31595	HERBERT & WARD	HAW001	223.00	16.20	239.20	6500	28	142.00	goods for resale
								6505	28	81.00	cafe consumables
31/05/2022	31/05/22	31629	HM LAND REGISTRY	HML001	14.00	0.00	14.00	6630	11	14.00	official doc copies x 2
01/05/2022	INV-2361	31453	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	planning tracker support chgs
17/05/2022	00042	31580	HURLOCK BROS	HUR001	67.00	0.00	67.00	5410	41	67.00	reset ballcock in mens toilet
06/05/2022	1006226	31512	KALL KWIK	KALL001	108.00	21.60	129.60	6869	32	108.00	250 Jubilee badges
10/05/2022	1006227	31511	KALL KWIK	KALL001	784.00	156.80	940.80	6869	32	784.00	49 Jubilee banners
10/05/2022	1006228	31531	KALL KWIK	KALL001	32.00	6.40	38.40	6869	32	32.00	2 Jubilee Banners
03/05/2022	900149799	31473	KENT COUNTY COUNCIL	KCC002	109.25	0.00	109.25	6630	11	109.25	Seal Hollow Road speed survey
04/05/2022	900149866	31469	KENT COUNTY COUNCIL	KCC002	30.00	0.00	30.00	6865	26	30.00	hanging baskets permission
16/05/2022	900150529	31572	KENT COUNTY COUNCIL	KCC002	1,650.01	0.00	1,650.01	9063	91	1,650.01	Bat & Ball signage installed
23/05/2022	900151127	31620	KENT COUNTY COUNCIL	KCC002	502.50	100.50	603.00	6610	31	502.50	Audit fees 22/04/21-16/05/22
04/05/2022	14008918	31462	KCC KCS	KCC003	7.90	1.58	9.48	6200	31	7.90	stationery
04/05/2022	14008919	31463	KCC KCS	KCC003	93.93	18.79	112.72	6200	31	3.95	stationery
								6010	33	89.98	cleaning eq
13/05/2022	14014956	31522	KCC KCS	KCC003	124.90	24.98	149.88	6200	31	124.90	stationery
22/05/2022	14020028	31577	KCC KCS	KCC003	32.36	6.47	38.83	6200	31	2.49	stationery
								6010	33	29.87	stationery
29/05/2022	14024642	31613	KCC KCS	KCC003	25.98	5.20	31.18	5500	28	25.98	dustbin x 2
16/05/2022	7678404	31569	KFF	KFF001	139.18	6.45	145.63	6500	30	139.18	goods for resale
06/05/2022	109858	31467	LANDSCAPE SUPPLY CO	LAND001	143.65	28.73	172.38	5525	21	20.85	strimmer head
								6952	21	122.80	safety boots & gloves
06/05/2022	109859	31468	LANDSCAPE SUPPLY CO	LAND001	228.85	45.77	274.62	5010	29	228.85	padlock, key



## Purchase Ledger for Month No 2

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/05/2022	110176	31563	LANDSCAPE SUPPLY CO	LAND001	185.98	37.20	223.18	5500	36	23.70	gardening tools
								5500	21	162.28	gardening tools
12/05/2022	3510	31573	LG DECORATING LTD	LGD001	18,653.06	3,730.61	22,383.67	9053	91	18,653.06	Vine Pavilion decorating work
25/05/2022	3519	31576	LG DECORATING LTD	LGD001	14,555.68	2,911.13	17,466.81	9053	91	14,555.68	Vine Cricket club decorating
12/05/2022	04092GR	31562	LOCUM LOCKS	LOC003	332.80	66.56	399.36	5025	21	332.80	toilet lock replacement
30/05/2022	04128GR	31615	LOCUM LOCKS	LOC003	231.88	46.38	278.26	6002	23	231.88	2 padlocks
24/05/2022	129136	31588	MANAGED TECHNOLOGY	MAN002	35.83	7.17	43.00	6200	31	35.83	print chgs
04/05/2022	0000670337	31517	MAWS FINE FOODS	MAW001	54.21	0.00	54.21	6500	28	54.21	goods for resale
11/05/2022	0000672091	31516	MAWS FINE FOODS	MAW001	50.72	0.00	50.72	6500	28	50.72	goods for resale
03/05/2022	03/05/2022/REV	31641	NATIONAL TRUST	NAT006	-75.00	-15.00	-90.00	7204	42	-75.00	Knole House Tour
03/05/2022	03/05/2022A	31644	NATIONAL TRUST	NAT006	66.00	0.00	66.00	7204	42	66.00	Knole House Tour
03/05/2022	3128398	31472	NATIONAL TRUST	NAT006	75.00	15.00	90.00	7204	42	75.00	Knole Tour refreshments
03/05/2022	3128398A	31642	NATIONAL TRUST	NAT006	90.00	0.00	90.00	7204	42	90.00	Knole House Tour
03/05/2022	3128400	31471	NATIONAL TRUST	NAT006	55.00	11.00	66.00	7204	42	55.00	Knole House refreshments
03/05/2022	3128400/REV	31643	NATIONAL TRUST	NAT006	-55.00	-11.00	-66.00	7204	42	-55.00	Knole House Tour
02/05/2022	403757	31470	NATIONAL LEAFLET CO	NAT010	1,021.86	203.76	1,225.62	6210	31	1,021.86	Town Crier deliver chg
02/05/2022	403758	31530	NATIONAL LEAFLET CO	NAT010	176.46	35.29	211.75	6869	32	176.46	Jubilee Town Crier delivery
30/05/2022	404781	31623	NATIONAL LEAFLET CO	NAT010	781.26	156.25	937.51	6200	31	781.26	Town Crier delivery
09/05/2022	404783	31589	NATIONAL LEAFLET CO	NAT010	1,996.00	0.00	1,996.00	6200	31	1,996.00	Spring Town Crier print chgs
05/05/2022	3366866	31548	NBB RECYCLED FURNITU	NBB001	3,220.00	644.00	3,864.00	5500	29	1,610.00	2 picnic tables
								5500	22	1,610.00	2 picnic tables
28/05/2022	UKSPS00081627	31621	NEXUDUS SL	NEX001	95.32	19.06	114.38	6900	41	95.32	May booking chg
12/05/2022	24825822	31592	NISBETS	NIS001	91.55	18.31	109.86	6505	30	42.47	food labels
								6922	30	23.61	Allergen food labels
								6013	30	25.47	cleaning eq
12/05/2022	24825823	31523	NISBETS	NIS001	508.97	101.79	610.76	5500	28	489.99	Water boiler
								6505	28	18.98	240 tea spoons
13/05/2022	24833385	31590	NISBETS	NIS001	5.99	1.19	7.18	6013	30	5.99	surface cleaner
17/05/2022	21629355	31570	NISSAN	NIS002	215.31	43.06	258.37	5550	21	215.31	GK20DZO service

## Purchase Ledger for Month No 2

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/05/2022	IN03520046	31526	NPOWER	NPO002	384.98	77.00	461.98	6862	26	384.98	Apr electricity chg
18/05/2022	993228	31605	OAKS PLANT HIRE	OAKS001	14.00	2.80	16.80	5410	21	14.00	barrier tape
26/05/2022	0001/00132371	31614	OBM	OBM001	169.00	33.80	202.80	5500	21	169.00	drill set
28/04/2022	28/APR/22/LIN	31648	ONECARD	ONE002	649.07	67.62	716.69	6630	11	117.00	Planning application
								6630	11	23.33	Planning application
								6460	31	0.50	Facebook Advertising
								6460	31	1.50	Facebook Advertising
								6460	31	1.50	Facebook Advertising
								6460	31	1.50	Facebook Advertising
								6460	50	2.00	Facebook Advertising
								6460	50	5.00	Facebook Advertising
								6460	31	3.00	Facebook Advertising
								6460	31	7.00	Facebook Advertising
								6865	26	87.24	Plants for In Bloom
								6710	31	32.80	train fare for Retrofit awards
								6730	31	239.80	Zoom subs 2022-23
								6210	30	8.95	Postage for 'Activity Plan'
								6869	32	117.95	4 Jubilee pots
04/05/2022	00002976949-049	31460	PLUSNET	PLUS01	30.88	6.18	37.06	6101	28	30.88	May telephone chgs
04/05/2022	00003028653-049	31461	PLUSNET	PLUS01	49.80	9.96	59.76	6101	50	49.80	May card trans chgs
03/05/2022	00003028673-049	31459	PLUSNET	PLUS01	21.19	4.24	25.43	6101	22	21.19	may card trans chgs
01/05/2022	198371	31466	PREMIER ALARMS	PREM001	601.47	120.29	721.76	6930	22	601.47	An alarm maint chg
01/05/2022	198593	31464	PREMIER ALARMS	PREM001	145.95	29.19	175.14	6930	41	145.95	Alarm maint an renewal
01/05/2022	198621	31465	PREMIER ALARMS	PREM001	145.95	29.19	175.14	6931	41	145.95	CCTV annual maint chg
31/05/2022	198714	31575	PREMIER ALARMS	PREM001	85.00	17.00	102.00	6930	36	85.00	Alarm reset
23/05/2022	198797	31597	PREMIER ALARMS	PREM001	34.21	6.84	41.05	6930	21	34.21	12v battery
11/05/2022	PRE5391	31547	PREMIER ALARMS	PREM001	1,041.00	0.00	1,041.00	9004	91	1,041.00	Alarm system 50% deposit
09/05/2022	174702	31535	PROVENDER	PRO002	183.50	36.70	220.20	6865	26	183.50	Plants
11/05/2022	175074	31561	PROVENDER	PRO002	147.60	29.52	177.12	6865	26	147.60	2 bags of horse manure

## Purchase Ledger for Month No 2

## Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/05/2022	175720	31554	PROVENDER	PRO002	139.54	27.91	167.45	6865	26	48.38	Plants
								5340	21	79.50	Plants
								5340	22	11.66	Plants
03/05/2022	446883721	31534	REXEL	REX001	18.53	3.71	22.24	5410	28	18.53	10 bulbs
23/05/2022	012970	31579	RHINO ALUMINIUM	RHI001	550.00	110.00	660.00	5410	36	550.00	Patio repair
23/05/2022	012970A	31647	RHINO ALUMINIUM	RHI001	550.00	110.00	660.00	5410	36	550.00	Patio repair
23/05/2022	012970REV	31646	RHINO ALUMINIUM	RHI001	-550.00	-110.00	-660.00	5410	36	-550.00	patio repair
16/05/2022	22-031	31625	RUSSELL HARPER	RUS001	140.00	28.00	168.00	6460	31	140.00	Mayor's portrait photography
05/05/2022	2073727	31457	SDC	SDC001	3,336.24	0.00	3,336.24	5421	60	2,153.77	May market rent
								5420	60	1,182.47	May market rent
06/05/2022	2073761	31553	SDC	SDC001	950.00	22.00	972.00	6889	31	950.00	waste sacks
25/05/2022	2074282	31630	SDC	SDC001	295.00	0.00	295.00	6635	31	295.00	premises licence 2022/23
31/05/2022	2074410	31618	SDC	SDC001	70.00	0.00	70.00	6635	28	70.00	2022/23 Premises Licence
23/05/2022	2073990	31581	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	Bin collection 25/04-22/05
23/05/2022	2074097	31586	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	bin collection 25/04-22/05
23/05/2022	2074099	31584	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	bin collection 25/04-22/05
23/05/2022	2074106	31582	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	bin collection 25/04-22/05
23/05/2022	2074107	31583	SDC DIRECT SERVICES	SDC002	146.20	0.00	146.20	6935	28	146.20	bin collection 25/04-25/05
23/05/2022	204270705	31585	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	bin collection 25/04-22/05
16/05/2022	227748	31560	SEV GLAZING	SEV001	120.00	24.00	144.00	5015	29	120.00	broken glass replacement
30/05/2022	579000355	31628	SEVENOAKS FLORIST	SEV009	164.16	32.84	197.00	7205	42	83.33	flowers
								6415	31	80.83	flowers for Mayor
12/05/2022	0000693	31527	SEVENOAKS CATERING E	SEV053	120.00	24.00	144.00	5525	28	120.00	water boiler service
20/05/2022	20622954-6	31610	WATER CHOICE	SEWAT001	226.19	0.00	226.19	6000	22	226.19	water chg 19Nov21-17May22
01/05/2022	9451164	31536	SHELL	SHEL001	100.46	20.09	120.55	5700	21	100.46	fuel
08/05/2022	9500288	31533	SHELL	SHEL001	60.57	12.11	72.68	5700	21	60.57	fuel
15/05/2022	9545975	31601	SHELL	SHEL001	243.17	48.63	291.80	5700	21	243.17	fuel chgs
22/05/2022	9591568	31606	SHELL	SHEL001	180.38	36.08	216.46	5700	22	39.54	fuel
								5700	21	140.84	fuel

## Purchase Ledger for Month No 2

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/05/2022	0049	31521	SSE	SSE002	-879.43	-175.88	-1,055.31	6010	33	-879.43	electric credit 12/11-21/02
10/05/2022	0050	31520	SSE	SSE002	550.84	27.54	578.38	6010	33	550.84	electric chg 12/11-21/02
06/05/2022	0098	31539	SSE	SSE006	131.30	6.56	137.86	6010	22	131.30	Apr electric chg
06/05/2022	0039	31542	SSE	SSE008	497.19	99.43	596.62	6011	30	497.19	Apr electric chg
06/05/2022	0013	31540	SSE	SSE013	130.84	6.54	137.38	6012	36	130.84	Apr gas chgs
06/05/2022	0009/A	31541	SSE	SSE014	111.04	5.55	116.59	6012	30	111.04	Apr gas chgs
16/05/2022	0042	31566	SSE	SSE015	558.21	111.64	669.85	6010	33	558.21	gas chg 18/02-13/05
03/05/2022	3MAY2022A	31494	STEPHANIE'S	STEP001	800.00	0.00	800.00	6437	42	800.00	catering for meeting on 09/05
25/05/2022	41711	31596	TAYWELL	TAY001	84.00	16.80	100.80	6500	28	84.00	goods for resale
05/05/2022	210670	31544	TUTOR CARE	TUT001	535.50	107.10	642.60	6320	31	535.50	First Aid Training fees
02/05/2022	21151	31587	WEDDLE & CO	WEDD001	95.00	19.00	114.00	6421	31	95.00	update honour board in chamber
31/05/2022	147073	31616	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	May clean & lock up chg
								5026	21	227.80	May clean & lock up chg
								5025	21	683.39	May clean & lock up chg
								5020	29	683.40	May clean & lock up chg
31/05/2022	147074	31617	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5020	29	12.95	May hygiene unit clean
								5025	21	12.94	May hygiene unit clean
								5026	21	4.31	May hygiene unit clean
01/05/2022	WM11806648	31458	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Apr card trans chgs
18/05/2022	515125694	31571	ZURICH INSURANCE	ZUR001	55.76	0.00	55.76	6020	31	55.76	Insurance fee 1/04/22-31/03/23
TOTAL INVOICES					76,104.56	11,537.61	87,642.17			76,104.56	

## Purchase Ledger for Month No 3

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
12/06/2022	INV-0001	31682	AMALFI PRODUCTS LTD	AMA001	3,200.00	0.00	3,200.00	9053	91	3,200.00	replacement of Victorian tiles
30/05/2022	30/05/22	31667	AMEX	AME001	5.50	0.00	5.50	6976	31	5.50	May credit card chgs
09/06/2022	002	31758	ANTHONY CHARLES WILL	ANT001	120.00	0.00	120.00	6244	40	120.00	Screen 3 month fee
14/06/2022	39413	31731	ARK TRADING	ARK001	292.95	58.59	351.54	6865	26	292.95	Hi viz vests
15/06/2022	15/06/2022	31727	BANKLINE	BANKL01	90.10	0.00	90.10	6975	31	90.10	bank chgs
09/06/2022	235591	31753	BARRIERS DIRECT	BARR002	3,157.80	631.56	3,789.36	5010	29	3,157.80	15 steel bollards
26/05/2022	3577395	31669	BOOKER	BOOK001	314.24	32.78	347.02	6500	28	296.26	Goods for resale
								6505	28	17.98	Goods for resale
26/05/2022	3577396	31668	BOOKER	BOOK001	35.42	4.69	40.11	6500	28	35.42	goods for resale
09/06/2022	3577790	31715	BOOKER	BOOK001	250.32	15.70	266.02	6505	28	11.78	cafe consumables
								6500	28	238.54	Goods for resale
09/06/2022	3577791	31714	BOOKER	BOOK001	48.14	9.63	57.77	5500	28	14.57	mugs, thermometer
								6010	28	10.99	cleaning eq
								6505	28	22.58	cafe consumables
16/06/2022	3577998	31794	BOOKER	BOOK001	129.33	9.07	138.40	6500	28	129.33	goods for resale
16/06/2022	3577999	31795	BOOKER	BOOK001	30.07	1.66	31.73	6505	28	8.29	consumables
								6500	28	21.78	Goods for resale
10/06/2022	SVO/364377	31748	BREWERS	BREW001	7.59	1.52	9.11	5410	60	7.59	paint
17/06/2022	M1360J	31707	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	June telephone chgs
25/05/2022	0007314977	31665	CASTLE WATER	CAS004	503.54	63.07	566.61	6000	28	503.54	water chg Apr-Sep22
31/05/2022	0007403776	31653	CASTLE WATER	CAS006	43.34	8.67	52.01	6000	21	43.34	Apr-Sep22 water chgs
30/05/2022	0007358473	31654	CASTLE WATER	CAS007	1,671.43	0.00	1,671.43	6000	23	1,671.43	Apr-Sep22 water chgs
10/05/2022	0007239464	31683	CASTLE WATER	CAS010	161.16	32.23	193.39	6014	30	161.16	water chg Apr-Sep22
02/06/2022	05/105035	31631	CHRISTOPHER DEACON	CHR002	350.00	0.00	350.00	6869	32	350.00	Trumpet playing at Jubilee
01/06/2022	3421	31762	CJS PLANTS	CJS001	2,550.38	510.08	3,060.46	6865	26	2,550.38	June floral maint
08/06/2022	148028	31711	HW COLDBREATH	COL003	85.96	0.00	85.96	6500	30	85.96	goods for resale
11/06/2022	151843	31736	CONNECTAPHONE	CON001	413.30	82.66	495.96	6101	36	47.14	May telephone chg
								6101	30	73.65	May telephone chg

## Purchase Ledger for Month No 3

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6101	21	11.91	May telephone chg
								6101	22	20.14	May telephone chg
								6101	31	260.46	May telephone chg
17/06/2022	76255	31703	CONSTANT AND CO	CON004	1,402.90	280.58	1,683.48	6630	31	1,402.90	Encampment at Cemetery removal
31/05/2022	INV302589	31738	COUNTRY STYLE RECYCL	COU001	80.20	16.04	96.24	6935	29	80.20	May glass collection
31/05/2022	INV304155	31676	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	May glass collection chg
13/05/2022	970282	31763	ERNEST DOE	DOE001	5.50	1.10	6.60	5525	21	5.50	carriage for mower delivery
20/05/2022	970661	31739	ERNEST DOE	DOE001	146.64	29.33	175.97	5525	21	146.64	4 bearings fitted to saw
02/06/2022	700005970324	31672	ECOTRICITY	ECO002	300.66	60.13	360.79	6010	41	300.66	May electric chgs
01/06/2022	000012386429	31664	EDF ENERGY	EDF002	716.31	143.27	859.58	6011	36	716.31	May electricity supply
16/06/2022	000012519278	31776	EDF ENERGY	EDF003	34.31	1.72	36.03	6010	60	34.31	May electric chg
01/06/2022	0003739062	31671	ELITE	EFS001	98.45	0.00	98.45	6500	28	98.45	Goods for resale
09/06/2022	0003746131	31718	ELITE	EFS001	28.49	0.00	28.49	6500	28	28.49	Goods for resale
16/06/2022	0003753571	31706	ELITE	EFS001	-87.46	0.00	-87.46	6500	28	-87.46	Goods for resale credit
21/06/2022	0003756202	31797	ELITE	EFS001	106.33	0.00	106.33	6500	28	106.33	Goods for resale
22/06/2022	0003757239	31778	ELITE	EFS001	91.84	0.00	91.84	6500	30	91.84	goods for resale
26/05/2022	43945	31663	EJPFIREPROTECT	EJPFIRE001	195.00	39.00	234.00	6320	31	195.00	Fire safety training - 8 staff
15/06/2022	72031	31791	ATLAS FM/EMPRISE SVS	EMP001	445.10	89.02	534.12	6932	22	445.10	June lock up chg
15/06/2022	72032	31790	ATLAS FM/EMPRISE SVS	EMP001	1,113.30	222.66	1,335.96	5311	21	1,113.30	June lock up chg Pontoise
15/06/2022	72033	31789	ATLAS FM/EMPRISE SVS	EMP001	742.50	148.50	891.00	5311	21	742.50	June lock & unlock chg
07/06/2022	0063/03180889	31787	FAIRALLS	FAIR001	16.35	3.27	19.62	5410	22	16.35	5 bags of shingle
14/06/2022	0063/03193066	31799	FAIRALLS	FAIR001	16.35	3.27	19.62	5410	22	16.35	gravel bags x 5
01/06/2022	3958/4449/9	31737	FLASHPARK	FLASH001	486.00	97.20	583.20	5317	21	486.00	warning sign rental July22-23
06/06/2022	6JUNE2022	31650	FOAL FARM ANIMAL RES	FOA001	20.00	0.00	20.00	6869	32	20.00	Jubilee literary comp donation
13/06/2022	13/06/22	31659	GLENDUART PIPE BAND	GLE004	350.00	0.00	350.00	6869	32	350.00	Pipe band for Jubilee
06/06/2022	182321	31638	GODFREYS	GOD001	36.57	7.32	43.89	5525	22	36.57	Honda 12 service
14/06/2022	183633	31783	GODFREYS	GOD001	19.91	3.98	23.89	5525	22	19.91	cable to fit Honda
06/06/2022	1426	31701	HARRY STEBBING WORKS	HAR001	1,623.00	324.60	1,947.60	5500	29	1,623.00	Vine noticeboard
31/05/2022	10750	31741	HARDWARE CENTRE	HARD001	93.01	18.60	111.61	5500	21	34.26	Hardware bits

## Purchase Ledger for Month No 3

## Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								5410	22	36.32	Hardware bits
								5410	21	12.46	Hardware bits
								5525	21	9.97	Hardware bits
31/08/2021	80489	31712	HERBERT & WARD	HAW001	290.00	58.00	348.00	5410	30	290.00	coffee machine service
07/06/2022	83617	31713	HERBERT & WARD	HAW001	172.00	9.20	181.20	6500	30	126.00	coffee
								6505	30	46.00	coffee cups
14/06/2022	83686	31717	HERBERT & WARD	HAW001	172.00	9.20	181.20	6500	28	126.00	Goods for resale
								6505	28	46.00	coffee cups
23/06/2022	83840	31796	HERBERT & WARD	HAW001	234.45	17.19	251.64	6500	28	148.50	Goods for resale
								6505	28	85.95	consumables
31/05/2022	17803	31657	HELIOCENTRIX	HELI001	1,910.18	382.04	2,292.22	6240	31	1,085.94	May IT support
								6242	31	824.24	May IT package chg
31/05/2022	T2379	31656	HELIOCENTRIX	HELI001	293.00	58.60	351.60	6105	22	10.00	May broadband chgs
								6105	41	141.50	May broadband chgs
								6105	31	141.50	May broadband chgs
01/06/2022	INV-2377	31633	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	June planning tracker sup
14/06/2022	INV-00010403	31732	INLINE	INL001	260.00	52.00	312.00	6461	40	260.00	2 banners
17/06/2022	3886259729	31705	KALC	KALC	60.00	12.00	72.00	6710	31	60.00	Councillor conference x 1
17/06/2022	3886425619	31704	KALC	KALC	120.00	24.00	144.00	6710	31	120.00	Councilor conference x 2
27/06/2022	3959611719	31801	KALC	KALC	60.00	12.00	72.00	6710	31	60.00	conference ticket - Cllr Canet
31/05/2022	1006285	31698	KALL KWIK	KALL001	60.00	12.00	72.00	6200	31	60.00	Mayors business cards
13/06/2022	1006287	31803	KALL KWIK	KALL001	100.00	20.00	120.00	6200	31	100.00	Business & thank you cards
31/05/2022	1006288	31754	KALL KWIK	KALL001	225.00	30.00	255.00	6869	32	225.00	Jubilee posters & banners
31/05/2022	1006289	31735	KALL KWIK	KALL001	289.00	57.80	346.80	6869	32	289.00	Jubilee banners
15/06/2022	900152615	31709	KENT COUNTY COUNCIL	KCC002	502.50	100.50	603.00	6610	31	502.50	forth audit visit of 2021/22
23/06/2022	14038570	31793	KCC KCS	KCC003	75.96	15.19	91.15	6013	21	75.96	refuse sacks 200pk x 4
08/06/2022	I4027395	31674	KCC KCS	KCC003	72.97	14.59	87.56	6013	36	72.97	cleaning eq
16/06/2022	I4033207	31728	KCC KCS	KCC003	143.94	28.79	172.73	6200	31	143.94	stationery
16/06/2022	I4033208	31729	KCC KCS	KCC003	173.36	34.67	208.03	6013	36	173.36	cleaning eq

## Purchase Ledger for Month No 3

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
22/06/2022	I4037306	31792	KCC KCS	KCC003	9.99	2.00	11.99	6013	21	9.99	black sacks 200 pk
26/06/2022	I4041068	31798	KCC KCS	KCC003	44.00	8.80	52.80	6013	30	31.95	cleaning eq
								6010	41	12.05	cleaning eq
30/05/2022	7690077	31721	KFF	KFF001	236.74	20.59	257.33	6500	30	236.74	goods for resale
30/05/2022	7691653	31719	KFF	KFF001	-53.80	-10.76	-64.56	6500	30	-53.80	goods for resale credit
09/06/2022	7698521	31720	KFF	KFF001	146.78	4.12	150.90	6500	30	146.78	goods for resale
20/06/2022	7706901	31779	KFF	KFF001	118.37	7.60	125.97	6500	30	97.89	goods for resale
								6013	30	20.48	cleaning eq
18/06/2022	1159	31784	KING RAMPS	KIN001	904.00	180.80	1,084.80	5316	21	904.00	skate ramp repair
17/06/2022	1161014144	31782	KONICA MINOLTA	KMB001	215.49	43.10	258.59	6240	31	215.49	bizhub chg 19/06 - 18/09
16/06/2022	111048	31760	LANDSCAPE SUPPLY CO	LAND001	117.46	23.49	140.95	5310	21	117.46	3 new locks
05/06/2022	2022/063	31636	LISTENING ROOM	LIST001	2,100.00	0.00	2,100.00	6869	32	2,100.00	music at Jubilee
20/05/2022	920951	31800	LISTER WILDER	LIST002	860.00	172.00	1,032.00	5500	21	860.00	seeder 3 day hire
06/06/2022	6 JUNE 2022	31651	LOAVES FISHES FOOD	LOA001	20.00	0.00	20.00	6869	32	20.00	Jubilee literary comp donation
21/06/2022	21/06/22	31699	MAINLY SAX	MAIN001	300.00	0.00	300.00	6868	29	300.00	Vine performance on 19/6/22
20/06/2022	130308	31770	MANAGED TECHNOLOGY	MAN002	64.67	12.93	77.60	6200	31	64.67	print chgs
31/05/2022	0000676952	31670	MAWS FINE FOODS	MAW001	50.72	0.00	50.72	6500	28	50.72	Goods for resale
14/06/2022	14/06/22	31686	MIKE REID	MIK001	913.92	86.92	1,000.84	6322	40	868.63	refreshments, award parts
								6330	31	1.20	milk
								6869	29	9.98	cable ties
								6900	42	34.11	Town Trail equipment
21/06/2022	21/06/22	31730	MIKE REID	MIK001	283.44	56.69	340.13	6322	40	283.44	Business Awards refreshments
30/05/2022	404782	31675	NATIONAL LEAFLET CO	NAT010	176.46	35.29	211.75	6210	31	176.46	Town Crier delivery
31/05/2022	JOBNO.3937854	31687	NATIONAL WINDSCREENS	NAT011	88.85	17.77	106.62	5550	21	88.85	Nissan door glass replacement
15/06/2022	R-331984	31710	NEW HADEN PUMPS	NEW001	395.00	79.00	474.00	5410	30	395.00	sewage pump repair
10/06/2022	24993563	31702	NISBETS	NIS001	187.19	37.43	224.62	5500	28	187.19	baking trays, griddle
07/06/2022	IN03737540	31777	NPOWER	NPO002	376.97	75.39	452.36	6862	26	376.97	may electric chg
31/05/2022	993549	31786	OAKS PLANT HIRE	OAKS001	31.00	6.20	37.20	5500	21	31.00	water pump
15/06/2022	993592	31785	OAKS PLANT HIRE	OAKS001	25.09	5.02	30.11	5500	21	25.09	hedge cutter saw



## Purchase Ledger for Month No 3

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/05/2022	28/MAY22/ANN	31808	ONECARD	ONE002	4,365.86	542.47	4,908.33	6104	36	8.34	KW mobile
								6104	21	5.00	o/s team ipad
								6104	21	8.34	NC mobile
								6104	21	5.00	RG mobile
								6104	36	8.34	KW mobile
								6104	21	5.00	O/S ipad
								6104	36	8.34	KW mobile
								6104	21	8.34	NC mobile
								6710	31	14.00	course for A.F
								5500	30	13.10	2 coat hooks
								5500	36	44.20	floor pads for cleaning
								5500	36	18.95	Defibrillator sign
								5500	30	37.42	Loo roll holder
								5500	36	21.41	defibrilator sign
								5500	30	39.75	Art storage rack
								5500	30	9.99	6 chalkboard signs
								5120	21	389.95	repairs to cricket screens
								6500	28	91.93	Goods for resale
								6500	30	99.63	Goods for resale
								6500	28	81.53	Goods for resale
								6500	50	61.56	Goods for resale
								6500	50	-6.65	Goods for resale credit
								6500	28	85.72	Goods for resale
								6500	30	57.62	Goods for resale
								6500	28	69.55	Goods for resale
								6500	28	126.20	Goods for resale
								6500	30	102.93	Goods for resale
								6500	28	55.48	Goods for resale
								6500	28	98.91	goods for resale

## Purchase Ledger for Month No 3

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	30	64.17	Goods for resale
								6500	50	100.30	goods for resale
								6500	28	95.79	goods for resale
								6240	11	10.95	Acrobat Standard Lic
								6240	50	16.64	Adobe Illustrator - HITB
								6240	36	107.41	wireless microphone kit
								6240	31	12.64	Acrobat Pro DC
								6240	40	41.62	Creative Cloud Membership
								6240	36	1,170.30	projector
								6013	30	3.50	cleaning eq
								6505	30	6.30	freezer bags
								6505	28	3.85	cafe consumables
								6010	28	0.95	cleaning equip
								6010	50	3.30	cleaning equip
								6010	28	3.40	cleaning equip
								6010	28	3.00	cleaning equip
								6010	28	-3.00	cleaning equip refund
								6010	28	1.50	cleaning eq
								6010	28	2.75	cleaning equip
								6101	31	16.67	LL ipad
								6421	31	37.40	Table plaque for Cllr.L.A
								5550	21	292.50	LS55 CKL vehicle tax
								6460	40	12.00	facebook advertising
								6460	40	1.10	facebook advertising
								6460	40	12.00	facebook advertising
								6460	40	12.00	facebook advertising
								6460	40	12.00	facebook advertising
								6460	40	12.00	facebook advertising
								6460	40	12.00	facebook advertising

## Purchase Ledger for Month No 3

## Order by Supplier A/c

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/05/2022	28/MAY22/LIN	31807	ONECARD	ONE002	129.21	8.34	137.55	6241	31	11.75	Vine Cafe website domain
								6438	42	25.32	Mayor's garment bag & hanger
								5340	21	575.25	5 Adopt A Tree plaques
								6900	30	2.75	flowers
								6865	26	35.93	plants
								5010	21	70.79	pond equipment
								6869	32	9.15	Tea lights for Jubilee
								6710	31	51.10	Early Bird event tickets x 2
								6710	31	6.25	car parking
								6710	31	14.40	Town Clerk train ticket
09/06/2022	140300	31744	PALMSTEAD	PALM002	58.70	11.74	70.44	6460	40	2.50	facebook advertising
								6869	32	2.00	Jubilee Bunting
								6865	26	33.46	Plants
								6865	26	19.50	Plants
								5340	21	58.70	plants
								6101	28	28.04	June telephone chgs
								6101	50	49.80	June telephone chgs
								6101	22	21.19	June telephone chgs
								6869	32	20.00	Jubilee literary comp donation
								6930	33	582.47	Annual alarm maint
04/06/2022	00002976949-050	31635	PLUSNET	PLUS01	28.04	5.61	33.65	5500	21	35.00	grinder & discs
04/06/2022	00003028653-050	31634	PLUSNET	PLUS01	49.80	9.96	59.76	5010	29	10.43	cable clips & connectors
03/06/2022	00003028673-050	31645	PLUSNET	PLUS01	21.19	4.24	25.43	5410	21	3.45	cable ties
06/06/2022	6JUNE2022	31649	PORCHLIGHT	POR001	20.00	0.00	20.00	5230	22	44.66	conduit kit
01/06/2022	199053	31681	PREMIER ALARMS	PREM001	582.47	116.49	698.96	6320	31	50.00	Sales Ledger training for E.R
29/03/2022	RS96154	31756	RAWSTONE HIRE	RAW001	35.00	7.00	42.00	6300	31	302.00	Booking software annual supp
25/05/2022	447049623	31743	REXEL	REX001	10.43	2.09	12.52	6460	31	40.00	2 Mayoral prints
08/06/2022	447135480	31747	REXEL	REX001	48.11	9.62	57.73	6322	40	150.00	photography at Business Awards
17/06/2022	29871	31708	RIALTAS	RIAL001	50.00	10.00	60.00	5060	21	250.00	Prune trees
01/06/2022	SM25717	31658	RIALTAS	RIAL001	302.00	60.40	362.40				
09/06/2022	22-041	31759	RUSSELL HARPER	RUS001	40.00	8.00	48.00				
13/06/2022	22-042	31733	RUSSELL HARPER	RUS001	150.00	30.00	180.00				
10/06/2022	19300	31745	RWE RURAL SERVICES	RWE001	250.00	50.00	300.00				

## Purchase Ledger for Month No 3

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/03/2022	2072881	31781	SDC	SDC001	64.00	0.00	64.00	6889	31	64.00	4 x 16 recycling sacks
13/06/2022	2074487	31750	SDC	SDC001	3,874.68	0.00	3,874.68	5421	60	2,692.22	June market rent
								5420	60	1,182.46	June market rent
20/06/2022	2074604	31805	SDC	SDC001	232.60	0.00	232.60	6935	30	232.60	Bin collection 23/5-19/6
23/06/2022	2075002	31804	SDC	SDC001	180.00	0.00	180.00	6635	36	180.00	Premises licence 2022/23
23/06/2022	2075012	31806	SDC	SDC001	70.00	0.00	70.00	6635	29	70.00	Premises licence 2022/23
29/03/2022	2072846	31780	SDC DIRECT SERVICES	SDC002	655.20	131.04	786.24	6934	21	655.20	dog bin empty Jan-Mar 22
20/06/2022	2074711	31765	SDC DIRECT SERVICES	SDC002	313.20	0.00	313.20	6935	21	313.20	bin collection 23/5-19/6
20/06/2022	2074712	31769	SDC DIRECT SERVICES	SDC002	232.60	0.00	232.60	6935	22	232.60	bin collection 23/5-19/6
20/06/2022	2074713	31767	SDC DIRECT SERVICES	SDC002	217.60	0.00	217.60	6935	33	217.60	bin collection 23/5-19/6
20/06/2022	2074720	31766	SDC DIRECT SERVICES	SDC002	232.60	0.00	232.60	6935	36	232.60	bin collection 23/5-19/6
20/06/2022	2074721	31768	SDC DIRECT SERVICES	SDC002	298.20	0.00	298.20	6935	28	298.20	bin collection 23/5-19/6
01/06/2022	DD02	31691	SDC RATES	SDC004	873.00	0.00	873.00	6000	22	873.00	June Business Rates
01/06/2022	DD03	31692	SDC RATES	SDC004	2,320.00	0.00	2,320.00	6000	33	2,320.00	June Business Rates
01/06/2022	DD04	31693	SDC RATES	SDC004	459.00	0.00	459.00	6000	36	459.00	June Business Rates
01/06/2022	DD05	31694	SDC RATES	SDC004	69.00	0.00	69.00	6000	28	69.00	June Business Rates
01/06/2022	DD06	31695	SDC RATES	SDC004	207.00	0.00	207.00	6000	41	207.00	June Business Rates
01/06/2022	DD07	31696	SDC RATES	SDC004	324.00	0.00	324.00	6000	30	324.00	June Business Rates
01/06/2022	29363	31632	SEEMP	SEEMP001	356.00	71.20	427.20	6730	31	356.00	SEE subs 22/23
07/06/2022	32	31673	SEV VINE CLUB	SEV005	83.33	16.67	100.00	6869	32	83.33	5 jugs of Pimms for Jubilee
30/05/2022	579000355A	31685	SEVENOAKS FLORIST	SEV009	100.00	0.00	100.00	7205	42	100.00	Plants for Mayor's raffle
30/05/2022	579000355REV	31684	SEVENOAKS FLORIST	SEV009	-83.33	-16.67	-100.00	7205	42	-83.33	Plants for Mayor's raffle
27/05/2022	86275	31761	SGE	SGE001	9.58	1.91	11.49	5120	21	9.58	nuts, bolts, washers
27/05/2022	86287	31742	SGE	SGE001	10.14	2.03	12.17	5010	29	10.14	ali angle x 2
31/05/2022	86442	31764	SGE	SGE001	48.68	9.74	58.42	5500	21	48.68	6 plant hoops
05/06/2022	9704168	31740	SHELL	SHEL001	229.03	45.81	274.84	5700	22	27.77	fuel
								5700	21	201.26	fuel
12/06/2022	9756646	31749	SHELL	SHEL001	41.61	8.32	49.93	5700	21	41.61	fuel
16/06/2022	0047	31771	SSE	SSE003	61.39	3.06	64.45	5020	29	61.39	electric chgs 26/2-15/6

## Purchase Ledger for Month No 3

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/06/2022	0052	31772	SSE	SSE004	522.88	104.57	627.45	6010	28	522.88	electric chgs 17/3-25/5
16/06/2022	0048	31773	SSE	SSE005	1,404.72	280.94	1,685.66	6010	21	1,404.72	electric chg 12/3-15/6
08/06/2022	0099	31678	SSE	SSE006	77.14	3.85	80.99	6010	22	77.14	May electric chg
16/06/2022	0047	31774	SSE	SSE007	66.80	3.34	70.14	5025	21	66.80	electric chg 12/3-15/6
08/06/2022	0040	31679	SSE	SSE008	509.88	101.97	611.85	6011	30	509.88	May electric chg
08/06/2022	0014	31677	SSE	SSE013	93.42	4.67	98.09	6012	36	93.42	May gas chg
08/06/2022	0010A	31680	SSE	SSE014	80.69	4.03	84.72	6012	30	80.69	May gas chg
16/06/2022	0021	31775	SSE	SSE016	33.31	1.66	34.97	6861	26	33.31	electric chg 18/2-15/6
06/06/2022	6JUNE2022	31652	STEPHANIE'S	STEP001	1,507.50	0.00	1,507.50	6322	40	1,507.50	Catering for Awards
06/06/2022	6JUNE2022A	31689	STEPHANIE'S	STEP001	1,107.50	0.00	1,107.50	6322	40	1,107.50	Invoice Correction
06/06/2022	6JUNE2022REV	31688	STEPHANIE'S	STEP001	-1,507.50	0.00	-1,507.50	6322	40	-1,507.50	Invoice reversal
06/06/2022	6THJUNE2022	31690	STEPHANIE'S	STEP001	108.50	0.00	108.50	6322	40	108.50	Business Award catering
05/06/2022	4526	31660	SYNAPSE DESIGN LTD	SYN001	1,950.00	390.00	2,340.00	6869	32	1,950.00	Tech support at Jubilee
14/06/2022	41873	31716	TAYWELL	TAY001	65.10	13.02	78.12	6500	28	65.10	Goods for resale
09/06/2022	14681	31746	JS TAYLOR	TAYL001	90.00	0.00	90.00	5230	22	90.00	fused spur installation
07/06/2022	07JUNE2022	31655	TOWN CRIER	TOW001	128.95	0.00	128.95	6869	32	128.95	Town Crier Appearance
20/06/2022	20JUNE2022	31700	TOWN CRIER	TOW001	39.70	0.00	39.70	6869	32	39.70	Town Crier Sev fest appearance
01/06/2022	DD01/JUNE	31697	REACH PLC	TRM001	9.53	0.00	9.53	6730	31	9.53	Sevenoaks Chronicle June chgs
22/06/2022	22/06/2022	31755	TURNERS GARDEN SERVI	TUR001	8,450.00	0.00	8,450.00	9053	91	8,450.00	Vine waste resurfacing
21/06/2022	2252	31757	ULTRALITE	ULTRA001	220.00	44.00	264.00	6869	32	220.00	install &remove Jubilee banner
27/06/2022	2256	31802	ULTRALITE	ULTRA001	220.00	44.00	264.00	6865	26	220.00	install&remove In Bloom banner
31/05/2022	LAO1261967	31666	VEOLIA	VEOL001	14.06	2.81	16.87	6935	33	14.06	May glass collection chg
01/06/2022	14844	31661	VISION ICT	VISICT001	275.00	55.00	330.00	6241	31	275.00	Website host & support 2022/23
01/06/2022	14882	31662	VISION ICT	VISICT001	285.00	57.00	342.00	6241	30	285.00	Website host & support 22/23
13/06/2022	882	31726	WOODSIDE CONTRACT SE	WOO002	6,948.40	1,389.68	8,338.08	9071	91	6,948.40	Hub refurbishment chg
31/05/2022	208290129	31724	WORLDPAY	WOR001	25.87	4.75	30.62	6976	28	25.87	May card trans chgs
31/05/2022	208340275	31723	WORLDPAY	WOR001	153.79	18.65	172.44	6976	31	153.79	May card trans chgs
31/05/2022	208433499	31725	WORLDPAY	WOR001	88.16	11.28	99.44	6976	31	88.16	May card trans chgs
31/05/2022	208433499/REV	31751	WORLDPAY	WOR001	-88.16	-11.28	-99.44	6976	31	-88.16	May card trans chgs

## Purchase Ledger for Month No 3

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/05/2022	208433499A	31752	WORLDPAY	WOR001	88.16	11.28	99.44	6976	30	88.16	May card trans chgs
31/05/2022	208591342	31722	WORLDPAY	WOR001	23.96	0.04	24.00	6976	31	23.96	May card trans chgs
01/06/2022	WM11830377	31637	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	May card trans chgs
TOTAL INVOICES					<u>75,024.30</u>	<u>8,456.68</u>	<u>83,480.98</u>			<u>75,024.30</u>	

## List of Payments made between 01/04/2022 and 30/06/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2022	BACS P/L Pymnt Page 5933	BACS Pymnt	13,079.80		BACS P/L Pymnt Page 5933
01/04/2022	Reach Publishing	DD01/APRIL	8.67		April Sev Chronicle subs
01/04/2022	Sevenoaks District Council	DD02/APR	875.50		April Business Rates chg
01/04/2022	Sevenoaks District Council	DD03/APR	2,323.50		April Business Rates chg
01/04/2022	Sevenoaks District Council	DD04/APR	459.80		April Business Rates chg
01/04/2022	Sevenoaks District Council	DD05/APR	65.13		April Business Rates chg
01/04/2022	Sevenoaks District Council	DD06/APR	207.85		April Business Rates chg
01/04/2022	Sevenoaks District Council	DD07/APR	327.50		April Business Rates chg
01/04/2022	EDF Energy - High Street Marke	DD08	11.83		31158/jan electric chg
04/04/2022	Shell Account	DD09	81.73		31283/fuel
04/04/2022	NATWEST ONE CARD	DD10A	2,953.80		March Onecard A.W
04/04/2022	NATWEST ONE CARD	DD10B	494.76		March Onecard L.L
05/04/2022	Friends of Rheinbach	001620	15.00		Friends of Rheinbach subs
05/04/2022	Nexodus S.L	DD11	114.48		31231/Hub booking chgs
05/04/2022	Southern Electric - 981579265/	DD12	232.56		electric meter installation
06/04/2022	BACS P/L Pymnt Page 5934	BACS Pymnt	8,288.00		BACS P/L Pymnt Page 5934
06/04/2022	Mr.D.R	ALLOTMENT	225.00		Allotment refund from error
11/04/2022	Plusnet	DD13	60.40		April telephone chgs
11/04/2022	Plusnet	DD15	25.65		April telephone chgs
11/04/2022	Shell Account	DD16	205.12		31274/fuel
11/04/2022	Plusnet	DD13	33.07		Apr phone chgs
13/04/2022	BACS P/L Pymnt Page 5937	BACS Pymnt	12,452.68		BACS P/L Pymnt Page 5937
13/04/2022	Mayor of Canterbury	BACS13/04	75.00		Mayor attend Golf Day
13/04/2022	Mayor of Bromley	BACS13-04	80.00		Mayor attend wine tasting
13/04/2022	Mayor of Medway	BACS13//04	35.00		Mayor's day out in Rochester
13/04/2022	Southern Electric-381579980/St	DD17	714.55		31267/electric chg 30/11-11/3
13/04/2022	BACS P/L Pymnt Page 5966	BACS Pymnt	3,624.95		BACS P/L Pymnt Page 5966
14/04/2022	American Express Payment Servi	DD18	1.11		March credit card chgs
14/04/2022	Connectaphone	DD19	496.14		Mar telephone chgs
14/04/2022	BACS P/L Pymnt Page 5960	BACS Pymnt	-729.22		BACS P/L Pymnt Page 5960
19/04/2022	npower	DD20	1,578.32		Mar electric chgs
19/04/2022	Castle Water/TW2779050389-Vine	DD21	114.13		water chg Feb-Jul22
19/04/2022	Shell Account	DD22	205.31		fuel
19/04/2022	Southern Electric-81619280/Kno	DD23	90.37		31263/electric chg 30/11-11/3
19/04/2022	Southern Electric-481578233/Vi	DD24	137.64		31265/electric chg 18/11-25/02
19/04/2022	Southern Electric-981648672/Vi	DD25	445.95		31269/electric chg 18/11-11/3
19/04/2022	NatWest Bankline	BLN/APR22	94.50		bank chgs
20/04/2022	BACS P/L Pymnt Page 5940	BACS Pymnt	3,447.76		BACS P/L Pymnt Page 5940
20/04/2022	WorldPay	DD26	89.43		March card trans chgs
20/04/2022	WorldPay	DD27	39.34		March card trans chgs
20/04/2022	WorldPay	DD28	111.51		March card trans chgs
20/04/2022	WorldPay	DD29	11.94		Mar card trans chgs
20/04/2022	WorldPay	DD30	28.71		March card trans chgs
22/04/2022	EDF Energy - Bat and Ball Cent	DD31	1,266.43		March electric chgs
25/04/2022	Shell Account	DD32	148.00		fuel
25/04/2022	Ecotricity	DD33	1,330.67		March electricity chgs
25/04/2022	SSE-GAS/911569468/B&B Centre	DD34	280.42		March gas chg

## List of Payments made between 01/04/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/04/2022	Southern Electric-481582274/Ce	DD35	249.92		March electricity chg
25/04/2022	SSE-GAS/571774560/B&B Station	DD36	159.97		March gas chgs
25/04/2022	Southern Electric-731774430/B&	DD37	635.68		March electric chg
25/04/2022	Payroll A/c	BACS25/4	53,457.19		April Wages Tfr
26/04/2022	Payroll A/c	BACS26/4	28,260.17		April HMRC/KCC Tfr
27/04/2022	BACS P/L Pymnt Page 5941	BACS Pymnt	24,832.57		BACS P/L Pymnt Page 5941
27/04/2022	Mayor of Tonbridge	BACS27/04	30.00		East Malling Research Station
28/04/2022	Petty Cash	001922	393.95		petty cash top up
29/04/2022	EMAP Publishing Ltd	DD38	356.00		31185/Sev Chronicle subs
29/04/2022	Country Style Recycling	DD39	99.42		March glass collection
29/04/2022	Payroll A/c	DD29/4	3,892.15		April L&G Tfr
29/04/2022	Mr.D.R	REFUND TO	225.00		Allotment Refund to error
03/05/2022	Reach Publishing	DD01/MAY	8.67		May Sevenoaks Chronicle
03/05/2022	Sevenoaks District Council	DD03	873.00		May Business Rates
03/05/2022	Sevenoaks District Council	DD04	2,320.00		May Business Rates
03/05/2022	Sevenoaks District Council	DD05	459.00		May Business Rates
03/05/2022	Sevenoaks District Council	DD06	69.00		May Business Rates
03/05/2022	Sevenoaks District Council	DD07	207.00		May Business Rates
03/05/2022	Sevenoaks District Council	DD08/MAY	324.00		May Business Rates
03/05/2022	Shell Account	DD02	178.37		fuel
03/05/2022	EDF Energy - High Street Marke	DD09	14.61		March electricity chgs
05/05/2022	NATWEST ONE CARD	DD10A	4,762.74		Ann Onecard Apr
05/05/2022	NATWEST ONE CARD	DD10B	716.69		Linda Onecard April
06/05/2022	Nexodus S.L	DD11	114.48		Hub booking chg
09/05/2022	Shell Account	DD12	312.67		fuel
10/05/2022	BACS P/L Pymnt Page 5958	BACS Pymnt	800.00		BACS P/L Pymnt Page 5958
10/05/2022	Plusnet	DD13	25.43		may card trans chgs
11/05/2022	BACS P/L Pymnt Page 5953	BACS Pymnt	22,337.89		BACS P/L Pymnt Page 5953
11/05/2022	S.M	BACS11/05	10.00		Electricity chg
11/05/2022	Plusnet	DD14	37.06		May telephone chgs
11/05/2022	Plusnet	DD15	59.76		May card trans chgs
12/05/2022	Castle Water/TW6076731323-St J	DD16	671.14		water chg 01/03/22-31/08/22
16/05/2022	American Express Payment Servi	DD17	4.12		Apr bank chgs
16/05/2022	Shell Account	DD18	120.55		fuel
17/05/2022	Connectaphone	DD19	460.26		Apr telephone chgs
17/05/2022	NatWest Bankline	BLN16/MAY	89.70		bank chgs
18/05/2022	Ecotricity	DD20	909.00		Apr electric chgs
19/05/2022	WorldPay	DD21	81.70		Apr card trans chgs
19/05/2022	WorldPay	DD22	27.01		Apr card trans chgs
19/05/2022	WorldPay	DD23	171.54		Apr card trans chgs
19/05/2022	WorldPay	DD24	20.38		Apr card trans chgs
20/05/2022	Petty Cash	001925	395.45		petty cash top up
20/05/2022	Swale Council	BACS20/05	80.00		Mayor attend Afternoon Tea
20/05/2022	BACS P/L Pymnt Page 5970	BACS Pymnt	47,991.05		BACS P/L Pymnt Page 5970
20/05/2022	WorldPay	DD25	11.94		Apr card trans chgs
20/05/2022	AC	REFUND	45.22		Refund on incorrect payment
23/05/2022	npower	DD26	461.98		Apr electricity chg



## List of Payments made between 01/04/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/05/2022	Shell Account	DD27	72.68		fuel
23/05/2022	SSE-GAS/911569468/B&B Centre	DD28	137.38		Apr gas chgs
23/05/2022	Southern Electric-481582274/Ce	DD29	137.86		Apr electric chg
23/05/2022	SSE-GAS/571774560/B&B Station	DD30	116.59		Apr gas chgs
23/05/2022	Southern Electric-731774430/B&	DD31	596.62		Apr electric chg
25/05/2022	Southern Electric - 981579265/	DDCREDIT	-476.93		electric credit 12/11-21/02
25/05/2022	Payroll A/c	BACS25/5	52,438.41		Monthly Salaries Tfr
26/05/2022	Payroll A/c	BACS26/5	27,634.47		Monthly HMRC/KCC Tfr
27/05/2022	EDF Energy - High Street Marke	DD33	44.22		Apr electricity chgs
27/05/2022	Country Style Recycling	DD32	94.97		Invoice correction
30/05/2022	Payroll A/c	DD30/5	3,917.99		Monthly L&G Tfr
30/05/2022	Shell Account	DD34	291.80		fuel chgs
01/06/2022	HM Land Registry	001926	14.00		official doc copies x 2
01/06/2022	Reach Plc - Direct Debits - NO	DD01/June	9.53		Sevenoaks Chronicle June chgs
01/06/2022	SDC RATES - NOT IN USE!!	DD02	873.00		June Business Rates
01/06/2022	SDC RATES - NOT IN USE!!	DD03	2,320.00		June Business Rates
01/06/2022	SDC RATES - NOT IN USE!!	DD04	459.00		June Business Rates
01/06/2022	SDC RATES - NOT IN USE!!	DD05	69.00		June Business Rates
01/06/2022	SDC RATES - NOT IN USE!!	DD06	207.00		June Business Rates
01/06/2022	SDC RATES - NOT IN USE!!	DD07	324.00		June Business Rates
01/06/2022	EDF Energy - Bat and Ball Cent	DD08	876.59		Apr electricity chgs
06/06/2022	Petty Cash	001927	330.59		petty cash top up
06/06/2022	Shell Account	DD09	216.46		fuel
06/06/2022	SSE-GAS/231618890/Council Offi	DD11	669.85		gas chg 18/02-13/05
06/06/2022	NATWEST ONE CARD	DD10	5,045.88		Ann onecard May
07/06/2022	Loaves & Fishes Foodbank	001930	20.00		Jubilee literary comp donation
07/06/2022	PORCHLIGHT	001929	20.00		Jubilee literary comp donation
07/06/2022	Foal Farm Animal Rescue Centre	001928	20.00		Jubilee literary comp donation
07/06/2022	Nexodus S.L	DD12	114.38		May booking chg
08/06/2022	BACS P/L Pymnt Page 5986	BACS Pymnt	17,168.06		BACS P/L Pymnt Page 5986
08/06/2022	BACS P/L Pymnt Page 5993	BACS Pymnt	660.00		BACS P/L Pymnt Page 5993
08/06/2022	E.D	BACS08/06	20.00		Allot key refund
09/06/2022	BACS P/L Pymnt Page 6010	BACS Pymnt	3,789.36		BACS P/L Pymnt Page 6010
13/06/2022	Plusnet	DD13	33.65		June telephone chgs
13/06/2022	Plusnet	DD14	59.76		June telephone chgs
13/06/2022	Plusnet	DD15	25.43		June telephone chgs
15/06/2022	BACS P/L Pymnt Page 5997	BACS Pymnt	28,125.33		BACS P/L Pymnt Page 5997
15/06/2022	P.L	BACS15/06	30.00		Allot key refund
15/06/2022	T.C	BACS15-06	30.00		Allot key refund
15/06/2022	R.D	BACS15=06	15.00		Allot key refund
15/06/2022	NatWest Bankline	BLN	90.10		bank chgs
16/06/2022	Payroll A/c	correction	150.00		Rev. correction wrong date
16/06/2022	American Express Payment Servi	DD16	5.50		May credit card chgs
16/06/2022	Ecotricity	DD17	360.79		May electric chgs
16/06/2022	Connectaphone	DD18	495.96		May telephone chg
20/06/2022	Shell Account	DD19	274.84		fuel
21/06/2022	WorldPay	DD21	99.44		May card trans chgs

## List of Payments made between 01/04/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/06/2022	WorldPay	DD22	30.62		May card trans chgs
21/06/2022	WorldPay	DD23	172.44		May card trans chgs
21/06/2022	WorldPay	DD24	24.00		May card trans chgs
21/06/2022	WorldPay	DD25	11.94		May card trans chgs
21/06/2022	npower	DD20	452.36		may electric chg
22/06/2022	BACS P/L Pymnt Page 6003	BACS Pymnt	25,483.59		BACS P/L Pymnt Page 6003
22/06/2022	EDF Energy - Bat and Ball Cent	DD26	859.58		May electricity supply
23/06/2022	Petty Cash	001931	321.49		petty cash top up
24/06/2022	Payroll A/c	BACS24/6	51,284.62		June Salaries Tfr
27/06/2022	Shell Account	DD27	49.93		fuel
27/06/2022	SSE-GAS/911569468/B&B Centre	DD28	98.09		May gas chg
27/06/2022	Southern Electric-481582274/Ce	DD29	80.99		May electric chg
27/06/2022	SSE-GAS/571774560/B&B Station	DD30	84.72		May gas chg
27/06/2022	Southern Electric-731774430/B&	DD31	611.85		May electric chg
27/06/2022	Payroll A/c	BACS27/6	27,628.82		June HMRC/KCC Tfr
28/06/2022	Country Style Recycling	DD32	114.22		May glass collection
29/06/2022	BACS P/L Pymnt Page 6011	BACS Pymnt	20,652.54		BACS P/L Pymnt Page 6011
30/06/2022	Southern Electric-381579980/St	DD33	70.14		electric chg 12/3-15/6
30/06/2022	NatWest Bank	CHRGs	75.00		NatWest Bank Charges Q1
30/06/2022	Payroll A/c	DD30/6	3,743.24		June L&G Tfr
Total Payments			<u>533,901.96</u>		

## List of Payments made between 01/04/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/04/2022	Traditional Fish Ltd	000078	40.00		fish and chips
29/06/2022	Tandridge Council	REFUND	120.00		Tandridge - Chevening Refund
Total Payments			160.00		

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Date: 12/07/2022

Sevenoaks Town Council

Page: 1

Time: 15:06

Cashbook 5

User: RS

Payroll A/c

For Month No: 1

## Receipts for Month 1

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 25/04/2022	53,457.19						
BACS25/4	Nat West - Current Account	53,457.19			201		53,457.19	April Wages Tfr
	Banked: 26/04/2022	28,260.17						
BACS26/4	Nat West - Current Account	28,260.17			201		28,260.17	April HMRC/KCC Tfr
	Banked: 29/04/2022	3,892.15						
DD29/4	Nat West - Current Account	3,892.15			201		3,892.15	April L&G Tfr
Total Receipts for Month		85,609.51	0.00	0.00			85,609.51	
Cashbook Totals		<u>86,609.51</u>	<u>0.00</u>	<u>0.00</u>			<u>86,609.51</u>	

Continued on Page 2

## Payments for Month 1

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/04/2022	Employees	BACS25/4	53,297.19			520		53,297.19	April Wages Payments
25/04/2022	Councillors	BACS25/4-2	160.00			520		160.00	April Mayor's Allowance
26/04/2022	HMRC/KCC	BACS26/4	28,260.17			515		17,413.30	April HMRC Payment
						516	0	10,846.87	April KCC Payment
29/04/2022	Legal & General	DD29/4	3,892.15			516		3,892.15	April L&G Payment
Total Payments for Month			85,609.51	0.00	0.00			85,609.51	
Balance Carried Fwd			1,000.00						
Cashbook Totals			86,609.51	0.00	0.00			86,609.51	

Date: 12/07/2022

Sevenoaks Town Council

Page: 1

Time: 15:06

Cashbook 5

User: RS

Payroll A/c

For Month No: 2

## Receipts for Month 2

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 25/05/2022	52,438.41						
BACS25/5	Nat West - Current Account	52,438.41			201		52,438.41	Monthly Salaries Tfr
	Banked: 26/05/2022	27,634.47						
BACS26/5	Nat West - Current Account	27,634.47			201		27,634.47	Monthly HMRC/KCC Tfr
	Banked: 30/05/2022	3,917.99						
DD30/5	Nat West - Current Account	3,917.99			201		3,917.99	Monthly L&G Tfr
Total Receipts for Month		83,990.87	0.00	0.00			83,990.87	
Cashbook Totals		<u>84,990.87</u>	<u>0.00</u>	<u>0.00</u>			<u>84,990.87</u>	

Continued on Page 2

## Payments for Month 2

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/05/2022	Employees	BACS25/5	52,198.41			520		52,198.41	May '22 Salaries
25/05/2022	Councillors	BACS25/5-2	240.00			520		240.00	May '22 Mayor's Allowance
26/05/2022	HMRC/KCC	BACS26/5	27,634.47			515		16,797.59	May '22 HMRC Payment
						516	0	10,836.88	May '22 KCC Payment
30/05/2022	Legal & General	DD30/5	3,917.99			516		3,917.99	May '22 L&G Payment
Total Payments for Month			83,990.87	0.00	0.00			83,990.87	
Balance Carried Fwd			1,000.00						
Cashbook Totals			84,990.87	0.00	0.00			84,990.87	



## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
worldpay	Banked: 15/06/2022	150.00						
	Sales Recpts Page 7620	150.00	150.00		104			Sales Recpts Page 7620
	Banked: 16/06/2022	150.00						
correction	Nat West - Current Account	150.00			201		150.00	Rev. correction wrong date
	Banked: 24/06/2022	51,284.62						
BACS24/6	Nat West - Current Account	51,284.62			201		51,284.62	June Salaries Tfr
	Banked: 27/06/2022	27,628.82						
BACS27/6	Nat West - Current Account	27,628.82			201		27,628.82	June HMRC/KCC Tfr
	Banked: 30/06/2022	3,743.24						
DD30/6	Nat West - Current Account	3,743.24			201		3,743.24	June L&G Tfr
Total Receipts for Month		82,956.68	150.00	0.00			82,806.68	
Cashbook Totals		<u>83,956.68</u>	<u>150.00</u>	<u>0.00</u>			<u>83,806.68</u>	

Date: 12/07/2022

Sevenoaks Town Council

Page: 2

Time: 15:06

Cashbook 5

User: RS

Payroll A/c

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
15/06/2022	Nat West - Current Account	Correction	150.00			201		150.00	Worldpay acc correction
16/06/2022	Nat West - Current Account	correction	150.00			201		150.00	Worldpay acc correction
24/06/2022	Employees	BACS24/6	51,124.62			520		51,124.62	June Monthly Salaries
24/06/2022	Cllrs	BACS24/6-2	160.00			520		160.00	June Mayor's Allowance
27/06/2022	HMRC/KCC	BACS27/6	27,628.82			515		16,640.46	June HMRC Payment
						516	0	10,988.36	June KCC Payment
30/06/2022	Legal & General	DD30/6	3,743.24			516		3,743.24	June Legal & General Payment
Total Payments for Month			82,956.68	0.00	0.00			82,956.68	
Balance Carried Fwd			1,000.00						
Cashbook Totals			83,956.68	0.00	0.00			83,956.68	

Date: 12/07/2022

Sevenoaks Town Council

Page: 1

Time: 15:08

Cashbook 6

User: RS

Petty Cash

For Month No: 1

## Receipts for Month 1

## 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 :	915.75					915.75	
	Banked: 28/04/2022	393.95						
001922	Nat West - Current Account	393.95			201		393.95	petty cash top up
Total Receipts for Month		393.95	0.00	0.00			393.95	
Cashbook Totals		<u>1,309.70</u>	<u>0.00</u>	<u>0.00</u>			<u>1,309.70</u>	

Continued on Page 2

## Payments for Month 1

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/04/2022	Establishments	799/A	7.65			6210	60	7.65	Postage
04/04/2022	Establishments	799/B	5.30			6330	36	5.30	fruit for SLCC meeting
04/04/2022	Business Hub	800	9.98		1.66	5410	41	8.32	light bulbs
05/04/2022	Youth Cafe	801	52.00		8.66	5500	50	43.34	Sports equipment
14/04/2022	Bat and Ball Centre	802	26.15		4.35	5410	36	21.80	post mix for Bee House
21/04/2022	Establishments	803	11.15			6210	31	11.15	Postage
21/04/2022	Vine Cafe	804/A	69.98			6500	28	69.98	Goods for resale
21/04/2022	Vine Cafe	804/B	34.69		5.78	6500	28	28.91	Goods for resale
21/04/2022	Vine Cafe	804/C	2.00		0.33	6900	28	1.67	Easter egg cards
25/04/2022	Youth Cafe	805	100.80		16.80	6900	50	84.00	Jubilee decorations
28/04/2022	Bat and Ball Cafe	806/A	24.95		4.16	5500	30	20.79	butchers block
28/04/2022	Bat and Ball Cafe	806/B	3.50		0.58	6013	30	2.92	bin bags
28/04/2022	Bat and Ball Cafe	806/C	63.43			6500	30	63.43	Goods for resale
28/04/2022	Bat and Ball Cafe	806/D	0.90		0.15	6500	30	0.75	Goods for resale
Total Payments for Month			412.48	0.00	42.47			370.01	
Balance Carried Fwd			897.22						
Cashbook Totals			1,309.70	0.00	42.47			1,267.23	

Receipts for Month 2				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
	Balance Brought Fwd :	897.22					897.22
	Banked: 20/05/2022	395.45					
001925	Nat West - Current Account	395.45			201		395.45 petty cash top up
Total Receipts for Month		395.45	0.00	0.00			395.45
Cashbook Totals		<u>1,292.67</u>	<u>0.00</u>	<u>0.00</u>			<u>1,292.67</u>

Date: 12/07/2022

Sevenoaks Town Council

Page: 2

Time: 15:07

Cashbook 6

User: RS

Petty Cash

For Month No: 2

## Payments for Month 2

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/05/2022	Youth Cafe	807/B	4.00		0.66	6010	50	3.34	refuse sacks
03/05/2022	Youth Cafe	807/C	1.25			6500	50	1.25	milk
03/05/2022	Youth Cafe	807/D	3.15		0.53	6900	50	2.62	dart tips
05/05/2022	Youth Cafe	807/A	6.00		1.00	6200	50	5.00	Art materials
06/05/2022	Establishments	808	39.00			6900	31	39.00	Bus ticket for Stag Tour
11/05/2022	Open Spaces	809/A	38.94		6.50	6865	26	32.44	Plants for In Bloom
11/05/2022	Open Spaces	809/B	14.23			6865	26	14.23	Plants for In Bloom
12/05/2022	Bat and Ball Station	810	39.99		6.66	5500	30	33.33	Drill 18 V
12/05/2022	Open Spaces	811	22.90			6330	21	22.90	refreshments
12/05/2022	Vine Ground	812	27.06		4.50	5010	29	22.56	Pond Maint equipment
16/05/2022	Cemetery	813/A	20.25			6330	22	20.25	Coffee, tea, milk
16/05/2022	Cemetery	813/B	2.00		0.33	6330	22	1.67	squash
16/05/2022	Cemetery	813/C	11.00		1.83	5410	22	9.17	fence paint
18/05/2022	Bat and Ball Centre	814	72.90		12.15	6240	36	60.75	cables for projector
20/05/2022	Vine Cafe	815/A	67.06			6500	28	67.06	Goods for resale
20/05/2022	Vine Cafe	815/B	5.00		0.83	6500	28	4.17	Goods for resale
20/05/2022	Vine Cafe	815/C	7.00		1.16	6200	28	5.84	stationery
20/05/2022	Vine Cafe	815/D	2.00		0.33	6010	28	1.67	Cleaning eq
20/05/2022	Bat and Ball Cafe	816/A	64.20			6500	30	64.20	Goods for resale
20/05/2022	Bat and Ball Cafe	816/B	3.50		0.58	6505	30	2.92	baking paper
20/05/2022	Bat and Ball Cafe	816/C	4.00			5500	30	4.00	can opener
23/05/2022	Youth Cafe	817/A	3.55			6500	50	3.55	Goods for resale
23/05/2022	Vine Cafe	817/B	2.00		0.33	5500	50	1.67	cake tin
23/05/2022	Youth Cafe	817/C	13.97		2.33	6900	50	11.64	bunting & compost
30/05/2022	Open Spaces	818/A	10.85			6330	21	10.85	sugar, coffee, milk
30/05/2022	Vine Ground	818/B	9.20		1.53	5010	29	7.67	cement, rubble bags
31/05/2022	Youth Cafe	819	35.67		5.94	6900	50	29.73	Games
Total Payments for Month			530.67	0.00	47.19			483.48	
Balance Carried Fwd			762.00						
Cashbook Totals			1,292.67	0.00	47.19			1,245.48	

Receipts for Month 3				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	762.00					762.00	
	Banked: 06/06/2022	330.59						
001927	Nat West - Current Account	330.59			201		330.59	petty cash top up
	Banked: 23/06/2022	321.49						
001931	Nat West - Current Account	321.49			201		321.49	petty cash top up
Total Receipts for Month		652.08	0.00	0.00			652.08	
Cashbook Totals		<u>1,414.08</u>	<u>0.00</u>	<u>0.00</u>			<u>1,414.08</u>	

Date: 12/07/2022

Sevenoaks Town Council

Page: 2

Time: 15:07

Cashbook 6

User: RS

Petty Cash

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/06/2022	General	820	8.00			6869	32	8.00	Table cloths for Jubilee event
01/06/2022	Vine Cafe	822/A	1.00			6010	28	1.00	cleaning equip
10/06/2022	Vine Cafe	822/B	9.99		1.67	6900	28	8.32	Jubilee bunting
10/06/2022	Vine Cafe	822/C	4.00		0.66	5500	28	3.34	food boxes
10/06/2022	Vine Cafe	822/D	4.90		0.82	6500	28	4.08	Goods for resale
10/06/2022	Vine Cafe	822/E	74.70			6500	28	74.70	goods for resale
10/06/2022	Vine Cafe	823	33.80			6500	28	33.80	goods for resale
10/06/2022	Bat and Ball Centre	825	7.00		1.16	6900	36	5.84	batteries - conference screen
13/06/2022	Vine Cafe	826	60.60		10.10	6500	28	50.50	goods for resale
13/06/2022	Youth Cafe	827/A	38.19		6.37	6500	50	31.82	goods for resale
13/06/2022	Youth Cafe	827/B	9.00		1.50	5500	50	7.50	balcony planter
13/06/2022	Youth Cafe	827/C	3.00		0.50	5410	50	2.50	compost
13/06/2022	Youth Cafe	827/D	18.00			5410	50	18.00	key cut
13/06/2022	Youth Cafe	827/E	2.99		0.50	6200	50	2.49	scissors
13/06/2022	Youth Cafe	827/F	2.25			6500	50	2.25	goods for resale
14/06/2022	Cemetery	828	10.00			5500	22	10.00	graffon seat
21/06/2022	Vine Cafe	829/A	12.80		2.13	6500	28	10.67	goods for resale
21/06/2022	Vine Cafe	829/B	23.25			6500	28	23.25	goods for resale
21/06/2022	Vine Cafe	829/C	1.00		0.17	5500	28	0.83	kitchen equip
21/06/2022	Vine Cafe	829/D	2.00		0.33	6200	28	1.67	stationery
23/06/2022	bat and Ball Cafe	830	27.43			6500	30	27.43	goods for resale
23/06/2022	Bat and Ball Centre	831	24.00			5410	36	24.00	2 keys cut
24/06/2022	bat and Ball Cafe	832/A	21.54			6500	30	21.54	goods for resale
24/06/2022	bat and Ball Cafe	832/B	0.65		0.11	6900	30	0.54	shopping bag
24/06/2022	General	832/C	21.99		3.67	6869	32	18.32	Jubilee bunting
27/06/2022	Council Offices	833	4.30			6330	31	4.30	milk, tea
27/06/2022	Bat and Ball Centre	834	8.00		1.33	6900	36	6.67	batteries
30/06/2022	Youth Cafe	835/A	7.90			6500	50	7.90	goods for resale
30/06/2022	Youth Cafe	835/B	2.20		0.37	6500	50	1.83	goods for resale
30/06/2022	Youth Cafe	835/C	9.50		1.58	5500	50	7.92	gardening equipment
30/06/2022	Open Spaces	836/A	4.50			5010	29	4.50	straw for pond
30/06/2022	Open Spaces	836/B	23.55			6330	21	23.55	refreshments
30/06/2022	Vine Cafe	837	200.00			299		200.00	beer festival float
Total Payments for Month			682.03	0.00	32.97			649.06	
Balance Carried Fwd			732.05						
Cashbook Totals			1,414.08	0.00	32.97			1,381.11	



Assessment year: 2022

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
<b>Allotments</b>	Duty to provide allotments. Power to improve and adapt land for allotments, and to let graz	Allotments Admi	21	21	0	<input type="text"/>
<b>Bus Shelters</b>	Power to provide and maintain shelters	OSL manager	6	6	0	<input type="text"/>
<b>Cafes</b>	Powers to provide	Cafe manager	8	8	0	<input type="text"/>
<b>Car Parks</b>	Powers to provide		14	6	0	<input type="text"/>
<b>Cemeteries/Churchyards</b>	Power to provide Power to acquire and maintain	OSL manager	21	21	0	<input type="text"/>
<b>Clocks</b>	Power to provide public clocks	OSL manager	5	5	0	<input type="text"/>
<b>Code of Conduct</b>	Duty to adopt a code of conduct	Clerk	2	2	0	<input type="text"/>
<b>Commons and Common Pastures</b>	Powers in relation to enclosure, as to regulation and managemen t, and as to providing common pasture	OSL manager	17	12	0	<input type="text"/>
<b>Community Centres</b>	Power to provide and equip buildings for use of clubs having at hletic, social or educational objectives.	Clerk	16	15	0	<input type="text"/>
<b>Computing</b>	Power to facilitate discharge of any function	Clerk	4	4	1	<input type="text"/>
<b>Council Meetings</b>	Power to meet	Clerk	4	4	0	<input type="text"/>
<b>Council Property and Documents</b>	Duty to disclose documents and to adopt publication scheme	Responsible Fin	4	4	0	<input type="text"/>
<b>Crime Prevention - CCTV</b>	Powers to spend money on crime detection and prevention mea sures.		10	10	0	<input type="text"/>
<b>Data Protection</b>	Duty of Notification and Duty to Disclose (subject access)	Clerk	1	1	0	<input type="text"/>
<b>Drainage</b>	Power to deal with ponds and ditches	OSL manager	7	7	0	<input type="text"/>
<b>Employment of Staff</b>	Duty to Appoint	Clerk	8	8	0	<input type="text"/>

98

Assessment year: 2022

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Entertainment and the arts	Provision of entertainment and support of the arts		14	7	0	
Financial Management	Duty to ensure responsibility for financial affairs	Responsible Fin	10	10	0	
GDPR	Duty to comply with the regulations.	Clerk	23	23	0	
Gifts	Power to accept gifts	Clerk	1	1	0	
Investments	Power to participate in schemes of collective investment	Responsible Fin	4	4	0	
Land	Power to acquire by agreement, to appropriate, to dispose of land	Clerk	14	13	0	
Litter	Power to provide receptacles. Power to take enforcement action against those that litter.	OSL manager	7	5	0	
Markets	Power to establish or acquire by agreement markets within their area and provide a market place and market buildings.	Markets/ OSL Cl	16	16	1	
Meeting of the Council	Duty to meet	Clerk	4	4	0	
Newsletters	Power to provide information relating to matters affecting local government	Clerk	7	7	0	
Open spaces	Power to acquire land and maintain	OSL manager	13	13	0	
Planning & Development Control	Rights of consultation	Planning Clerk	1	1	0	
Play Areas	Power to provide	OSL manager	4	4	0	
Provision of Office Accommodation	Power to provide	Clerk	6	6	0	
Provision of Website/Internet Access	Power to provide 'free resource'	Clerk	2	2	0	

Assessment year: 2022

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Public buildings and Village hall	Power to provide buildings for offices and for public meetings and assemblies	Clerk	16	15	0	
Public Conveniences	Power to provide	OSL manager	13	12	0	
Shelters & Seats	Power to provide	Clerk	6	6	0	
Skatepark	Power to provide	Responsible Financial Officer	5	5	0	
Street/Footway Lighting	Power to light roads and public places	Deputy Clerk	8	7	0	
Town and Country Planning	Right to be notified of planning applications	Planning Clerk	3	3	0	
Village Signs	Power to erect (with Highway Authority approval)	OSL manager	4	3	0	
War memorials	Power to maintain, repair, protect and alter war memorials	OSL manager	3	3	0	
Web Sites	Power for councils to have their own websites	Clerk	19	18	0	

Completed by:

Overall totals/scores3513222

Date:

Position:

How to complete:  
1. Review each area and the number of uncontrolled risks.  
2. Decide which area is at most risk and should be actioned firstly mark this as number one.  
3. Repeat on all areas until all uncontrolled areas are allocated.

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**Sevenoaks Town Council**  
**Finance & General Purposes Committee - 18<sup>th</sup> July 2022**

**Recommendation from the Open Spaces & Leisure Committee - Allotment Rent**

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

2017-18	£2.00 per rod*	
2018-19	£3.50 per rod	(75% increase)
2019-20	£4.00 per rod	(14% increase)
2020-21	£4.15 per rod	(3.5% increase)
2021-22	18p per square metre	(9% increase)
2022-23	19.8p per square metre	(10% increase)

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

Allotments are an important way for a tenant to supplement their diet with home-grown produce. Nothing about being an allotment tenant is cheap: composts and soil improvers, fertilisers, seeds and equipment all cost money, and with the cost of living rising at such a rate, it is important that allotments remain affordable.

At its meeting on 4<sup>th</sup> July 2022 [*Minute 197.2, OS&L 04.07.22 refers*] the Open Spaces & Leisure Committee considered allotment rents and agreed:

**197.2 Allotment Rents**

**RESOLVED:**

- 1) To recommend to the Finance & General Purposes Committee that the allotment rents be increased by no more than 10%, i.e. to 21.8p per square metre, slightly more than the rate of inflation
- 2) That any increase be communicated to the tenants in September along with their renewal letter and invoice, with the increase effective from 1<sup>st</sup> October 2023.

**RECOMMENDATION:** That this Committee approves the recommendation of the Open Spaces & Leisure Committee that allotment rents be increased by no more than 10%, i.e. to 21.8p per square metre, slightly more than the rate of inflation, with effect from 1<sup>st</sup> October 2023.

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**Sevenoaks Town Council  
Finance & General Purposes Committee – 18<sup>th</sup> July 2022**

**Review of Wednesday, Buckhurst Lane Market  
and Saturday High Street Market**

**Background**

Sevenoaks Town Council holds a licence from SDC to run a Wednesday Market in Buckhurst car park and a Saturday Market on the High St.

Sevenoaks Town Council has been holding the markets since 2013. The markets have been running for many years, with the Saturday market having historical status.

The current 5-year licence with SDC expires in March 2023, with an option to extend for a year.

Overall, markets similar to retail have suffered from changes in consumer practice with home delivery and with the impact of covid. The markets do however remain a facility which draws people into the town centre and provides an element of vibrancy.

The profitability of the markets overall, and in particular the Wednesday market, has reduced since the decision to tender for the licence was last made in 2018. At the time of tendering in 2018 the Town Council probably bid higher than required to in order at the time to avoid a return to the previous unsatisfactory management by an out-of-town commercial company.

£	16/17	17/18	18/19	19/20	20/21	21/22	Forecast based on Q1
Sat income	24,147.50	23,759.50	22,773.66	21,396.50	17,383.00	17,310.00	18,050.00
Weds income	18,872.60	14,468.50	10,766.00	8,133.50	10,562.50	12,667.50	8,934.62
Sat SDC fee	13,328.08	13,554.20	14,000.00	14,266.41	14,466.22	14,572.79	15,372.03
Weds SDC fee	19,479.48	19,809.92	25,500.00	25,985.25	26,349.19	26,543.29	27,999.09
Sat	10,819.42	10,205.30	8,773.66	7,130.09	2,916.78	2,737.21	2,677.97
Weds	- 606.88	- 5,341.42	- 14,734.00	- 17,851.75	- 15,786.69	- 13,875.79	- 19,064.47
Gross profit (before townwardens, electricity, publicity etc)	10,212.54	4,863.88	- 5,960.34	- 10,721.66	- 12,869.91	- 11,138.58	- 16,386.50
Budget gross profit							
Sat							2,713
Weds							- 12,805
							- 10,092

The reasons for the reducing gross profit are as follows:

- The licence fee charged by SDC has increased in line with CPI annually. This increase since 2018 is 9.8%
- Stallholder fees have not been increased for either the Wednesday or the Saturday High St markets

**Sevenoaks Town Council  
Finance & General Purposes Committee – 18<sup>th</sup> July 2022**

- While the Saturday market has remained full, with 4 regular traders occupying all available pitch space, the Wednesday number of stalls occupied has fallen to only 4 regular traders occupying 5 out of 16 pitches
- Covid impacts on 2019/20 & 2020/21

If STC was to extend the licence for a further year, the fee paid to SDC would increase by at least £4,000 (assuming CPI of 10%).

**RECOMMENDATION:**

The following recommendations are made:

- 1) Sevenoaks Town Council does not take the option to automatically renew for an additional year when the current agreement ceases (31 March 2023) and provides relevant notice to SDC
- 2) Sevenoaks Town Council re-tenders for both the Saturday High Street and Wednesday Markets at a more reasonable rate. Tender is to be based on achieving a breakeven position over 5 years, considering current market conditions and costs relating to the markets
- 3) Annual review of market stall rents to be established, in line with any new lease signed, with new rents to be charged with effect from 1<sup>st</sup> April 2023
- 4) Explore with SDC the location of the Wednesday Market



**Sevenoaks Town Council  
Finance & General Purposes Committee - 18<sup>th</sup> July 2022**

**Sevenoaks Day Nursery – Club Room Rent Review**

Sevenoaks Town Council leases part of the community centre site on a 25-year peppercorn lease. Part of the agreement was that the old club room should be able to be used by a local children's organisation. During the rebuild of the new centre this was used by Montessori at a very favourable rate agreed by the Town Council. A request to increase the rent has been received and can be viewed below and hopefully is self-explanatory.

*Dear Linda,*

*Further to our conversation in January of this year I would like to take this opportunity to request an increase to the fees charged by Sevenoaks Day Nursery to Hollybush Montessori, who currently rent the club room at Sevenoaks Day Nursery.*

*During the upheaval of the redevelopment of the Community Centre and the Nursery, we offered a significantly reduced rate of £5/hour to the owner of Hollybush Montessori. However, as time has gone on and there is no longer any building works occurring on the site the trustees have been discussing an appropriate fee increase to reflect this.*

*After some research into local venues that could be an option, and our conversation about what they were being charged in the community centre, we formally request that the rent be increased to £10/hour.*

*We understand that this is a large percentage increase, however, we would still be cheaper than the community centre, and on a par with the local scout huts. Also, as our ethos as a charity is to support parents with affordable childcare, subsidising a private, profit-making enterprise goes against this.*

*We are proposing that this fee increase take effect as of September to coincide with their new school year, and we will give notice at the annual review meeting in June 2022.*

*If you have any concerns or wish to discuss further, please do not hesitate to get in contact with me.*

*Yours sincerely*

*Stephanie  
Dr Stephanie Jenkinson | Trustee*

**RECOMMENDATION:** To agree to the Sevenoaks Day Nursery's request to increase the rent for the Club Room.

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### Executive Board

**Minutes of a meeting held on  
Wednesday 15<sup>th</sup> June 2022 at 6.30pm**

**Sevenoaks Council Chamber  
Bradbourne Vale Road**

**Meeting started at 18.00**

**Meeting ended at 20.10**

#### Executive Board Members:

Cllr Simon Raikes	Sevenoaks Town Council	Present
Cllr Victoria Granville-Baxter	Sevenoaks Town Council	Apologies
Linda Larter	Sevenoaks Town Council	Present
Cllr Avril Hunter	Sevenoaks District Council	Present
Cllr Elizabeth Purves	Sevenoaks Town Council	Apologies
Cllr Tony Clayton	Sevenoaks Rail Travellers Association	Present
Cllr Richard Streatfeild	Kent County Councillor	Present
Austin Blackburn	Go Coach	Present
Victoria Raggio	Southeastern	Absent
Jane Parish	Sencio	Absent
Cllr Andrew Eyre, Chairman	Stag	Present
Hannah Kay	Knole	Absent
Andy Sims	Savills (Blighs)	No Longer at Blighs
Luke Jacobs	Sevenoaks Chronicle	Absent
Roger Walshe	Sevenoaks Society	Present
Maxine Morgan, V Chairman	Specsavers	Apologies
Elizabeth Dolding	Warners Solicitors	Apologies
Roberta Ware	Francis Jones Jewellers	Apologies
Glenn Ball	Local Architect	Present
Dawn Blee	Chamber of Commerce	Apologies
Jim Hughes	Resident Association	Present
Helen O'Sullivan	Resident Association	Apologies
Byron Brown	Resident Association	Present
Mike Williams	Round Table	Absent
Police	Police	Absent

**In attendance:** Cllr Richard Parry, John Levett, Paul Reid (Langford Russell), Mike Reid.



## AGENDA

### 1. Apologies for Absence

Cllr Purves, Cllr Granville-Baxter, Helen O’Sullivan, Roberta Ware, Dawn Blee, Maxine Morgans, Liz Dolding

### 2. Declarations of Interest

None

### 3. Minutes

To receive and approve the minutes of the Town Team Board Meeting of 6<sup>th</sup> April 2022.

Approved

### 4. Patron

After many years of service, Sir Michael Fallon has stepped down from his role as Patron and our appreciation is expressed to him. Taking up the position, Laura Trott MBE, MP has already spoken publicly at the Business Awards about her enthusiasm for supporting business in Sevenoaks and we look forward to a long and rewarding relationship.

### 5. Personnel Changes

Elliott Waters, Station Manager at Sevenoaks and Bat & Ball has moved temporarily to Victoria Station. Until November, his place has been taken by Victoria Raggio.

At The Chronicle, Katie Boyden has left to take up a position with the Press Association and Gabriel Shephard has resumed responsibility.

### 6. Trail Tale

The Self Guided walk app produced by TrailTale is live and just over 100 downloads have taken place. According to the developers that is more than double the downloads of the trails for other towns which went live at about the same time. There is more work to be done in promoting the trail. It will now be added to the content of the four info screens operated by STC.

### 7. Childrens High Street Safari

The trail finished on 12<sup>th</sup> June. The stats were received on 16<sup>th</sup> June and are appended. The event was sponsored by Warners solicitors and a £100 gift vouched will be presented to a winner “drawn from a hat”.

### 8. Sevenoaks Business Awards

The event was held on Friday 10<sup>th</sup> June at the Bat & Ball Centre. The results were:

*Independent Business with less than 50 employees:*

Winner – Sevenoaks Sport & Wellbeing

Second – Prime Aesthetics

Third – Connectagroup

*Larger Business*

Winner – COOK  
Second – Rockdale  
Third – Paydens

*Green Business*

Winner – Mount Vineyard  
Second – TN Card  
Joint Third – Aquaoaks & Eat for Energy

*New Business – less than 5 years old*

Winner Sevenoaks Sport & Wellbeing  
Second – TN Card  
Joint Third – Eat for Energy & Aquaoaks

*Micro Enterprise*

Winner – Red Pizza Van  
Second – Sevenoaks Sport & Wellbeing  
Third – Connectagroup

*Customer Choice*

Winner – TN Card  
Second - Aquaoaks  
Third – Crop Hair

*Judges Choice – Bill Terry of Wealden Properties*

Main sponsor for the event was Manak Solicitors and thanks are expressed to them together with the category sponsors, Go Coach, Sevenoaks District Council, Kent County Council, Sevenoaks District Chamber of Commerce, Specsavers and Warners Solicitors.

The final figures are still coming in, and it is expected that the event will create a profit around £3,000 which will be put to good use by The Town Team.

The Mayor's Charity is the Sevenoaks Area Youth Trust and when a few IOU's are honoured the event will have raised £486.

**9. Public realm**

On 6<sup>th</sup> June the STC Finance & General Purpose Committee approved the expenditure to repaint 64 public realm items in the Town Centre. These are all items that have an electric component such as lamp posts, Belisha beacons and illuminated traffic signs. This work will commence on 18<sup>th</sup> June and provided are no weather delays should be complete four weeks later.

The meeting was asked why KCC is not paying for maintaining the appearance of these items. Apparently the lampposts were originally purchased by STC and while KCC pays to keep them in working order, they do not have any budget for decoration.





Six blue and white street name signs are being repainted, with just South Park outstanding.







The District Council is working through a programme to upgrade or replace more than 1000 bins in the District and already we have seen new bins appearing in the town centre. The “before and after” examples below are taken at Boots The Opticians.

There are other jobs to do, such as the painting of bollards and the historic building plaques (Knocker & Foscett have just done theirs) but the town is well on its way to having the principle public realm refreshed.

As part of their celebrations to mark 25 years of their Sevenoaks office Warners Solicitors are to be thanked for providing two new “parklets” for the town. These will be positioned in Suffolk Way and at the Post Office in London Road.



The hoarding has recently been replaced at The Farmers site opposite Sevenoaks Station. STC has agreed with the owners that six Darenth Valley Railway posters panels and a “Welcome to Sevenoaks” poster panel can all be displayed on the hoarding. There is a delay on the Railway posters pending resolution on some detail.



Further suggestions for action included:

- The Blighs' clock being made accurate
- Checking the status and responsibility for the derelict flower bed at West Kent Mind

#### **10. Wayfinding project**

The Draft Strategy has been accepted by STC and funding has been agreed to create a detailed design for the scheme. The Draft Strategy is attached.

A meeting with Thomas Heatherwick is scheduled to take place with a view to seeking his input into design ideas. Meanwhile All Points West are working on advice on design matters to be considered as this moves forward. Once we have a "direction of travel" then Councillors and TT members will be asked for views.

Some preliminary suggestions from Council members are already being reviewed.

#### **11. Business Hub**

A report regarding usage was presented by The Chamber and is attached. It was noted that the pods are letting satisfactorily and that further work is needed to boost the hot desk occupancy. The new hub in Lime Tree Walk is possibly taking away new customers though it seems targeted more at "sociable" type businesses.

#### **12. Britain in Bloom**

The town needs as many volunteers as possible to help with planting, cleaning and weeding. Leaflets were given to all attendees asking that they provide them to friends and neighbours.

Austin kindly volunteered free transport for any group of volunteers who need it. He also offered to host "call to action" posters to be put in the bus station.

#### **13. 20 MPH Zones**

The briefing meeting hosted by TT and given by KCC revealed a number of issues. KCC have now considered those and intend to come back to TT "in two weeks" for the update to be reviewed. The town wide consultation has been put on hold until this second review is undertaken.

#### **14. Reports from Town Team Members**

*Richard Streatfeild*

St John's Hill will be closed to traffic until 24<sup>th</sup> June. The reason for that being an extensive sewer collapse. He opined that this will not be the last of such issues as the reason for it happening is down to geological strata features which are a feature of the town.





*Glen Ball*

The Hub snagging is virtually complete.

*Paul Reid*

Langford Russell is one of the trading names of Acorn. An estate agency founded in London in 1984. They now have 40 offices, with Sevenoaks being the most remote from London. As they are a new name locally, they have been offering 0% agency fees. That has created 150 appraisals and 50 sales instructions. They are very busy! Nearly all transactions have been in relation to people moving locally and not a big influx from London.

He outlined the agency's community project [Acorn Book Club](#). The firm is looking for a substantial new project and would like it to be based in Sevenoaks. He is looking for suggestions.

*Jim Hughes*

He is concerned about the problem of speeding traffic in Brittain's Lane and the seeming inability of any authority to do anything about it.

*Cllr Avril Hughes*

Post Covid everything at SDC has returned to normal. There are no particular issues at the Council.

*Austin Blackburn*

He was pleased at the uptake of 93 passengers for the free service for the The Jubilee Big Picnic. Most passengers hadn't used a bus before.

The tendering for forthcoming services remains a very serious issue but he is encouraged that the Minister for Roads, Buses and Places, Baroness Vere of Norbiton will be visiting Go-Coach

Go Coach is moving its depot from Otford to Swanley.

A Heritage Bus Day will be held on 17<sup>th</sup> September. More detail to follow.

Staffing is a huge problem, mainly due to sickness which is running at a higher rate than during Covid.

*Cllr Clayton*

Discussed the forthcoming rail strike. Subsequently STC has received printed information and this is appended.

*Andrew Eyre*

Stag attendances are slowly recovering. He praised film distributors as they are releasing blockbuster movies to help build audiences.



He  
too is

experiencing high staff sickness levels.

There was a discussion about evening parking restrictions and whether they are appropriate, or properly advertised, as some customers believe they do not have time to attend a performance and have a meal before or after.

*Roger Walshe*

The Sevenoaks Society has its 900 Years Sevenoaks Exhibition open next week. St Nicholas Church also has an exhibition and theirs is based on the influential people of Sevenoaks over the ages.

*Cllr Parry*

Explained that KCC is looking to take over responsibility for dealing with traffic offences and subsequently provided this information:

*The Traffic Management Act 2004 Part 6 was discussed. Kent County Council is applying to DfT to use the powers to fine motorists between £20 and £105 for moving traffic offences. KCC hope the powers will enable them to safety, congestion and public transport improvements.*

*John Levett*

Distributed leaflets for the Sevenoaks Festival which runs 18<sup>th</sup> June – 3<sup>rd</sup> July.

*Linda Larter*

The biggest current concern was the removal of travellers for Greatness Recreation Ground  
Very busy with Bloom as national finalists  
Climate Change Initiatives are being actioned  
There are plenty of summer events coming up  
And....staff shortages and sickness are presently a real concern.

## **15. Date of Next Meeting**

Wednesday 3<sup>rd</sup> August 2022

**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 18<sup>th</sup> July 2022**

**Current Matters**

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

**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 18<sup>th</sup> July 2022**

Item	Minute No		Status	Latest update
	280 F&GP 16.09.19			<p>private roads with unadopted lights at a cost of £12,978. Noted that the projected budget shortfall of £7,978 would be met from Revenue Reserves.</p> <p>iii) To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.</p> <p>F&amp;GP Committee 16.09.19 (Minute 280):</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i) That residents of Woodside Road, Coombe Avenue and Heathfield Road be advised that the decision whether to pay for the street lights, together with payment, was required by 31<sup>st</sup> October 2019 latest or the Town Council would proceed to removal of the lights;</li> <li>ii) That residents of Lyle Park and Pineneedle Lane be advised that the response date to request to pay for the lights be extended to 30<sup>th</sup> November 2019; and</li> <li>iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights.</li> </ul> <p>F&amp;GP Committee 25.11.19 (Minute 377):</p> <p><b>RESOLVED that:</b></p> <ul style="list-style-type: none"> <li>1) It be noted that residents of Pineneedle and Lyle Park had agreed to adopt their lights and discussions were therefore concluded;</li> <li>2) Following notification by residents of Kincaig Drive that they would not adopt their lights, the lights be removed;</li> <li>3) That the lights in Coombe Avenue be removed, subject to local ward members ascertaining whether one light needs to be retained for safety purposes;</li> <li>4) The 15 households in Woodside Road be asked whether they would form a group to administer payments to the Town Council; and</li> <li>5) That the Council be asked to rescind the following Resolution, removing the requirement for residents of Heathfield Road to pay outstanding charges for the last two years:  “To all private roads entering into the scheme to also be charged from the time</li> </ul>
	377 – F&GP 25.11.19			

**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 18<sup>th</sup> July 2022**

Item	Minute No		Status	Latest update
	407 Council 09.12.19			<p>that the last road entered into the scheme.”            (Minute 197 (iii) 05.08.19 refers)</p> <p>Council 09.12.19 (Minute 407) RESOLVED:</p> <p>That the following Resolution 197(iii) of the Finance and General Purposes Committee held on 5<sup>th</sup> August 2019 be rescinded:</p> <p>“To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.”</p>
	199 – F&GP 14.09.20			<p><b>199. Streetlighting Update</b></p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) That residents of Woodside Road be advised of a deadline by which this matter needed to be resolved, including providing a single point of contact for the road for the Town Council to invoice, after which time the lights would be removed; and</li> <li>2) That the light at the eastern end of Coombe Avenue be retained while officers investigate whether the footpath is a Public Right of Way or whether the light could be retained under the Town Council’s current policy.</li> </ol>
	320 - F&GP 23.11.20			<p>Update:</p> <p>Coombe Ave – Western end light to be removed as per previous decision. Residents have been contacted. 1 resident has replied to say they are unhappy. Resident on Cramptons Road is being kept updated as the light is to the rear of their property.</p> <p>Eastern end – Councillors were to investigate whether we could treat this as a footpath light or keep light within council policy.</p>
	382 - F&GP 18.01.21			<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> <p>Update : Kippington Lane footpath SU21 – at the edge of the footpath between Kippington Meadow &amp; no 67 Oakhill Road. Repairs have been paid for by STC. Light is not SDC or KCC.</p>

**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 18<sup>th</sup> July 2022**

Item	Minute No		Status	Latest update
	193 – F&GP 02.08.21			<p><b>RESOLVED:</b> The residents of Woodside Road be asked to communicate their intentions about the streetlighting in the private road by the end of September. If no agreement can be reached the Town Council would remove the streetlights as communicated over the past six years.</p> <p><i>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 20<sup>th</sup> April was postponed.</p> <p><i>We have been advised that following a consultation by email amongst residents of Woodside Road, 29 positive responses had been received indicating a willingness to contribute towards the upgrade and maintenance of lights on Woodside Road. The Responsible Finance Officer will be in touch with the resident co-ordinating this to move to next steps.</i></p>
	Email update			
	Email update			
2	361 – F&GP 26.11.18	Markets	Ongoing	<p><b>RESOLVED: unanimously</b> to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include:</p> <ul style="list-style-type: none"> <li>• reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income</li> <li>• the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces.</li> </ul> <p>Sevenoaks District Council wrote to the Town Council on 5<sup>th</sup> March 2019: -</p> <p>Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that our 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</p>

**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 18<sup>th</sup> July 2022**

Item	Minute No		Status	Latest update
				<p>existing contract. Tenderers were asked to submit bids for the Sevenoaks Markets based on entering the draft contract which was attached. the Heads of Terms clearly sets out the location of the Wednesday market. Changes are not permitted unless they are explicitly allowed for in the contract documents, where the changes are below a certain value threshold, or the changes fall within some specific other categories. In this case, the contract did not explicitly allow for reductions in the rent. The change in rent would also be larger than what is permitted under the regulations. In order to reduce the rent for the Town Council, we would have to make all bidders aware of this before we awarded the contract. If we make a modification to the contract that is not compliant with the rules, then we would be required to carry out a completely new procurement process for this revised contract (reg. 72 (9)). Therefore, for this reason, it is not open to the District Council to agree to the Town Council's proposals.</p> <p>The Town Council has been informed by the Market Traders that they submitted a petition on this topic to Sevenoaks District Council.</p> <p>Sevenoaks Town Council continue to request SDC for permission to move Wednesday Market to the High Street identifying this as a solution to the long-term viability of the market and potential for additional revenue for SDC for 40+ car parking spaces becoming available.</p> <p>Meeting took place with SDC 17<sup>th</sup> February 2020. SDC considering temporary relocation of Wednesday market.</p> <p>No further information received.</p>
3	<p>463-F&amp;GP 01.03.21</p> <p>17.1 - F&amp;GP 12.04.21</p>	Knole Paddock & Raleys Field	Completed	<p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) That £30k of Capital Reserves be allocated to the upgrading of the sports pitches at Knole Paddock and Raleys Field; and</li> <li>2) That £2k be allocated from CIL funds for the installation of new gates between the Cemetery and Greatness Recreation Ground.</li> </ol> <p>Gates installed March 2022.</p> <p><b>Sports Pitch</b>  <i>The Committee considered the independent report received providing a specification of improvements to</i></p>

**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 18<sup>th</sup> July 2022**

Item	Minute No		Status	Latest update
				<p><i>the First Team Rugby Pitch, estimated at a cost of £28,000.</i></p> <p><b>RESOLVED</b> that:</p> <ol style="list-style-type: none"> <li>1) <i>Sevenoaks Town Council obtain quotations for the pitch improvements to be carried out as identified in the independent report; and</i></li> <li>2) <i>Subject to being within the allocated £30,000 budget, the decision to accept a quotation be delegated to the Chairman of the Finance &amp; General Purposes Committee, the Chairman of the Open Spaces &amp; Leisure Committee, The Open Spaces Manager, and the Town Clerk.</i></li> </ol> <p>Booked for installation in June 2022</p> <p><b>Drainage works to Pitch 1 completed</b></p>
4	<p>17.2 – F&amp;GP 12.04.21</p> <p>289. (iv) – OSL 27.09.21</p>	Floodlights Knole Paddock		<p><b>RESOLVED:</b> <i>That Sevenoaks Town Council explores options for a replacement floodlighting scheme at Knole Paddock which will be modern, efficient, and environmentally friendly, and that the options be discussed with Sevenoaks Rugby Football Club. Report to be provided to a future meeting.</i></p> <p>The Open Spaces and Leisure Committee considered three quotes which had been obtained for new floodlights. A proposal that the majority of the project should be funded by Sevenoaks Rugby Football Club was put to the vote and lost.</p> <p><b>RESOLVED</b> to:</p> <ol style="list-style-type: none"> <li>1. Proceed with quote 2 subject to Non-Destructive Testing of the masts;</li> <li>2. Fund the new floodlights from CIL.</li> </ol> <p>Open Spaces Manager to meet on-site with supplier 17<sup>th</sup> November 2021.</p> <p>Pre-application planning advice enquiry submitted to SDC, response due by 31.01.2022.</p> <p>SDC advised that planning application is required; supplier to submit on our behalf.</p>
5	190.3 – F&GP 02.08.21	Cyber Security	Completed	<p><b>Sevenoaks Town Council Risk Assessment</b></p> <p>The Committee received and considered the detailed risk assessment for the Town Council 2021. It was noted that it had been reviewed by internal audit and</p>



121

**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 18<sup>th</sup> July 2022**

Item	Minute No		Status	Latest update
				<ul style="list-style-type: none"> <li>Encourage partner organisations to help to obtain replies to the Town Council's Green Survey to provide a 'baseline' of current green activities in Sevenoaks</li> <li>SCAN – Climate Fair proposal. In principle to support the proposal however to enquire of SCAN how they would be involved in the practical delivery of the project</li> </ul> <p><b>Green Community Investment Plan – Update Report to June 2022 attached</b></p>
8		HLF Action Plan, Bat & Ball Station		<b>Progress report to 29<sup>th</sup> June 2022 attached</b>

STC Green Community Investment Plan - June 2022 report

Monthly Summary

- 1) Carbon footprint audit discussed at F&GP committee on 6<sup>th</sup> of June. Following this STC has appointed Carbon Footprint Ltd to carry out a carbon footprint audit.
- 2) Poster for Greening Sevenoaks survey created for distributing in local shops, STC noticeboards, and buses. It has been sent to Sevenoaks Station and the Bus Station for display.
- 3) Enterprise Car Club has been contacted regarding forming a car club of EV's in Sevenoaks, awaiting results from their research into the viability of a car club in Sevenoaks.
- 4) A Climate Change Youth Forum is being set up. A meeting with local schools to take place in September, to discuss school traffic, environmental progress, and best practice. This event will allow students to voice their concerns and make positive progress within their school and community. Posters being designed and invitations to be sent ASAP.
- 5) Researching into rainwater collection for irrigation from the Pavilion at Knole Paddock. Likely cost is around £10,000 according to OSL. Finance to be asked to do an analysis of additional water usage in the summer months (May-September).
- 6) Water fountains for installation at Greatness Rec and Vine Gardens are being researched. Needs to be durable and have bottle filling capabilities.
- 7) Refill has been contacted for water refilling station recommendations. As MIW is a partner they cannot offer any alternative models. These outdoor water filling stations are expensive but may be explored.
- 8) The bid for Woodland Trust trees for Littlewood has been successful, and Nick Cave is planning to plant them in November.
- 9) Currently awaiting reply from KCC regarding the West Kent Enhanced Partnership and its implications for Sevenoaks, particularly in regard to the No. 8 Bus.
- 10) Refill scheme repromoted, press release issued regarding this. Aim is to increase aligned businesses for World Refill Scheme on the 16<sup>th</sup> of June.
- 11) Sevenoaks station has been contacted regarding the installation of water fountains/bottle filling facilities. Victoria Raggio from Sevenoaks station has responded positively to this, though there is not currently funding. Victoria is going to speak to Southeastern's Safety and Environment team, who lead their company's sustainability strategies to see if they have any funding ring-fenced for public water dispensers.
- 12) Other locations for water refill facilities in town are being investigated. Looking into transport links such as the bus and rail stations, busy areas, and parks.
- 13) SCAN Climate Change event discussed for 2023. Need more information from SCAN to begin supporting this.
- 14) Following Community Infrastructure Committee Meeting on the 13<sup>th</sup> of June, decision has been made to remove plans for E-bike charging points, and instead pursue cycle racks suitable for locking e-bikes. Wheeled planter racks are desirable as they are attractive and can be moved if the location isn't suitable, though are not suitable for all E-bikes. Other planter cycle racks such as [Cyclehoops' design](#) are suitable for e-bikes, though can't be moved once placed. Cycle storage facilities offer good security, though these are not aesthetically pleasing and are therefore not likely appropriate for use in Sevenoaks.
- 15) A meeting with SCAN has been scheduled for early July to discuss the GCIP and SCAN recommendations, as well as to keep STC up to date on SCAN's work.
- 16) Utilities data collection for Carbon Footprint Ltd.'s assessment has begun.
- 17) Greening Sevenoaks Survey sent to partner organisations to try and increase respondents.

## STC Green Community Investment Plan - June 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.	Research whether STC needs to carry out audit or if we can use SDC's audit.	Low				<p>Pedestrian audit by SDC currently underway.</p> <p>Sustrans will also be investigating pedestrian accessibility of Sevenoaks. There is a Sustrans Community Map available online where members of the public can add issues to pedestrian and cycling access in Sevenoaks.</p>
	1.2	Continue to support and encourage progress with the SDC Cycling Strategy Including audit of cycle parking, including appropriate for electric bikes.		High				<p>Sustrans is going to work to develop cycling and walking infrastructure alongside KCC and SDC in LCWIP (Local Cycling and Walking Infrastructure Plans).</p> <p>Some funding for electric bike charging available. This is no longer being pursued.</p> <p>More cycle parking to be introduced where required in the Town. Planter-style cycle racks are attractive and practical as they can be used by traditional and electric bikes.</p>
	1.3	Progress with development of Car Club	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		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.	<p>Co-Wheels and Enterprise to be contacted regarding the formation of a Car Club.</p> <p>Enterprise Car Club has been contacted regarding setting up its services in Sevenoaks. Currently awaiting response.</p>

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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	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.  Adopt a Tree Scheme is being promoted.
	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 September.
2 - Buildings	2.1 Appoint Energy Auditor for STC Buildings	Carry out Energy Audits for STC buildings.	Low	Sep-22	£480 / day Low Carbon Kent	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		£2150 for 7 week process for Carbon Footprint Ltd.			Also contacted Carbon Footprint Ltd. Meeting led to STC choosing to go forward with their Carbon Footprint Appraisal Proposal.
	2.2 Sevenoaks Town Council's Buildings and Assets. Appoint	Costs and practicalities of additional insulation.	High	Sep-22	To be assessed when recommendations given.		Lower heating and cooling prices	Wait for Carbon Footprint Ltd's suggestions on costs/benefits of these following the appraisal.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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	an energy/carbon auditor to look into the following for STC Buildings and Assets.	Costs and practicalities of solar panels.	High				Lower electricity prices	
		Costs and practicalities of motion sensor lights.	Medium				Lower electricity prices	
		Costs and practicalities of improved heating and ventilation systems.	High				Lower heating and cooling prices	
		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.	
		Costs and practicalities of LED lighting in all STC buildings.	High	Sep-22	To be assessed when recommendations given.		Lower electricity prices	
		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.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		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.	
		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.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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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 <a href="https://theconversation.com/12-best-ways-to-get-cars-out-of-cities-ranked-by-new-research-180642">https://theconversation.com/12-best-ways-to-get-cars-out-of-cities-ranked-by-new-research-180642</a> . Could look at LTZ's/LTN's or congestion charges  LCWIP/Sustrans meeting 4 <sup>th</sup> May had emphasis on school traffic and cars, including how to reduce traffic and encourage other forms of transportation. Ideas raised include cycle/pedestrian paths from stations, introducing new cycle/pedestrian paths by reducing lane size, and park and stride locations to prevent traffic build up around schools.
	3.2 Cycle Racks	Follow up KCC regarding the installation and location of cycle racks / planters in the town centre.	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.
		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	



Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		Research costs and practicality of electric bike parking facilities on STC land, enquire how this may be done and planning required.	Medium					<p>There is some funding for this. Link to the left is for e-bike charging lockers and e-bike cycle racks.</p> <p>Following discussion from Cllrs, it has been decided not to pursue E-bike charging facilities. Instead, robust parking facilities suitable for traditional bikes and e-bikes are to be researched.</p>
		Include cycle and e-bike racks at Car Parks and other suitable areas.	Medium			Raleys Carpark to be reviewed for cycle racks.		<p>To be discussed in the next agenda for OSL.</p> <p>E-bike charging is not going to be pursued as riders can charge at home or in their place of work. Suitable cycle racks/storage will be investigated.</p>
	3.3 Increase Safety for pedestrians and cyclists	Follow up NDP recommendations 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.	LCWIP/Sustrans looking into increasing safety for pedestrians and cyclists in Sevenoaks.
		Subject to successful referendum begin NDP Action and Implementation Plan.	High		N/A			<p>sustrans is going to carry out work to develop walking and cycling infrastructure alongside KCC and SDC.</p> <p>SDC has received £1000000 in government funding for an East/West cycle route in Sevenoaks.</p>

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		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 infrastructure.
		KCC to work with sustrans to develop Local Cycling and Walking Infrastructure Plans (LCWIPs) to improve pedestrian and cycling infrastructure.	High			This is to be developed in Sevenoaks Town, with KCC, SDC, and STC input.		Claire Pamperi at SDC has info and will provide updates when asked.  Allpointswest Pedestrian Wayfinding Project Proposal could potentially introduce new signage to help pedestrian experience in Sevenoaks.  SDC has received £1000000 in government funding for an East/West Cycle route in Sevenoaks.
	3.4 Proposals for 20mph, one way systems, and shared space	Follow up NDP recommendations 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.  20mph consultation by KCC to run from Friday 1 July to Thursday 11 August. Consultation findings to be reported to Sevenoaks JTB in September 2022.  Sustrans/LCWIP also looking into potential one way and shared space zones.  There are currently 20mph zones near surrounding some schools, with proposals in the KCC Sevenoaks 20mph scheme to increase the number of schools in 20mph zones.
		Subject to successful referendum, begin NDP Action and	Medium		N/A			20mph zones are being introduced and researched by the Joint Transport Panel.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		implementation plan.						
	3.5 Encourage increased use of public transport by having improved facilities	Continue work with the Darent Valley Community Rail Partnership (DVCPR) 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	DVCPR 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.
		Research how the DVCPR plans to improve facilities, accessibility, and natural environment.	High		N/A	Have asked what their policies and plans are regarding these.		Awaiting response from DVCPR.
		Follow up DVCPR 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.
		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			KCC has been contacted regarding the current status of the West Kent EP, and whether there is likely to be funding for an electric bus for the No. 8 bus route. Awaiting response.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		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.
	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.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		Follow up / enquire about installation of EV charging points at STC sites.	High		TBA			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.  ParishOnline upcoming feature to indicate where the best placement of EV charging points is.
		Apply for ORCS and/or LEVI scheme, investigate what the best form of charging is likely to be: lamp posts, charging bollards etc.	Medium		TBA	The Joint Transport Panel and local residents have suggested STC lead on this project.		ORCS provides 60% of the funding for the project. Certain providers such as Ubitricity offer to cover the rest (40%) for the scheme.  Ubitricity offers street light charging points, which don't require additional street furniture. They also can identify ideal charge point locations.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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	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.  Enterprise has been contacted regarding this too as they currently operate in Sevenoaks. They are carrying out a viability assessment in Sevenoaks and will let STC know of its plans going forward.
	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	September-22	N/A	Continue to stress that where possible do not travel to school by car. Bring this up at meeting.		Organise meeting in September. Set a date and location, allow communication regarding best practice.
		Review overall school congestion, receive suggestions to find solutions.	Low					
	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	There is a joint KCC / SDC / STC / Town Team Public Realm project. One aspect of this is to create a signage and wayfinding strategy and improved public realm.		TrailTale app provides a self-guided walk through Sevenoaks town centre.  Allpointswest signage (subject to project approval) will make walking in Sevenoaks more appealing for visitors, signposting attractions and transport links.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		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			This has been raised on the Sustrans Community Map. Sustrans is likely to carry out their own feasibility study for this.
		Enquire regarding the professional feasibility study once funds are obtained.	Low		N/A			For the time-being STC will not pursue the cycle path between Dunton Green and Bat & Ball as Sustrans is working on the LCWIP.
		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		This has been raised to Sustrans.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		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		Knole cannot support the creation of a cycle path across the estate as the area is a Site of Special Scientific Interest (SSSI) and the main proposed route for a cycle path is currently an access track used for maintenance.
		Advertise new routes with signage.	Low		TBA	Theme 3 Policy M9 NDP		No new routes will be advertised as Knole will not support the creation of a cycle path across the estate.
	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 STC and neighbouring councils on how to approach transport.
		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			BSIP and LCWIP will make car traffic less appealing, without removing access to town centre by cars. Allpointswest Pedestrian Wayfinding Project Proposal will make it easier to identify public transport links and points of interest for pedestrians.



Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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	3.14 Staff travel and practice (not on GCIP yet)	Review how staff travel to and within work and 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.		21 standard trees and 390 saplings. Beatriz has info on more.
		Encourage through campaigning for the public (through residents associations) to plant trees in their front gardens subject to KCC permission.	Medium		N/A	Residents are signposted to Adopt a Tree Project.		Adopt a Tree is being promoted to survey respondents who expressed interest.
		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.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		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. ATS to be included online.
		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.
	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. Likely be completed towards the end of 2022 as many boundary fences belong to neighbours and require consultation.  Parks and Open Spaces Biodiversity Policy aims to improve access to green spaces and create corridors where possible.  LCWIP that Sustrans is helping develop to include links to green spaces.  Sustainable Boundaries policy creates wildlife corridors through hedgerow and tree planting. The bid for Woodland Trust trees for Littlewood has been successful, with Nick Cave planning to plant these in November.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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	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.	Include this information on STC website/link to SDC website.
		Include information about best plants to attract wildlife and increase biodiversity.	Low		N/A	Research this and include on the website. RHS has info on this.	Increased biodiversity and ecosystem services.	
		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, community engagement, and awareness. Mental and physical health benefits.	Provide map or list of areas where the public can take produce from.  QR Pick-me-Eat-me signs for edible planting to be progressed as part of the In Bloom Competition.
		Research replacement of planting vessels with built-in water reservoirs to reduce the need for watering.	Low		TBA			Reservoir planters are being introduced by OSL team when possible.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		Explore drought resilient planting options.	Low		TBA		Lower water consumption and maintenance.	Mediterranean drought tolerant plants have been planted by STC for the past decade, and will continue to be included in future planting efforts.
		Reduce irrigation needs of STC.	Low		TBA		Lower water consumption and maintenance.	Reservoir planters and drought resilient plants both reduce irrigation needs per planter. In Bloom efforts mean more water is currently being used despite this, as there are more planters.
		Investigate water harvesting for irrigation.						STC has two water butts linked to gutter down pipes. One at the Vine and one at Upper High St Gardens.  Researching into rainwater collection for irrigation from the Pavillion at Knole Paddock. Likely cost is around £10,000 according to OSL.
		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.	
	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.
		Review Planning Committee recommendations for the introduction of 2	Low	May-22		This is already a policy.	More green space provides aesthetic value.	

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		trees planted for 1 removed policy.						
		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 benefits of lower light pollution.	
		Add holes in STC fences to allow hedgehogs to travel through hard boundaries.	Low		N/A	Theme 2 L2 NDP	Wildlife corridors boost biodiversity and ecosystem services.	This is a part of the NDP. Likely be complete towards the end of 2022 as many boundary fences belong to neighbours and require consultation.
	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.		

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		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		
		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.	Biodiversity Policy looks to protect hedges and trees.  2 trees planted for 1 removed will extend tree cover.  Sustainable boundaries will also extend cover.  Adopt a Tree Scheme will also extend tree/hedge cover.
		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.	Open Spaces and Biodiversity Policy covers this, LCWIP will also address accessibility of green space.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		Look into where new accessible open spaces and green infrastructure can be created. Refer to the NDP for this.	Low		TBA			Sustrans LCWIP will include access to green spaces.
	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.
		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 recommendations 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	Tree and hedgerow planting carried out by STC reduce flood risk.	Planning committee is reviewing this. The document is underway and is currently being amended for review at a future planning committee.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		New Developments expected to minimise flood risk through use of SuDs			N/A	Theme 2 Policy L2 NDP. Same paper as above. 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			Want to have this done by 16 <sup>th</sup> of June, World Refill Day
	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			Survey respondents have been signposted to litter picking events.
	5.3 Installation of Drinking Fountains	Lobby for drinking fountains to be provided at railway stations, contact stations to do so.	Low		N/A			Victoria Raggio, manager of Sevenoaks Station, has been contacted. Response was that while this is a good idea, there is not currently funding for it.
		Look into installing more water refill facilities in the town.	Low		TBA			



Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		Follow up progress on the Vine Gardens and Greatness Recreation Ground's external water refill facilities.	Low	Jun-22	N/A			Water refill facilities being investigated. Need to be durable and have water bottle refilling capabilities (not just drinking fountains). MIW water fountains are suitable, though too expensive. Budget is approx £1000.
	5.4 Enabling community initiatives for sustainable living	Support community initiatives for sustainable living, including Toy Library, Community Orchards, Community Cycle Workshops, Repair café, by promoting these online and in STC buildings.	Low					STC has provided grant to a new repair café.  Repair Café has been forwarded to survey respondents who expressed an interest.
		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	Low		TBA			

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		building and volunteers can be found.						
		Following research, contact SDC / KCC and Abacus to try and progress a project if viable.	Low		N/A			
	5.6 Food Waste	Continue to operate and support the Foodsafe scheme. Include more information regarding this online.	Low		N/A		Reduces 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 reducing landfill waste and carbon emissions, can help provide food to those in need. Community benefits.	Provide details of this scheme on STC website.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		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. Online states SDC does not have food collection, but offers discounted composters on the SDC website. This is only useful for those with gardens. SDC's reasoning is to avoid sending diesel freighters across the district to collect food waste.
		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.		
	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.		

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

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 available online and in STC buildings.	Low		N/A			
	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			

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		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 consumption at home.	Low	May-22	N/A	In progress now, compiling resources to formulate info pack.		Both info packs to be delivered as one: Lower your carbon footprint and energy consumption.
		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			Green initiatives have been identified and are available online and in offices. These include the Plastic free pledge, the Refill Scheme, Adopt a Tree, and In Bloom efforts.
	6.4 Liaison	Continue and begin liaison with other statutory authorities, voluntary organisations, etc, to avoid duplication of resources.	Low		N/A			

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		Contact Schools regarding green initiatives.	Low	Sep-22	N/A	Talk about this during the school traffic meeting to be held in September.		Need to send emails/invitations for this.
		Contact community groups regarding green initiatives.	Low		N/A			
		SCAN and STC to work towards Climate Fair event in May/June 2023		May/Jun-23		To provide information and events to engage people in ways to tackle climate change and lower their carbon footprint. Planned to be held at the Vine.		Awaiting response from Sevenoaks Climate Action Network (SCAN) on what STCs involvement is to be.
	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. Has been sent for printing at Sevenoaks Station and Sevenoaks Bus Station.		131 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



# CLIMATE CHANGE YOUTH FORUM

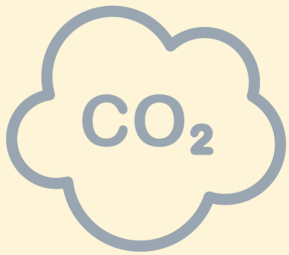
TO BE HELD ON THE 30TH OF  
SEPTEMBER FROM 1:30- 3:30PM

**AT THE BAT AND BALL CENTRE  
CRAMPTON'S RD, SEVENOAKS, TN14 5DN**

Contact Us : [cpo@sevenoakstown.gov.uk](mailto:cpo@sevenoakstown.gov.uk)

# Sevenoaks Town Council invites Schools to send representatives to attend the first Climate Change Youth Forum

We are holding this Youth Forum for schools across Sevenoaks Town to share ideas on the actions your school is taking to make a difference and help tackle climate change. We will also discuss ideas that we can all collectively progress.



These actions can include:

- Encouraging you to walk/cycle/use public transport or carpooling to get to school
- Using renewable energy on site
- Your school having separate bins for recyclables
- Your school having a food waste collector
- Having a "Grow your Own" club or allotment
- Reducing plastic use where possible

**Come join us to share what your  
school is doing to help**



**Bat & Ball Station - Progress Report: 29/06/2022**

Monthly Summary – June 2022

Website

- Update: Currently working on Graphic Design Banner from Ben, to be at the header of the main front page.
- Update: Added cycling scheme onto the website.
- Notified Vision ICT about slow website- they are looking into it.
- Looking into graphic design to make website more visually appealing.
- 1. Social media; Continuing to post and re-share posts regularly on both Twitter and Facebook for Station. Tomasz has own Café at the Station Instagram which he runs himself.
- 2. Workshops; Designed lesson plan for KS1 & 2. Next Step: To maybe create larger costumes for children, further design lesson plan for other workshops.
- Arts & Crafts Workshops; workshop lesson plans to be designed and posters. Dates booked at the Station for 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> August 10-3pm. Ieuan (STC Youth Council) has been asked to help assist. Volunteers hopefully might be around.
- 3. Volunteering; Lanyards and ID; need to be ordered in August.
- Lysette D'Urso from Imago developing Volunteer Event 2022 not being held at the Station, but the station will have a stall at event. 12<sup>th</sup> July volunteer meeting by Imago with other volunteer groups.
- 4. Railway Children Charity Event: Event postponed until Sound Acoustic Assessment has been undertaken and planning application approved. Undertook research into the charity and event. Bring together the charity and sevenoaks community in addressing how train station were/are used. Film screening of Lion proposed with hire of Railway dog from Bluebell Railway.
- 5. Restoration Celebration: Spoken to Derek Medhurst however he is too busy this year to run the event. Next year might be more flexible.
- 6. Halloween Event; Halloween workshop event is going ahead, currently in planning.
- Enquired into various Slime workshops, awaiting to hear back from them. Researched into various paper craft activities, and sources simple designs for lanterns making and costume accessories making. Researching into other Halloween activities such as potion making.
- Researched into map for terror trail for night at the station. This would be designed closer to the time, and enquiries into shops or workshops that would like to join up in partnership.
- 7. Silver Sunday- Researched into the charity and event day. Proposed idea to incorporate special event with November Supper Club evening at B&B Station Cafe. Separate event to be discussed.
- 8. Environmental Day- Spoken to John (Climate Project Officer) about engaging the community with the environment. Proposed idea to create a workshop tailored around creating seed bombs, opening the café + being vegan, making gardening workshops. Next step: Email Ruth (Allotments) to see if she would like to be involved.
- 9. Heritage Open Day- Event Plan has been formed.

- Speaking with Bethany to discuss plan for Swanley Park; poster has been designed. Sourced contacts for horse drawn carriages inc. fire brigade.
- 30<sup>th</sup> June 10am- visiting Swanley park with Bethany inc. Linda and Austin.
- Source/Research: volunteer bus conductor, miniature railway. STC Town Team facilitator (Mike Reid) will be contacted to design Vintage Bus Day Poster for Charing Cross London.
- Crampton Volunteers (Jane and Kevin Sayer) have confirmed participation for event; requested order for pre-packed lunch for on the day.
- Young Queen Victoria confirmed- need to email back costume choices.
- 10. CRP: Sarah Newman is currently discussing dates for Autumn Art Exhibition; 22 & 23<sup>rd</sup>, 28<sup>th</sup> & 29<sup>th</sup> & 30<sup>th</sup> October at the B&B Station. Loaning posters from National Rail Museum and Transport for London Museum, T&C need to be assessed prior curation design. Proposed to hire display panels for the posters, however Sarah has mentioned an old Taxi Office at SDC which will be useful for storage if looking to purchase portable white exhibition walls.
  - 29<sup>th</sup> June 2pm - Meeting for DVCRP action plan.
- Meeting: Community Rail Partnership Event with South West Group – event planned for the 4/5<sup>th</sup> July. Event plan sorted with Sarah Newman, word document has been designed. Booked in Bat & Ball Station.
- Sevenoaks Poster Boarding- Sarah not happy about colours from Yellow Duck Signs- in contact with them to discuss further. Sarah has completed the information writing for last sign. Welcome Sevenoaks sign has been confirmed with Yellow Duck Signs. Stuart Hillock who is a specialist in Art Printing > costing £570 + VAT printing, £175 + VAT for anti-graffiti sheen, £420 for mounting; approved. 'Welcome to' sign installation starting 27<sup>th</sup> June. Georgie will then continue on with planning application once designs have been submitted.
- Posters for Sale; selling very well- need to assess cafe selling point of view. Cards with graphic print of posters have been mocked up by Stuart Hillcock, finalizing with Sarah Newman.
- Station Mural: Sarah has sourced a few muralists however they're style of art isn't in the agreed plan. I've collected a series of quotes myself as well as Sarah has struggled with sourcing.
- 11. Meeting; Battle Town Council Visit- 13<sup>th</sup> July with Linda Larter. Tour of station and CRP.
- 12. English tourism Week- Not enough engagement for the north part of Sevenoaks. Propose a trail for the Northern Part of Sevenoaks, inc. Nature Reserve next year 2023.
- 13. Heritage Trail- Sevenoaks Society At the Jubilee event 3/06/2022, I spoke to the society (Elizabeth I think) to discuss organising a historical walk in the Northern Part of Sevenoaks next year. This would be great to integrate Sevenoaks a whole and engage with the community better.
- 14. Awards and Nominations: Loo of the Year, completed. Cycle Friendly Places Accreditation completed > has been uploaded to socials and website
- 15. Signage:
  - Investigate Reservoir signage from Kent Wildlife Trust, access from station side into the reserve.
  - Sign Scheme confirmed with Town Council for funding- need to research into how Bat & Ball Station can benefit from this.
- 16. Café:
  - Social Media: Tomasz runs Cafe in the Station Instagram account.

- Supper Club- Promoted at the Queen Jubilee event revised the event, eliminated features from the event that weren't working, screen presentation and large number of customer spaces. Limited it down to x10 people for more intimate dinner style, hosting in the café itself to get the experience. Design and printed new Supper Club Posters. Will revise Supper Club at the end of the year to see what's working/not.
- Collected sites and businesses in Sevenoaks to link up with to promote and liaise with.
- Supper Club- Murder Mystery Night (8<sup>th</sup> October). Will need to research into fees for price PP. Youth Group will be contacted for creating a production. No event plan yet.
- Green investment plan regulations- Vegan orientated events are being planned/designed. TBC looking into local produce and sponsorship with companies.
- Silvery Sunday – Event for the elderly in the months between October to December. No Event plan yet.
- Facilities
  - Sound Limitations. Quotes were assessed, Able Acoustics was chosen at a cost of £1,280 > email has been sent to follow up.
  - Posters from South Eastern are on order and waiting for delivery; to be put up x1 in café and x1 in bathroom hallway.
  - Telephone- Completed and awaiting return delivery. Sound recordings are currently being edited and then uploaded to Sim Card. Need to source a sign to go with the phone displaying the different dial numbers.

#### Planned Events and/or Event needing date confirmation


☒ in the diary

Date	Event
May (end of)	Welcome sign and Poster Mural Stations
June 24 <sup>th</sup>	Café: National Cream Tea Day
July 7 <sup>th</sup>	International Chocolate Day
July 16 <sup>th</sup>	Café; Cherry Day
July TBC (Sound Limitation Issue)	Railway Children Event
August 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup>	Arts & Crafts Workshop linked with leuan (Youth Council)
September	School History Workshop
September	School Science Workshop
September 17 <sup>th</sup> <input checked="" type="checkbox"/>	Heritage Open Day

August	Restoration Celebration and Photography Exhibition
August 4th	Railway Steam Train running through B&B Station
October 22 <sup>nd</sup> & 23 <sup>rd</sup> and/or 28 <sup>th</sup> , 29 <sup>th</sup> , 30 <sup>th</sup> October	DVCRP Poster Exhibition
October 29 <sup>th</sup>	Night at the Station (Halloween)
November	Silvery Sunday- tasting Menu
December	Father Christmas Afternoon Tea
March 23 <sup>rd</sup> 2023	English Tourism Week
TBC	Volunteer History Talks
TBC	Arts and Crafts Workshops
TBC	Volunteer Recruitment Event with Imago
July 3 <sup>rd</sup> 2023	Northern Sevenoaks Heritage Trail

 Red= Priority Task

 Yellow = Minor importance/keep an eye Task

 Green = General Tasks

 Blue = New Task Ideas

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
1	General									
1.1	Website	General Public	-Progress of refurbishment -Access information -Upload photographs -Comment on historical information and submit information. -General public to learn about the heritage/ significance of the station & station building/restoration.	Website	N/A	Number of views Feedback Volume of traffic Follow on 'clicks' to social media pages.	-Reliance on professional consultant. -Hacking. -Monitoring for inappropriate input.	HEO	Ongoing	<ul style="list-style-type: none"> <li>➤ Banner to be designed for website, awaiting image sizing from Vision ICT.</li> <li>➤ Looking into ways website can be more visually appealing and modern without changing the whole website design.</li> </ul>



	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
	Social Media (Station)	General Public	-Social updates and keep up to date with key info -Event awareness -		N/A			HEO	Ongoing	➤ Posting regularly
1.2	Station Facilities	General Public	Period Telephone interaction point	Period Telephone	£721.20			HEO		➤ Phone have been received back at STC. Sound recording need to be edited. Sign (with braille) needs to be sourced once sound recording are edited.
2	<b>Formal Learning/ School &amp; Children</b>									
2.1	History Workshop History workshop relating to the station, station building, and significance to Sevenoaks.	Primary schools KS1 & KS2  Target 3 per year	School children will have the opportunity to experience hands-on learning activity.  -Young people to learn about local heritage/ Sevenoaks  -Learn about the history of Victorians and what they bring to our English History  Curriculum Based Lesson Plan for teachers.	Lesson Plan  Site visit Information talk worksheets with Q & A  potential for dressing up  Risk Assessments		Review pupil/teacher evaluation.  Feedback from new (hopefully) heritage explainers/art & craft volunteers and past ones.  Repeat bookings by schools.	Insufficient interest or resources to enable take up by local schools.  H&S risk assessment for school children external visits.	HEO		Design a lesson Plan (KS1 & 2); read through survey for teachers and children- make minor improvements ➤ Make larger costumes- could add in Victorian swim wear? ➤ Maybe purchase chalk board, as a different form of engagement  <del>Do we want to still include a refurbishment area- used to walk around building, photograph or draw interesting aspect.</del>  <u>Updates</u> ➤ Currently recruiting ➤ Currently completing lesson plans
2.2	Science Project  A science project with local schools looking at steam as form of power and linking back to steam engines.	Primary Schools  KS2, KS3  1 – 2 per year	Benefit for school children & teachers of linking a curriculum-based science activity with a local heritage project.  Could link to additional lesson plans e.g. what other inventions could steam be used for?  Work sheets provided  Research potential to combine with visit to station of a steam train.	Lesson plan Including site visit Information talk Worksheets with Q & A  Risk Assessments		Pupil, teacher evaluation.  Successful with combining with steam train visit.	Insufficient interest or resources to enable take up by local schools.  H&S risk assessment for school children external visits.  Unable to research a	HEO		Volunteers brought model steam engine to demonstrate how steam works to power engines (this was received well, if volunteer was to get back in contact/contacted.)  Other activity layout ideas: ➤ Currently awaiting volunteer recruitment ➤ Set up the main hall as train stops (similar to the arts & crafts layout) ➤ -Each stop has the different activity, and the final stop would be the seaside holiday?

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
							suitable science project.  Unable to source or impractical to combine with visits to station of a steam train.			<ul style="list-style-type: none"> <li>➤ Layout the hall using sticky tape on the floor for train tracks (can change)</li> <li>➤ Could use a conductor hat or wooden train whilst to keep engaged.</li> </ul>
3	Informal Learning/ Inhouse Events									
3.1	Volunteer Lead: History Lectures and talks via interactive slide presentation and Q & A	-Community voluntary groups -General Public	-To be able to learn about the heritage of the Bat & Ball. -Engage into local knowledge and past stories	-Research information. -HEO -Heritage Explainers Volunteers  -Promotional material e.g. short video / power point / information sheet.		Number of Events held  Attendance numbers.  Feedback sheets.  Repeat requests.	Lack of interest of public.  Unable to source speakers.	HEO	TBC	<p>Past: 5 talks with Ed Thompson (Heritage Talk), David Killingray (History Talk), and Roger Johnson (Thomas Crampton Talk). Average attendance: 40</p> <p><u>Update</u> Awaiting volunteer recruitment</p> <ul style="list-style-type: none"> <li>➤ Revisit past talks, utilising recruited volunteers.</li> </ul>
3.2	Children Arts & Crafts Workshops  Family Fun day	Children and young people aged 4 – 14, parents and carers	Enabling children to participate in art activities at the same time learn about the heritage of the building.  Pride in having artwork displayed.  Evidence of community engagement in the projects.  Free events for more vulnerable families  Promote café.	Volunteers  Recycled materials for artwork  Marketing	Past: £1,000	-Number of events held -Amount of artwork produced. -Attendance number -Feedback.	-Lack of interest from public. -Expertise to assist with artistic element.	Youth Council  Heritage Engagement officer	July  Booked at B&B station 5th, 12th, 19th August 10-3pm.	<p>2 types of activities split into years:</p> <ul style="list-style-type: none"> <li>➤ 4-10 make your own Victorian postcards and scrap books (Pen, paper, and paint? Then staple the paper together to make a book)</li> <li>➤ train tickets and the hole punch them, post them through the train ticket wall</li> <li>➤ 10-14 scrap book of Victorian holiday Make your own train conductor hats and uniform (out of cardboard, paint and paper)</li> </ul> <p>Other activity ideas;</p> <ul style="list-style-type: none"> <li>➤ train whistle (out of cardboard and paper)</li> </ul>

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
										➤ Design a layout around the hall, using cardboard to make a train, sticky tape on the floor for train tracks and then people can pop onto the 'train' to different craft stations
3.3	Temporary Exhibition;	General public Future volunteers	To enable the public to learn about the heritage and significance of the Bat & Ball Station and Station Building and the restoration project.  To promote the volunteer role of Heritage Explainers.	Pop up banners Posters Leaflets Volunteers at exhibition Feedback forms	£	-Number of events held -Number of people engaged. -Number of potential volunteers. -Feedback.				
3.4	Restoration Celebration and photography exhibition	-General Public -Volunteers -Past HEO -Contactors -CRP	-Acknowledge and appreciate the restoration -Celebrate the 2 year anniversary of the new Bat & Ball Station -Raise awareness of funding from HLF	-Leaflets -Social Media -Town Crier -Volunteers -Linda Redden (previous HEO) -Maybe a steam train?		-Public interest -Volunteer interest		HEO	TBC	➤ Could link it to the Victorian Society for sponsorship? (Victorian Building and restoration charity) ➤ Work with CRP and see if they would like to join ➤ Make note of awards it has won ➤ Invite Linda Redden Back <u>Update</u> ➤ Event Cancelled due to photography society booked up this year. No event plan yet
3.5	Christmas Father Christmas afternoon tea	-General Public	-Community engagement				-Lack of interest	HEO	September	➤ Hot chocolate/afternoon tea with Father Christmas- Will need to source Father Christmas ➤ Could link with local charity? <u>Update</u> ➤ <b>To be organised in September 2022- reminder set</b>
4	<b>Volunteer</b>									
4.1	Volunteer researchers	Volunteers General public	Obtain research relating to and create historical records. <ul style="list-style-type: none"> <li>Station building</li> <li>Station building history</li> </ul>	-Recruitment - Person Spec./ JD -Support HEO	Previous spend £1,000;	-Number of volunteer researchers involved. -Number of volunteering hours.	Time and resources to collate and consider	Town Clerk & HEO		➤ Develop new job description; to be posted on volunteer section of website ➤ Contact past volunteers

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
		School children Future generations	<ul style="list-style-type: none"> <li>Significant events</li> <li>Railway heritage significance</li> <li>Memorabilia e.g. railway posters</li> <li>Impact on surrounding area, how it has changed, including social history</li> <li>Lives of previous employee at the station</li> <li>Develop of businesses in the area.</li> </ul>	-Volunteer Badge/Kit -Demonstrate appreciation; café discount, invitation to mayoral/civic events		-Quantity and quality of research achieved. -Future use of research. -Feedback from those involved.	input from volunteers.  Insufficient interest from volunteers.  Ability to check accuracy of research.			<ul style="list-style-type: none"> <li>Information was available at Open Days               <ul style="list-style-type: none"> <li>Once groups is established, further events such as coffee mornings and groups meetings with be organised.</li> </ul> </li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>Awaiting Volunteer recruitment responses</li> <li>Website/general update completed</li> <li>Job description updated</li> </ul>
4.2	Heritage Explainers  Past: 6 recruited  6 again, to provide support for formal outside events and talks. Recruitment and training of minimum of 6 volunteers willing to be 'Heritage Explainers' to provide talks and	Staff Volunteers General public	Volunteers will benefit through the act of volunteering and the new roles created.  Volunteers will gain new skills and new knowledge.  Volunteers will gain from work experience.  Volunteers will benefit through training opportunities and support to learn new skills.  Volunteers to feel that their contribution is appreciated, and they feel involved in the overall project.	Recruitment  Person Specification/ Job Description  -Volunteer Badge -Demonstrate appreciation – café discount, invitation to mayoral / civic events.	Past: Previous spend £500 £800 on corporate clothing  Future: £TBC	-Number of volunteer researchers involved. -Number of volunteering hours. -Quantity and quality of research achieved. -Future use of research. -Feedback from those involved.	Number of interested applicants.  H&S relating to volunteers.  Ensuring consistent level of representation.	HEO.		<ul style="list-style-type: none"> <li>Develop new job description; to be posted on volunteer section of B&amp;B station website</li> <li>Contact past volunteers.</li> <li>Design and create document to be send out, supporting headhunting</li> <li>Information was available at Open Days</li> <li>(19<sup>th</sup> January and 16<sup>th</sup> February)</li> </ul> <ul style="list-style-type: none"> <li>Once groups is established, further events such as coffee mornings and groups meetings with be organised.</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>Awaiting Volunteer recruitment responses</li> <li>Website/general update completed</li> <li>Job description updated</li> </ul>
4.3	Victorian Garden Volunteers	Volunteers HEO	-Volunteers to help with upkeep of garden and gain new skills and knowledge -Use herbs/produce grown in café -Work Experience	-Recruitment - Person Spec./ JD -Support HEO -Volunteer Badge/Kit	£TBC	-Number of volunteer researchers involved. -Number of volunteering hours. -Quantity and quality of research achieved.				-Develop new job description; to be posted on volunteer section of website -Contact past volunteers -Information was available at Open Days (19 <sup>th</sup> January and 16 <sup>th</sup> February)

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
				-Demonstrate appreciation; café discount, invitation to mayoral/civic events		-Future use of research. -Feedback from those involved.				-Coffee Morning/open day for interested parties.  - Once groups is established, further events such as coffee mornings and groups meetings with be organised.  <u>Update</u> ➤ Awaiting Volunteer recruitment responses ➤ Website/general update completed ➤ Job description updated
4.4	Volunteer Open Evening	HEO and general public	-Guage a feel for groups and different roles. -Reintroduce past volunteers and what events have changed. -	-B&B station Café -B&B station Booking Hall		-Email corrisondance -	-No interest	HEO		Finalised Bat & Ball Email cover letter to email List of volunteers and email addresses  <u>Update</u> ➤ Design separate garden volunteer poster ➤ Lysette D'Urso from Imago developing Volunteer Event 2022 not being held at the Station but the station will have a stall at event; Event with Imago TBC at the Stag 2022. 12th July volunteer meeting by Imago with other volunteer groups.
4.5	Information Leaflets	General Public	The production of an information leaflet / postcard to be made generally available.  To enable the general public to learn about the heritage and significance of the station and station building and the restoration project.	Production of copy, images and information for postcard.		Feedback from leaflet.		Town Clerk & HEO		<u>Update</u> ➤ Designed Flyer – posted out in town & socials ➤ Setting up Volunteer Opportunity Event for 2022, Potential to host at B&B Station ➤ N/A Infopod update
4.6	Training including Customer Service Training	Staff Volunteers	Staff and volunteers to benefit from customer service training.	To arrange specific customer service training.	Past £1,000 (£500 each)	Number completing Customer Service Training.		Town Clerk		<u>Training</u> First Aid Fire Safety Disability Awareness Basic customer Service Training

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
			General public to benefit from trained staff and volunteers.  Volunteers to be invited to be included in all STC regular training events e.g. First Aid, Fire Safety.  1 every 6 months.	Include invitation for volunteers in all STC training events		Number completing additional training.  Feedback.				<u>Class for Volunteers &amp; Staff to Uptake</u> ➤ Sign Language ➤ + other classes that other volunteers might want to teach ○ This will enable a safe space for volunteers and make the station a comfortable space where they can learn and work
4.7	Oral History Workshop		For volunteers to teach about history, and use recording equipment. -Could reuse these sessions for History Workshops	-Oral History Tutor -Volunteers		Feedback from volunteers	-Not enough volunteers -No available tutor	HEO		
5	<b>Formal Outside Events</b>									
5.1	Railway Children Charity	Young people General public Fundraising -Sevenoaks District Council Service	-Utilise the film production -Highlight Charity -Promotion and publicity for the venue	Railway children Charity Bluebell Railway Sound limitations		Number of audiences.  Feedback.	Railway children charity	HEO	TBC- July	<b>Talk with film screening of Lion Film</b> <b>This could be a charged event, with the donations going to charity.</b> - I have also looked into charity dogs on the railways; There were dogs who lived and worked at stations across the UK, collecting money for orphaned children and children who slept at the stations The dead dog that changed colour twice - BBC News. There is a dog called Jack at Bluebell Railway, who I might see if we could possibly loan for the event. - This will be revised with the sound limitations. We could put in a separate application for the sound limitations for this separate event?
5.2	Heritage Open Days 8 <sup>th</sup> – 18 <sup>th</sup> September	Staff Volunteers & General public	Open up the building on Heritage Open Days, manned by Heritage Explainers to provide information about heritage. -Promotion and publicity for the venue	Marketing  Heritage Explainers  Event Plan	Young Victoria: a: £120 for a full day plus fuel	Event takes place as planned.  Attendance  Feedback and evaluation		HEO	Deadline for application 1 <sup>st</sup> August	➤ Crampton Museum volunteer talks ➤ Vintage bus + other vehicles linking with Swanley Park- hopefully. ➤ Victorian afternoon tea with Young Queen Victoria Actor and Prince Albert ➤ Railway rides at Bat & Ball Centre

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
						Via on line or printed surveys.				<b>Update</b> <ul style="list-style-type: none"> <li>➤ Meeting: Austin from Coach 2Go and Ryan from Swanley Park soon</li> <li>➤ Young Victoria; confirmed</li> <li>➤ Crampton Museum Talk; confirmed</li> <li>➤ Emailed Steam Trail Exhibitionist for rides- awaiting response.</li> </ul>
5.3	Station After Dark	-Staff -Volunteers -General public -Local businesses -Sevenoaks promoted.	-Promotion and publicity for the venue -Secrets of the Building/special access/ any old stories -Linking boarder Sevenoaks Heritage Sites together	-Marketing -Heritage -Explainers -Event Plan -Other Sevenoaks Heritage sites		-Views on website and engagement by social media. -Attendance at events		HEO	29 <sup>th</sup> October & 31 <sup>st</sup> October	<p>Museum after dark event cancelled permanently, resulting in replacing it with Station after Dark.</p> <p>Creative workshop for families around Halloween. Slime workshop, potion workshop, paper craft workshop and other (researching).</p> <p>Terror trail Map/leaflet handout for children to explore the Northern part of Sevenoaks. Shops and other buildings to become part of trail.</p> <b>Update</b> <ul style="list-style-type: none"> <li>➤ Set date</li> <li>➤ Follow up workshop emails</li> </ul>
5.4	Murder Mystery Supper Night	-Staff -Volunteers -General public -Local businesses -Sevenoaks promoted.	Promotion and publicity of the venue Promotion of Supper Club	-Event plan -Marketing -Liaising with Steam train provider -Actors		-Attendance at events		HEO  Others TBC	TBC	<p>Similar to Great Central Railway- £74 pp not inc. train ride.</p> <ul style="list-style-type: none"> <li>➤ Incorporate Supper Club event.</li> <li>➤ Could hire Youth Group to perform during meals featuring Railway Madmen (man men on steam trains, they used to be locked in train carriages).</li> </ul>
5.5	Recreation of Historical Royal Visits  Recreate by a current royal visit the previous royal visits of the Prince and Princess of Wales in 1866 and Queen Victoria in	-STC staff -volunteers -General public -Community organisations	To arrange a acting Royal to recreate the previous royal visits arriving at the station and travelling to Knole.	-Marketing plan for guidance.	£3,000  £2,000	-Number of people attending. -Press Coverage.		-Town Clerk -Mayor -Secretary -HEO	TBC  Victoria Day 24 <sup>th</sup> May	<p>Royal Visit didn't happen at Knole Park 2019</p> <p>Recreate by a current royal visit the previous royal visits of the Prince and Princess of Wales in 1866 and Queen Victoria in 1867 who arrived at the station on route to a visit to Knole.</p> <p>Past: Was going to be a literal Royal, coinciding with the Past: Senior Royal Visit was going to coincide with the completion of the HLF Knole House Project in 2019.</p>

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
	<del>1867 who arrived at the station on route to a visit to Knote.</del>									<del>New: Victorian Actor or queen to work as a replacement for event.</del> <del>Could tie into Art Workshop or Victoria Day (24th May).</del> Found a young queen Victoria actor and older
5.5	Community Rail Partnership (CRP)	Stations & villages: Sevenoaks Otford Shoreham Eynsford Swanley	-Promoting local villages, tourism facilities thus growing the visitor economy -							<u>DVCRP poster unveiling event</u> Completed  <u>Autumn Art Exhibition</u> <ul style="list-style-type: none"> <li>➤ Formal exhibition to showcase Railway Posters, a lithograph demonstration with Kit in the evening (proposed 28<sup>th</sup> October Friday Evening).</li> <li>➤ Children's arts &amp; craft station suggested, to design 'station poster' themselves. This could be posted in and hung on display or draw over the event period.</li> </ul> <u>Sevenoaks Station- Farmers Site Poster Boarding</u> <ul style="list-style-type: none"> <li>➤ Signs spanning across the farmers site outside Sevenoaks Station. Welcome sign in centre by Yellow Duck Signs installation 27<sup>th</sup> June</li> <li>➤ x3 posters either side with information printed by Stuart Hillcock- installation date TBC.</li> </ul> <u>Heritage Railway Signs</u> <ul style="list-style-type: none"> <li>➤ TBC</li> </ul> <u>Steering Group Meeting</u> <ul style="list-style-type: none"> <li>➤ Next meeting 29th of June at 2pm and 13 September 2022</li> </ul>



	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
5.6	Victorian style Station Garden	-General Public -Volunteers	Public learning about Victorian plants/styles	-Volunteers -Garden Designer?	£TBC	-Feedback from public -Number of volunteers engaged	Insufficient interest from volunteers -Doesn't Work with In Bloom Event	-Town Clerk -HEO	-Summer 2020	➤ Incorporate it more into the Station inc. upkeep. Actively promoting station garden volunteer.
5.7	English Tourism Week  This is link to Mike Reid- app heritage trail; however if too late, could like to paper based trail	-General Public	Provide an opportunity to engage with local stakeholders (MP's), increase awareness amongst domestic/overseas visitors. through the use of a strapline for the event.	TBC	TBC	-Feedback from the public - Working with other venues, seeing the overall outcome. - Visit Kent 'English Tourism week' being cancelled. -	-Insufficient interest from general public and volunteers -		March Time 2023	<u>Update</u> ➤ Bat & Ball Station not part of trail ➤ Would be good to organise trail 2023 inc. Bat & Ball Station
5.8	Heritage Trail	-General Public		-Volunteers -General Public	TBC				3 <sup>rd</sup> July 2022 through Sevenoaks Society	➤ Trail is starting at the Library entrance, celebrating the 900 <sup>th</sup> Year of Sevenoaks  ➤ Get in contact with the society, to see if we could be part of their paper trail ➤ Would be interesting to see if we could get a steam engine- noted down lots of steam engine society's; closest one is Tonbridge.  <u>Update</u> ➤ Spoke to Elizabeth from the society on the 5/06/2022 STC Jubilee Event; keen to design an event with the Northern part of Sevenoaks incorporating Bat & Ball Station 2023.
5.9	Awards and Nominations	Public	Public to learn about the heritage of the station and the restoration project  Civic pride  Gaining recognition of the project		N/A	Gaining an award	Competition from other projects	Town Clerk HEO		<u>Update</u>  ➤ Loo of the Year Ward- completed ➤ Cycle Friendly Places Award completed
	Public Amenities / Activities	Audiences	Benefits for People	Resources	Cost	Methods of Evaluation	Risks	Resp.	Predicted Start Date	Progress

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
6	Café									
6.1	Provision of café to provide venue for social interaction and sustainable income./ Station Area in general	Volunteers Commuters General Public	-Refreshments whilst waiting for train and nearby residents and local businesses. -External Sevenoaks People meeting place. -Dog walkers ( note from a puppy guid dog trainer uses café regularly).	Contract Management.  Liaison with Derek (Tenet)?  Recruitment for new staff	% of total cost/ Profit Made.	-Employment of qualifies staff. -Award of 'Score on the Door' -Attendance numbers. -Sales & profit	-Unable to recruit staff. -Customer numbers and Spend per head	-HEO Café Manager		Utilising Social Media Events; ➤ National Cream Tea 24 <sup>th</sup> June. Completed. FB- went well for 1 <sup>st</sup> event and using social media events, can promote more and utilise the afternoon tea appeal. Coming up in July ➤ World chocolate Day 7 <sup>th</sup> July ➤ 16 <sup>th</sup> July National Cherry Day
6.2	Event: Bingo Lottery Evening		-Reminder of facilities provided by lottery. -Opportunity to use non-winning ticket to win coffee and cake.	-Posters and free draw box. -Café Staff hire for evening			-Lack of tickets sold/interest in event.	-HEO -Café Manager -Others TBC		➤ Posters around town ➤ Advert in the Newspaper? ➤ Contact Elderly communities? Look into Bingo target audience. ➤ Social media promotion for 'Free Cake & Hot Drink prize draw'.  <b>Update</b> ➤ In process of organising a Bingo Evening- need to set a date
6.3	Event: Produce/Farmers Market style Link B&B Merchandise	-Local Business' -General Public -Community Rail Project/DVCRP	-Supporting Local artisans/businesses -Only venue in Sevenoaks selling Kent Produce. -Help sustain local economy -Learn about British farming/agriculture.	-List of retailers/businesses -Risk Assessment -Café Staff Assistance		-No. of visits to the market -No.of retailers/producers -Feedback from Retailers/producers - Feedback from		-HEO -Café staff/manager -Others TBC		➤ Discuss more clearly with Tom what has/hasn't been selling. ➤ Promotion in Sevenoaks News Paper/Town Crier. ➤ Socials; B&B station facebook, other Facebook market groups, website ➤ Approach local business within Kent  ➤ DVCRP merchandise that Sarah mentioned TBC.
6.4	Event:  Super Club (Continuing on)	-General Public -Healthy Eating - Local produce  Staff	-Supporting Local produce -Encourage Healthy eating. -Profit for B&B café -Open café & station as a meeting place for the community	-Risk Assessment -Alcohol License -Marketing plan  -Event plan		-Feedback from attendees -Feedback from Tom (Manager) -Calculation of incoming/outgoing/profit  -Attendance at events	-Lack of interest from general public -No profit -Time efficiency	-Tom (manager ) -Maybe café Staff  HEO	TBC  TBC	➤ Based on true history: Railway Madmen- who were thought to be activated by the sounds and motion of train travel; They used to lock the doors between carriages.  ➤ Halloween Event - Murder Mystery Supper Night

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
	Murder Mystery dinner- similar to	Volunteers (If wanting to participate) General Public B&B Café/ dinner	Promotion and publicity of the venue  Evening Steam Train ride?	-Marketing -Liaising with Steam train provider -Actors				Others TBC		➤ Silver Sunday Event- Mid November- might be better as a tasting menu?
6.5	<u>Sale of Kent produce</u>  Within the café to enable local producers to advertise and sell products.	-Local producers -General Public	-Only venue in Sevenoaks selling Kent Produce. -Help to sustain local economy. -Healthy food options for local people.	-Marketing plan. -Ordering system		-Number of producers stock in place. -Number of repeat orders.	-Lack of interest from local suppliers.	-Town Clerk & Café manager	-Continuous	➤ Need to look into more local produce. ➤ Linked with farmers market
6.6	<u>Information</u>  To provide access to local information and linked to national websites by the installation of an infopod, information screens and printed literature.	-General public -Volunteers -Schools -Commuters -Tourists	-Access to information on or off site. -Ability to learn about heritage and activities.	-Branding -Creation of website -Infopod Information screen		-No. of visits to website -Literature distributed and read -Feedback		-HEO -Others TBC		<u>Update</u> ➤ InfoPod N/A ➤ Instagram set up for Café ➤ Looking into any minor improvements for cafe
6.7	<u>Public Toilets</u>	-Commuters -General Public -School children -Café Staff	Provide accessible and well maintained public toilets for use by commuters, school children and general public.		£n/a	Number of people using facilities.  Comments to café staff about toilets	N/A		On going	➤ Pump issue; Alarm keeps going off- New Haden Pumps have undertaken assessment. Servicing to empty pumps and upkeep needed 29/06/2022

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
6.8	<u>Public Rooms for Hire and community use</u>	-General public -Voluntary groups -School children	To provide two public rooms for hire and to hold activities as identified in the Activity Plan.  Generate income for the B&B Station.	Architectural design Construction project	£N/A	Number of hires and events.  Feedback from users		TBC		<u>Update</u> ➤ Update hire T&C's ➤ The process of applying for the removal of the planning permission for no amplified music was being progressed. This involved the commissioning of an acoustic survey at a cost of £1,280 with Able Acoustics Awaiting Derrick to return from AL for dates.
6.9	<u>Wayfind Signage and/or cycle path</u>		-Better access for new and old residence - communiting to London, schools, shopping, and leisure - awareness of heritage stations and railway links -Links to exterior greener spaces outside of Sevenoaks.							No wayfinding signage ➤ Link to Mark Reid wayfinding signage proposal ➤ There also isn't a bike trail, Young Council mention bike trails being a priority, particularly as lots of schools use the station at peak times.  Green Community Investment Plan 2021: ➤ Cycle path from Bat & Ball Station to Dunton Green Station within the Northern Sevenoaks Masterplan. ➤ STC will investigate & obtain costs for a professional feasibility study. ➤ STC will also lobby for the inclusion of the proposal in KCC/SDC Strategies/ Movement Strategy/ LC WIP/ Dunton Green parish council.

## Sevenoaks Town Council Priorities

## PRIORITY ONE

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

## Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment
					<p>STC held Green Initiative Meeting 06.11.21 Green Community Investment Plan produced setting Aims and Objectives.  December 2021, STC Green Community Investment Plan adopted.</p> <p>Climate Change Project Officer appointed and monthly reports on Action Plan being provided.</p> <p>Priorities identified:</p> <ol style="list-style-type: none"> <li>1. Seek quotes for a Pedestrian Audit*</li> <li>2. Continue to support and encourage progress with the SDC Cycling Strategy Including audit of cycle parking, including appropriate for electric bikes*</li> <li>3. Progress with development of Car Club*</li> <li>4. Continue with Tree Planting</li> <li>5. Progress with providing information to residents and businesses*</li> <li>6. Create the School's Green Liaison Group</li> </ol> <p>*Items marked with an asterisk subject to verifying with Sevenoaks District Council its progress on the topics to avoid a duplicate of use of resources.</p>
2	Bat & Ball Centre	Construction of new multipurpose community centre	December 2020	£3,078,805	Completed.

## Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment												
3	Bat & Ball Station building	STC acquire station building on long peppercorn lease. Use as community building.	December 2019	£1,500,000 approx.	Completed.												
4	Neighbourhood Development Plan (NDP) for Sevenoaks Includes: <ul style="list-style-type: none"><li>Northern Sevenoaks Masterplan</li><li>Cultural Quarter</li><li>Transport Strategy</li><li>Sports Strategy</li></ul>	To provide a long-term sustainable plan for the Sevenoaks	December 2020	£100,000 (initial budget)	<table><tr><th colspan="2">DRAFT SEA Timeline (If Locality Technical Support Application is approved)</th></tr><tr><td><b>Approval of Strategic Environmental Assessment (SEA) Technical Support package, to be provided by AECOM</b></td><td>End of July</td></tr><tr><td><b>SEA carried out, estimated 8-12 weeks</b> – including 5 week consultation to Statutory Consultants</td><td>End of September/ end of October</td></tr><tr><td><b>Modify Neighbourhood Plan in response to the SEA recommendations (if required) and preparation of Consultation Statement and Basic Conditions Statement</b></td><td>November 2021</td></tr><tr><td><b>Sign off Final (Regulation 16) Plan with NP Steering Group/Planning Committee</b></td><td>November 2021</td></tr><tr><td><b>Submit the Plan formally to SDC</b> Once the plan is submitted to SDC (with Basic Conditions Statement and Consultation Statement) they will be responsible for:<ul style="list-style-type: none"><li>a) Publicising the plan for a six-week period (Regulation 16)</li><li>b) Notifying anyone referred to in the consultation statement that the plan has been received; and</li><li>c) Appointing an independent examiner</li></ul> Any representations received on the plan during the 6-week consultation period will be passed to the independent examiner for consideration. At this stage,</td><td>December 2021</td></tr></table>	DRAFT SEA Timeline (If Locality Technical Support Application is approved)		<b>Approval of Strategic Environmental Assessment (SEA) Technical Support package, to be provided by AECOM</b>	End of July	<b>SEA carried out, estimated 8-12 weeks</b> – including 5 week consultation to Statutory Consultants	End of September/ end of October	<b>Modify Neighbourhood Plan in response to the SEA recommendations (if required) and preparation of Consultation Statement and Basic Conditions Statement</b>	November 2021	<b>Sign off Final (Regulation 16) Plan with NP Steering Group/Planning Committee</b>	November 2021	<b>Submit the Plan formally to SDC</b> Once the plan is submitted to SDC (with Basic Conditions Statement and Consultation Statement) they will be responsible for: <ul style="list-style-type: none"><li>a) Publicising the plan for a six-week period (Regulation 16)</li><li>b) Notifying anyone referred to in the consultation statement that the plan has been received; and</li><li>c) Appointing an independent examiner</li></ul> Any representations received on the plan during the 6-week consultation period will be passed to the independent examiner for consideration. At this stage,	December 2021
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## Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment	
					the examiner will only be concerned about whether the Plan meets the Basic Conditions (i.e., is in conformity with planning policy) not any other comments about its contents.	
					<b>Examiner's report</b> At the end of the 6-week period the independent examiner will issue a report to the SDC and the Town Council and may make recommendations on modifications required to the plan prior to going to referendum.	February/March 2022
					<b>Modify Neighbourhood Plan in responds to Examiner's recommendations</b> (if required)	March/April 2022
					<b>Referendum</b> Assuming that the plan is found to be satisfactory then SDC will organise a referendum. They will need to publicise these 28 working days before the referendum is held.  If more than 50% of those voting in the referendum vote yes to support the plan, it will then become a part of the statutory development plan.  SEA being compiled; expected by end of 2021.  SEA received March 2022 and approved at Planning Committee 4 <sup>th</sup> April 2022.  Sevenoaks Town Council's Draft Neighbourhood Development Plan formally submitted alongside its supporting documents to the Local Planning Authority on 23rd June 2022.	Spring 2022



## Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment
					<p>It is now the District Council's responsibility to arrange for appointment of an Independent Examiner, publicise the plan for a minimum of six weeks, and in due course arrange for Referendum. If the Plan receives over 50% positive votes, it will be made by the District Council and become a part of the statutory development plan.</p>
5	Business Hub	Convert old Red cross building to Business Hub for new start-up of small businesses	June 2020	£373,000	Finance department relocation completed.
6	Business Improvement District (BID)	To progress a BID to ensure that Sevenoaks remains a competitive environment to do business.	Tbc	Tbc	<p>Referendum to be on hold until after the NDP referendum</p> <p>Postponed due to Covid-19</p>
7	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	Unknown	£1,500,000	<p>Football Club submitting planning application for new pavilion and seeking funding. Consultation needed with football club(s) and residents. GRA prefer this ambitions scheme and are submitting scheme for pre-planning advice to have separate building to replace current portacabins, current pavilion adjacent to pitch 2 refurbished to accommodate public toilets, café and community space for hire. Consideration to be given to joint management of facility.</p> <p>Would release current pavilion building, adjacent to pitch 2 for alternative use.</p> <p>Planning application due to be submitted. STC agreed current pavilion to be retained by STC as Community Hub.</p>

## Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment
					<p>Planning permission granted.</p> <p>STC &amp; STFC to work on Football Foundation funding application.</p>
8	3G Pitch at Knole Paddock	Identifies as part of the Sevenoaks Sports Strategy.	Tbc	Tbc	Refused planning permission 2019. Appeal process not successful.
9	Community Right to Bid.	To nominate assets of community value to Sevenoaks District Council which Sevenoaks Town Council would be interested in purchasing if they were to be sold.			<p>Cllrs to be asked to provide information of such buildings within their wards</p> <p>Registration process for Stag: completed. Registration process for Bradbourne Lakes: completed. To Register Kaleidoscope (Library)</p> <p>‘Assets of Community Value’- re-registration of the following confirmed:</p> <ul style="list-style-type: none"> <li>• Stag Community Arts Centre</li> <li>• Bradbourne Lakes</li> <li>• Kaleidoscope Centre (comprising the library, gallery and museum)</li> </ul>

## Sevenoaks Town Council Priorities

## PRIORITY TWO

No	Project	Details	Proposed target timescale	£	Update / comment
1	South East in Bloom	Provide action plan for obtaining gold award.			<p>Judging took place 15<sup>th</sup> July 2021.</p> <p>Sevenoaks Town and two of its parks have been awarded Gold in this year's South &amp; South East in Bloom Awards.</p> <p>Rockdale Housing Association and the Incredible Edible team at West Kent Housing got special praise from the judges.</p> <p>Special thanks given to all the businesses, organisations and volunteers who help and make the town such a success, including Sevenoaks Soroptimists and Sevenoaks Living Landscapes.</p> <p>Next year Sevenoaks is aiming even higher in the Britain in Bloom National competition.</p>
2	MUGA Multi Use Games Area	Install to replace facility at Community centre	September 2020	£139,000	Completed.
3	Tarmac Site	Develop community facility provision as part of the NDP / Local Plan	Tbc	Tbc	<p>Ensure community facilities are delivered as outlined in the Northern Sevenoaks Masterplan.</p> <p>Invest in feasibility and project design where appropriate particularly in relation to Oast House.</p> <p>Tarmac presented to Planning Committee 13<sup>th</sup> January 2020.</p>

## Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment
					Tarmac to provide STC with update on its progress, planning application expected end of 2021.  STC provided holding objection to outline planning application.
4	Markets	Long term aim for Sevenoaks Town Council to take over control of the markets.	Tbc	Tbc	Currently 'owned' by Sevenoaks District Council
5	St John's car park public toilets	Refurbish	2020	£10,000	<p>Potentially from future CIL receipts. Following consideration of lower cost option, <b>OS&amp;L Committee</b> on 06.07.2020 <b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1) The Open Spaces &amp; Leisure Committee use £7,608.52 [CIL allocation] towards the refurbishment and adaption of the St John's Public Toilets to create two unisex, accessible toilet (one on Radar key).</li> <li>2) A request be made to the Finance &amp; General Purposes Committee for the remaining £2,391.48 to be met from Sevenoaks Town Council's Capital Reserves.</li> </ol> <p><b>F&amp;GP Committee on 20.02.2020 RESOLVED:</b> That £2,391.48 be allocated to the St John's Public Toilets Refurbishment from Capital Reserves.</p> <p>Permission <b>provided</b> by Sevenoaks District Council who lease the public toilets to Town Council.</p> <p>STC staff to commence this project when resources permit.</p>

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					Further quotations being sought.
6	Electric Bus	To convert No.8 bus to meet sustainable agenda	2020	£300,000	To initially seek grant funding.
7	Darent Valley Community Rail Partnership	Support and be involved in the development.	2019	£3,000 p.a.	<p>Launched in September 2019, working in partnership with Sevenoaks District Council, representatives from six stations, Southeastern and GTR.</p> <p>SDC recruited member of staff. To create a Community Interest Company with STC as 'accountable body' when resources permit. <b>STC agreed to defer Community Interest Company for the time being.</b></p>

## Sevenoaks Town Council Priorities

## PRIORITY THREE

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

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					Improvements to building (Fly Tower, 4 <sup>th</sup> Storey, Walkway from front to back enabling additional basement area, Nightclub?) subject to funding, planning permission and ownership.  Linked to Cultural Quarter – improved walkway from London Road to South Park car park.
5	Nightclub for Sevenoaks	Support provision of nightclub in Sevenoaks	Tbc	Tbc	
6	Community Events	Continue to promote the town to residents and visitors via community events.	Tbc	Tbc	
7	Cafes	Continue to operate and promote	Ongoing		Noted the benefits of ongoing community service and crime reduction.
8	Youth Provision	HitB Youth Café  Partners  New provision if viable  Youth Council	Ongoing		To continue to provide the HitB Youth Café facilities  To work with partners to provide youth provision  If viable to extend youth provision. <b>Facilities in Northern Sevenoaks being reviewed. Increased detached and school work happening.</b>  To continue to support the development of the Youth Council.