

20th September 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 26th September 2022**, at the conclusion of the Sevenoaks Town Council meeting commencing at 7pm. 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/OpQf_lXxaWE and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

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



Town Clerk

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

Committee Members:

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

AGENDA

PUBLIC QUESTIONS

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

1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
---	--	---

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	–
4	<u>MINUTES OF MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE – 18TH JULY 2022</u> To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 18 th July 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 31 ST August 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
5.1a	<u>Unprecedented Energy Cost Increases</u> To consider impact of energy cost increases	Attached
5.2	<u>Suppliers’ Accounts</u> To authorise payment of the accounts listed in the schedules for the period: <ul style="list-style-type: none"> • 1st to 31st July 2022 • 1st to 31st August 2022 	Attached
5.3	<u>List of Payments</u> To note list of payments for: <ul style="list-style-type: none"> • Sevenoaks Town Council Nat West Account 1st to 31st July 2022 1st to 31st August 2022 • Mayor’s Charity Account 1st to 31st July 2022 	Attached 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"> • 1st to 31st July 2022 • 1st to 31st August 2022 	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"> • 1st to 31st July 2022 • 1st to 31st August 2022 	Attached
5.6	<u>Conclusion of Audit, year ended 31st March 2021</u>	Attached
5.7	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 st to 31 st August 2022: None	–
6	<u>DRAFT INITIAL PROJECTION FOR 5-YEAR FINANCIAL REVIEW</u> To consider initial projections for 5-Year Financial Review	Attached
7	<u>STAG THEATRE REQUEST FOR CIL FUNDING</u> To consider request for funding towards solar panel installation	To follow
8	<u>GRANT BUDGET UPDATE AND GRANT APPLICATIONS RECEIVED</u> To note budget position and consider grant applications received	Report attached. Grant applications in separate document
9	<u>PROVISION OF IT EQUIPMENT FOR COUNCILLORS</u> To consider provision of IT equipment to all councillors	Attached
10	<u>BANK STREET PROPOSED PERMANENT CLOSURE FOR TRAFFIC, ENABLING PEDESTRIAN AND BUSINESS USE</u> To consider proposal for permanent road closure	Attached
11	<u>SEVENOAKS TOWN TEAM</u> To receive and note the minutes of the meeting held on 3 rd August 2022.	Attached
12	<u>CURRENT MATTERS & PRIORITIES</u> To receive and note list of: <ol style="list-style-type: none"> a) Current Matters b) Priorities of the Town Council c) Climate Change Action Plan Report d) Bat & Ball Station Action Plan Report 	Attached Attached Attached Attached
13	<u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release	–

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council

**Minutes of the meeting of the Finance & General Purposes Committee
Held on 18th July 2022 in the Council Chamber, Town Council Offices, TN13 3QG**

Livestreamed and available to view on YouTube: <https://youtu.be/pD1dNkdcQ6U>

Meeting commenced: 7.00 pm

Meeting Concluded: 7.41pm

Present:

Cllr Tony Clayton, Chairman	Remote attendance	Cllr Victoria Granville-Baxter	Present
Cllr Keith Bonin, Vice-Chairman	Present	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 Marilyn Canet	Present	Cllr Simon Raikes	Apologies
Cllr Andrew Eyre	Present		

Substitution:

Cllr Clare Shea	Cllr Sue Camp
Cllr Rachel Parry	Cllr Simon Raikes
Cllr Lise Michaelides	Cllr Tony Clayton

In attendance: Town Clerk, Responsible Finance Officer, Planning Committee Clerk, KCC Cllr Streatfield

Representations received from Members of the Public: None

218. Apologies for Absence

As noted above.

219. Dispensations

There were no requests for dispensations.

220. Declaration of Interest

There were no Declarations of Interest

221. Minutes of the Finance & General Purposes Committee on 6th June 2022

RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 6th June 2022 as a true record.

222. Finance Reports**222.1 Management Accounts to June 2022**

The Committee received and noted, for the period ended 30th June 2022, the Responsible Finance Officer's Report with Variance Analysis and noting positive reports for Café on the Vine and the Business Hub; Income and Expenditure,

Sevenoaks Town Council

Working Capital Summary, Statement of Fund Balances and Capital Expenditure and funds, together with the:

Suppliers Accounts for:

- 1st to 30th April 2022, total invoices £57,517.59
- 1st to 31st May 2022, total invoices £76,104.56
- 1st to 30th June 2022, total invoices £75,024.30

List of Payments for period 1st April to 30th June 2022:

- Sevenoaks Town Council Nat West Account, total £533,901.96
- Mayor's Charity Account, total £160.

Payroll Accounts for:

- 1st to 30th April 2022, payments £85,609.51
- 1st to 31st May 2022, payments £83,990.87
- 1st to 30th June 2022, payments £82,956.68

Petty Cash Accounts for:

- 1st to 30th April 2022, payments £412.48
- 1st to 31st May 2022, payments £530.67
- 1st to 30th June 2022, payments £682.03

It was noted that the year-to-date position at the end of June 2022 gave a revenue surplus of £12,441. Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement (YTD deficit of £21,978 to be actioned at year end), the position was an adjusted surplus of £34,419.

Consideration was given to investing in a 95-day notice account with Virgin Money, offering 1.05% interest.

RESOLVED that:

- 1) the Management Accounts for the period ended 30th June 2022 be received and accepted.
- 2) £500,000 be invested in a 95-day notice account with Virgin Money

222.2 Hospitality and Gifts Register: None received.

223. Sevenoaks Town Council Risk Assessment: Annual Review

The Town Council reviewed the updated Risk Assessment. Noted that there were two identifiable risks 1) Cyber Security and that the Town Council was working towards Cyber Essentials accreditation 2) Markets requiring annual review of rents. It was also noted that financial risks relating to utility costs should be identified alongside potential mitigations from the report expected indicating how the Town Council could reduce its energy consumption and carbon footprint.

Sevenoaks Town Council

RESOLVED: That the Sevenoaks Town Council Risk Assessment 2022/23 be approved and adopted.

224. Review of Allotment Rents

The Committee considered the recommendation from the Open Spaces & Leisure Committee [*Minute 197.2, OSL 04.07.22 refers*] regarding allotment rents.

RESOLVED: That allotment rents be increased by no more than 10%, i.e., to 21.8p per square metre, slightly more than the current rate of inflation, with effect from 1st October 2023

225. Review of Wednesday and Saturday Markets

The Committee reviewed the position with the Wednesday Buckhurst Lane Market and Saturday High Street Market. The Town Council has held a licence from Sevenoaks District Council (SDC) to run these markets since 2013. The current 5-year licence would expire in March 2023, with an option to extend for a year.

Consideration was given to the performance of the two markets.

RESOLVED: that

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

226. Sevenoaks Day Nursery: Request to Review Club Room Rent

The Town Council leases part of the Bat & Ball Centre site to Sevenoaks Day Nursery on a 25-year peppercorn lease. Part of the agreement was that the old club room should be used by a local children's organisation: during the rebuild of the Centre this was used by Montessori at a very favourable rate agreed by the Town Council. The Committee considered a request from the Nursery to increase the fee charged to Hollybush Montessori.

RESOLVED: That the request by Sevenoaks Day Nursery to increase the rent charged for the Club Room to £10 per hour, with effect from September 2022, be approved.

Sevenoaks Town Council

227. Minutes of Town Team Meeting 15th June 2022

The following errors were noted:

- Cllr Avril Hunter – spelling of surname and that she was a Sevenoaks District Councillor.

RESOLVED: That subject to the above amendments the minutes of the meeting of the Town Team held on 15th June 2022 be received and noted.

228. Current Matters and Sevenoaks Town Council Priorities

The Responsible Financial Officer was complimented on progress to date relating to Streetlighting matters.

RESOLVED: that the updates on the following be received and noted:

- 1) Current Matters, including the progress reports to June 2022 on the Sevenoaks Town Council Green Community Investment Plan and the Bat & Ball Station Action Plan
- 2) Sevenoaks Town Council Priorities

229. Press Release

No topics for Press Release.

There being no further business the Chairman closed the Meeting.

Signed

Dated

Chairman

Sevenoaks Town Council Finance Officer's Report Financial report for the period ended 31 August 2022

1. Summary

The year-to-date position at the end of August gives a revenue deficit of £33,395. Allowing for the Bat & Ball Station reserves movement to be actioned at year end, which offsets the Bat & Ball Station £43,867 year-to-date deficit, the adjusted position is a £10,472 surplus.

Inflation is starting to take an impact on council spend, most recently with printer paper increasing in price by 50%. Energy is expected to be the cost with the biggest increase, estimated at c£26K higher than budget. This could be partially mitigated by reduced consumption/ energy savings instigated following carbon footprint appraisal.

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 £23,467 adverse to budget year-to-date.

The biggest variances to budget to date are as follows, with full analysis in Appendix 2:

- Adverse Kickstart funding of c£8.1K – due to funding for positions being unavailable.
- One off income received re £24K contribution towards full cost of Bat & Ball Centre flooring repairs. £1.7K related expense to date with remaining financial impact to be seen over the following months, and £10.5K moved to reserves to cover future costs.
- £6.8K on casual vacancy election.
- £2.2K on Carbon Footprint appraisal.
- £1.4K on professional fees relating to illegal encampment.
- £3.8K Legal fees re Allotment lease & access arrangement
- £1.3K acoustic assessment at Bat & Ball station
- £5.4K repairs at Bat & Ball station (boiler repairs including new heat exchanger, vacuum tanker service & sewage pump repairs)
- £3.2K spent on picnic benches, funded by CIL.
- £3.2K spend on new bollards at the Vine, £1K contribution received.
- £13K spend on Jubilee Events, of which £10K 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)

Income and expenditure variances (+/- £5,000) by cost centre: *Favourable (F); Negative/Adverse (A)

<u>Cost Centre</u>	<u>Name</u>	<u>Variance £</u>
29	Vine Ground	9,190 (A)
30	Bat & Ball Station	18,749 (A)
31	Establishment	13,774 (A)
33	Council Offices	7,881 (F)
36	Bat & Ball Centre	5,236 (F)
38	Grants	5,464 (A)
40	Town Team	9,902 (F)
60	HITB	6,522 (A)

3.0 Use of Contingency

The following uses of contingency are proposed:

- £6,817.72 to cover the cost of the Casual Vacancy election
- £2,150 to cover the cost of the Carbon Footprint appraisal
- £1,402.90 to cover the cost of professional fees relating to the illegal encampment

This would leave £33,229 contingency budget remaining. If £26K is required for energy costs, this would leave c£7K for other purposes.

5.0 Working Capital (Appendix 3)

The net current assets have decreased by £109,180 year to date to leave a year-to-date balance of £1,568,459.

Revenue (general) reserves have decreased by £33,478 leaving a year-to-date balance of £405,383. Earmarked Reserves have decreased by £75,702 leaving a year-to-date balance of £1,163,076.

This includes:

1. A year-to-date net deficit of £33,479.
2. £2,200 release from Youth activities reserve for skate park event & Hastings trip.
3. £10K release from Special events reserve to cover Jubilee Event spend.
4. £1,267 release from STP activities reserve to cover work on Public Realm.
5. £156,489 year to date spend on capital projects (Vine Area £61K, Play Areas £45K, Knole Paddock pitch drainage £29K, NDP £11K, Business Hub final retention payment £7K, also Bat & Ball Centre, and Cemetery).
6. £10K grant towards the cost of NDP printing.
7. Bat & Ball Centre Maintenance reserve £10,578 created.
8. CIL Income of £87K offset by £8.4K 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 31st August 2022 totals £1,718,614 (31st March 2022 £1,710,009).

£1,435,472 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 1.62%.

Sub ratings reviewed 31st August 2022.

Following the decision at the last F&GP, an application for a 95-day notice account with VirginMoney is in progress.

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>11 Planning - General</u>										
4010 Gross Pay	1,902	2,160	258	9,509	10,800	1,291	25,914		16,405	
4270 Employers Pension Contribution	70	92	22	350	460	110	1,105		755	
6240 Computer/ Data Base/WP's	49	68	19	245	340	95	948		703	
6630 Professional Fees	(66)	0	66	407	28	(379)	111		(296)	
6730 Subscriptions	37	0	(37)	185	0	(185)	395		210	
Planning - General :- Indirect Expenditure	1,992	2,320	328	10,696	11,628	932	28,473	0	17,777	0
Net Expenditure	(1,992)	(2,320)	(328)	(10,696)	(11,628)	(932)	(28,473)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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>21 O/ Spaces & Leisure - General</u>										
1022 Letting & Hire of Facilities	1,968	3,016	1,048	7,429	12,064	4,635	33,179		0	
1030 Electricity recharge	1	0	(1)	413	0	(413)	0		0	
1316 Raleys Car Park Permits	33	0	(33)	1,592	1,750	158	1,750		0	
1850 Log Sales	0	0	0	0	0	0	1,305		0	
1990 Other Income	847	92	(755)	978	460	(518)	1,099		0	
O/ Spaces & Leisure - General :- Income	2,849	3,108	259	10,411	14,274	3,863	37,333			0
4010 Gross Pay	5,651	15,801	10,150	65,642	79,005	13,363	189,608		123,966	
4011 Mileage	148	0	(148)	416	0	(416)	0		(416)	
4270 Employers Pension Contribution	532	1,042	510	4,142	5,210	1,068	12,498		8,356	
5013 Graffiti Removal	785	0	(785)	1,226	298	(928)	893		(333)	
5025 Lower St Johns Toilets	776	919	143	5,359	4,595	(764)	11,031		5,672	
5026 Greatness Rec Convenience	232	263	31	1,161	1,315	154	3,152		1,991	
5050 Seats And Litter Bins	847	0	(847)	3,036	730	(2,306)	2,921		(115)	
5060 Sevenoaks Common	4,680	0	(4,680)	8,210	3,400	(4,810)	4,470		(3,740)	
5065 Tree Safety Survey	0	2,000	2,000	0	2,000	2,000	3,992		3,992	
5070 Other Woodlands	241	0	(241)	391	1,864	1,473	3,726		3,335	
5110 Knole Paddock & Pavilion	0	415	415	0	1,245	1,245	4,151		4,151	
5120 Knole Paddock Pitch & Grnd Mt	0	0	0	854	2,449	1,595	3,677		2,823	
5310 Miscellaneous Open Spaces	2,133	190	(1,943)	3,375	950	(2,425)	2,277		(1,098)	
5311 Security Open Spaces	1,918	1,767	(151)	9,465	8,835	(630)	21,202		11,737	
5316 Skatepark Maintenance	0	1,074	1,074	927	2,706	1,779	2,706		1,779	
5317 Raleys Car Park	0	0	0	201	525	324	525		324	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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
5320 Fertilizers	0	0	0	140	252	112	1,009		869	
5330 Grass Seed	0	0	0	1,551	0	(1,551)	2,206		655	
5340 Plants	1,168	0	(1,168)	2,180	657	(1,523)	2,627		447	
5410 Repairs & General Maintenance	64	131	67	171	655	484	1,576		1,405	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	184	578	394	4,021	2,890	(1,131)	6,934		2,913	1,610
5525 Equipment Maintenance	37	445	408	1,402	3,115	1,713	7,564		6,162	
5550 Vehicle Expenses	55	320	265	1,468	1,600	132	19,500		18,032	
5700 Fuel	347	434	87	2,447	2,170	(277)	5,211		2,765	
6010 Light Heat & Cleaning	108	0	(108)	1,295	655	(640)	2,621		1,326	
6014 Water	77	0	(77)	320	515	195	1,030		710	
6101 Telephone	12	18	6	59	90	31	210		151	
6104 Mobile Telephone	23	18	(5)	133	90	(43)	210		77	
6320 Staff Training	0	0	0	580	788	208	3,152		2,572	
6330 Welfare/Hospitality	27	18	(9)	170	90	(80)	210		40	
6460 Publicity & Democratic notices	0	0	0	589	0	(589)	0		(589)	
6635 Professional Fees Licensing	0	0	0	180	0	(180)	0		(180)	
6730 Subscriptions	0	0	0	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	75	75	184		184	
6900 Sundry Expenses	42	8	(34)	42	40	(2)	105		63	
6922 Health&Safety/Risk Assessments	0	0	0	192	0	(192)	1,628		1,437	
6930 Alarm Maintenance	1,041	140	(901)	1,309	140	(1,169)	778		(531)	
6931 CCTV Maintenance	0	0	0	0	0	0	536		536	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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
6934 Waste Bin Collection-Dog Bins	0	0	0	1,310	675	(635)	2,699		1,389	
6935 Waste Bin Disposal-Waste Bins	161	335	174	1,198	1,675	477	4,023		2,825	
6952 Protective Clothing	80	127	47	471	635	164	1,523		1,052	
O/ Spaces & Leisure - General :- Indirect Expenditure	21,369	26,058	4,689	125,795	132,079	6,284	334,787	0	208,992	1,610
Net Income over Expenditure	(18,520)	(22,950)	(4,430)	(115,384)	(117,805)	(2,421)	(297,454)			
8001 plus Transfer from EMR	0			1,610						
Movement to/(from) Gen Reserve	(18,520)			(113,774)						

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1700 Cemetery Income	5,799	7,298	1,499	31,798	36,490	4,692	87,577		0	
O/ Spaces & Leisure - Cemetery :- Income	5,799	7,298	1,499	31,798	36,490	4,692	87,577			0
4010 Gross Pay	11,323	7,657	(3,666)	33,824	38,285	4,461	91,885		58,061	
4270 Employers Pension Contribution	756	618	(138)	2,472	3,090	618	7,412		4,940	
5210 Cemetery Chapel & Office	27	0	(27)	27	108	81	216		189	
5230 Cemetery Wshop/Messroom Mtce	130	120	(10)	633	240	(393)	356		(277)	
5410 Repairs & General Maintenance	94	88	(6)	512	440	(72)	1,051		539	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	0	280	280	(498)	1,400	1,898	3,362		3,860	
5525 Equipment Maintenance	50	263	213	658	1,315	657	9,152		8,494	
5700 Fuel	54	108	54	474	540	66	1,302		828	
6000 Rent & Rates	873	873	0	4,368	4,368	1	8,733		4,366	
6010 Light Heat & Cleaning	60	108	48	545	540	(5)	1,303		758	
6014 Water	141	44	(97)	367	220	(147)	538		171	
6101 Telephone	45	66	21	236	330	94	788		552	
6104 Mobile Telephone	0	10	10	8	52	44	126		118	
6105 Broadband wi-fi service	10	34	24	50	170	120	412		362	
6200 Printing & Stationery	0	4	4	0	20	20	52		52	
6240 Computer/ Data Base/WP's	40	420	380	200	420	220	420		220	
6320 Staff Training	0	0	0	580	525	(55)	2,101		1,521	
6330 Welfare/Hospitality	0	15	15	56	75	19	178		122	
6500 Goods for Resale	109	18	(91)	109	90	(19)	210		101	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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
6630 Professional Fees	0	0	0	0	105	105	105		105	
6720 Books and Periodicals	39	0	(39)	39	0	(39)	0		(39)	
6730 Subscriptions	0	0	0	190	98	(92)	98		(92)	
6802 Trees Plants Turf & Fertilizer	916	0	(916)	963	788	(175)	3,152		2,189	
6822 Roads Path & Boundaries	13	0	(13)	13	184	172	735		723	
6832 Lawn/Wall of Remembrance	0	0	0	21	0	(21)	105		84	
6900 Sundry Expenses	0	4	4	0	20	20	53		53	
6922 Health&Safety/Risk Assessments	0	584	584	39	1,168	1,129	2,338		2,299	
6930 Alarm Maintenance	(868)	0	868	(226)	840	1,066	840		1,066	
6932 Cemetery Security	445	417	(28)	2,226	2,085	(141)	5,002		2,777	
6935 Waste Bin Disposal-Waste Bins	81	109	28	555	545	(10)	1,310		755	
6952 Protective Clothing	138	66	(72)	297	330	33	788		491	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	14,477	11,906	(2,571)	48,738	58,391	9,653	145,323	0	96,585	0
Net Income over Expenditure	(8,677)	(4,608)	4,069	(16,941)	(21,901)	(4,960)	(57,746)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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 & Leisure- Allotment</u>										
1010 Rental Income	0	0	0	9	0	(9)	1,381		0	
1047 QH Allotments Income	0	0	0	72	0	(72)	7,512		0	
O/ Spaces & Leisure- Allotment :- Income	0	0	0	81	0	(81)	8,893			0
4010 Gross Pay	352	443	91	1,493	2,215	722	5,313		3,820	
4270 Employers Pension Contribution	14	18	4	70	90	20	213		143	
5410 Repairs & General Maintenance	0	0	0	754	630	(124)	1,261		507	
6002 QH Allotments Costs	3,041	0	(3,041)	3,779	434	(3,345)	1,735		(2,044)	
6014 Water	440	0	(440)	1,594	495	(1,099)	989		(605)	
6300 Computer Software	13	0	(13)	13	0	(13)	128		115	
6730 Subscriptions	0	0	0	0	0	0	57		57	
6922 Health&Safety/Risk Assessments	0	0	0	0	283	283	283		283	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	3,859	461	(3,398)	7,702	4,147	(3,555)	9,979	0	2,277	0
Net Income over Expenditure	(3,859)	(461)	3,398	(7,622)	(4,147)	3,475	(1,086)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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	0	0	0	412	412	412		0	
1997 In Bloom Income	0	0	0	200	0	(200)	0		0	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	200	412	212	9,776			0
6861 Public Clock Maintenance	0	0	0	33	764	731	3,055		3,022	
6862 Street Lighting	345	1,174	829	3,335	5,870	2,535	14,092		10,757	
6865 In Bloom Costs	2,978	4,032	1,054	13,381	11,693	(1,688)	13,710		329	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	3,323	5,206	1,883	16,750	18,327	1,577	30,857	0	14,107	0
Net Income over Expenditure	(3,323)	(5,206)	(1,883)	(16,550)	(17,915)	(1,365)	(21,081)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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</u> O/ Spaces & Leisure-Vine Cafe										
1211 Sale of Goods	9,459	10,571	1,112	38,485	44,724	6,239	81,317		0	
1213 Event catering	911	0	(911)	2,384	0	(2,384)	0		0	
1451 Kickstart funding	0	0	0	0	3,764	3,764	3,765		0	
O/ Spaces & Leisure-Vine Cafe :- Income	10,370	10,571	201	40,869	48,488	7,619	85,082			0
4010 Gross Pay	4,486	5,990	1,504	19,227	28,882	9,655	58,071		38,844	
4270 Employers Pension Contribution	202	237	35	878	1,142	264	2,294		1,416	
5410 Repairs & General Maintenance	3	108	105	129	540	411	1,301		1,172	
5500 Equipment Hired and New	0	116	116	2,215	580	(1,635)	1,396		(819)	
5525 Equipment Maintenance	0	100	100	325	500	175	1,207		882	
6000 Rent & Rates	69	69	0	341	341	(0)	686		345	
6010 Light Heat & Cleaning	331	0	(331)	1,647	2,136	489	4,271		2,624	
6014 Water	84	40	(44)	628	200	(428)	480		(148)	
6101 Telephone	28	24	(4)	142	120	(22)	284		142	
6200 Printing & Stationery	60	10	(50)	68	50	(18)	124		56	
6210 Postage & Courier	0	0	0	0	10	10	38		38	
6240 Computer/ Data Base/WP's	0	0	0	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	0	0	0	33	33	131		131	
6500 Goods for Resale	3,043	3,567	524	12,552	15,091	2,539	27,437		14,885	
6505 Cafe consumables	206	322	117	796	1,610	814	3,859		3,063	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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)	255	170	(85)	403		148	
6900 Sundry Expenses	0	26	26	12	130	118	316		304	
6922 Health&Safety/Risk Assessments	71	177	106	455	885	431	2,129		1,675	
6930 Alarm Maintenance	0	0	0	0	0	0	541		541	
6935 Waste Bin Disposal-Waste Bins	212	144	(68)	981	720	(261)	1,730		749	
6976 Credit card charges	102	100	(2)	824	500	(324)	1,195		371	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	8,934	11,064	2,130	41,474	53,670	12,196	108,404	0	66,930	0
Net Income over Expenditure	1,437	(493)	(1,930)	(605)	(5,182)	(4,577)	(23,322)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	69	69	740	345	(395)	824		0	
1451 Kickstart funding	0	0	0	1,985	2,824	839	2,823		0	
1805 Tea Kiosk Rental & Pavilion	0	0	0	1,750	1,750	0	3,500		0	
1870 Vine Club Insurance Contrib.	0	0	0	367	365	(2)	365		0	
1990 Other Income	0	0	0	1,000	0	(1,000)	0		0	
O/Spaces & Leisure-Vine Ground :- Income	0	69	69	5,842	5,284	(558)	7,512			0
4010 Gross Pay	3,591	1,058	(2,533)	8,220	5,290	(2,930)	12,703		4,483	
4270 Employers Pension Contribution	37	51	14	297	255	(42)	613		316	
5010 Vine Area General Maintenance	28	389	361	5,003	1,945	(3,058)	4,670		(333)	
5015 Vine Pavilion maintenance	0	0	0	120	0	(120)	0		(120)	
5020 Vine Public Convenience	793	744	(49)	3,863	3,720	(143)	8,930		5,067	
5410 Repairs & General Maintenance	33	0	(33)	696	0	(696)	0		(696)	
5500 Equipment Hired and New	179	0	(179)	3,412	0	(3,412)	0		(3,412)	1,610
6014 Water	31	45	14	145	225	80	541		396	
6460 Publicity & Democratic notices	0	0	0	59	65	6	263		204	
6635 Professional Fees Licensing	0	0	0	200	105	(95)	105		(95)	
6868 Summer Concerts	1,740	1,681	(59)	3,380	2,802	(578)	3,362		(18)	
6869 Special Events	0	0	0	132	0	(132)	0		(132)	
6922 Health&Safety/Risk Assessments	0	37	37	0	37	37	37		37	
6931 CCTV Maintenance	695	693	(2)	695	693	(2)	693		(2)	
6935 Waste Bin Disposal-Waste Bins	64	0	(64)	273	0	(273)	0		(273)	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	7,192	4,698	(2,494)	26,495	15,137	(11,358)	31,917	0	5,422	1,610
Net Income over Expenditure	(7,192)	(4,629)	2,563	(20,653)	(9,853)	10,800	(24,405)			
8001 plus Transfer from EMR	0			1,610						

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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><u>(7,192)</u></u>			<u><u>(19,043)</u></u>						

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>30 F & G P - Bat & Ball Station</u>										
1022 Letting & Hire of Facilities	765	838	73	3,421	4,190	769	10,052		0	
1208 Other Events Income	0	0	0	71	0	(71)	0		0	
1211 Sale of Goods	3,127	3,215	88	14,356	16,075	1,719	38,578		0	
1213 Event catering	509	599	90	2,257	2,995	738	7,190		0	
F & G P - Bat & Ball Station :- Income	4,401	4,652	251	20,105	23,260	3,155	55,820			0
4010 Gross Pay	7,269	5,186	(2,083)	35,997	25,930	(10,067)	62,227		26,230	
4270 Employers Pension Contribution	194	224	30	959	1,120	161	2,686		1,727	
5410 Repairs & General Maintenance	38	139	101	6,841	695	(6,146)	1,667		(5,174)	
5500 Equipment Hired and New	361	131	(230)	1,644	655	(989)	1,576		(68)	
6000 Rent & Rates	324	324	0	1,624	1,624	1	3,244		1,621	
6011 Electricity	500	466	(34)	2,498	2,330	(168)	5,595		3,097	
6012 Gas	64	0	(64)	441	541	100	2,164		1,723	
6013 Cleaning	381	280	(101)	1,472	1,400	(72)	3,360		1,888	
6014 Water	(161)	8	169	370	40	(330)	97		(273)	
6020 Insurance Cost	0	84	84	0	420	420	1,004		1,004	
6101 Telephone	73	75	2	367	375	8	903		536	
6200 Printing & Stationery	26	12	(14)	110	60	(50)	142		32	
6210 Postage & Courier	0	0	0	9	0	(9)	0		(9)	
6241 Website Costs	50	122	72	335	422	87	422		87	
6320 Staff Training	0	0	0	0	34	34	137		137	
6330 Welfare/Hospitality	38	32	(6)	189	160	(29)	390		201	
6460 Publicity & Democratic notices	0	88	88	54	440	386	1,051		997	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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	1,741	1,724	(17)	6,957	8,620	1,663	20,690		13,733	
6505 Cafe consumables	72	168	96	554	840	286	2,017		1,463	
6630 Professional Fees	1,280	0	(1,280)	1,280	0	(1,280)	0		(1,280)	
6635 Professional Fees Licensing	180	0	(180)	427	0	(427)	410		(17)	
6900 Sundry Expenses	23	88	65	113	440	327	1,055		942	
6922 Health&Safety/Risk Assessments	71	0	(71)	641	552	(89)	1,104		463	
6930 Alarm Maintenance	0	665	665	0	665	665	1,331		1,331	
6935 Waste Bin Disposal-Waste Bins	81	109	28	701	545	(156)	1,312		611	
6976 Credit card charges	79	94	15	387	470	83	1,126		739	
F & G P - Bat & Ball Station :- Indirect Expenditure	12,685	10,019	(2,666)	63,972	48,378	(15,594)	115,710	0	51,738	0
Net Income over Expenditure	(8,283)	(5,367)	2,916	(43,867)	(25,118)	18,749	(59,890)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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
31 F & G P - Establishments										
1115 Interest on Deposits	493	864	371	2,411	4,320	1,909	10,369		0	
1231 Banner Income	180	170	(10)	(150)	850	1,000	2,039		0	
1232 Town Crier Advertising	0	90	90	350	180	(170)	361		0	
1451 Kickstart funding	0	0	0	0	2,823	2,823	2,823		0	
1889 Waste Sacks Income	344	324	(20)	1,792	1,620	(172)	3,889		0	
1990 Other Income	586	0	(586)	586	0	(586)	13		0	
F & G P - Establishments :- Income	1,602	1,448	(154)	4,989	9,793	4,804	19,494			0
4010 Gross Pay	25,112	26,210	1,098	135,237	131,050	(4,187)	314,524		179,287	
4011 Mileage	28	0	(28)	237	0	(237)	0		(237)	
4012 Expenses	0	0	0	156	0	(156)	0		(156)	
4270 Employers Pension Contribution	2,691	3,094	403	13,721	15,470	1,749	37,122		23,401	
4271 Pension Deficiency	6,917	6,917	0	34,583	34,585	2	83,000		48,417	
5500 Equipment Hired and New	222	142	(80)	966	710	(256)	1,708		742	
6020 Insurance Cost	1,090	1,361	271	9,871	9,526	(345)	19,051		9,180	
6101 Telephone	418	444	26	2,070	2,220	150	5,333		3,263	
6104 Mobile Telephone	8	0	(8)	8	0	(8)	0		(8)	
6200 Printing & Stationery	864	1,093	229	5,187	5,465	278	13,116		7,929	
6210 Postage & Courier	0	538	538	194	2,690	2,496	6,452		6,258	
6240 Computer/ Data Base/WP's	1,123	1,280	157	6,960	6,400	(560)	15,359		8,399	
6241 Website Costs	0	0	0	406	283	(123)	283		(123)	
6242 I.T. Infrastructure	824	944	120	4,121	4,720	599	11,327		7,206	
6300 Computer Software	2,342	365	(1,977)	3,581	1,825	(1,756)	4,384		803	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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
6315 Recruitment Costs	197	167	(30)	525	835	310	2,000		1,475	
6320 Staff Training	0	263	263	963	1,315	352	3,152		2,189	
6321 Investors in People	0	0	0	0	0	0	865		865	
6330 Welfare/Hospitality	262	234	(28)	1,415	1,170	(245)	2,812		1,397	
6410 Civic Exps/Annual Reception	0	0	0	800	918	118	1,839		1,039	
6415 Gifts/hospitality	75	106	31	385	530	145	1,273		888	
6420 Annual Parish Meeting	0	0	0	0	0	0	105		105	
6421 Honour Bd. Badges & Insignia	0	0	0	132	510	378	767		635	
6435 Members Expenses	0	0	0	0	0	0	4,328		4,328	
6460 Publicity & Democratic notices	0	219	219	195	1,095	900	2,627		2,432	
6461 Banner Costs	0	88	88	272	440	168	1,057		785	
6610 Audit Fees	2,400	0	(2,400)	2,400	1,100	(1,300)	4,947		2,547	
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	0	0	0	3,553	0	(3,553)	0		(3,553)	
6635 Professional Fees Licensing	0	1,000	1,000	588	1,000	413	1,406		819	
6710 Conference Fees & Expenses	114	180	66	1,681	900	(781)	2,164		483	
6720 Books and Periodicals	0	22	22	0	110	110	267		267	
6730 Subscriptions	210	607	397	3,796	4,045	249	5,259		1,463	
6889 Waste Sacks	44	327	284	1,082	1,635	553	3,922		2,840	
6900 Sundry Expenses	154	44	(110)	188	220	32	525		337	
6922 Health&Safety/Risk Assessments	0	0	0	3,990	4,743	753	4,743		753	
6975 Bank Charges	101	109	8	562	545	(17)	1,308		746	
6976 Credit card charges	141	129	(12)	274	645	371	1,547		1,273	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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
7010 Election Expenses	0	0	0	6,818	0	(6,818)	5,253		(1,565)	
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	35,801	35,802	1	71,603		35,802	
F & G P - Establishments :- Indirect Expenditure	45,337	45,883	546	282,718	273,748	(8,970)	682,821	0	400,103	0
Net Income over Expenditure	(43,735)	(44,435)	(700)	(277,729)	(263,955)	13,774	(663,327)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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 & 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	189	0	(189)	199	0	(199)	27,316		27,117	
6491 Remembrance Day/Civic Serv.	390	400	10	390	400	10	3,752		3,362	
6869 Special Events	254	552	298	13,510	2,760	(10,750)	6,630		(6,880)	10,000
F & G P - General :- Indirect Expenditure	<u>833</u>	<u>952</u>	<u>119</u>	<u>14,099</u>	<u>3,160</u>	<u>(10,939)</u>	<u>37,698</u>	<u>0</u>	<u>23,599</u>	<u>10,000</u>
Net Income over Expenditure	<u>(833)</u>	<u>(952)</u>	<u>(119)</u>	<u>(14,099)</u>	<u>(3,160)</u>	<u>10,939</u>	<u>(31,518)</u>			
8001 plus Transfer from EMR	0			10,000						
Movement to/(from) Gen Reserve	<u>(833)</u>			<u>(4,099)</u>						

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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>33 F & G P - Council Offices</u>										
1022 Letting & Hire of Facilities	1,130	798	(332)	4,982	3,990	(992)	9,579		0	
F & G P - Council Offices :- Income	1,130	798	(332)	4,982	3,990	(992)	9,579			0
4010 Gross Pay	481	2,344	1,863	6,148	11,720	5,572	28,123		21,975	
4011 Mileage	0	0	0	104	0	(104)	0		(104)	
4270 Employers Pension Contribution	17	65	48	295	325	30	781		486	
5410 Repairs & General Maintenance	0	212	212	133	1,060	927	2,542		2,409	
6000 Rent & Rates	2,320	2,320	0	11,604	11,604	1	23,204		11,601	
6010 Light Heat & Cleaning	897	541	(356)	2,632	2,705	73	6,492		3,860	
6014 Water	470	296	(174)	470	1,480	1,011	3,552		3,083	
6510 Catering Expenses	0	8	8	0	40	40	102		102	
6900 Sundry Expenses	0	8	8	0	40	40	102		102	
6922 Health&Safety/Risk Assessments	298	0	(298)	527	0	(527)	306		(221)	
6930 Alarm Maintenance	0	0	0	796	873	77	873		77	
6935 Waste Bin Disposal-Waste Bins	66	67	1	585	335	(250)	808		223	
F & G P - Council Offices :- Indirect Expenditure	4,547	5,861	1,314	23,293	30,182	6,889	66,885	0	43,592	0
Net Income over Expenditure	(3,417)	(5,063)	(1,646)	(18,311)	(26,192)	(7,881)	(57,306)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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>36 F & G P - Bat & Ball Centre</u>										
1022 Letting & Hire of Facilities	6,832	7,497	665	37,904	37,485	(419)	89,968		0	
1030 Electricity recharge	0	0	0	67	0	(67)	0		0	
1032 Linen and table hire	0	24	24	0	120	120	284		0	
1445 Outdoor Activities	0	55	55	21	275	254	662		0	
1451 Kickstart funding	0	0	0	747	1,432	685	1,433		0	
1457 Indoor Activities	119	397	278	1,780	1,985	205	4,760		0	
1990 Other Income	0	0	0	24,357	0	(24,357)	0		0	10,578
F & G P - Bat & Ball Centre :- Income	6,951	7,973	1,022	64,877	41,297	(23,580)	97,107			10,578
4010 Gross Pay	4,317	3,575	(742)	20,535	17,875	(2,660)	42,899		22,364	
4012 Expenses	0	0	0	10	0	(10)	0		(10)	
4270 Employers Pension Contribution	191	188	(3)	971	940	(31)	2,260		1,290	
5318 SCC Car Park	24	0	(24)	130	0	(130)	485		355	
5340 Plants	0	0	0	0	0	0	181		181	
5410 Repairs & General Maintenance	114	0	(114)	950	87	(863)	347		(603)	
5500 Equipment Hired and New	124	0	(124)	379	648	269	1,298		919	
6000 Rent & Rates	459	459	0	2,296	2,296	0	4,591		2,295	
6011 Electricity	1,551	629	(922)	4,358	3,145	(1,213)	7,545		3,187	
6012 Gas	53	0	(53)	492	948	456	1,894		1,402	
6013 Cleaning	35	66	31	928	330	(598)	795		(133)	
6014 Water	529	199	(330)	1,694	995	(699)	2,395		701	
6101 Telephone	48	48	(0)	245	240	(5)	581		336	
6104 Mobile Telephone	25	31	6	100	155	55	371		271	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6200 Printing & Stationery	0	0	0	0	64	64	255		255	
6240 Computer/ Data Base/WP's	0	0	0	1,338	0	(1,338)	0		(1,338)	
6330 Welfare/Hospitality	38	33	(5)	194	165	(29)	396		202	
6460 Publicity & Democratic notices	0	0	0	0	129	129	515		515	
6520 Refreshments for Resale	53	206	154	881	1,030	150	2,472		1,592	
6620 Legal Expenses	0	0	0	1,650	0	(1,650)	0		(1,650)	
6635 Professional Fees Licensing	0	0	0	508	505	(3)	505		(3)	
6842 Grounds Maintenance	0	41	41	0	205	205	492		492	
6900 Sundry Expenses	0	34	34	13	170	157	406		393	
6922 Health&Safety/Risk Assessments	0	0	0	750	520	(230)	520		(230)	
6930 Alarm Maintenance	0	0	0	85	896	811	896		811	
6931 CCTV Maintenance	0	0	0	0	0	0	330		330	
6935 Waste Bin Disposal-Waste Bins	103	84	(19)	880	420	(460)	1,003		123	
6952 Protective Clothing	0	0	0	145	0	(145)	332		187	
F & G P - Bat & Ball Centre :- Indirect Expenditure	7,664	5,593	(2,071)	39,529	31,763	(7,766)	73,764	0	34,235	0
Net Income over Expenditure	(713)	2,380	3,093	25,348	9,534	(15,814)	23,343			
8002 less Transfer to EMR	0			10,578						
Movement to/(from) Gen Reserve	(713)			14,770						

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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>38 F & G P - Grants</u>										
6937 Annual Subsidy-Comm Centre	248	403	155	2,793	2,015	(778)	4,833		2,040	
6938 Annual Subsidy-Council Chamber	0	83	83	100	415	315	1,000		900	
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	5,000	0	(5,000)	32,000	27,000	(5,000)	27,000		(5,000)	
7557 Community Rail Partnership	3,000	0	(3,000)	3,000	3,000	0	3,000		0	
F & G P - Grants :- Indirect Expenditure	8,248	486	(7,762)	37,894	32,430	(5,464)	57,720	0	19,826	0
Net Expenditure	(8,248)	(486)	7,762	(37,894)	(32,430)	5,464	(57,720)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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 & G P - Property</u>										
1469 O/S Ground Rents & Wayleaves	10	0	(10)	2,886	1,913	(973)	5,933		0	
F & G P - Property :- Income	10	0	(10)	2,886	1,913	(973)	5,933			0
Net Income	10	0	(10)	2,886	1,913	(973)	5,933			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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	0	0	0	5,352	7,426	2,074	7,426		0	
1207 Business Show	3,340	0	(3,340)	3,340	0	(3,340)	4,377		0	
1209 Wellbeing show income	0	0	0	0	3,183	3,183	3,183		0	
Town Team :- Income	3,340	0	(3,340)	8,692	10,609	1,917	14,986			0
6101 Telephone	0	9	9	0	45	45	105		105	
6200 Printing & Stationery	0	8	8	0	40	40	105		105	
6240 Computer/ Data Base/WP's	65	67	2	327	335	8	808		481	
6241 Website Costs	0	0	0	55	275	220	275		220	
6244 Information Screens	10	0	(10)	130	0	(130)	1,313		1,183	
6322 Business Awards	0	0	0	3,102	8,116	5,014	8,116		5,014	
6323 Business Show	0	0	0	0	2,992	2,992	2,992		2,992	
6460 Publicity & Democratic notices	14	0	(14)	253	0	(253)	0		(253)	
6461 Banner Costs	0	0	0	260	0	(260)	0		(260)	
6710 Conference Fees & Expenses	0	61	61	0	305	305	735		735	
6730 Subscriptions	0	0	0	0	561	561	561		561	
6900 Sundry Expenses	0	62	62	100	310	210	749		649	
7000 Reinvestment	0	0	0	0	0	0	549		549	
7608 Friends of Bat & Ball	0	88	88	0	440	440	1,051		1,051	
7616 Wellbeing show	0	0	0	0	2,627	2,627	2,627		2,627	
Town Team :- Indirect Expenditure	89	295	206	4,227	16,046	11,819	19,986	0	15,759	0
Net Income over Expenditure	3,251	(295)	(3,546)	4,465	(5,437)	(9,902)	(5,000)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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>41 Business Hub</u>										
1022 Letting & Hire of Facilities	0	145	145	433	725	293	1,738		0	
1026 Hot Desking Facility	375	613	238	1,158	3,065	1,907	7,357		0	
1027 Dedicated Desk x12	0	412	412	0	2,060	2,060	4,944		0	
1029 Office Pods	633	996	363	6,108	4,980	(1,128)	11,948		0	
1031 Chamber of Commerce	429	412	(17)	2,036	2,060	24	4,944		0	
Business Hub :- Income	1,437	2,578	1,141	9,734	12,890	3,156	30,931			0
4010 Gross Pay	416	429	13	2,269	2,145	(124)	5,152		2,883	
4270 Employers Pension Contribution	0	17	17	0	85	85	206		206	
5410 Repairs & General Maintenance	0	68	68	75	340	265	822		747	
5500 Equipment Hired and New	0	22	22	0	110	110	264		264	
6000 Rent & Rates	207	207	0	1,036	1,036	0	2,071		1,035	
6010 Light Heat & Cleaning	364	138	(226)	2,022	690	(1,332)	1,657		(365)	
6014 Water	0	40	40	0	200	200	490		490	
6105 Broadband wi-fi service	142	146	5	708	730	23	1,749		1,042	
6200 Printing & Stationery	0	42	42	0	210	210	500		500	
6241 Website Costs	0	0	0	0	133	133	133		133	
6511 Sales commission	101	216	115	731	1,080	349	2,599		1,868	
6900 Sundry Expenses	96	103	7	478	515	37	1,236		758	
6922 Health&Safety/Risk Assessments	0	0	0	158	0	(158)	0		(158)	
6930 Alarm Maintenance	85	0	(85)	231	286	55	286		55	
6931 CCTV Maintenance	0	0	0	146	0	(146)	0		(146)	
6976 Credit card charges	17	33	16	135	165	30	401		266	
Business Hub :- Indirect Expenditure	1,428	1,461	33	7,989	7,725	(264)	17,566	0	9,577	0
Net Income over Expenditure	9	1,117	1,108	1,746	5,165	3,419	13,365			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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</u> <u>Sevenoaks Town Mayor</u>										
1500 Fundraising	0	0	0	978	0	(978)	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	0	0	0	1,544	0	(1,544)	0		0	
Sevenoaks Town Mayor :- Income	0	0	0	3,264	0	(3,264)	0			0
6433 Mayors Allowance 2021/22	0	0	0	1,003	0	(1,003)	0		(1,003)	1,003
6437 Mayors Allowance 2022/23	429	484	55	2,493	1,936	(557)	5,805		3,312	
6438 Mayors Car Allowance 2022/23	0	216	216	25	864	839	2,586		2,561	
6900 Sundry Expenses	0	0	0	34	0	(34)	0		(34)	
7100 Mayoral Charity Donations	0	0	0	4,530	0	(4,530)	0		(4,530)	3,962
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	0	0	0	1,531	0	(1,531)	0		(1,531)	
Sevenoaks Town Mayor :- Indirect Expenditure	429	700	271	9,984	2,800	(7,184)	8,391	0	(1,593)	4,965
Net Income over Expenditure	(429)	(700)	(271)	(6,720)	(2,800)	3,920	(8,391)			
8001 plus Transfer from EMR	0			4,965						
Movement to/(from) Gen Reserve	(429)			(1,755)						

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>43 Youth Council</u>										
5500 Equipment Hired and New	500	0	(500)	500	0	(500)	0		(500)	
7555 Youth Council Support	0	42	42	0	210	210	500		500	
Youth Council :- Indirect Expenditure	500	42	(458)	500	210	(290)	500	0	0	0
Net Expenditure	(500)	(42)	458	(500)	(210)	290	(500)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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>44 Public Realm</u>										
4010 Gross Pay	1,267	0	(1,267)	1,267	0	(1,267)	0		(1,267)	1,267
5001 Public Realm signs & panels	0	0	0	7,054	0	(7,054)	0		(7,054)	5,200
Public Realm :- Indirect Expenditure	<u>1,267</u>	<u>0</u>	<u>(1,267)</u>	<u>8,321</u>	<u>0</u>	<u>(8,321)</u>	<u>0</u>	<u>0</u>	<u>(8,321)</u>	<u>6,467</u>
Net Expenditure	<u>(1,267)</u>	<u>0</u>	<u>1,267</u>	<u>(8,321)</u>	<u>0</u>	<u>8,321</u>	<u>0</u>			
8001 plus Transfer from EMR	1,267			6,467						
Movement to/(from) Gen Reserve	<u>0</u>			<u>(1,854)</u>						

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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	216	183	(33)	1,070	915	(155)	2,200		0	
1211 Sale of Goods	127	30	(97)	632	150	(482)	358		0	
1350 Revenue Grant income	0	0	0	500	0	(500)	0		0	
Youth Cafe :- Income	343	213	(130)	2,201	1,065	(1,136)	2,558			0
4010 Gross Pay	3,228	2,631	(597)	15,685	13,155	(2,530)	31,572		15,887	
4270 Employers Pension Contribution	56	105	49	281	525	244	1,263		982	
5410 Repairs & General Maintenance	2,984	72	(2,912)	3,004	360	(2,644)	863		(2,141)	
5500 Equipment Hired and New	1,223	0	(1,223)	1,223	0	(1,223)	0		(1,223)	
6010 Light Heat & Cleaning	43	0	(43)	68	0	(68)	31		(37)	
6101 Telephone	50	39	(11)	250	195	(55)	470		220	
6200 Printing & Stationery	61	26	(35)	68	130	62	309		241	
6240 Computer/ Data Base/WP's	24	34	10	164	170	6	404		240	
6281 Furnishings,Furniture/Eqpt	0	0	0	214	123	(91)	493		279	
6320 Staff Training	0	0	0	0	0	0	206		206	
6330 Welfare/Hospitality	1	0	(1)	1	0	(1)	31		30	
6340 Staff Uniforms	0	0	0	75	26	(49)	103		28	
6460 Publicity & Democratic notices	0	10	10	7	50	43	124		117	
6500 Goods for Resale	164	30	(134)	1,043	150	(893)	358		(685)	
6505 Cafe consumables	0	0	0	32	0	(32)	0		(32)	
6635 Professional Fees Licensing	0	0	0	423	144	(279)	286		(137)	
6869 Special Events	450	0	(450)	2,380	0	(2,380)	0		(2,380)	2,200
6900 Sundry Expenses	0	21	21	172	105	(67)	252		80	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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
6922 Health&Safety/Risk Assessments	71	97	26	385	485	100	870		485	
Youth Cafe :- Indirect Expenditure	8,355	3,065	(5,290)	25,476	15,618	(9,858)	37,635	0	12,159	2,200
Net Income over Expenditure	(8,012)	(2,852)	5,160	(23,275)	(14,553)	8,722	(35,077)			
8001 plus Transfer from EMR	270			2,200						
Movement to/(from) Gen Reserve	(7,742)			(21,075)						

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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	1,372	1,477	105	7,726	7,385	(341)	17,724		0	
1018 Rental Income Wed Market	1,190	1,211	21	4,545	6,055	1,510	14,536		0	
1019 Rental Income Blighs Market	1,428	1,233	(195)	7,028	6,165	(863)	14,800		0	
1033 Rental income Christmas Market	0	0	0	0	0	0	3,100		0	
Markets :- Income	3,990	3,921	(69)	19,299	19,605	307	50,160			0
4010 Gross Pay	137	144	7	684	720	36	1,731		1,047	
5410 Repairs & General Maintenance	0	0	0	8	27	19	105		97	
5420 Saturday market charges	1,182	1,443	261	6,504	6,351	(153)	15,011		8,507	
5421 Wednesday Market charges	2,692	2,629	(63)	11,846	11,567	(279)	27,341		15,495	
6001 Blighs Market Charges	880	962	82	4,840	4,810	(30)	11,547		6,707	
6010 Light Heat & Cleaning	69	0	(69)	223	64	(159)	130		(93)	
6210 Postage & Courier	0	0	0	8	0	(8)	0		(8)	
6635 Professional Fees Licensing	0	185	185	0	185	185	185		185	
6730 Subscriptions	0	0	0	0	0	0	74		74	
Markets :- Indirect Expenditure	4,961	5,363	402	24,111	23,724	(387)	56,124	0	32,013	0
Net Income over Expenditure	(971)	(1,442)	(471)	(4,813)	(4,119)	694	(5,964)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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	539,865	539,865	0	1,295,675		0	
Precept :- Income	<u>107,973</u>	<u>107,973</u>	<u>0</u>	<u>539,865</u>	<u>539,865</u>	<u>0</u>	<u>1,295,675</u>			<u>0</u>
Net Income	<u>107,973</u>	<u>107,973</u>	<u>0</u>	<u>539,865</u>	<u>539,865</u>	<u>0</u>	<u>1,295,675</u>			
Grand Totals:- Income	150,197	150,602	405	770,094	769,235	(859)	1,824,596			
Expenditure	157,488	141,433	(16,055)	819,763	779,163	(40,600)	1,864,540	0	1,044,777	
Net Income over Expenditure	<u>(7,292)</u>	<u>9,169</u>	<u>16,461</u>	<u>(49,669)</u>	<u>(9,928)</u>	<u>39,741</u>	<u>(39,944)</u>			
plus Transfer from EMR	1,537			26,852						
less Transfer to EMR	0			10,578						
Movement to/(from) Gen Reserve	<u>(5,755)</u>			<u>(33,395)</u>						

August 2022 Year to date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	(10,696)	(11,628)	(932)	(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).
Open Spaces & Leisure Committee					
General	(113,774)	(117,805)	(4,031)	(297,454)	Lower income is driven by lower sports income than budget to date & 3 Raleys permits unsold. Other income relates to a memorial bench. c£14K favourable pay, mainly due to staff vacancy. August has seen a YTD correction for a gardener being moved to Vine Gardens. Seats & Litter bins (5050) includes £2146 spent on 4 new recycling bins in July, & £847 on memorial bench. Sevenoaks Common (5060) spend is tree work, mainly in July & August. Misc Open spaces includes play area maintenance (inc new swing seat & gate repair), safety inspection & dog signs. Equipment includes £1610 cil funded picnic table in greatness previously coded to cemetery. Other variances are due to phasing of spend compared to budget, eg higher spend on grass seed & plants, lower spend on Knole Paddock
Cemetery	(16,941)	(21,901)	(4,960)	(57,696)	Lower cemetery income than budget (£4.7K), but is in line with the 3 year monthly average. £5K favourable pay related, driven by there being one cemetery gardener being part time while the budget was for full time. August has seen a YTD correction for the gardener being moved from Vine Gardens. £328 new shipping container lock fitted to garage. Other variances are due to the phasing of budget.
Allotments	(7,622)	(4,147)	3,475	(1,086)	QH spend relates to legal fees re new lease & access agreement. High spend on water due to water bill to September 2023. Awaiting bill from supplier following meter reading.
Street lighting/ general	(16,550)	(17,915)	(1,365)	(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	(19,043)	(9,853)	9,190	(24,405)	Higher other events income due to Vegan Market held in April, second market booked for September Kickstart employee has now left. Higher weekly staff hours on Vine gardening (12 hours pw higher). August includes ytd correction for staff move from OSL to Vine Gardens & from Vine Gardens to cemetery. £1000 contribution towards cost of bollards around the Vine (cost £3.2K). Pond repairs are the other 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.

August 2022 Year to date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Vine Café	(605)	(5,182)	(4,577)	(23,322)	Sale of Goods and catering income is £3.9K adverse to budget, (general cafe income partially offset by cricket teas and other catering). Lower sales are in line with £3.4K lower goods for resale and cafe consumables. Staff costs are £10K lower than budget, partly due to a Kickstart position being withdrawn (£3.8K funding unavailable). YTD income is 11% better than prior year to date, while staff costs are at 65% of the prior year level. Equipment hired & new includes a new drinks chiller (£600), water boiler (£490) and 4 parasols (£776). To date the café has performed much better than expected.
Bat & Ball Station	(43,867)	(25,118)	18,749	(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 £700 below budget. It is hoped that hire income will increase as the HEO events happen. Sales of Goods & Event catering are £2.5K below budget to date. This partially offset by £1.9K lower Goods for resale and cafe consumables expense. Gross Pay is above budget in part due to agreed temporary hire of HEO officer. Repairs and General maintenance includes water boiler repair (£4.8K) vacuum tanker service (£1K) & sewage pump repair (£400). Equipment hired and new includes a new freezer (£460), fridge (£230) & feature period telephone (£600). Water bills are now being received from Castle Water, and costs are being shown seperately from Business Rates. Professional fees is for an acoustic assessment £1.23K Waste Disposal charges include the annual duty of care charge from SDC.
Establishments	(277,729)	(263,955)	13,774	(663,327)	£1.9K lower interest received due to lower interest rates, however these are improving, & we are in the process of applying for a Virginmoney notice account. KCC are no longer allowing Banner advertising, so this income is reducing significantly, and we have had to refund bookings. Kickstart employee wasn't recruited due to funding not being available. Other income relates to a payment received re prior year Business Show. Gross pay is higher in part due to ongoing environmental project, to be covered by reserves. 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 & delivery. Jubilee special edition expense has been moved to Special Events (32/ 6869) along with other Jubilee costs. Computer software is an annual fee this month, re moving to Cloud for accounting software. Audit fees relate to external auditor completing their work this month, and are not expected to be overspent full year. Professional fees relates to removal of encampment at Greatness (£1.4K) & carbon footprint audit (£2.15K). Casual Vacancy election expense of £6.8K has been invoiced by SDC. Other variances are due to phasing at this stage.
General	(4,099)	(3,160)	939	(31,518)	Overspend on Special events is due to Jubilee Events. £10K earmarked reserve created at the end of 2021/22 has been released to partially fund the events.
Council Offices	(18,311)	(26,192)	(7,881)	(57,306)	Chamber bookings are above 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.

August 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
	£	£	£	£	
Bat & Ball Centre	14,770	9,534	(5,236)	23,343	Hire income is in line with budget. Kickstart recruitment didn't occur due to funding being unavailable. Muga paid-for use is low. Contribution towards flooring repair has been received in advance of the repair cost, legal fees have been paid. Pay now includes a gardener. Overspend to date is mainly due to out of hours costs following late night bookings. Electricity was higher than expected during August. Cleaning costs were higher in July due to contractor being used while short staffed. Water costs are being shown seperately to business rates. Water meter reading has driven a catch up in cost. Computer expenses include the purchase of a new projector (£1.2K)
Grants	(37,894)	(32,430)	5,464	(57,720)	Phasing of Grants. Free of charge use of Bat & Ball centre is expected to exceed budget. Stag town take over grant paid this month.
Property	2,886	1,913	(973)	5,933	Phasing of budget

August 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	4,465	(5,437)	(9,902)	(5,000)	Business Awards happened in June. £2.2K gross surplus achieved. Business Show is scheduled for October, & bookings and sponsorship are coming through. Wellbeing show is not expected to happen this year.
Business Hub	1,746	5,165	3,419	13,365	2 office pods were empty during July, one of which was let in August. Pods are not expected to be fully let again until October. Hot desk use has improved, but remains far below budget. Electricity is lower than in the winter, mainly due to heating cost, but is still above budget due to no prior data to base energy use on, & higher energy tariff. The Hub has broken even, and an amount of the cost relates to STC (20% of the Hub is STC office space), however the cost of electricity is anticipated to exceed the potential income from October onwards.
Sevenoaks Town Mayor	(1,755)	(2,800)	(1,045)	(8,391)	Fundraising for Cllr Canet's charity has been passed on to the charity in July.
Youth Council	(500)	(210)	290	(500)	£500 is contribution towards inflatable dartboard at HITB
Public Realm	(1,854)	-	1,854	-	Public realm spend is on the Wayfinding project (funded by CIL), DVCRP posters on farmers site fencing, Welcome to Sevenoaks sign, public realm audit & cleaning/ refurbishment.
Youth Cafe	(21,075)	(14,553)	6,522	(35,077)	Sales of Goods and Letting of facilities are both slightly above budget. Goods for resale is also above budget & cafe prices are being reviewed. Staffing levels are above budget. Budget is starting to be reviewed for 2023/34 to ensure staff budget is correct going forward. As attendance increases, staff may also need to increase. Repairs & Maintenance includes the cost of floor repair (£2980). £1.5K spent on inflatable dartboard. £500 was funded by the youth council (cost in cc 43), & £500 funded from Waitrose grant. Special events is the Greatness Skate Park event held in April & Hastings skatepark trip held in August. These were grant funded (held in reserves from 2021/22).
Markets	(4,813)	(4,119)	694	(5,964)	Wednesday market is £1.8K worse than budget, Blighs has performed £900 better than budget, and Saturday £500 better than budget. To date, Wednesday market has made £7.3K loss. Blighs & Saturday markets are both making a surplus.
Precept	539,865	539,865	-	1,295,675	
Revenue Surplus/ (Deficit) Total	(33,395)	(9,928)	23,467	(39,894)	
Transfer from Bat & Ball Management & Maintenance Reserve	43,867	25,118	(18,749)	59,890	
Adjusted Revenue Surplus/ (Deficit) Total	10,472	15,190	4,718	19,996	
Capital Infrastructure	(146,489)	-	146,489	-	Capital Receipts are moved to reserves & capital spend covered by CIL, Capital Receipts Reserve, and grants.
Total inc Capital	(125,545)	30,380	155,925	39,992	

August 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
	£	£	£	£	

Summary by Committee:

Planning	(10,696)	(11,628)	(932)	(28,473)
Open spaces & Leisure	(173,930)	(171,621)	2,309	(401,722)
Vine Café	(605)	(5,182)	(4,577)	(23,322)
Bat Ball Station	(43,867)	(25,118)	18,749	(59,890)
Finance & General Purpose	(344,163)	(336,244)	7,919	(822,162)
Precept	539,865	539,865	-	1,295,675
Capital Infrastructure	(146,489)	-	146,489	-

This page has been left blank intentionally

This page has been left blank intentionally

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

	B/fwd 01-Apr-22	Movement*	C/fwd 31-Aug-22	31-Aug-21
	£	£	£	£
Current Assets				
Stock	2,061	-	2,061	2,109
Trade debtors	32,096	24,634	56,730	24,875
VAT	19,728	6,771	26,499	13,510
Prepayments and other debtors	53,799	(48,419)	5,380	19,107
Total Cash at Bank	1,710,009	8,605	1,718,614	1,806,306
	<u>1,817,693</u>	<u>(8,409)</u>	<u>1,809,283</u>	<u>1,865,908</u>
Current Liabilities				
Trade creditors	46,100	(23,137)	22,962	28,520
Accruals and other creditors	70,881	11,257	82,139	61,235
Precept received in advance of budget	-	107,973	107,973	103,325
Receipts in advance (rent, hall hire, cemetery)	23,073	4,678	27,751	16,852
	<u>140,054</u>	<u>100,771</u>	<u>240,824</u>	<u>209,931</u>
Net Current Assets	<u>1,677,639</u>	<u>(109,180)</u>	<u>1,568,459</u>	<u>1,655,976</u>
Represented by:				
<u>General Funds</u>				
Revenue Reserves	438,861	(33,478)	405,383	Note 1 424,674
<u>Earmarked/Designated Funds</u>				
Youth Council Reserve	1,835	-	1,835	-
Council Offices Reserve	1,548	-	1,548	1,548
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	(2,200)	1,344	Note 2 1,500
Special Events reserves	10,000	(10,000)	0	Note 3 -
STP Activities Reserve	2,386	(1,267)	1,119	538
Non-annual commitments reserve	11,764	-	11,764	5,824
Staff training reserve	2,890	-	2,890	2,890
Capital Receipts Quaker Hall	58,462	-	58,462	29,231
Capital Receipts Reserve	509,432	(146,489)	362,943	Note 4 550,365
Bat & Ball Station Management & Maintenance reserve	230,800	-	230,800	279,804
PWL repayment reserve	-	-	-	17,779
CRF reserve	-	-	-	-
Vehicle/ Machinery replacement reserve	18,054	-	18,054	-
Environmental reserve	8,500	-	8,500	-
Bat & Ball Center Maintenance reserve	-	10,578	10,578	Note 5 -
CIL Earmarked Reserve	229,518	78,642	308,160	Note 6 200,227
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	(4,965)	655	Note 7 656
	<u>1,238,778</u>	<u>(75,702)</u>	<u>1,163,076</u>	<u>1,231,303</u>
	<u>1,677,639</u>	<u>(109,180)</u>	<u>1,568,459</u>	<u>1,655,976</u>

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

Note 1 YTD movement is a net deficit of £27,640

Note 2 £1750 skate park event in April & £180 Hastings trip in August

Note 3 £10K Jubilee reserve released to partially cover the cost of the Jubilee event

Note 4 YTD spend on Vine Area (£61K), Play Areas (£45K), Knole paddock pitch drainage (£29K), NDP (£11K), Hub (£7K), Bat & Ball Ctr & Cemetery. To be funded from CIL, CRR & grants.

Note 5 Reserve created to fund future maintenance on Bat & Ball Ctr flooring

Note 6 CIL income received, less spend on picnic tables & Wayfinding project

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council

Statement of Fund Balances as at 31st August 2022

£ (2021/22)		S&P Rating 31/08/2022		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
0	<u>Bank of Scotland</u>						
	Treasury deposit (1m)	A+	A1	<u>0</u>	0	0.00%	0.10%
8,544	<u>National Westminster Bank</u>	A	A1				
297,238	Business Reserve Account			18,705			
1,000	Current Account			297,026			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			<u>1,927</u>	329,606	19.18%	
50,506	<u>HSBC</u>	A+	A1	<u>50,513</u>	50,513	2.94%	0.15%
64,375	<u>Handelsbanken</u>	AA-	A1+				
260,005	Deposit account			64,636			0.00%
	35 day notice account			<u>260,005</u>	324,641	18.89%	0.40%
502,367	<u>Nationwide</u>	A+	A1				
10,168	Instant Saver			502,592			0.20%
	Sevenoaks Fund Instant Saver			<u>10,173</u>	512,765	29.84%	0.20%
500,000	<u>CCLA</u>						
	Business money manager	AAA (Fitch only)		<u>500,000</u>	500,000	29.09%	1.62%
1	<u>Clydesdale</u>						
	Current account	A-	A2	<u>1</u>	1		
916	<u>Petty Cash</u>				964	0.06%	
0	<u>Cashbook suspense</u>				124	0.01%	
<u>1,710,009</u>					<u>1,718,614</u>	<u>100.00%</u>	

Instant access funds 1,435,472
 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

This page has been left blank intentionally

This page has been left blank intentionally

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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>										
2002 Capital Grants	10,000	0	(10,000)	10,000	0	(10,000)	0		0	
2012 CIL income allocation	0	0	0	87,062	0	(87,062)	0		0	87,062
Capital Infrastructure Budget :- Income	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>	<u>97,062</u>	<u>0</u>	<u>(97,062)</u>	<u>0</u>			<u>87,062</u>
9004 Cemetery Equipment	0	0	0	2,460	0	(2,460)	0		(2,460)	
9014 Play Areas	0	0	0	44,990	0	(44,990)	0		(44,990)	
9046 Knole Paddock/ Raleys Pitch	0	0	0	28,525	0	(28,525)	0		(28,525)	
9053 Vine Area	0	0	0	61,303	0	(61,303)	0		(61,303)	
9063 New Community Centre	0	0	0	1,650	0	(1,650)	0		(1,650)	
9066 Northern Masterplan	0	0	0	10,613	0	(10,613)	0		(10,613)	
9071 Business Hub	0	0	0	6,948	0	(6,948)	0		(6,948)	
Capital Infrastructure Budget :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>156,489</u>	<u>0</u>	<u>(156,489)</u>	<u>0</u>	<u>0</u>	<u>(156,489)</u>	<u>0</u>
Net Income over Expenditure	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>	<u>(59,427)</u>	<u>0</u>	<u>59,427</u>	<u>0</u>			
8002 less Transfer to EMR	0			87,062						
Movement to/(from) Gen Reserve	<u>10,000</u>			<u>(146,489)</u>						
Grand Totals:- Income	10,000	0	(10,000)	97,062	0	(97,062)	0			
Expenditure	0	0	0	156,489	0	(156,489)	0	0	(156,489)	
Net Income over Expenditure	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>	<u>(59,427)</u>	<u>0</u>	<u>59,427</u>	<u>0</u>			
less Transfer to EMR	0			87,062						
Movement to/(from) Gen Reserve	<u>10,000</u>			<u>(146,489)</u>						

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council
Finance & General Purposes Committee - 12th September 2022

Unprecedented Energy Cost Increases

It is clear that domestic, business and community premises and therefore budgets are going to be heavily impacted by the unprecedented energy cost increases.

The Responsible Financial Officer, as per her reports, currently indicates that this is likely to be an increase of approximately £26,000 on this year's financial budget.

Please see below current indication of energy used per building, and cost of energy per building in second table:

Location	Energy type	Annual Consumption KWH - Calendar year				
		YTD July 2022	2021	2020	2019	2018
Council offices	Gas	20,161	65,045	51,325	54,419	47,781
	Electricity	8,489	15,338	15,890	20,669	22,147
	Total	28,650	80,382	67,215	75,088	69,928
Vine Ground WC	Gas					
	Electricity	1,465	2,764	1,529	1,369	1,341
	Total	1,465	2,764	1,529	1,369	1,341
Vine Café	Gas					
	Electricity	11,627	20,231	12,864	9,707	9,638
	Total	11,627	20,231	12,864	9,707	9,638
Knole Paddock	Gas					
	Electricity	9,231	24,269	15,517		
	Total	9,231	24,269	15,517	-	-
Greatness Chapel	Gas					
	Electricity	5,551	13,082	7,962	7,646	7,600
	Total	5,551	13,082	7,962	7,646	7,600
St John's WC	Gas					
	Electricity	6,857	10,325	7,622	5,824	5,824
	Total	6,857	10,325	7,622	5,824	5,824
Bat & Ball Station	Gas	23,525	36,629	65,411	68,039	-
	Electricity	14,579	21,084	17,870	22,671	-
	Total	38,103	57,714	83,281	90,710	-
Bat & Ball Centre	Gas	24,429	40,604	17,069	48,342	55,649
	Electricity	15,171	54,427	10,290	18,335	15,765
	Total	39,600	95,031	27,358	66,677	71,415
Business Hub	Gas					
	Electricity	19,376	10,086			
	Total	19,376	10,086	-	-	-
Sevenoaks Town Council total energy consumption (excluding streetlights, markets & Jubilee clock)	Gas	68,115	142,278	133,805	170,800	103,430
	Electricity	92,345	171,605	89,543	86,220	62,315
	Total	160,460	313,884	223,348	257,020	165,745

**Sevenoaks Town Council
Finance & General Purposes Committee - 12th September 2022**

Monthly cost of energy £															
Location	Fuel	July YTD	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2022/23 cost estimate	Budget	Contingency required	New tariff date	
Bat & Ball centre	Electricity	3,496	629	728	819	1,628	1,355	1,078	905	905	11,544	7,545	3,999	31/03/2023	
Bat & Ball centre	Gas	439	82	83	111	205	239	113	168	168	1,608	1,894	286	31/01/2023	
Bat & Ball Stn	Gas	377	48	129	129	129	181	175	175	197	1,538	2,164		28/02/2023	
Bat & Ball Stn	Electricity	1,999	496	514	524	530	497	514	1,087	1,106	7,265	5,595		31/01/2023	
Council offices	Gas	830	166	363	363	363	114	166	175	175	2,715	2,800	85	31/01/2023	
Council offices	Electricity	878	204	206	525	525	454	454	454	520	4,219	2,700	1,519	30/09/2022	
Greatness Chapel	Electricity	389	56	59	234	434	526	554	438	492	3,182	1,064	2,118	30/09/2022	
Hub	Electricity	1,821	249	249	1,018	2,054	2,260	2,937	2,225	2,154	14,966	1,556	13,410	24/09/2022	
St John's Hill	Electricity	869	122	122	476	476	380	380	380	380	3,587	1,500	417	30/09/2022	
Knole paddock	Electricity	1,051	318	318	668	668	581	581	581	581	5,349	2,143	3,206	30/09/2022	
Vine Café	Electricity	1,168	299	301	707	707	648	495	495	702	5,523	3,758	1,765	30/09/2022	
Vine WC	Electricity	274	45	44	94	94	140	140	140	64	1,033	574	459	30/09/2022	
											62,530	33,293	26,522		

Sevenoaks Town Council will be able to meet these unprecedented energy cost increases from its General Reserves if necessary, however will put in place where possible proposals to mitigate this.

Climate Change Initiatives

The Town Council has commissioned a carbon audit of all its premises which it is hoped will provide recommendations for energy efficiencies e.g., new boilers, solar panels. It is likely that this will require some capital investment to obtain these future carbon reductions and energy savings.

Research will also be undertaken in relation to the income currently received from the solar panels at the Bat & Ball Centre and whether this will be increased in relation to the charges.

Operational Procedures

Where possible operational procedures of community buildings will be reviewed to see if any further energy savings can be put in place.

Fees and Charges

When considering increases to fees and charges for 2023/24 budget increase, consideration will need to be given to unprecedented increase in energy costs for buildings and streetlighting.

'Warm Places'

There is a growing support for communities to provide 'Warm Places' for the winter to enable general public to have somewhere if needed to visit. This could be an extension of

**Sevenoaks Town Council
Finance & General Purposes Committee - 12th September 2022**

current facilities offered by town and parish councils. Sevenoaks District Council have been asked if they are operating this initiative and if any collaboration is needed by Sevenoaks Town Council.

Christmas Lights

There are some current issues relating to the provision of Christmas Lights due to upgrade of connections by the Highways Authority, it is hoped that these will be addressed shortly. Communities across the country have raised concerns about costs and being seen to provide Christmas lights in the current climate. Sevenoaks Town Council have converted all its Christmas lights to LED, a review of the electricity charge will be undertaken.

This page has been left blank intentionally

This page has been left blank intentionally

Purchase Ledger for Month No 4

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
28/06/2022	01860	32026	ALL POINTS WEST	ALL004	5,200.00	1,040.00	6,240.00	5001	44	5,200.00	Wayfinding development
29/06/2022	29/06/22	31827	AMEX	AME001	4.14	0.00	4.14	6976	31	4.14	June credit card chgs
31/07/2022	31/07/22	32068	AMEX	AME001	1.71	0.00	1.71	6976	31	1.71	Jul credit card chg
13/07/2022	15580	31966	ARK TRADING	ARK001	311.94	62.39	374.33	6952	26	99.15	staff uniform
								6952	22	28.47	staff uniform
								6952	21	184.32	staff uniform
13/07/2022	15580/REV	32073	ARK TRADING	ARK001	-311.94	-62.39	-374.33	6952	26	-99.15	staff uniform
								6952	22	-28.47	staff uniform
								6952	21	-184.32	staff uniform
13/07/2022	15580A	32074	ARK TRADING	ARK001	311.94	62.39	374.33	6952	36	99.15	staff uniform
								6952	22	28.47	staff uniform
								6952	21	184.32	staff uniform
15/07/2022	15/07/2022	31931	BANKLINE	BANKL01	112.20	0.00	112.20	6975	31	112.20	Bank chgs
30/07/2022	SI-18	32066	BAT AND BALL SPORTS	BAT003	100.00	0.00	100.00	6900	40	100.00	High street Safari Prize
04/06/2022	20345	31861	BEDECKED	BED001	177.50	27.50	205.00	6322	40	177.50	11 crystal globe balls
24/06/2022	3578201	31820	BOOKER	BOOK001	109.98	19.12	129.10	6500	28	109.98	goods for resale
30/06/2022	3578402	31851	BOOKER	BOOK001	66.97	11.89	78.86	6500	28	57.39	goods for resale
								5500	28	9.58	mugs x 6
30/06/2022	3578403	31852	BOOKER	BOOK001	407.82	13.76	421.58	6500	28	380.97	goods for resale
								6505	28	26.85	cafe consumables
30/06/2022	3578404	31853	BOOKER	BOOK001	88.42	6.94	95.36	6500	28	88.42	goods for resale
08/07/2022	3578616	31811	BOOKER	BOOK001	173.08	5.28	178.36	6500	28	173.08	goods for resale
15/07/2022	3578805	31963	BOOKER	BOOK001	219.15	16.27	235.42	6500	28	195.19	goods for resale
								6505	28	23.96	cafe consumables
21/07/2022	3578972	31993	BOOKER	BOOK001	190.95	5.77	196.72	6500	28	190.95	goods for resale
28/07/2022	3579152	32069	BOOKER	BOOK001	117.98	2.21	120.19	6500	28	117.98	goods for resale
30/06/2022	2188	32065	BOURNE SPORT	BOU002	24,325.00	4,865.00	29,190.00	9046	91	24,325.00	Pitch drainage work
08/07/2022	2216	31884	BOURNE SPORT	BOU002	4,200.00	840.00	5,040.00	9046	91	4,200.00	disposal of soil arisings

Purchase Ledger for Month No 4

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
11/07/2022	SVO/364807	31971	BREWERS	BREW001	69.11	13.82	82.93	6865	26	69.11	decorating eq
17/07/2022	M13745	31979	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	Jul phone chgs
29/07/2022	39307	32036	BSP LIMITED	BSP001	240.00	48.00	288.00	6935	21	240.00	skip hire
05/07/2022	05JULY2022	31867	CANTERBURY COUNCIL	CAN002	40.00	0.00	40.00	6437	42	40.00	Canterbury - Afternoon Tea
10/06/2022	INV-8790	32016	CARBON FOOTPRINT LTD	CAR002	2,150.00	430.00	2,580.00	6630	31	2,150.00	Carbon Footprint Appraisal
11/07/2022	0007575945	31955	CASTLE WATER	CAS004	40.00	0.00	40.00	6014	28	40.00	water chg
08/07/2022	0007569023	31978	CASTLE WATER	CAS007	-1,671.43	0.00	-1,671.43	6014	23	-1,671.43	water credit Apr-Sep
11/07/2022	0007571597	31977	CASTLE WATER	CAS007	1,153.51	0.00	1,153.51	6014	23	1,153.51	Apr-Sep water chg
03/05/2022	0007218046	32071	CASTLE WATER	CAS009	-25.73	0.00	-25.73	6014	36	-25.73	water credit Jul21-Dec21
03/05/2022	0007218051	32070	CASTLE WATER	CAS009	-748.16	0.00	-748.16	6014	36	-748.16	water credit jul19-Jun21
06/06/2022	TE0033	32072	CASTLE WATER	CAS009	93.15	0.00	93.15	6014	36	93.15	May water chg
04/07/2022	TE00339096	31896	CASTLE WATER	CAS009	87.08	0.00	87.08	6014	36	87.08	June water chg
06/07/2022	6 JULY2022	31813	A CHEESMAN	CHE001	84.76	13.24	98.00	6865	26	84.76	Plants for In Bloom
01/07/2022	3443	31885	CJS PLANTS	CJS001	2,550.38	510.08	3,060.46	6865	26	2,550.38	June-Sept floral maint
05/07/2022	148135	31847	HW COLDBREATH	COL003	54.60	0.00	54.60	6500	30	54.60	goods for resale
29/07/2022	158219	31994	HW COLDBREATH	COL003	115.69	0.00	115.69	6500	30	115.69	goods for resale
06/07/2022	151937	31812	CONNECTAPHONE	CON001	411.88	82.38	494.26	6101	21	11.95	June telephone chgs
								6101	30	73.07	June telephone chgs
								6101	36	47.21	June telephone chgs
								6101	22	31.81	June telephone chgs
								6101	31	247.84	June telephone chgs
06/07/2022	151937/A	32037	CONNECTAPHONE	CON001	-411.88	-82.38	-494.26	6101	21	-11.95	June telephone chgs
								6101	30	-73.07	June telephone chgs
								6101	36	-47.21	June telephone chgs
								6101	22	-31.81	June telephone chgs
								6101	31	-247.84	June telephone chgs
06/07/2022	151937A	32038	CONNECTAPHONE	CON001	411.88	82.38	494.26	6101	21	11.95	June telephone chgs
								6101	30	73.07	June telephone chgs
								6101	36	47.21	June telephone chgs

Purchase Ledger for Month No 4

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	22	20.32	June telephone chgs
								6101	31	259.33	June telephone chgs
30/06/2022	INV308927	31895	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	June bin collection
30/06/2022	INV311350	31906	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	June glass collection
31/07/2022	INV317217	32067	COUNTRY STYLE RECYCL	COU001	7.49	1.50	8.99	6935	36	7.49	July glass collection chg
12/07/2022	12/07/22	31846	DARREN MOUNTAIN	DAR003	263.94	40.07	304.01	6865	26	263.94	Plant bought for In Bloom
07/07/2022	00181	31859	DEBBIE LEE DESIGN	DEB001	54.45	0.00	54.45	6460	30	54.45	Sevenoaks maps x 14
03/05/2022	12935	31932	STREETLIGHTS	DIR001	1,411.84	282.37	1,694.21	6862	26	1,411.84	street light maint chg 1 of 2
18/06/2022	970530	31891	ERNEST DOE	DOE001	13.11	2.62	15.73	5525	36	13.11	mower pulley & drive belt
21/07/2022	RF15638	32064	DOWN TO EARTH	DOWN001	2,740.00	548.00	3,288.00	5060	21	2,740.00	tree work
07/07/2022	RF17592	31916	DOWN TO EARTH	DOWN001	304.00	60.80	364.80	6865	26	304.00	tree reduction
18/07/2022	H1AC6FF7C9	31954	E-ON	E-ON	-0.15	-0.01	-0.16	6862	26	-0.15	Dec electric credit
04/07/2022	02405356	31902	ECOTRICITY	ECO002	286.80	57.36	344.16	6010	41	286.80	June electricity chg
01/07/2022	000012600383	31825	EDF ENERGY	EDF002	629.00	125.80	754.80	6011	36	629.00	June electricity chg
01/07/2022	000012640919	31822	EDF ENERGY	EDF003	35.03	1.75	36.78	6010	60	35.03	June electric chg
01/07/2022	000012640919/RE	31878	EDF ENERGY	EDF003	-35.03	-1.75	-36.78	6010	60	-35.03	June electric chg
01/07/2022	000012640919A	31879	EDF ENERGY	EDF003	35.03	1.75	36.78	6010	60	35.03	June electric chg
12/07/2022	13301	31980	EDWARD TYRRELL	EDW002	28.77	5.75	34.52	5310	21	28.77	fence straps
29/06/2022	27143	31903	EDWARD TYRRELL	EDW002	735.00	147.00	882.00	5410	23	735.00	fencing replacement
01/07/2022	0003765061	31856	ELITE	EFS001	90.32	0.00	90.32	6500	30	90.32	goods for resale
08/07/2022	0003769889	31850	ELITE	EFS001	160.54	0.00	160.54	6500	28	160.54	goods for resale
08/07/2022	0003771469	31910	ELITE	EFS001	-15.25	0.00	-15.25	6500	28	-15.25	goods for resale credit
14/07/2022	0003773364	31930	ELITE	EFS001	134.32	5.95	140.27	6500	28	134.32	goods for resale
15/07/2022	0003774486	31929	ELITE	EFS001	103.42	0.00	103.42	6500	30	103.42	goods for resale
28/07/2022	0003782491	31988	ELITE	EFS001	149.29	0.00	149.29	6500	28	149.29	goods for resale
28/07/2022	0003783601	31989	ELITE	EFS001	-19.12	0.00	-19.12	6500	28	-19.12	goods for resale credit
26/07/2022	44169	32021	EJPFIREPROTECT	EJPFIRE001	229.00	45.80	274.80	6922	33	229.00	Annual fire safety check
26/07/2022	44170	32022	EJPFIREPROTECT	EJPFIRE001	158.00	31.60	189.60	6922	41	158.00	Annual fire safety check
26/07/2022	44171	32020	EJPFIREPROTECT	EJPFIRE001	39.00	7.80	46.80	6922	22	39.00	Annual fire safety check

Purchase Ledger for Month No 4

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
26/07/2022	44172	32019	EJPFIREPROTECT	EJPFIRE001	191.50	38.30	229.80	6922	21	191.50	Annual fire safety check
27/07/2022	44173	32023	EJPFIREPROTECT	EJPFIRE001	350.00	70.00	420.00	6922	36	350.00	Annual fire safety check
27/07/2022	44174	32024	EJPFIREPROTECT	EJPFIRE001	262.00	52.40	314.40	6922	30	262.00	Annual fire safety check
27/07/2022	44175	32025	EJPFIREPROTECT	EJPFIRE001	99.50	19.90	119.40	6922	28	99.50	Annual fire safety check
29/06/2022	12.302	31927	ELCO HEATING SOLUTIO	ELC001	883.50	176.70	1,060.20	5410	30	883.50	boiler service 06/07-05/07
18/07/2022	4268	31982	ELCO HEATING SOLUTIO	ELC001	3,339.35	667.87	4,007.22	5410	30	3,339.35	Installation of heat exchanger
01/07/2022	73109	31881	ATLAS FM/EMPRISE SVS	EMP001	445.10	89.02	534.12	6932	22	445.10	July lock up chg
01/07/2022	73110	31882	ATLAS FM/EMPRISE SVS	EMP001	1,150.41	230.08	1,380.49	5311	21	1,150.41	July lock up chg
01/07/2022	73111	31883	ATLAS FM/EMPRISE SVS	EMP001	767.25	153.45	920.70	5311	21	767.25	July lock up chg
21/07/2022	1051530	31995	EXPRESS FACTORS	EXPR001	20.50	4.10	24.60	5550	21	3.50	screenwash
								5500	21	17.00	bungee cords
28/06/2022	0063/03217099	31893	FAIRALLS	FAIR001	32.55	6.51	39.06	5410	22	32.55	cement bags
01/07/2022	0063/03224864	31925	FAIRALLS	FAIR001	22.08	4.42	26.50	5310	21	22.08	3 bags of post mix
04/07/2022	0063/03227358	31924	FAIRALLS	FAIR001	3.12	0.62	3.74	5310	21	3.12	screws
07/07/2022	0063/03235484	31926	FAIRALLS	FAIR001	14.39	2.88	17.27	5410	28	14.39	hardware bits
08/07/2022	0063/03237828	31921	FAIRALLS	FAIR001	8.46	1.69	10.15	5310	21	8.46	screws
08/07/2022	0063/03237829	31923	FAIRALLS	FAIR001	13.54	2.71	16.25	5525	21	13.54	drill bit
08/07/2022	0063/03237830	31922	FAIRALLS	FAIR001	56.75	11.35	68.10	5410	29	56.75	screws, spirit level
13/07/2022	0063/03245762	31972	FAIRALLS	FAIR001	27.35	5.47	32.82	5500	21	17.89	hammer
								5410	21	9.46	screws,plugs
19/07/2022	0063/03255756	31997	FAIRALLS	FAIR001	29.44	5.89	35.33	5310	21	29.44	post mix x 4
22/07/2022	0063/03262851	32029	FAIRALLS	FAIR001	13.90	2.78	16.68	5010	29	13.90	cement bag x 2
11/07/2022	11THJULY2022	31873	FLOWER AND GLORY	FLO001	100.00	0.00	100.00	6322	40	100.00	Artificial Flowers rental
05/07/2022	05JULY2022	31866	FOLKESTONE COUNCIL	FOL001	40.00	0.00	40.00	6437	42	40.00	Folkestone - Night at Museum
05/07/2022	05JULY2022	31871	FOLKESTONE HYTHE DC	FOL003	90.00	0.00	90.00	6437	42	90.00	Folkestone & Hythe DC
14/07/2022	6121	31984	FOOTPRINT	FOO002	1,164.00	232.80	1,396.80	5001	44	1,164.00	DVCRP artwork
06/07/2022	1028763	31892	FORGE GARAGE	FORG001	400.50	71.10	471.60	5550	21	400.50	GK19BYV service
25/07/2022	768	31942	FRED CLARK	FRCL001	250.00	0.00	250.00	6868	29	250.00	Bandstand performance - 21/07
07/07/2022	INV510420	31965	GAZA TIMBER	GAZA001	45.06	9.01	54.07	5010	29	21.07	timber, cement, sand

Purchase Ledger for Month No 4

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
								5310	21	23.99	timber, cement, sand
12/07/2022	INV510674	31918	GAZA TIMBER	GAZA001	7.86	1.57	9.43	5310	21	7.86	4 wooden posts
21/07/2022	INV511198	31996	GAZA TIMBER	GAZA001	37.37	7.47	44.84	5410	28	37.37	hook,link,chain
08/07/2022	SI42955	31915	GLASDON	GLAS001	2,145.88	429.18	2,575.06	5050	21	2,145.88	4 recycle bins
20/07/2022	115	31960	GLENN BALL	GLE001	246.95	0.00	246.95	6635	30	246.95	Hoarding survey work
13/07/2022	197	31907	GLENN BALL	GLE001	2,323.00	0.00	2,323.00	9053	91	2,323.00	Architect expenses
29/06/2022	185969	31839	GODFREYS	GOD001	8.34	1.67	10.01	5525	21	8.34	spark plug x 2
06/07/2022	187001	31964	GODFREYS	GOD001	41.75	8.35	50.10	5525	21	41.75	gas cyclinders, oil
24/07/2022	009/22	31947	GREEN STREET	GRE005	400.00	0.00	400.00	6868	29	400.00	LOTV performance 24/07
30/06/2022	10766	32033	HARDWARE CENTRE	HARD001	75.20	15.04	90.24	5316	21	6.84	Hardware bits
								5410	22	4.16	Hardware bits
								5410	28	29.31	Hardware bits
								5525	22	34.89	Hardware bits
05/07/2022	83952	31854	HERBERT & WARD	HAW001	231.00	0.00	231.00	6500	30	231.00	goods for resale
08/07/2022	84006	31928	HERBERT & WARD	HAW001	185.50	9.20	194.70	6500	28	139.50	coffee
								6505	28	46.00	coffee cups x500
26/07/2022	84218	31991	HERBERT & WARD	HAW001	135.00	0.00	135.00	6500	28	135.00	goods for resale
28/07/2022	84250	31990	HERBERT & WARD	HAW001	243.00	16.20	259.20	6505	30	81.00	cafe consumables
								6500	30	162.00	Goods for resale
29/07/2022	84260	31992	HERBERT & WARD	HAW001	70.00	0.00	70.00	6500	30	70.00	goods for resale
30/06/2022	17952	31836	HELIOCENTRIX	HELI001	1,910.97	382.19	2,293.16	6240	31	1,086.73	June IT support chgs
								6242	31	824.24	June office 365 chgs
04/07/2022	18120	31832	HELIOCENTRIX	HELI001	381.93	76.39	458.32	6240	31	381.93	3 PC monitors, 1 keyboard
14/07/2022	18139	31976	HELIOCENTRIX	HELI001	535.59	107.12	642.71	6240	31	535.59	laptop for RFO
31/07/2022	18169	32027	HELIOCENTRIX	HELI001	1,911.92	382.38	2,294.30	6240	31	1,087.68	July IT support
								6242	31	824.24	July IT support
31/07/2022	18182	32028	HELIOCENTRIX	HELI001	264.00	52.80	316.80	6240	31	264.00	remote access licence fee
30/06/2022	T2408	31860	HELIOCENTRIX	HELI001	293.00	58.60	351.60	6101	31	141.50	June wifi chgs
								6105	41	141.50	June wifi chgs

Purchase Ledger for Month No 4

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
								6105	22	10.00	June wifi chgs
31/07/2022	T2438	32017	HELIOCENTRIX	HELI001	293.00	58.60	351.60	6101	31	141.50	July wifi chgs
								6105	41	141.50	July wifi chgs
								6105	22	10.00	July wifi chgs
26/04/2022	217	31834	HIGH STREET SAFARI	HIG002	125.00	0.00	125.00	6869	32	125.00	30cm Jubilee floor stickers x5
01/07/2022	0280683	31912	HOLLYBUSH LAUNDRY	HOL002	90.00	0.00	90.00	6013	36	90.00	table cloth laundry
26/07/2022	0280687	31985	HOLLYBUSH LAUNDRY	HOL002	90.00	0.00	90.00	6013	36	90.00	tablecloth laundry
01/07/2022	INV-2401	31837	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	planning tracker support
02/07/2022	02/07/2022	31824	IAN FOX	IAN001	300.00	0.00	300.00	6868	29	300.00	performance - 26th & 30th June
28/07/2022	4179334479	32004	KALC	KALC	50.00	10.00	60.00	6710	31	50.00	Town Clerk conference ticket
31/05/2022	1006286	32005	KALL KWIK	KALL001	256.00	51.20	307.20	6869	32	256.00	16 Jubilee banners
14/07/2022	1006379	31911	KALL KWIK	KALL001	20.00	4.00	24.00	6865	26	20.00	In Bloom poster
13/05/2022	900150280	31848	KENT COUNTY COUNCIL	KCC002	502.50	100.50	603.00	6610	31	502.50	Audit visit 25/02-26/04
31/07/2022	CN217350	31986	KCC KCS	KCC003	-22.99	-4.60	-27.59	6200	31	-22.99	stationery credit
29/06/2022	I4043366	31874	KCC KCS	KCC003	83.77	16.75	100.52	6200	31	12.99	stationery
								6505	50	31.99	800 paper cups
								6010	33	38.79	cleaning eq
30/06/2022	I4044541	31816	KCC KCS	KCC003	24.99	5.00	29.99	6889	31	24.99	refuse sacks 100 pack
05/07/2022	I4048579	31889	KCC KCS	KCC003	12.99	2.60	15.59	5500	28	12.99	80ltr dust bin
07/07/2022	I4051686	31831	KCC KCS	KCC003	24.70	4.94	29.64	6200	31	24.70	stationery
07/07/2022	I4051687	31830	KCC KCS	KCC003	42.98	8.60	51.58	6010	33	42.98	cleaning eq
08/07/2022	I4053039	31849	KCC KCS	KCC003	35.89	7.18	43.07	6200	31	35.89	stationery
14/07/2022	I4057895	31904	KCC KCS	KCC003	68.14	13.63	81.77	6200	31	17.65	stationery
								6013	36	13.90	cleaning eq
								6010	33	36.59	cleaning eq
04/07/2022	7719179	31855	KFF	KFF001	129.63	11.14	140.77	6505	30	15.82	cafe consumables
								6500	30	113.81	goods for resale
11/07/2022	7724821	31905	KFF	KFF001	148.16	10.81	158.97	6500	30	148.16	goods for resale
11/07/2022	7726240	31957	KFF	KFF001	-21.20	0.00	-21.20	6500	30	-21.20	goods for resale refund

Purchase Ledger for Month No 4

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
18/07/2022	7730427	31958	KFF	KFF001	231.69	6.74	238.43	6500	30	231.69	goods for resale
18/07/2022	7731752	32008	KFF	KFF001	-24.95	0.00	-24.95	6500	30	-24.95	goods for resale credit
25/07/2022	7735409	32006	KFF	KFF001	11.77	2.35	14.12	6500	30	11.77	goods for resale
25/07/2022	7735410	32007	KFF	KFF001	212.39	5.45	217.84	6500	30	212.39	goods for resale
24/06/2022	1161108411	31815	KONICA MINOLTA	KMB001	735.13	147.03	882.16	6200	31	735.13	print chg 19.3-18.6
07/07/2022	INV3555	31845	LG DECORATING LTD	LGD001	14,120.89	2,824.18	16,945.07	9053	91	14,120.89	Vine refurbishment chgs
30/06/2022	706241	31913	LISTER WILDER	LIST002	292.00	58.40	350.40	5525	21	292.00	GN64 DYM service
13/07/2022	04214GR	31970	LOCUM LOCKS	LOC003	328.38	65.68	394.06	5230	22	328.38	shipping container lock fitted
29/06/2022	0000683952	31819	MAWS FINE FOODS	MAW001	50.72	0.00	50.72	6500	28	50.72	goods for resale
05/07/2022	05JULY2022	31865	MEDWAY COUNCIL	MED004	60.00	0.00	60.00	6437	42	60.00	Medway Mayor -Call the Midwife
05/07/2022	000081	31876	MS SOCIETY	MSS001	2,265.16	0.00	2,265.16	7100	42	2,265.16	Mayor donation - MS Society
05/07/2022	000086	31875	MS SOCIETY	MSS001	2,265.15	0.00	2,265.15	7100	42	2,265.15	Mayor donation - MS Society
06/07/2022	R-332085	31863	NEW HADEN PUMPS	NEW001	1,045.00	209.00	1,254.00	5410	30	1,045.00	vacuum tanker service
05/07/2022	05JULY2022	31870	NEW ROMNEY COUNCIL	NEW002	80.00	0.00	80.00	6437	42	80.00	New Romney - Train Trip
28/06/2022	UKSPS00038639	31814	NEXUDUS SL	NEX001	95.60	19.12	114.72	6900	41	95.60	July booking fee
28/07/2022	UKSPS00086409	32003	NEXUDUS SL	NEX001	95.48	19.10	114.58	6900	41	95.48	Jul Hub booking chgs
28/06/2022	25093805	31817	NISBETS	NIS001	775.92	155.18	931.10	5500	28	775.92	4 pulley parasols
15/07/2022	25196060	31959	NISBETS	NIS001	48.74	9.74	58.48	6505	30	48.74	cafe consumables
20/07/2022	25220372	31943	NISBETS	NIS001	459.99	91.99	551.98	5500	30	459.99	140ltr freezer
21/07/2022	25227859	31962	NISBETS	NIS001	68.52	13.70	82.22	6922	50	29.99	burns kit
								5500	50	38.53	fry pan, thermometers
06/07/2022	IN04042715	31901	NPOWER	NPO002	340.56	68.11	408.67	6862	26	340.56	June electric chg
08/07/2022	0001/00135484	31894	OBM	OBM001	37.80	7.56	45.36	5410	29	37.80	screws, screwdriver
11/07/2022	0001/00135611	31917	OBM	OBM001	196.00	39.20	235.20	5010	29	196.00	20 bags of cement
29/07/2022	0001/00137020	32030	OBM	OBM001	45.98	0.00	45.98	6952	36	45.98	work trainers
28/07/2022	28/JUL22/ANN	32012	ONECARD	ONE002	3,366.30	387.21	3,753.51	6500	30	100.21	Goods for resale
								6500	28	36.69	Goods for resale
								6500	28	63.67	Goods for resale
								6500	28	97.33	goods for resale

Purchase Ledger for Month No 4

Order by Supplier A/c

Nominal Ledger Analysis

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Ref No</u>	<u>Supplier A/c Name</u>	<u>Supplier A/c Code</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>A/C</u>	<u>Centre</u>	<u>Amount</u>	<u>Analysis Description</u>
								6500	28	2.71	goods for resale
								6500	50	39.79	goods for resale
								6500	50	56.58	goods for resale
								6500	28	34.58	goods for resale
								6500	30	111.22	Goods for resale
								6500	30	4.17	Goods for resale
								6500	30	-1.70	Goods for resale refund
								6500	28	53.86	Goods for resale
								6500	28	21.67	Goods for resale
								6500	28	160.11	Goods for resale
								6500	28	10.25	Goods for resale
								6500	30	115.48	Goods for resale
								6500	28	59.95	Goods for resale
								6500	28	49.17	Goods for resale
								6500	28	120.38	Goods for resale
								6500	28	28.12	Goods for resale
								6500	50	48.20	Goods for resale
								6500	50	26.58	Goods for resale
								6500	30	67.37	Goods for resale
								6500	30	21.92	Goods for resale
								6500	28	40.53	Goods for resale
								6500	28	26.25	Goods for resale
								6500	28	81.23	Goods for resale
								6500	28	13.75	Goods for resale
								6500	30	66.97	Goods for resale
								6500	28	46.48	Goods for resale
								6500	28	31.08	Goods for resale
								6104	21	5.00	O/S team ipad
								6104	36	8.34	KW mobile

Purchase Ledger for Month No 4

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
								6104	21	8.34	NC mobile
								6104	21	5.00	RG mobile
								6104	21	5.00	O/S ipad
								6104	36	8.34	KW mobile
								6104	21	8.34	NC mobile
								5013	21	414.20	graffiti removal eq
								6240	11	10.95	Acrobat Standard lic
								6240	50	16.64	Adobe Illustrator - HITB
								6240	31	12.64	Acrobat Pro DC
								6240	40	41.62	Creative Cloud subs
								6240	31	37.48	keyboard, monitor
								6200	31	4.27	A4 diary
								6200	30	21.57	250 loyalty cards
								6200	30	63.00	till rolls
								6505	28	3.42	cafe consumables
								6505	30	3.62	cafe consumables
								6505	28	1.75	cafe consumables
								6505	28	5.75	cafe consumables
								6010	28	0.84	cleaning eq
								6010	28	0.84	cleaning eq
								6010	28	0.84	cleaning eq
								6010	28	3.33	cleaning eq
								6010	28	1.34	cleaning eq
								6013	30	1.75	cleaning eq
								6013	30	15.75	cleaning eq
								6013	36	15.62	dishwasher detergent
								6013	30	2.92	cleaning eq
								6460	40	12.00	facebook advertising
								6460	40	2.00	facebook ad chg

Purchase Ledger for Month No 4

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
								6460	40	12.00	facebook ad chg
								6460	40	12.00	facebook ad chg
								6460	40	12.00	facebook ad chg
								6101	31	16.67	LL ipad
								6101	22	8.34	AC cemetery mobile
								6437	42	30.00	Mayor attend Skittles event
								6437	42	-30.00	Skittles event refund
								6865	26	119.85	Plants for In Bloom
								6865	26	22.74	plants
								6330	31	5.50	biscuits
								6330	31	58.33	staff meeting sandwiches
								6315	31	300.00	Groundsman job ad chg
								5500	31	213.33	Air con for finance
								5500	31	16.66	USB desk fan
								5500	31	35.80	desk fan x 2
								5500	31	24.99	desk fan
								6900	30	38.16	arts & crafts eq
								6630	11	65.98	planning app fee
								6630	11	26.85	planning app fee
28/07/2022	28/JUL22/LIN	32013	ONECARD	ONE002	1,300.20	229.04	1,529.24	6315	31	12.77	O/S staff recruitment fee
								6315	31	15.32	O/S staff recruitment fee
								6865	26	54.40	plants
								6865	26	60.94	plants
								6865	26	49.92	plants
								6865	26	96.09	plants
								6865	26	33.27	plants
								6865	26	31.42	plants
								6865	26	6.00	plants
								6865	26	20.79	plants

Purchase Ledger for Month No 4

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
								6865	26	64.65	plants
								6865	26	47.59	plants
								6865	26	68.23	plants
								6865	26	21.94	plants
								5500	50	23.33	glasses x 8
								6710	31	6.83	parking for conference
								6710	31	18.70	train ticket
								5410	36	100.00	repair to cooker
								5410	29	568.01	phone box maint eq
28/06/2022	28/JUN22/ANN	31809	ONECARD	ONE002	2,710.20	49.80	2,760.00	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
								6460	40	12.00	facebook advertising
								6460	40	12.00	facebook advertising
								6460	40	7.52	facebook advertising
								6500	28	147.70	goods for resale
								6500	28	-2.50	goods for resale refund
								6500	30	66.64	goods for resale
								6500	28	104.21	goods for resale
								6500	28	100.92	goods for resale
								6500	30	53.65	goods for resale
								6500	30	-0.85	goods for resale refund
								6500	30	111.53	goods for resale
								6500	28	95.19	goods for resale
								6500	28	144.20	goods for resale
								6500	30	82.73	goods for resale
								6500	28	99.34	goods for resale

Purchase Ledger for Month No 4

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	127.53	goods for resale
								6500	30	113.77	goods for resale
								6500	30	-0.55	goods for resale credit
								6500	28	75.75	goods for resale
								6500	28	49.25	goods for resale
								6500	28	130.27	goods for resale
								6500	50	76.51	goods for resale
								6500	28	101.65	goods for resale
								6500	28	-6.00	goods for resale refund
								6869	32	36.60	tealights for Jubilee
								6869	32	60.00	books for Jubilee
								6013	30	2.50	cleaning eq
								6013	30	3.00	cleaning eq
								6013	30	3.55	cleaning eq
								6104	21	5.00	o/s team ipad
								6104	36	8.34	KW mobile
								6104	21	5.00	RG mobile
								6104	21	8.34	NC mobile
								6104	36	8.34	KW mobile
								6104	21	5.00	o/s ipad
								6104	21	8.34	NC Mobile
								6240	11	10.95	Acrobat standard licence
								6240	50	16.64	Adobe Illustrator - HITB
								6240	31	12.64	Acrobat Pro DC
								6240	40	41.62	Creative Cloud subs
								6010	28	3.10	cleaning eq
								6010	28	2.70	cleaning eq
								6010	30	1.00	cleaning eq
								6010	28	3.50	cleaning eq

Purchase Ledger for Month No 4

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
								6010	28	11.40	cleaning eq
								6010	33	2.17	washing up gloves
								6010	50	3.30	cleaning eq
								6241	31	119.00	Vine Cafe website domain
								6320	31	62.05	AAT books for N.W
								6101	31	16.67	LL ipad
								6505	28	2.10	cafe consumables
								5700	21	6.67	fuel charges
								5700	21	1.17	fuel charges
								6635	50	159.00	Annual TV lic
								6437	42	24.00	Mayor & guest attend concert
								6330	11	13.00	Sandwiches for meeting
								6330	11	26.00	Sandwiches for meeting
								6330	11	13.00	Sandwiches for meeting
								6330	31	31.55	tea, coffee, milk
								5500	50	49.99	4.3 ltr air fryer
								5500	36	7.95	5 door wedges
								5500	30	13.32	set of 3 storage jars
								6200	31	5.04	sticky labels - 5 sheets
								6630	11	98.20	planning app fee
								5410	30	36.00	2 keys cut for station
28/06/2022	28/JUN22/LIN	31940	ONECARD	ONE002	686.05	17.58	703.63	6240	31	17.49	20M HDMI cable
								6200	31	7.24	card & paper (100 sheets)
								6322	40	42.48	alcohol & bottle bags
								6013	36	38.70	laundry bags - pack of 5
								6865	26	20.66	expandable garden hose
								6730	31	552.00	L.L SLCC membership
								6900	30	9.25	train keyring x 3
								6900	30	7.48	chunky keyring x 4

Purchase Ledger for Month No 4

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6900	30	-9.25	train keyring x 3
29/06/2022	2568	31818	OVEN LEGENDS	OVE001	85.00	0.00	85.00	6010	28	85.00	oven cleaning
30/07/2022	30JULY2022	32063	PAUL MALSOM	PAU002	90.00	0.00	90.00	6868	29	90.00	Bandstand performance on 11/08
04/07/2022	00002976949-051	31828	PLUSNET	PLUS01	27.54	5.51	33.05	6101	28	27.54	july telephone chgs
04/07/2022	00003028653-051	31835	PLUSNET	PLUS01	49.80	9.96	59.76	6101	50	49.80	July phone chgs
03/07/2022	00003028673-051	31829	PLUSNET	PLUS01	21.19	4.24	25.43	6101	22	21.19	July telephone chgs
30/06/2022	SIN2117956	31974	PPL PRS	PPLPRS001	327.62	65.53	393.15	6635	36	327.62	music licence
15/07/2022	SIN2132838	31946	PPL PRS	PPLPRS001	129.80	25.96	155.76	6635	29	129.80	LOTV music licence
21/06/2022	199512	31840	PREMIER ALARMS	PREM001	234.17	46.83	281.00	6930	21	234.17	new alarm control pad
28/06/2022	199612	32001	PREMIER ALARMS	PREM001	2,460.00	492.00	2,952.00	6930	22	2,460.00	New alarm system
28/06/2022	199634	31857	PREMIER ALARMS	PREM001	133.16	26.63	159.79	6930	33	133.16	alarm fault rectified
30/06/2022	199716	31914	PREMIER ALARMS	PREM001	40.00	8.00	48.00	6930	22	40.00	supply & code alarm fob
21/07/2022	200310	31944	PREMIER ALARMS	PREM001	40.17	8.03	48.20	6930	33	40.17	12v stand by battery
21/07/2022	200311	31945	PREMIER ALARMS	PREM001	40.17	8.03	48.20	6930	33	40.17	12v standby battery
30/06/2022	180119	31888	PROVENDER	PRO002	191.99	37.36	229.35	6865	26	102.00	plants
								5410	21	12.08	irrigation set
								5320	21	35.41	fertilizer
								6802	22	35.42	plants
								5500	21	7.08	watering can
08/07/2022	180811	31920	PROVENDER	PRO002	154.92	30.98	185.90	6865	26	74.17	In Bloom tools
								5340	21	80.75	plants
08/07/2022	180813	31919	PROVENDER	PRO002	299.47	54.16	353.63	5050	21	42.50	hose,watering can
								6865	26	38.33	tools
								5340	21	218.64	plants
21/07/2022	181693	31998	PROVENDER	PRO002	127.09	25.43	152.52	6865	26	127.09	plants
27/07/2022	182009	32032	PROVENDER	PRO002	104.16	20.83	124.99	5320	21	104.16	border bark bag x 2
17/06/2022	17/06/2022	31975	PWLB	PUBL001	35,800.76	0.00	35,800.76	7617	31	35,800.76	PWLB loan repayment
23/06/2022	11/07/22	31810	IL QUARTETTO FIENILE	QUAR001	300.00	0.00	300.00	6869	29	300.00	LOTV performance on 23/6
22/07/2022	RS99087	31999	RAWSTONE HIRE	RAW001	25.20	5.04	30.24	5500	21	25.20	wacker plate hire

Purchase Ledger for Month No 4

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
06/07/2022	06JULY2022	31864	ROYAL BRITISH LEGION	RBL001	100.00	0.00	100.00	6437	42	100.00	Mayor to RBL Centenary Dinner
12/07/2022	657F5193-0005	31908	REUTHES	REU001	300.00	0.00	300.00	6865	26	300.00	selection of plants
05/07/2022	2075222	31833	SDC	SDC001	3,631.85	0.00	3,631.85	5421	60	2,153.77	July market rent
								5420	60	1,478.08	July market rent
18/07/2022	2075410	31953	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 20/06-17/07
21/07/2022	2075783	31949	SDC	SDC001	180.00	0.00	180.00	6635	21	180.00	Buckhurst premissis licence
13/07/2022	2075302	31909	SDC DIRECT SERVICES	SDC002	655.20	131.04	786.24	6934	21	655.20	dog bin collect Apr-Jun
18/07/2022	2075517	31937	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	bin collection 20/06-17/07
18/07/2022	2075518	31935	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	bin collection 20/06-17/07
18/07/2022	2075519	31933	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	bin collection 20/06-17/07
18/07/2022	2075526	31936	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	bin collection 20/06-17/07
18/07/2022	2075527	31934	SDC DIRECT SERVICES	SDC002	179.00	0.00	179.00	6935	28	179.00	20/06-17/07 bin collection
24/06/2022	16391	31841	SEV MOWERS	SEV006	510.51	102.10	612.61	5525	22	510.51	gardening eq service
26/07/2022	INV-2229	31941	SEVENOAKS DISTRICT C	SEV054	481.74	0.00	481.74	6511	41	481.74	Hub booking comission
08/06/2022	86409	31969	SGE	SGE001	189.71	37.94	227.65	5525	21	189.71	bolts, shaft cover
29/06/2022	86672	31967	SGE	SGE001	3.06	0.61	3.67	5410	22	3.06	nuts, bolts, washers, plugs
30/06/2022	86743	31968	SGE	SGE001	38.00	7.60	45.60	5525	21	38.00	grease to repair tractor
19/06/2022	9803590	31844	SHELL	SHEL001	259.80	51.96	311.76	5700	22	55.94	fuel
								5700	21	203.86	fuel
26/06/2022	9854497	31843	SHELL	SHEL001	104.52	20.90	125.42	5700	21	104.52	fuel chg
03/07/2022	9916722	31890	SHELL	SHEL001	154.58	30.91	185.49	5700	22	27.48	fuel
								5700	21	127.10	fuel
10/07/2022	9966600	31973	SHELL	SHEL001	153.56	30.71	184.27	5700	22	58.69	fuel
								5700	21	94.87	fuel
17/07/2022	10014198	32000	SHELL	SHEL001	165.96	33.19	199.15	5700	21	112.20	fuel
								5700	22	53.76	fuel
24/07/2022	10062274	32031	SHELL	SHEL001	65.75	13.15	78.90	5700	21	65.75	fuel
05/07/2022	05JULY2022	31869	SHRIEVALTY ASSOC OF	SHR002	50.00	0.00	50.00	6437	42	50.00	Assoc Canterbury Hog Roast
21/07/2022	BK206787-1	31956	SLCC	SLCC001	385.00	60.00	445.00	6710	31	385.00	National conference fees

Purchase Ledger for Month No 4

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
28/07/2022	QL201740-1	32002	SLCC	SLCC001	120.00	24.00	144.00	6320	31	120.00	RFO training fee
12/07/2022	12-JUL-22	31939	SOURCE BMX	SOU001	180.00	0.00	180.00	6869	50	180.00	Plaza hire for 2 hours
30/06/2022	0051	31823	SSE	SSE002	74.95	3.74	78.69	6010	33	74.95	electricity chg 22/02-14/06
06/07/2022	0100	31899	SSE	SSE006	49.69	2.48	52.17	6010	22	49.69	June electric chg
06/07/2022	0041	31900	SSE	SSE008	494.25	98.85	593.10	6011	30	494.25	June electric chg
06/07/2022	0015/A	31898	SSE	SSE013	83.82	4.19	88.01	6012	36	83.82	June gas chg
06/07/2022	0011/A	31897	SSE	SSE014	74.69	3.73	78.42	6012	30	74.69	June gas chg
16/06/2022	16JUNE2022	31858	STAG	STAG002	27,000.00	0.00	27,000.00	7556	38	27,000.00	Grant Award to The Stag
23/06/2022	41986	31821	TAYWELL	TAY001	78.75	15.75	94.50	6500	28	78.75	goods for resale
30/06/2022	0755	31862	URBAN STUDIO	UIS001	9,987.50	1,997.50	11,985.00	9066	91	9,987.50	NDP work Feb-Jun 22
30/05/2022	VC/30.05.2022	31872	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	May market set up chgs
30/07/2022	VC/30.07.2022	31987	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6001	60	1,100.00	Jul market set up chg
30/06/2022	LAO1264107	31826	VEOLIA	VEOL001	7.03	1.41	8.44	6935	33	7.03	June glass collection
28/07/2022	LAO1266241	32018	VEOLIA	VEOL001	0.13	0.03	0.16	6935	33	0.13	Jul glass collection
23/06/2022	3011037	31838	WARNERS SOLICITORS	WARN001	1,980.00	0.00	1,980.00	6620	36	1,980.00	contract dispute bill
23/06/2022	3011037A	32015	WARNERS SOLICITORS	WARN001	1,650.00	330.00	1,980.00	6620	36	1,650.00	contract dispute bill
23/06/2022	3011037REV	32014	WARNERS SOLICITORS	WARN001	-1,980.00	0.00	-1,980.00	6620	36	-1,980.00	contract dispute bill
30/06/2022	147431	31886	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	June clean & lock up chg
								5026	21	227.80	June clean & lock up chg
								5025	21	683.40	June clean & lock up chg
								5020	29	683.39	June clean & lock up chg
30/06/2022	147432	31887	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	June hygiene unit clean
								5020	29	12.94	June hygiene unit clean
								5025	21	12.95	June hygiene unit clean
07/07/2022	147614	31880	WETTON CLEANING SERV	WET001	360.00	72.00	432.00	6013	36	360.00	22/06-01/07 cleaning chg
18/07/2022	147695	31981	WETTON CLEANING SERV	WET001	600.00	120.00	720.00	6865	26	600.00	stone cleaning in H.Street
31/07/2022	147901	32034	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.79	Jul clean & lock up chg
								5026	21	227.79	Jul clean & lock up chg
								5025	21	683.40	Jul clean & lock up chg

Purchase Ledger for Month No 4

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
								5020	29	683.41	Jul clean & lock up chg
31/07/2022	147902	32035	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	Jul hygiene unit clean
								5025	21	12.94	Jul hygiene unit clean
								5020	29	12.95	Jul hygiene unit clean
15/06/2022	0000818070	31938	WICKSTEED LEISURE	WICK001	44,990.00	8,998.00	53,988.00	9014	91	44,990.00	Julians Meadow play equip
30/06/2022	212678979	31951	WORLDPAY	WOR001	169.21	19.28	188.49	6976	28	169.21	June card trans chgs
30/06/2022	212765683	31952	WORLDPAY	WOR001	77.31	10.73	88.04	6976	30	77.31	June card trans chgs
30/06/2022	212830404	31950	WORLDPAY	WOR001	33.39	0.05	33.44	6976	31	33.39	June card trans chgs
30/06/2022	212893777	31948	WORLDPAY	WOR001	22.21	4.43	26.64	6976	28	22.21	June card trans chgs
01/07/2022	WM11854034	31842	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	June card trans chg
12/07/2022	1453	31983	YELLOW DUCK	YELL002	690.00	138.00	828.00	5001	44	690.00	welcome to Sevenoaks sign
22/07/2022	1457	31961	YELLOW DUCK	YELL002	589.00	117.80	706.80	6460	21	589.00	3 dog signs for Greatness
TOTAL INVOICES					<u>245,297.03</u>	<u>31,630.70</u>	<u>276,927.73</u>			<u>245,297.03</u>	

This page has been left blank intentionally

This page has been left blank intentionally

Purchase Ledger for Month No 5

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/08/2022	P1505INV001	32162	ABLE ACCOUSTICS	ABL001	1,280.00	256.00	1,536.00	6635	30	1,280.00	Acoustic Assessment
12/08/2022	11518	32239	ACCESS TRAVEL	ACC004	450.00	0.00	450.00	6900	50	450.00	coach hire to Hastings
31/07/2022	1/IM4786	32168	ALTOOFFICE	ALTO001	178.00	35.60	213.60	6200	31	178.00	toner x 1
15/08/2022	15/08/2022	32198	BANKLINE	BANKL01	100.60	0.00	100.60	6975	31	100.60	bank chgs
25/07/2022	0345327	32237	BOOKER	BOOK001	16.88	1.20	18.08	6505	28	5.99	cafe consumables
								6500	28	10.89	goods for resale
25/07/2022	0345328	32238	BOOKER	BOOK001	9.98	2.00	11.98	6500	28	9.98	goods for resale
08/08/2022	3456968	32235	BOOKER	BOOK001	-8.29	-1.66	-9.95	6505	28	-8.29	goods for resale credit
19/08/2022	3457163	32233	BOOKER	BOOK001	-7.29	-1.46	-8.75	6500	28	-7.29	goods for resale credit
04/08/2022	3579371	32146	BOOKER	BOOK001	165.42	14.67	180.09	6500	28	165.42	goods for resale
04/08/2022	3579372	32145	BOOKER	BOOK001	112.90	3.00	115.90	6500	28	112.90	goods for resale
11/08/2022	3579543	32234	BOOKER	BOOK001	82.20	7.90	90.10	6500	28	82.20	goods for resale
11/08/2022	3579544	32144	BOOKER	BOOK001	210.53	18.10	228.63	6505	28	9.48	consumables
								6500	28	201.05	goods for resale
18/08/2022	3579747	32236	BOOKER	BOOK001	162.37	10.58	172.95	6500	28	159.88	goods for resale
								6505	28	2.49	cafe consumables
26/08/2022	3579975	32281	BOOKER	BOOK001	172.84	10.65	183.49	6500	28	164.85	goods for resale
								6505	28	7.99	consumables
31/07/2022	SVO/365122	32215	BREWERS	BREW001	33.38	6.68	40.06	5410	29	33.38	paint&paint set
11/08/2022	SVO/365182	32202	BREWERS	BREW001	12.58	2.52	15.10	5410	21	12.58	paint brush
17/08/2022	M1388S	32232	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	Aug telephone chgs
31/07/2022	7655744	32159	CASTLE WATER	CAS005	-595.34	-75.80	-671.14	5025	21	-595.34	water credit
07/10/2020	0001715416	32160	CASTLE WATER	CAS009	-17.40	0.00	-17.40	6014	36	-17.40	water credit
02/08/2022	7660539	32176	CASTLE WATER	CAS010	-161.16	-32.23	-193.39	6014	30	-161.16	water credit Apr-Sep22
02/08/2022	7660540	32175	CASTLE WATER	CAS010	-274.58	-51.47	-326.05	6014	30	-274.58	water credit Nov21-Mar22
03/08/2022	7662499	32177	CASTLE WATER	CAS010	246.54	49.31	295.85	6014	30	246.54	water chg Nov21-Mar22
05/08/2022	REFUND	32156	CASTLE WATER	CAS010	-3,105.51	0.00	-3,105.51	6014	30	-3,105.51	refund
01/08/2022	3520	32009	CJS PLANTS	CJS001	2,550.38	510.08	3,060.46	6865	26	2,550.38	July floral maint chg

Purchase Ledger for Month No 5

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
24/08/2022	168273	32271	HW COLDBREATH	COL003	117.97	0.00	117.97	6500	30	117.97	goods for resale
04/08/2022	152028	32219	CONNECTAPHONE	CON001	407.89	81.58	489.47	6101	22	14.96	Jul telephone chg
								6101	21	11.68	Jul telephone chg
								6101	36	48.02	Jul telephone chg
								6101	30	73.40	Jul telephone chg
								6101	31	259.83	Jul telephone chg
31/07/2022	INV315101	32217	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Jul glass collection
09/08/2022	09AUGUST2022	32167	MAYOR OF DARTFORD	DAR002	14.00	0.00	14.00	6437	42	14.00	Mayor attend Bowls
11/08/2022	21JULY2022	32134	MAYOR OF DARTFORD	DAR002	30.00	0.00	30.00	6437	42	30.00	Mayor attend BBQ on 28/07
24/08/2022	W22709	32245	DE JAGER & SONS	DEJAG001	543.20	108.64	651.84	6802	22	294.60	plants
								5340	21	248.60	plants
30/08/2022	2	32290	DONNA RUDD	DON002	150.00	0.00	150.00	6868	29	150.00	Vine performance 28/07
15/08/2022	RF15637	32242	DOWN TO EARTH	DOWN001	4,680.00	936.00	5,616.00	5060	21	4,680.00	Tree work
06/08/2022	02533152	32041	ECOTRICITY	ECO002	175.29	8.76	184.05	6010	41	175.29	Jul electric chg
01/08/2022	000012831548	32058	EDF ENERGY	EDF002	689.63	137.93	827.56	6011	36	689.63	Jul electric chg
01/08/2022	000012866852	32059	EDF ENERGY	EDF003	35.06	1.75	36.81	6010	60	35.06	Jul electric chg
20/06/2022	20/06/2022	32293	ELITE	EFS001	-68.19	0.00	-68.19	6500	28	-68.19	goods for resale credit
08/09/2021	0000334027	32266	ELITE	EFS001	-59.19	-4.55	-63.74	6500	30	-59.19	goods for resale credit
08/09/2021	0000334028	32267	ELITE	EFS001	-23.85	0.00	-23.85	6500	30	-23.85	goods for resale credit
01/11/2021	0000350462	32265	ELITE	EFS001	-23.85	0.00	-23.85	6500	30	-23.85	goods for resale credit
08/11/2021	0000350769	32264	ELITE	EFS001	-51.86	-4.13	-55.99	6500	30	-31.21	goods for resale
								6013	30	-20.65	cleaning eq
19/03/2021	0003359963A	32179	ELITE	EFS001	3.00	0.00	3.00	6500	28	3.00	Goods for resale
09/11/2021	003550918	32261	ELITE	EFS001	51.86	4.13	55.99	6500	30	31.21	goods for resale
								6013	30	20.65	cleaning eq
10/11/2021	0003552111	32258	ELITE	EFS001	23.85	0.00	23.85	6500	30	23.85	goods for resale
20/04/2022	0003698786	32282	ELITE	EFS001	137.40	0.00	137.40	6500	28	137.40	goods for resale
07/06/2022	0003744025	32274	ELITE	EFS001	157.81	0.00	157.81	6500	28	157.81	goods for resale
07/06/2022	0003744026	32260	ELITE	EFS001	104.30	0.00	104.30	6500	30	104.30	goods for resale

Purchase Ledger for Month No 5

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	0003752120	32262	ELITE	EFS001	87.46	0.00	87.46	6500	28	87.46	goods for resale
20/06/2022	0003754969	32143	ELITE	EFS001	68.19	0.00	68.19	6500	28	68.19	goods for resale
01/08/2022	0003784711	32047	ELITE	EFS001	84.72	1.50	86.22	6500	30	84.72	goods for resale
01/08/2022	0003785659	32055	ELITE	EFS001	-1.00	0.00	-1.00	6500	30	-1.00	goods for resale
18/08/2022	0003796642	32230	ELITE	EFS001	191.96	5.95	197.91	6500	28	191.96	goods for resale
18/08/2022	0003796649	32231	ELITE	EFS001	92.82	0.00	92.82	6500	30	92.82	goods for resale
24/08/2022	0003800365	32259	ELITE	EFS001	80.38	0.00	80.38	6500	30	80.38	goods for resale
23/08/2022	SV317037	32246	ELS	ELS001	3.30	0.66	3.96	5410	28	3.30	2 lights
01/08/2022	74359	32211	ATLAS FM/EMPRISE SVS	EMP001	445.10	89.02	534.12	6932	22	445.10	Aug lock up chg
01/08/2022	74360	32212	ATLAS FM/EMPRISE SVS	EMP001	1,150.41	230.08	1,380.49	5311	21	1,150.41	Aug lock up chg
01/08/2022	74361	32213	ATLAS FM/EMPRISE SVS	EMP001	767.25	153.45	920.70	5311	21	767.25	Aug lock up chg
24/08/2022	1059337	32243	EXPRESS FACTORS	EXPR001	30.33	6.07	36.40	5550	21	2.93	screen wash
								5410	21	27.40	cable tie
02/08/2022	0063/03281239	32214	FAIRALLS	FAIR001	109.63	21.93	131.56	5310	21	36.80	cement
								5410	22	72.83	cement
28/07/2022	INV511612	32224	GAZA TIMBER	GAZA001	41.19	8.24	49.43	5410	22	21.25	wood
								5410	21	11.61	cloth, WD40
								5500	21	8.33	saw
18/08/2022	INV-02802	32227	GLORIOUS GAZEBOS	GLOR001	390.00	78.00	468.00	6491	32	390.00	gazebo hire
02/08/2022	100366	32051	GODFREYS	GOD001	12.50	2.50	15.00	5525	21	12.50	2 gas cartridges
08/08/2022	100965	32216	GODFREYS	GOD001	98.18	19.64	117.82	5525	22	33.73	strimmer cord
								5500	36	64.45	hose
19/08/2022	102386	32223	GODFREYS	GOD001	42.00	8.40	50.40	5700	21	42.00	fuel
23/08/2022	102665	32249	GODFREYS	GOD001	8.91	1.78	10.69	5500	21	8.91	tap adaptor
09/08/2022	09AUGUST2022	32166	GRAVESHAM BOROUGH	GRA002	60.00	0.00	60.00	6437	42	60.00	Mayor attend wine tasting
01/08/2022	05/110485	32204	GREENHAM	GREE001	56.04	11.21	67.25	6013	21	56.04	black sacks
29/07/2022	083955	32200	HAGS-SMP	HAGS001	862.00	172.40	1,034.40	5310	21	862.00	rope bridge
31/07/2022	10776	32287	HARDWARE CENTRE	HARD001	49.10	9.82	58.92	5410	21	12.86	Hardware bits
								5500	21	7.75	Hardware bits

Purchase Ledger for Month No 5

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
								5010	29	28.49	Hardware bits
05/08/2022	84313	32043	HERBERT & WARD	HAW001	214.95	15.20	230.15	6505	28	76.00	cups, lids
								6500	28	138.95	goods for resale
23/08/2022	84507	32270	HERBERT & WARD	HAW001	208.95	10.59	219.54	6010	28	12.00	cleaning eq
								6500	28	144.00	goods for resale
								6505	28	52.95	consumables
23/08/2022	84512	32269	HERBERT & WARD	HAW001	161.00	0.00	161.00	6500	30	161.00	goods for resale
31/07/2022	18350	32169	HELIOCENTRIX	HELI001	20.00	4.00	24.00	6240	31	20.00	cable for RFO laptop
29/07/2022	0280689	32151	HOLLYBUSH LAUNDRY	HOL002	35.00	0.00	35.00	6013	36	35.00	tablecloth laundry
01/08/2022	INV-2426	32010	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	Aug Planning tracker support
23/06/2022	23JUNE2022	32180	INFORMATION COMMISS	ICO	35.00	0.00	35.00	6730	31	35.00	ICO subs 2022/23
08/08/2022	8THAUGUST2022	32163	JON HAMILTON	JHBB001	350.00	0.00	350.00	6868	29	350.00	Bandstand performance 07/08
11/08/2022	1006449	32192	KALL KWIK	KALL001	60.00	0.00	60.00	6200	50	60.00	200 skatepark leaflets
15/08/2022	1006450	32184	KALL KWIK	KALL001	154.00	30.80	184.80	6900	31	154.00	250 'Love Sevenoaks' badges
10/08/2022	1006451	32194	KALL KWIK	KALL001	38.00	7.60	45.60	6865	26	38.00	4 corex boards
10/08/2022	1006452	32195	KALL KWIK	KALL001	124.00	24.80	148.80	6869	32	124.00	4 Goldilocks banners
08/08/2022	1006454	32193	KALL KWIK	KALL001	189.00	37.80	226.80	6490	32	189.00	CLSO entry forms
10/08/2022	1006459	32183	KALL KWIK	KALL001	50.00	10.00	60.00	6200	28	50.00	vine cafe menu
22/07/2022	14066672	32161	KCC KCS	KCC003	19.38	3.88	23.26	6200	31	19.38	stationery
04/08/2022	14070549	32053	KCC KCS	KCC003	23.98	4.80	28.78	6200	31	23.98	stationery
04/08/2022	14070550	32054	KCC KCS	KCC003	29.99	6.00	35.99	6013	30	29.99	cleaning eq
05/08/2022	14070774	32044	KCC KCS	KCC003	70.97	14.19	85.16	6010	33	70.97	cleaning eq
05/08/2022	14070775	32045	KCC KCS	KCC003	44.98	9.00	53.98	6200	31	44.98	stationery
15/08/2022	14071968	32203	KCC KCS	KCC003	30.94	6.19	37.13	5210	22	26.99	toilet seat
								6013	21	3.95	bin bags
17/08/2022	14072458	32196	KCC KCS	KCC003	333.11	66.62	399.73	6010	33	33.85	cleaning eq
								6200	31	299.26	stationery
23/08/2022	14073678	32220	KCC KCS	KCC003	1.95	0.39	2.34	6200	31	1.95	stationery
23/08/2022	14073679	32251	KCC KCS	KCC003	47.93	9.59	57.52	6013	21	47.93	refuse sacks

Purchase Ledger for Month No 5

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
24/08/2022	14074373	32250	KCC KCS	KCC003	139.40	27.88	167.28	6010	33	139.40	cleaning eq
25/08/2022	14074953	32257	KCC KCS	KCC003	57.93	11.59	69.52	6200	31	3.95	stationery
								6010	33	53.98	cleaning eq
01/08/2022	7740305	32046	KFF	KFF001	154.40	9.39	163.79	6500	30	154.40	goods for resale
08/08/2022	7745159	32149	KFF	KFF001	116.93	6.11	123.04	6500	30	116.93	goods for resale
15/08/2022	7749896	32229	KFF	KFF001	133.42	4.72	138.14	6500	30	133.42	goods for resale
30/08/2022	7758948	32286	KFF	KFF001	124.78	5.01	129.79	6500	30	124.78	goods for resale
22/08/2022	113066	32222	LANDSCAPE SUPPLY CO	LAND001	145.25	29.05	174.30	5525	21	24.95	strimmer cord
								6952	21	80.00	gloves
								6952	22	40.30	gloves
24/08/2022	113123	32248	LANDSCAPE SUPPLY CO	LAND001	123.22	24.64	147.86	5500	21	123.22	hose, sprinkler
15/08/2022	53741	32136	LOCAL TOILET HIRE	LOC004	130.00	26.00	156.00	6869	32	130.00	Toilet hire for Goldilocks
24/08/2022	0000697368	32268	MAWS FINE FOODS	MAW001	56.82	0.00	56.82	6500	28	56.82	goods for resale
28/07/2022	28JULY2022	32291	MERRY MONDAYS UKULEL	MER002	300.00	0.00	300.00	6868	29	300.00	bandstand performance 18/08
22/07/2022	1747	32254	MICBEX	MIC001	107.82	21.56	129.38	5410	36	107.82	cooker repair
30/05/2022	3270	32207	MILLS	MILL001	638.90	127.78	766.68	5340	21	638.90	plants
13/06/2022	3324	32209	MILLS	MILL001	377.50	75.50	453.00	6952	22	97.50	plants
								5340	21	280.00	plants
13/06/2022	3325	32208	MILLS	MILL001	621.25	124.25	745.50	6802	22	621.25	plants
03/08/2022	03AUG2022	32042	NATIONAL ALLOTMENT	NAS001	55.00	11.00	66.00	6730	31	55.00	Allotment subs 2022/23
14/07/2022	25188696	32228	NISBETS	NIS001	263.00	52.60	315.60	5500	30	237.98	fridge, frying pan
								6200	30	7.04	stationery
								6013	30	17.98	cleaning eq
26/07/2022	25251728	32148	NISBETS	NIS001	57.73	11.54	69.27	6505	28	48.74	consumables
								6010	28	8.99	cleaning eq
04/08/2022	25304437	32150	NISBETS	NIS001	88.50	17.70	106.20	5500	30	19.27	kitchen equip
								6505	30	10.43	consumables
								6013	30	58.80	cleaning eq
24/08/2022	25408213	32272	NISBETS	NIS001	70.87	8.17	79.04	6013	30	21.69	cleaning eq

Purchase Ledger for Month No 5

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	30.01	goods for resale
								6200	30	2.99	stationery
								5500	30	16.18	kitchen eq
26/08/2022	25421098	32285	NISBETS	NIS001	6.67	1.33	8.00	6013	30	6.67	cleaning eq
03/08/2022	IN04283398	32057	NPOWER	NPO002	345.11	69.02	414.13	6862	26	345.11	Jul electric chg
28/08/2022	28/AUG22/ANN	32275	ONECARD	ONE002	612.84	68.76	681.60	6865	26	23.46	plants
								6865	26	6.45	plants
								6865	26	16.40	plants
								6865	26	25.00	3 Knole House tickets
								6865	26	219.70	In Bloom meal
								6865	26	26.37	In Bloom meal
								5500	36	59.17	tablecloths, jugs
								6315	31	197.29	caretaker recruitment chg
								6720	22	39.00	cemetery law book
28/08/2022	28/AUG22/ANN1	32292	ONECARD	ONE002	2,588.52	241.34	2,829.86	5500	31	164.00	filing cabinet
								5500	30	24.16	blender, ramekins
								5500	30	49.50	3 poster frames
								5500	31	57.50	caretaker phone
								5500	30	2.92	frying pan
								6200	31	7.98	page markers
								6200	30	5.83	stationery
								6200	28	10.00	50 till rolls
								6200	30	9.99	50 till rolls
								6010	33	4.29	handwash
								6010	33	8.33	cleaning eq
								6010	28	3.04	cleaning eq
								6010	50	33.87	cleaning eq
								6010	28	5.84	cleaning eq
								6010	50	3.33	cleaning eq

Purchase Ledger for Month No 5

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	98.93	goods for resale
								6500	50	39.13	goods for resale
								6500	50	1.15	goods for resale
								6500	30	16.98	goods for resale
								6500	30	123.34	goods for resale
								6500	28	86.12	goods for resale
								6500	28	59.90	goods for resale
								6500	28	-4.58	goods for resale credit
								6500	28	107.57	goods for resale
								6500	28	13.54	goods for resale
								6500	30	101.75	goods for resale
								6500	28	54.08	goods for resale
								6500	28	70.40	goods for resale
								6500	28	-2.92	goods for resale credit
								6500	30	5.50	goods for resale
								6500	30	65.92	goods for resale
								6500	28	56.58	goods for resale
								6500	28	106.48	goods for resale
								6500	50	27.54	goods for resale
								6500	30	126.85	goods for resale
								6500	28	72.10	goods for resale
								6500	28	21.22	goods for resale
								6500	28	52.24	goods for resale
								6500	28	63.26	goods for resale
								6500	50	4.00	goods for resale
								6500	50	39.36	goods for resale
								6500	30	120.17	goods for resale
								6500	28	42.75	goods for resale
								6500	28	24.12	goods for resale

Purchase Ledger for Month No 5

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	94.55	goods for resale
								6500	28	38.32	goods for resale
								6500	28	46.18	goods for resale
								6500	28	-10.30	goods for resale
								6865	26	29.90	napkins
								6104	21	5.00	o/s team ipad
								6104	36	8.34	KW mobile
								6104	21	5.00	RG mobile
								6104	36	8.34	B&B.C Caretaker mob
								6104	31	8.34	caretaker phone
								6104	36	8.34	KW mobile
								6104	21	5.00	o/s ipad
								6104	21	8.34	NC mobile
								6240	11	10.95	Acrobat Standard Lic
								6240	50	16.64	Adobe Illustrator HITB
								6240	31	12.64	Acrobat Pro DC
								6240	40	41.62	Creative Cloud Membership
								6240	50	7.49	extension lead
								6505	30	5.00	cafe consumables
								6505	28	2.08	cafe consumables
								6505	30	2.50	cafe consumables
								6505	30	23.29	banqueting roll
								6505	28	2.08	cafe consumables
								6505	30	30.87	cafe consumables
								6460	40	12.00	facebook advertising
								6460	40	2.00	facebook advertising
								6900	30	23.29	Arts & craft eq
								6101	31	16.67	LL ipad
								6330	31	10.42	drink for Mayor's Birthday

Purchase Ledger for Month No 5

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
								6330	31	12.00	cake,card for Mayor's Birthday
								6013	30	9.58	cleaning eq
								6013	30	-1.67	cleaning eq refund
								6013	30	6.83	cleaning eq
								6013	30	3.75	cleaning eq
								6630	11	-66.00	application withdrawal
								6730	31	110.00	NW AAT subs
								6437	42	55.08	Mayor attend classical music
28/08/2022	28/AUG22/ROS	32276	ONECARD	ONE002	11.25	0.00	11.25	6976	31	11.25	Aug onecard Ros
11/08/2022	SIN048068	32206	ONLINE PLAYGROUNDS	ONP001	312.17	62.43	374.60	5310	21	312.17	playground equip
14/08/2022	14/8/22	32142	PENINSULA BIG BAND	PEN001	360.00	0.00	360.00	6868	29	360.00	Band performance on 14/8
26/07/2022	64812	32288	PLAYSAFETY	PLAY001	630.00	126.00	756.00	5310	21	630.00	An play area inspection x 10
01/08/2022	00002976949-052	32048	PLUSNET	PLUS01	28.47	5.69	34.16	6101	28	28.47	Aug phone chgs
04/08/2022	00003028653-052	32049	PLUSNET	PLUS01	49.80	9.96	59.76	6101	50	49.80	Aug phone chgs
03/08/2022	00003028673-052	32062	PLUSNET	PLUS01	21.19	4.24	25.43	6101	22	21.19	Aug phone chg
24/08/2022	201076	32256	PREMIER ALARMS	PREM001	85.00	17.00	102.00	6930	41	85.00	alarm callout
10/08/2022	REFUND	32154	PREMIER ALARMS	PREM001	867.50	173.50	1,041.00	6930	22	867.50	Refund
10/08/2022	REFUND2	32155	PREMIER ALARMS	PREM001	-1,735.00	-347.00	-2,082.00	6930	22	-1,735.00	refund
26/08/2022	3381	32295	PREMIER INFLATE	PREM002	1,522.95	304.59	1,827.54	5500	50	1,522.95	Inflatable dartboard
22/07/2022	RS99088	32225	RAWSTONE HIRE	RAW001	35.35	7.07	42.42	5500	21	35.35	breaker hire
20/07/2022	20JULY2022	32178	CHRIS READ	REA001	180.00	36.00	216.00	5310	21	180.00	resident fence repair
31/08/2022	30051	32283	RIALTAS	RIAL001	2,120.54	424.10	2,544.64	6300	31	2,107.48	Rialtas cloud annual chg
								6300	23	13.06	Rialtas cloud annual chg
29/06/2022	2075161	32191	SDC	SDC001	3,000.00	0.00	3,000.00	7557	38	3,000.00	DVCRP an contribution
02/08/2022	2075944	32158	SDC	SDC001	225.00	45.00	270.00	6200	31	225.00	purchase order pads
02/08/2022	2075947	32153	SDC	SDC001	60.00	12.00	72.00	6200	31	60.00	petty cash vouchers
03/08/2022	2075965	32052	SDC	SDC001	3,874.68	0.00	3,874.68	5421	60	2,692.22	Aug market rent chg
								5420	60	1,182.46	Aug market rent chg
10/08/2022	2076025	32152	SDC	SDC001	43.50	5.50	49.00	6889	31	43.50	garden waste sacks

Purchase Ledger for Month No 5

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
10/08/2022	2076032	32157	SDC	SDC001	6,817.72	0.00	6,817.72	7010	31	6,817.72	by-election expenses
26/08/2022	2076532	32294	SDC	SDC001	180.00	0.00	180.00	6635	30	180.00	premises lic 2022/23
15/08/2022	2076152	32185	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	Aug bin collection chg
15/08/2022	2076258	32137	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	bin collection 18/7-14/8
15/08/2022	2076259	32139	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	bin collection 18/7-14/8
15/08/2022	2076260	32140	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	bin collection 18/7-14/8
15/08/2022	2076267	32141	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	bin collection 18/7-14/8
15/08/2022	2076268	32138	SDC DIRECT SERVICES	SDC002	211.80	0.00	211.80	6935	28	211.80	bin collection 18/7-14/8
10/08/2022	21707	32205	SECURE ENGINEERING	SEC001	695.00	139.00	834.00	6931	29	695.00	An CCTV maint
19/08/2022	930351080	32253	SETON	SET001	297.63	59.53	357.16	6922	33	297.63	Health & safety signs
04/08/2022	GAC47537	32061	SETYRES	SETY001	51.67	10.33	62.00	5550	21	51.67	new tyre - GK20 DZO
24/08/2022	STCB202206	32241	SEV CONCERT BAND	SEV019	280.00	0.00	280.00	6868	29	280.00	Band performance 21/08
31/07/2022	87099	32201	SGE	SGE001	16.56	3.31	19.87	5525	22	16.56	lock, battery
14/08/2022	10231514	32226	SHELL	SHEL001	116.72	23.34	140.06	5700	22	54.47	fuel
								5700	21	62.25	fuel
21/08/2022	10280835	32244	SHELL	SHEL001	242.37	48.47	290.84	5700	21	242.37	fuel
16/08/2022	BK206787-2	32182	SLCC	SLCC001	114.00	5.80	119.80	6710	31	114.00	National conference - L.L
04/08/2022	0101	32172	SSE	SSE006	59.79	2.98	62.77	6010	22	59.79	Jul electric chg
05/08/2022	0042	32173	SSE	SSE008	499.74	99.94	599.68	6011	30	499.74	Jul electric chg
04/08/2022	0016	32170	SSE	SSE013	52.76	2.63	55.39	6012	36	52.76	Jul gas chg
04/08/2022	0012A	32171	SSE	SSE014	63.72	3.18	66.90	6012	30	63.72	Jul gas chg
18/08/2022	0043	32221	SSE	SSE015	416.67	20.83	437.50	6010	33	416.67	gas chg 14/05-16/08
01/08/2022	3452	32011	SOUTHBLOOM	SSEB001	40.00	0.00	40.00	6865	26	40.00	In Bloom tickets x 2
11/08/2022	11AUGUST2022	32135	STAG	STAG002	5,000.00	0.00	5,000.00	7556	38	5,000.00	Stag Town Takeover
16/08/2022	5471	32197	STAG	STAG002	2,980.00	596.00	3,576.00	5410	50	2,980.00	floor repair
16/08/2022	5472	32186	STAG	STAG002	785.00	157.00	942.00	5013	21	785.00	graffitti removal
15/08/2022	9893	32199	STREETMASTER	STREE001	847.34	169.47	1,016.81	5050	21	847.34	bench
09/08/2022	09AUGUST2022	32165	SWANLEY TOWN COUNCIL	SWA002	70.00	0.00	70.00	6437	42	70.00	Mayor attend firework event
09/08/2022	42434	32147	TAYWELL	TAY001	73.50	14.70	88.20	6500	28	73.50	goods for resale

Purchase Ledger for Month No 5

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
02/08/2022	92050	32050	JS TAYLOR	TAYL001	130.00	0.00	130.00	5230	22	130.00	replaced LED light
24/08/2022	37506	32247	TELESHORE UK	TELE003	109.25	21.85	131.10	6500	22	109.25	5 caskets
23/05/2022	INV-4681	32210	TREE ABILITY	TREE001	241.00	48.20	289.20	5070	21	241.00	tree work
08/08/2022	1	32164	UK PAPER BAND	UK003	300.00	0.00	300.00	6868	29	300.00	Band performance 31/07
30/08/2022	VC/30.08.2022	32284	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	Aug market set up chg
01/08/2022	15129	32060	VISION ICT	VISICT001	50.00	10.00	60.00	6241	30	50.00	SSL certificate renewal
16/08/2022	3012161	32181	WARNERS SOLICITORS	WARN001	750.00	150.00	900.00	6002	23	750.00	Access to Allotment lic
24/08/2022	3012298	32255	WARNERS SOLICITORS	WARN001	2,290.80	0.00	2,290.80	6002	23	2,290.80	Lease renewal
31/07/2022	217052246	32187	WORLDPAY	WOR001	113.27	15.31	128.58	6976	31	113.27	Jul card chg
31/07/2022	217125814	32218	WORLDPAY	WOR001	6.35	0.01	6.36	6976	31	6.35	Jul card chg
31/07/2022	217132432	32188	WORLDPAY	WOR001	78.96	11.19	90.15	6976	30	78.96	Jul card chg
31/07/2022	217295354	32190	WORLDPAY	WOR001	101.59	11.82	113.41	6976	28	101.59	Jul card chg
01/08/2022	WM11877704	32056	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Jul card trans chg
02/08/2022	1465	32040	YELLOW DUCK	YELL002	179.00	35.80	214.80	5500	29	179.00	Tea Hut contravision
05/08/2022	1467	32039	YELLOW DUCK	YELL002	177.00	35.40	212.40	5500	50	177.00	chess table top
31/08/2022	1475	32252	YELLOW DUCK	YELL002	112.00	22.40	134.40	5310	21	112.00	dog signs x 10
TOTAL INVOICES					<u>60,683.69</u>	<u>6,715.92</u>	<u>67,399.61</u>			<u>60,683.69</u>	

This page has been left blank intentionally

This page has been left blank intentionally

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	Sevenoaks District Council	DD02/JUL	873.00		July Business Rates
01/07/2022	Sevenoaks District Council	DD03/JUL	2,320.00		July Business Rates
01/07/2022	Sevenoaks District Council	DD04/JUL	459.00		July Business Rates
01/07/2022	Sevenoaks District Council	DD05/JUL	69.00		July Business Rates
01/07/2022	Sevenoaks District Council	DD06/JUL	207.00		July Business Rates
01/07/2022	Sevenoaks District Council	DD07/JUL	324.00		July Business Rates
01/07/2022	Reach Publishing	DD01/JUL	9.53		Sev Chronicle - July
01/07/2022	South East Water - now Water C	DD08	226.19		water chg 19Nov21-17May22
04/07/2022	Shell Account	DD09	311.76		fuel
04/07/2022	Southern Electric-81619280/Kno	DD10	1,685.66		electric chg 12/3-15/6
04/07/2022	Southern Electric-121812498/Pu	DD11	34.97		electric chg 18/2-15/6
04/07/2022	Southern Electric-481578233/Vi	DD12	64.45		electric chgs 26/2-15/6
04/07/2022	Southern Electric-981648672/Vi	DD13	627.45		electric chgs 17/3-25/5
05/07/2022	MS Society	000086	2,265.15		Mayor donation - MS Society
05/07/2022	MS Society	000081	2,265.16		Mayor donation - MS Society
05/07/2022	NATWEST ONE CARD	DD14	3,463.63		June Onecard Linda
05/07/2022	Natwest Investment	10.50	10.50		Tfr Busines Hub income error
06/07/2022	Nexodus S.L	DD15	114.72		July booking fee
06/07/2022	Natwest Investment	Error	1,181.00		Tfr Business Hub Income Error
07/07/2022	EDF Energy - High Street Marke	DD16	72.81		June electric chg
07/07/2022	EDF Energy - High Street Marke	DD16REV	-36.78		June electric chg
11/07/2022	Plusnet	DD17	33.05		july telephone chgs
11/07/2022	Plusnet	DD19	25.43		July telephone chgs
11/07/2022	Plusnet	DD18	59.76		July phone chgs
11/07/2022	Shell Account	DD20	125.42		fuel chg
11/07/2022	BACS P/L Pymnt Page 6051	BACS Pymnt	53,067.78		BACS P/L Pymnt Page 6051
11/07/2022	BACS P/L Pymnt Page 6056	BACS Pymnt	-52,814.00		BACS P/L Pymnt Page 6056
11/07/2022	BACS P/L Pymnt Page 6060	BACS Pymnt	-253.78		BACS P/L Pymnt Page 6060
13/07/2022	BACS P/L Pymnt Page 6019	BACS Pymnt	60,497.78		BACS P/L Pymnt Page 6019
14/07/2022	American Express Payment Servi	DD21	4.14		June credit card chgs
14/07/2022	Petty Cash	001932	387.63		petty cash top up
14/07/2022	Connectaphone	DD22	494.26		June telephone chgs
15/07/2022	NatWest Bankline	BLN	112.20		Bank chgs
15/07/2022	Public Works Loan Board	DD23	35,800.76		PWLB loan repayment
18/07/2022	Shell Account	DD24	185.49		fuel
18/07/2022	Ecotricity	DD25	344.16		June electricity chg
18/07/2022	Southern Electric - 981579265/	DD26	78.69		electricity chg 22/02-14/06
19/07/2022	WorldPay	DD27	88.04		June card trans chgs
19/07/2022	WorldPay	DD28	26.64		June card trans chgs
19/07/2022	WorldPay	DD29	188.49		June card trans chgs
19/07/2022	WorldPay	DD30	33.44		June card trans chgs
20/07/2022	npower	DD31	408.67		June electric chg
20/07/2022	WorldPay	DD32	11.94		June card trans chg
21/07/2022	BACS P/L Pymnt Page 6029	BACS Pymnt	67,975.09		BACS P/L Pymnt Page 6029
21/07/2022	Mr D.R	BACS21/07	60.00		Allot key return x 2
21/07/2022	Mr K.D	BACS21-07	30.00		Allot key return
21/07/2022	Petty Cash	001933	302.39		petty cash top up

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/07/2022	EDF Energy - Bat and Ball Cent	DD33	754.80		June electricity chg
22/07/2022	EDF Energy - High Street Marke	DD34	36.78		June electric chg
25/07/2022	Shell Account	DD35	184.27		fuel
25/07/2022	SSE-GAS/911569468/B&B Centre	DD36	88.01		June gas chg
25/07/2022	Southern Electric-481582274/Ce	DD37	52.17		June electric chg
25/07/2022	SSE-GAS/571774560/B&B Station	DD38	78.42		June gas chg
25/07/2022	Southern Electric-731774430/B&	DD39	593.10		June electric chg
25/07/2022	Payroll A/c	BACS25/7	52,479.80		July Salaries Tfr
26/07/2022	Country Style Recycling	DD40	94.97		June glass collection
26/07/2022	Payroll A/c	BACS26/7	26,990.74		July HMRC/KCC Tfr
28/07/2022	BACS P/L Pymnt Page 6035	BACS Pymnt	35,021.76		BACS P/L Pymnt Page 6035
28/07/2022	Miss L.M	BACS28/07	6.50		SAHA refund
Total Payments			<u>300,202.99</u>		

List of Payments made between 01/08/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2022	Sevenoaks District Council	DD04/AUG	873.00		August Business Rates chg
01/08/2022	Sevenoaks District Council	DD05/AUG	2,320.00		August Business Rates chg
01/08/2022	Sevenoaks District Council	DD06/AUG	459.00		August Business Rates chg
01/08/2022	Sevenoaks District Council	DD07/AUG	69.00		August Business Rates chg
01/08/2022	Sevenoaks District Council	DD08/AUG	207.00		August Business Rates chg
01/08/2022	Sevenoaks District Council	DD09/AUG	324.00		August Business Rates chg
01/08/2022	Reach Publishing	DD02/AUG	9.53		Aug Sev Chronicle chg
01/08/2022	Shell Account	DD03	199.15		fuel
01/08/2022	E-ON	DD01	81.04		Dec electric credit
01/08/2022	Payroll A/c	DD1/8	3,613.11		July L&G tfr
04/08/2022	BACS P/L Pymnt Page 6042	BACS Pymnt	14,436.26		BACS P/L Pymnt Page 6042
04/08/2022	Nexodus S.L	DD10	114.58		Jul Hub booking chgs
04/08/2022	NATWEST ONE CARD	DD11	5,282.75		Linda July onecard
05/08/2022	BACS P/L Pymnt Page 6074	BACS Pymnt	-3,105.51		BACS P/L Pymnt Page 6074
08/08/2022	Shell Account	DD12	78.90		fuel
10/08/2022	BACS P/L Pymnt Page 6073	BACS Pymnt	-1,041.00		BACS P/L Pymnt Page 6073
10/08/2022	Plusnet	DD13	25.43		Aug phone chg
11/08/2022	BACS P/L Pymnt Page 6061	BACS Pymnt	53,067.78		BACS P/L Pymnt Page 6061
11/08/2022	BACS P/L Pymnt Page 6070	BACS Pymnt	30.00		BACS P/L Pymnt Page 6070
11/08/2022	Plusnet	DD14	34.16		Aug phone chgs
11/08/2022	Plusnet	DD15	59.76		Aug phone chgs
11/08/2022	Information Commissioner's Off	DD16	35.00		ICO subs 2022/23
12/08/2022	BACS P/L Pymnt Page 6071	BACS Pymnt	5,000.00		BACS P/L Pymnt Page 6071
12/08/2022	American Express Payment Servi	DD17	1.71		Jul credit card chg
15/08/2022	NatWest Bankline	BLN	100.60		bank chgs
16/08/2022	BACS P/L Pymnt Page 6072	BACS Pymnt	156.00		BACS P/L Pymnt Page 6072
16/08/2022	Connectaphone	DD18	489.47		Jul telephone chg
17/08/2022	npower	DD19	414.13		Jul electric chg
18/08/2022	BACS P/L Pymnt Page 6077	BACS Pymnt	12,068.02		BACS P/L Pymnt Page 6077
18/08/2022	C.A	BACS18/08	30.00		Allotment key refund
18/08/2022	D.I	BACS18-08	20.00		Allotment key refund
18/08/2022	BACS P/L Pymnt Page 6082	BACS Pymnt	216.00		BACS P/L Pymnt Page 6082
18/08/2022	WorldPay	DD20	11.94		Jul card trans chg
19/08/2022	WorldPay	DD21	90.15		Jul card chg
19/08/2022	WorldPay	DD22	113.41		Jul card chg
19/08/2022	WorldPay	DD23	128.58		Jul card chg
19/08/2022	WorldPay	DD24	6.36		Jul card chg
22/08/2022	EDF Energy - Bat and Ball Cent	DD25	827.56		Jul electric chg
22/08/2022	Ecotricity	DD26	184.05		Jul electric chg
22/08/2022	SSE-GAS/911569468/B&B Centre	DD27	55.39		Jul gas chg
22/08/2022	Southern Electric-481582274/Ce	DD28	62.77		Jul electric chg
22/08/2022	SSE-GAS/571774560/B&B Station	DD29	66.90		Jul gas chg
22/08/2022	Southern Electric-731774430/B&	DD30	599.68		Jul electric chg
22/08/2022	EDF Energy - High Street Marke	DD31	36.81		Jul electric chg
25/08/2022	Petty Cash	001934	368.70		petty cash top up
25/08/2022	Payroll A/c	BACS25/6	52,486.48		August Salaries Tfr
26/08/2022	BACS P/L Pymnt Page 6086	BACS Pymnt	25,528.12		BACS P/L Pymnt Page 6086

List of Payments made between 01/08/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/08/2022	E.G	BACS26/08	20.00		Allot key refund
26/08/2022	Country Style Recycling	DD32	85.98		Jul glass collection
26/08/2022	Payroll A/c	BACS26/8	25,539.55		August HMRC/KCC Tfr
26/08/2022	BACS P/L Pymnt Page 6094	BACS Pymnt	1,827.54		BACS P/L Pymnt Page 6094
30/08/2022	Shell Account	DD33	140.06		fuel
31/08/2022	Natwest Investment	INT/CORREC	1.61		Direct Reserve Int Correction
Total Payments			<u>203,850.51</u>		

Mayors Charity Account

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/07/2022	Nat West - Current Account	Corr000081	2,265.16		MS Society Error Correction
05/07/2022	Nat West - Current Account	corr000080	2,265.15		MS Society Error Correction
Total Payments			<u>4,530.31</u>		

This page has been left blank intentionally

This page has been left blank intentionally

Receipts for Month 4

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: 25/07/2022	52,479.80						
BACS25/7	Nat West - Current Account	52,479.80			201		52,479.80	July Salaries Tfr
	Banked: 26/07/2022	26,990.74						
BACS26/7	Nat West - Current Account	26,990.74			201		26,990.74	July HMRC/KCC Tfr
Total Receipts for Month		79,470.54	0.00	0.00			79,470.54	
Cashbook Totals		<u>80,470.54</u>	<u>0.00</u>	<u>0.00</u>			<u>80,470.54</u>	

Payments for Month 4

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>
25/07/2022	Employees	BACS25/7	52,319.80			520		52,319.80	July Salaries payments
25/07/2022	Cllrs	BACS25/7-	160.00			520		160.00	July Mayor's Allowance
26/07/2022	HMRC/KCC	BACS26/7	26,990.74			515		15,994.04	July HMRC Payment
						516	0	10,996.70	July KCC Payment
Total Payments for Month			79,470.54	0.00	0.00			79,470.54	
Balance Carried Fwd			1,000.00						
Cashbook Totals			<u>80,470.54</u>	<u>0.00</u>	<u>0.00</u>			<u>80,470.54</u>	

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 01/08/2022	3,613.11						
DD1/8	Nat West - Current Account	3,613.11			201		3,613.11	July L&G tfr
	Banked: 25/08/2022	52,486.48						
BACS25/6	Nat West - Current Account	52,486.48			201		52,486.48	August Salaries Tfr
	Banked: 26/08/2022	25,539.55						
BACS26/8	Nat West - Current Account	25,539.55			201		25,539.55	August HMRC/KCC Tfr
Total Receipts for Month		81,639.14	0.00	0.00			81,639.14	
Cashbook Totals		<u>82,639.14</u>	<u>0.00</u>	<u>0.00</u>			<u>82,639.14</u>	

Payments for Month 5

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>
01/08/2022	Legal & General	DD1/8	3,613.11			516		3,613.11	July L&G payment
25/08/2022	Employees	BACS25/8	52,326.48			520		52,326.48	August Salaries payment
25/08/2022	Councillors	BACS25/6-2	160.00			520		160.00	August Mayor's Allowance
26/08/2022	HMRC/KCC	BACS26/8	25,539.55			515		14,658.40	August HMRC Payments
						516	0	10,881.15	August HMRC/KCC Payments
Total Payments for Month			81,639.14	0.00	0.00			81,639.14	
Balance Carried Fwd			1,000.00						
Cashbook Totals			<u>82,639.14</u>	<u>0.00</u>	<u>0.00</u>			<u>82,639.14</u>	

Receipts for Month 4

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 :	732.05					732.05	
FLOAT	Banked: 08/07/2022	200.00						
FLOAT	Beer Festival Float	200.00			299		200.00	Float return
	Banked: 14/07/2022	387.63						
001932	Nat West - Current Account	387.63			201		387.63	petty cash top up
	Banked: 21/07/2022	302.39						
001933	Nat West - Current Account	302.39			201		302.39	petty cash top up
Total Receipts for Month		890.02	0.00	0.00			890.02	
Cashbook Totals		<u>1,622.07</u>	<u>0.00</u>	<u>0.00</u>			<u>1,622.07</u>	

Payments for Month 4

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>
01/07/2022	Vine Cafe	882/E	0.50			6500	28	0.50	Vine Cafe 822/E additional pay
07/07/2022	Vine Cafe	838/A	72.50			6500	28	72.50	Goods for resale
07/07/2022	Vine Cafe	838/B	18.59		3.10	6500	28	15.49	Goods for resale
07/07/2022	In Bloom	839/A	8.95		1.49	6865	26	7.46	Bird box
07/07/2022	Establishments	839/B	1.60			6300	31	1.60	milk
07/07/2022	Establishments	840	6.85			6210	31	6.85	postage for D.M present
11/07/2022	Establishments	841	3.30			6330	31	3.30	milk
11/07/2022	In Bloom	842/A	89.16		14.86	6865	26	74.30	hose & attachments
11/07/2022	In Bloom	843/A	55.43		9.23	6865	26	46.20	seeds, plant boxes, tools
11/07/2022	In Bloom	843/B	25.70			6865	26	25.70	seeds, parking
11/07/2022	General	843/C	24.00		4.00	6869	32	20.00	Jubilee picture frames
11/07/2022	Cemetery	842/B	10.00		1.66	6832	22	8.34	engraving
14/07/2022	vine toilets	844	13.10		2.18	5020	29	10.92	duel flush syphon
14/07/2022	Vine Cafe	845/A	51.01			6500	28	51.01	Goods for resale
14/07/2022	Vine Cafe	845/B	25.40		4.24	6500	28	21.16	Goods for resale
14/07/2022	Vine Cafe	845/C	7.98		1.33	5500	28	6.65	kitchen equipment
14/07/2022	bat and Ball Cafe	846	25.03			6500	30	25.03	Goods for resale
14/07/2022	Bat and Ball Cafe	847/A	37.95			6500	30	37.95	Goods for resale
14/07/2022	Bat and Ball Cafe	847/B	6.36		1.06	6500	30	5.30	Goods for resale
14/07/2022	Bat and Ball Cafe	847/C	1.00		0.16	5500	30	0.84	kitchen equipment
14/07/2022	Bat and Ball Cafe	847/D	2.50		0.42	6013	30	2.08	cleaning eq
15/07/2022	In Bloom	848/A	17.97			6865	26	17.97	parking, water, stickers
15/07/2022	In Bloom	848/B	12.48		2.08	6865	26	10.40	brush, hose kit
15/07/2022	In Bloom	849	2.50		0.42	6865	26	2.08	refreshments
15/07/2022	In Bloom	850/B	28.00		4.67	6865	26	23.33	border bark
15/07/2022	Cemetery	850/A	14.95		2.49	6832	22	12.46	engraving
18/07/2022	Cemetery	851	34.52		5.75	5700	22	28.77	fuel
20/07/2022	Cemetery	852/A	5.90		0.98	6330	22	4.92	refreshments
20/07/2022	Cemetery	852/B	28.89			6330	22	28.89	refreshments
25/07/2022	Council Offices	853	0.95			6330	31	0.95	milk
26/07/2022	Bat and Ball Station	854	36.00			6900	30	36.00	fridge disposal fee
Total Payments for Month			669.07	0.00	60.12			608.95	
Balance Carried Fwd			953.00						
Cashbook Totals			<u>1,622.07</u>	<u>0.00</u>	<u>60.12</u>			<u>1,561.95</u>	

Receipts for Month 5

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 :	953.00					953.00	
	Banked: 25/08/2022	368.70						
001934	Nat West - Current Account	368.70				201	368.70	petty cash top up
Total Receipts for Month		368.70	0.00	0.00			368.70	
Cashbook Totals		<u>1,321.70</u>	<u>0.00</u>	<u>0.00</u>			<u>1,321.70</u>	

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/08/2022	Council Offices	855	15.10			6330	31	15.10	refreshments
03/08/2022	Bat and Ball Station	856	12.11		2.02	5410	30	10.09	paint, mirror
04/08/2022	In Bloom	858	2.00			6865	26	2.00	parking chg
08/08/2022	Youth Cafe	859	27.49		4.58	5500	50	22.91	games eq
08/08/2022	Youth Cafe	860/A	1.00		0.16	6200	50	0.84	stationery
08/08/2022	Youth Cafe	860/B	2.25			6500	50	2.25	goods for resale
08/08/2022	Youth Cafe	860/C	7.20		1.19	6010	50	6.01	cleaning eq
08/08/2022	Youth Cafe	860/D	4.75		0.79	5410	50	3.96	maint eq
08/08/2022	Youth Cafe	860/E	0.99			6330	50	0.99	leaving card
08/08/2022	Open Spaces	861	27.35			6330	21	27.35	refreshments
11/08/2022	bat and Ball Station	862	16.15		2.69	5410	30	13.46	maint eq
12/08/2022	Vine Cafe	863/A	58.76			6500	28	58.76	goods for resale
12/08/2022	Vine Cafe	863/B	4.00		0.67	6500	28	3.33	goods for resale
12/08/2022	Vine Cafe	863/C	7.19		1.20	6505	28	5.99	cafe consumables
16/08/2022	Open Spaces	864	50.45		8.41	6900	21	42.04	bat & balls
16/08/2022	Cemetery	865	15.00		2.50	6822	22	12.50	paint
18/08/2022	bat and Ball Cafe	866/A	20.44			6500	30	20.44	goods for resale
18/08/2022	bat and Ball Cafe	866/B	7.00			5500	30	7.00	kitchen eq
18/08/2022	bat and Ball Cafe	866/C	4.99		0.83	5500	30	4.16	kitchen eq
18/08/2022	bat and Ball Cafe	867	43.69			6500	30	43.69	goods for resale
24/08/2022	Council Offices	868	3.79			6330	31	3.79	milk
25/08/2022	Bat and Ball Centre	869	8.00		1.33	5410	36	6.67	key cut
30/08/2022	bat and Ball Station	870	17.84		2.97	5410	30	14.87	maint eq
Total Payments for Month			357.54	0.00	29.34			328.20	
Balance Carried Fwd			964.16						
Cashbook Totals			1,321.70	0.00	29.34			1,292.36	

**Sevenoaks Town Council
Finance & General Purposes Committee - 26th September 2022**

External Audit Conclusion

2021/22 Audit was concluded by PKF Littlejohn in August 2022.

Fee of £2400 plus VAT was paid in September 2022.

Notice of conclusion of Audit has been displayed on STC website along with certified AGAR.

Auditors raised no matters giving cause for concern.

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council

DRAFT Initial projection for 5-year financial review

Sevenoaks Town Council have intended to publish a 5-year plan for several years. This has been delayed by officer changes and covid. To avoid any further delays, a 5-year financial review is now being produced with the backdrop of the UK economy facing the highest inflation in 40 years.

The financial review has been produced including the following key Sevenoaks Town Council aims:

- Cemetery to aim for a net deficit of no higher than 2% of precept
- Bat & Ball centre to increase bookings to cover the PWLB repayments within 10 years
- Vine Café to break even during summer months
- Bat & Ball Station to be in a break-even position in 5 years
- Concessions for cafes to be reviewed in 2023/24 budget
- Markets strategy
- Succession planning for senior staff to include 2028/29 – recruitment of new CEO

The attached view is for discussion purposes only, & to give an indication of what the layout of the plan will be.

Next steps to be carried out in line with 2023/24 budget setting:

- Update with ONS inflation data (currently using June 2022 ONS data)
- Complete 2022/23 forecast (to include latest cost inflation including Energy)
- Update energy consumption with the outcome of any carbon footprint assessment decisions.
- 2023/24 to be agreed budget position
- 2024/25 inflation to be reviewed – currently 2% on the assumption that interest rate changes bring inflation back in line with 2% Bank of England target
- Embed cemetery challenge (to achieve deficit no more than 2% of precept) into plans
- Markets paper/ tender work
- Business Hub strategy decisions – currently based on 2022/23 budget which is not expected to be met.
- Explore options for Bat & Ball Station – building on work of Heritage Engagement officer & explore running as a hire venue only
- Explore fully revenue potential for Bat & Ball centre
- Explore potential for Vine Cafe
- Include 5-year reserves plan
- Add 2027/28 to include 5 years

Sevenoaks Town Council 5 Year Financial review

DRAFT FOR DISCUSSION PURPOSES ONLY

	Actual 2021/22 £	Budget 2022/23 £	Q1 Actual 2022/23 £	Plan 2023/24 £	Plan 2024/25 £	Plan 2025/26 £	Plan 2026/27 £
Net (surplus)/ deficit							
Planning	25,255	28,473	6,445	29,630	30,223	30,827	31,444
OSL general	273,168	297,453	68,814	313,124	319,386	325,774	332,289
Cemetery	41,572	57,696	4,383	26,724	26,898	27,096	27,318
Allotments	1,785	1,085	3,197	1,630	1,663	1,696	1,730
Streetlighting	15,341	21,082	5,864	21,961	22,400	22,848	23,305
Vine Café	24,487	23,320	297	20,968	21,387	21,815	22,251
Vine Ground	28,139	24,405	8,554	28,974	29,553	30,144	30,747
Bat & Ball station	49,004	46,088	21,980	50,812	37,548	38,299	39,065
Establishments	446,549	465,124	126,808	484,068	494,109	504,411	514,979
F&GP general	35,646	31,517	9,015	32,234	32,878	33,536	34,207
Council Offices	63,370	57,306	12,236	60,893	62,111	63,353	64,620
B&B centre	- 12,156	- 23,344	- 14,592	- 21,178	- 28,459	- 36,531	- 45,468
Grants	56,309	57,720	29,117	57,720	57,720	57,720	57,720
Property	- 5,997	- 5,933	- 1,939	- 5,933	- 5,933	- 5,933	- 5,933
Town team	5,000	5,000	1,705	5,000	5,000	5,000	5,000
Business Hub	10,137	- 13,365	708	- 13,606	- 13,878	- 14,156	- 14,439
Mayor	8,145	8,391	366	8,745	8,920	9,098	9,280
Youth Council	510	500	-	500	500	500	500
Public Realm							
HitB	20,373	35,076	10,078	36,589	37,321	38,067	38,829
Markets	9,836	5,965	3,119	- 6,282	- 6,408	- 6,536	- 6,667
Total Net revenue (surplus)/ deficit from cost centres	1,096,473	1,123,559	290,735	1,132,572	1,132,940	1,147,030	1,160,778

Other commitments

Pension secondary contributions (estimated from 2023/24)	80,000	83,000	20,750	86,000	89,000	92,000	95,000
PWLB repayments (re Bat & Ball Centre)	71,602	71,603	-	71,603	71,603	71,603	71,603

Use of reserves

Bat & Ball Station Management & Maintenance reserve (currently £230K)	- 49,004	- 46,088	- 21,980	- 50,812	- 37,548	- 38,299	- 39,065
---	----------	----------	----------	----------	----------	----------	----------

Additional items

Contingency		43,600	-	48,508	49,163	49,804	50,430
Bat & Ball centre increase in occupancy **				- 7,000	- 14,000	- 21,000	- 28,000

Moves to reserves:

Jubilee	10,000						
Environmental	8,500						

General reserves increase (to reach equivalent of 6 months precept) - should achieve in 10 years

	20,000	20,000		20,000	20,000	20,000	20,000
--	--------	--------	--	--------	--------	--------	--------

Precept

Actual surplus	1,239,898	1,295,675	323,919	1,300,871	1,311,157	1,321,139	1,330,746
Annual increase in precept	2,327		34,419				
Increase per band D		4.5%		0.4%	0.8%	0.8%	0.7%

Green initiatives funding - infrastructure projects to be funded from CIL/ CRR

	30,000			30,000	30,000	30,000	30,000
--	--------	--	--	--------	--------	--------	--------

General reserves balance bf		438,861		458,861	478,861	498,861	518,861
General reserves balance cf		458,861		478,861	498,861	518,861	538,861
General reserves as months of precept		4		4	5	5	5

Underlying assumptions

Pay increase - Inflation + merit		4.21%		4.21%	2.00%	2.00%	2.00%
Employers NI increase 1.25% (also impacts employees)		1.25%					
Health & Social Care Levy all workers 1.25% (NI thresholds will apply, also applies to employees)				1.25%			
Inflation (ONS. CPI 12 months to Jun 2022. BoE prediction 13% October)		6.2%		9.4%	2.0%	2.0%	2.0%

Cemetery deficit aim to be no more than 2% of precept				2.1%	2.1%	2.1%	2.1%
Cemetery challenge included				- 32,000	- 33,000	- 34,000	- 35,000

Contingency is currently based on 4% of net revenue surplus/ deficit. Contingency aim to be 10% of precept - additional contingency required

	89,737	90,148	90,540	90,909
--	--------	--------	--------	--------

Markets - Cease Weds market unless more affordable. Break even Weds, existing profit Blighs & Sat

PWLB £35801 repayable Jan/ July until July 2044

Bat & Ball centre - increase in profitability -towards covering PWLB repayments in 10 years. £7K equates to 2 hours additional midweek hire of centre per week, 4 hours per weekday after 10 years

Bat & Ball station - review costs of venue and viability as venue for hire only (without café)

Sevenoaks Town Council
Finance & General Purposes Committee – 26th September 2022

Grant Budget Update and Grant Applications from Local Community Groups

1. Budget – Grants to Local Voluntary Organisation 2022/23

The budget for grants to local voluntary organisations for 2022/23, and the balance to date is as follows:

Budget	2022/23	July 2022/23
	Budget	Balance
	£	£
Grant Subsidies Sevenoaks Community Centre	4,833	2,288
Grant Subsidies Chamber *	1,000	900
Local Organisations F & GP & Youth Support Services <i>Of which Play Days £2,000</i>	12,000	7,000
Sevenoaks Summer Festival	5,000	5,000
Community Resilience Fund *	0	0
Twinning Support	1,000	1,000
Youth Outreach	3,887	3,887
Youth Council Support	500	500
Stag	27,000	0
Community Rail Partnership	3,000	3,000
Total	57,720	23,575

2. Application considered by Youth Services Committee

The following application is being considered at the meeting of the Youth Services Committee on 7th September 2022. The outcome will be reported at the meeting of this Committee.

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grant history	Grants 2021/22	Current Grant Application
6	Sevenoaks Three Arts Festival Young Musician of the Year	Towards cost of hire of venue and competition standard piano for the Young Musician competition	2007 to 2020 (Autumn) £500/£600 per year for prize for Young Musician of the Year	13.09.2021 - £1000 for prize for Young Musician of the Year	£600

Sevenoaks Town Council
Finance & General Purposes Committee – 26th September 2022

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grant history	Grants 2021/22	Current Grant Application
			<p>2007 to 2020 (Spring) £600 per year for hire of piano and performance space for Sevenoaks Three Arts Festival</p> <p>01.03.21 £600 for admin costs, insurance, website etc for video only performing Arts Festival</p>	28.02.22 £600 – Hire of Piano & performance space for Sevenoaks Three Arts Festival	
Total grant funding requested at YSC					£600

3. Applications for Consideration

This Committee is requested to consider the following Grant Applications received:

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grant history	Grants 2021/22	Current Grant Application
68	Baby Umbrella	Cost of specialist support practitioner fees and venue costs		March 22 - £500 Sept 21 - £500	£1,380
73	Sevenoaks History Hub	Contribution to publishing costs of book using historical photos and postcards of Sevenoaks, and oral history, to tell story of the town.	2018 - £2,000 2014 - £2,000		£2,500
11	Sevenoaks Counselling	To supplement the Bursary Fund which assists clients who are	Funding since 2005, between	£1,500	£1500

Sevenoaks Town Council
Finance & General Purposes Committee – 26th September 2022

		unable to afford the recommended contribution.	£400 & £2000, including 2019 - £1,500 2020 - £1,500		
62	West Kent Mind	To deliver 10 x 3 hour mental health awareness workshops over 6 months for residents of Sevenoaks Town	2019 - £4,000 2020 - £900		£5,192
43	D’Vine Singers	Contribution to enable to meet at Sevenoaks venue and sing at community events.	2017/18 - £300 2016/17 - £500 2015/16 - £500		£500
Total grant funding requested					£11,072

RECOMMENDATION

The Committee is asked to consider the grant applications detailed above.

This page has been left blank intentionally

This page has been left blank intentionally

**Sevenoaks Town Council
Finance & General Purposes Committee - 26th September 2022**

PROVISION OF IT EQUIPMENT FOR COUNCILLORS

Following the recent cyber security training for Town Councillors, it raised the issue of all councillors having IT equipment supplied by STC.

It was also thought that ensuring that provision of suitable IT equipment would make the councillor position more inclusive.

RECOMMENDED

1. To agree in principle to supply suitable IT equipment to all Town Councillors.
This would be similar to Councillors Members Allowance and optional for Councillors to accept.
2. Quotations are obtained for supplying Councillors with either laptops or tablets for a report to a future F&GP meeting.

This page has been left blank intentionally

This page has been left blank intentionally

**Sevenoaks Town Council
Finance & General Purposes Committee - 26th September 2022**

Bank Street Proposed Permanent Closure for traffic, enabling Pedestrian and Business Use

Prior to the pandemic Bank Street had vehicular restriction with a No Entry restriction from the western end where it joins the A224 London Road and a prohibition of motor vehicles (with exemption for access and deliveries) at the other end where it joins the High Street.

One of the positive outcomes from the pandemic was the trial of temporary closing Bank Street to traffic and opening up as a 'café culture' environment. This has been positively received by retailers and the public.

The temporary TRO is now coming to an end and there is a general call for it to be made permanent.

The Highways Department has forwarded the following information: *Any new permanent closure which has not already been established on either a permanent or temporary basis will require a formal consultation and traffic regulation order to be advertised which costs in the region of £2,500-£3,100 and there is no guarantee that the TRO will be successful at consultation, if there are more than 5 objections then the proposals will need to be reported to the Sevenoaks JTB. We generally recommend that elected officials carry out some form of informal consultation before starting this process to avoid abortive costs. This can be in the form of a simple petition signed by property and business owners along the road in question. There is not dedicated funding for such schemes unless there is a crash record to justify funds being spent from the crash remedial measures budget (CRM), or a request from the local members CMG allocation. However, if there is strong community support for such changes demonstrated by informal consultation the team may be able to help secure funding contributions from other sources.*

It is hoped that as there has been a temporary TRO in place the cost for a permanent scheme will be at the lower end of the scale.

Sevenoaks Town Council are being asked if it wants to be involved in this matter and meet the costs of creating a permanent TRO for Bank Street.

This page has been left blank intentionally

This page has been left blank intentionally



Executive Board

**Minutes of a meeting held on
Wednesday 3rd August at 6.30pm**

**Sevenoaks Council Chamber
Bradbourne Vale Road**

Meeting started at 18.00

Meeting ended at 20.11

Executive Board Members:

Cllr Simon Raikes	Sevenoaks Town Council	Apologies
Cllr Victoria Granville-Baxter	Sevenoaks Town Council	Apologies
Linda Larter	Sevenoaks Town Council	Apologies
Cllr Avril Hunter	Sevenoaks District Council	Present
Cllr Tony Clayton	Sevenoaks Rail Travellers Association	Apologies
Cllr Richard Streatfeild	Kent County Councillor	Present
Austin Blackburn	Go Coach	Present
Victoria Raggio	Southeastern	Apologies
Jane Parish	Sencio	Absent
Cllr Andrew Eyre, Chairman	Stag	Present
Hannah Kay	Knole	Absent
Luke Jacobs	Sevenoaks Chronicle	Absent
Roger Walshe	Sevenoaks Society	Present
Maxine Morgan, V Chairman	Specsavers	Present
Elizabeth Dolding	Warners Solicitors	Apologies
Roberta Ware	Francis Jones Jewellers	Present
Glenn Ball	Local Architect	Present
Dawn Blee	Chamber of Commerce	Present
Jim Hughes	Resident Association	Present
Cllr Elizabeth Purves	Hollybush RA	Present
Helen O'Sullivan	Eardley Road RA	Present
Byron Brown	Bradbourne RA	Present
Mike Williams	Round Table	Absent
Police	Police	Absent

In attendance: Cllr Canet, Cllr Clack, Roger Johnson Sevenoaks RTA, Alan Osuoha KCC, Jamie Watson KCC

Further apologies: Cllr Mrs Parry, Cllr Parry, John Ingram BRA, John Levett

MINUTES

1. Declarations of Interest

None

2. Minutes

To receive and approve the minutes of the Town Team Board Meeting of 15th June 2022.
Cllr Purves noted that she was incorrectly noted as representing SDC. She asked the minutes be amended to show say she represents Hollybush Residents Association not SDC

20 mph Proposals Consultation

Cllr Streatfeild gave a short update which included that the Dartford road side may need a crossing to be included in the 20mph zone – this road wasn't included before.

KCC gave an update presented by Jamie Watson

- He talked about the process of getting any 20mph zone, as it needs to get a Traffic Regulation Order. TROs need an official consultation for changing speed limits, with a minimum of 3 weeks consultation. Six or more objections means it goes to Joint Transportation Board committee which is comprised of KCC & SDC. All plans will be considered by the JTB
- KCC are hoping to launch the consultation on 30th September. It could be delayed but they don't want it to, because the Joint Transportation Board is in September, and they need reports 2 weeks before this.
- Timeline. It is hoped to have an agreed scheme with plans ("shovel ready") before March 2023

Alan Osuoha continued:

- He talked through the updated 20mph zone. One of the main things discussed is that the 20-zone has been made much wider. He thinks they can also include Dartford Road in the overall 20-zone to connect the north and south of the Town. This would require one way and splitting traffic around the war memorial, designing a joint pedestrian and cycle path up the hill to the left of it (Northbound) redesignating additional land in front of the War Memorial verge jointly for pedestrians and cyclists. A new zebra crossing at the North end of the War Memorial island will make the area "feel more 20mph". So Northbound traffic will have a single lane of vehicles and a joint cycle and pedestrian path marked separately on the road. Southbound traffic will be forced left around the island (and also be able to go down St Botolph's Road). Traffic from St Botolph's Road will be allowed to go either left or right at the War Memorial.
- Making a road one way requires a separate TRO to prohibit driving south – so this route would depend on responses to both of these, and would affect whether or not the 20-zone in this part of the town will work.



- The edits made since the last showing of the maps mean that there is a longer run up of 20mph zones before schools, and about 50m generally between 20mph repeating zones
- Oak Lane has been brought into the 20-zone and although there was a long conversation at the last meeting, Brittain's Lane and all the roads off it remain in the 20-zone.

KCC need to know if there is sufficient basis for a town wide consultation before they go for it. The meeting was advised that it is easier to take roads out after public consultation than add in new roads, and so the starting point is to have an initial larger area proposed.

Signage was discussed – the more continuous the area is, the less signage will be needed. So if one whole area is 20mph, most smaller roads would not need to have signs. Cllr Streatfeild said he wants to give the sense there is town-wide scheme, where roads that really wouldn't work with an applied 20mph limit being outliers that then need signage.

KCC advised that their understanding was that this was being funded by Sevenoaks Town Council. Cllr Streatfeild said it would also use the majority of his members fund (his Members' Grant fund would be £50,000 over five years), and had to be cost neutral to KCC. There was a discussion about this funding and the Chairman confirmed he would investigate whether it was in place.

The funding on costing continued about the impact this scheme would have where the speed limit was not enforced by the Police. When questioned, KCC felt that speed limit repeater roundels would be needed around every 50 metre. Overall costs would be of the order of £500-750k but no detailed costing had yet been done.

It is hoped that the consultation would be started in September.

Alan also gave an update on KCC's Active Travel Fund project, because it is being completed by the same team as the 20-zone. It is aimed that the two schemes would complement each other

KCC were granted £1.2million from Active Travel Fund for West-East cycling.

KCC still need to consult on it and would like to time the consultation at same time as the 20-zone (30th September)

The cycling route is from Amhurst School to Seal (the Tri-School site). It's a continuous route which has various alternatives proposed, due to some being initially considered which do not yet have landowner permission- It goes from Amhurst School to Trinity School, using off carriage way routes mainly. At major junctions eg. London Road, they have proposed different ways of crossing so that different abilities of cyclists can use them-

This includes making footpaths wider but then having joint cycling / pedestrian use with lines-or cycling through land such as woodland, changes to roads to indicate giving way to pedestrians on the route eg. at Lake View Road, reducing the width of car lanes at various points land use would change – such as at Sevenoaks Primary School would change the carriageway and require the use of some of the school's land and parking spaces.

A main part of the agreement between Active Travel England, was that the routes would be made through reallocating carriageway. Active travel England may remove funding if the route isn't whole and continuous, especially if the plans are reduced to avoid losing road space.

Timescale: consult would be same time as 20mph – (30th Sept is when they want to make a start on that). They would hope to have started the works by March 23. Active Travel England want things to be built not talked about, so the maximum timescale for works to be carried out/started is March 2024. They are aiming for completing by 2023.

Town Team reaction: General support with many concerns raised over safety of dual use between pedestrians & cyclists and the impact of so much money spent when the speed limit would be purely voluntary.

Returning to the main meeting

PERSONNEL CHANGES

Noted Victoria Raggio has joined the Executive Board.

Noted Mike working to get someone from Blighs' new managing agents, Workman, to join the board.

3. Public Realm

- Noted National judging tomorrow
- There is no bin outside Waitrose. Individual board members volunteers to clean up after the meeting ready for judging tomorrow.
- Thanked Austin, volunteers, STC, SDC
- Noted hoarding signs look great, pedestrian crossings
- Noted working on signage plus plan to branch out towards station & B&B station

4. Wayfinding project

A meeting with Thomas Heatherwick has taken place. It will be too expensive to use his services throughout the project, but he is going to provide some preliminary design ideas.

5. Britain in Bloom

The Regional judging has taken place. While the judge could not discuss his opinions, he did drop a couple of hints so that changes and additions will be made for the National judging which takes place on 4th August.

6. Sevenoaks Business Show

The event this year will take place on Friday 14th October at the Bat & Ball Centre. Work has only just started on this. Clive Emson and Thackray Williams have been secured as sponsors with one or two more being sought.

7. Autumn Vegan Market

The markets are proving popular, and the next will be held in Vine Gardens on Saturday 10th September.

8. REPORT FROM TOWN TEAM MEMBERS

- Specsavers: They are moving to new and bigger premises at end of year of next year taking over the empty ex-Halifax site.
- Go Coach, – They will stop operating out of Otford shortly. They did get authorisation to run buses from Monday for another year. Update on services: Thank you to Richard Streatfeild for campaigning on their behalf. Go2 is carrying on but with small vehicles. Temporarily suspending Direct. School buses, fares changing – lower. Going to do contactless payment & half term and yearly passes. Noted more graffiti on buses.
- Bradbourne Residents Association - 10 families in their area are affected by school buses with 16 kids. Working with Haylee White & SDC on grant application for Bradbourne Lakes. Cooperating with STC's HEO (Iona) for B&B Centre events, and they have partnered with neighbouring residents associations to oppose the Croudace planning application.
- Eardley Road RA – update on replacement of rubbish bins and maintenance of stakelights and plants
- Jim Hughes – many things done for Sevenoaks in Bloom
- Richard Streatfeild - school buses: New routes will come through Sevenoaks Bus Station so there are going to be monitors from KCC at the start of term because there will be students in morning and afternoon periods changing buses. It will be hectic and need monitoring to see if it works.
- Cllr Canet on behalf of senior action forum have noted have seen more old people involved in making town look nice and cleaning up which is great
- Francis Jones – Its sad about the hardware centre going
- Sevenoaks Society— The 900 Years Exhibition at Kaleidoscope was very good
- Chamber of Commerce - the chamber membership is back to pre 2018 levels. Concern with staff shortages because of students returning to University
- Hollybush RA - Heritage trail – grass bowls club are collaborating with the indoor bowls club and Hollybush Residents for this
- Stag - reported the Stag was seeing 40% less people for cinema and theatre, noticed more antisocial behaviour which has been reported to the Police and the CSU.

Next Meeting: Wednesday October 5th.

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council
Finance & General Purposes Committee – 26th September 2022

Current Matters

Item	Minute No		Status	Latest update																				
1	08 – F&GP 3.4.2017 263 – F&GP 18.9.2017 222 - OSL 3.9.18 197 – F&GP 05.08.19	Street Lighting	Ongoing	<p>Invoices were sent prior to the financial year end (March).</p> <p>Upgrades to streetlights in Linden Chase (PROW) have been completed.</p> <p>197. Streetlighting The Committee received and considered the report from the Responsible Financial Officer and note the Town Council's policy as set out in Minute No. 61 of the Finance & General Purposes Committee held on 15th June 2015.</p> <p>The following private roads had adopted their streetlights:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Clarendon Road</td> <td style="width: 50%;">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 style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Coombe Avenue</td> <td style="width: 50%;">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 style="text-align: center;">RESOLVED:</p> <p>i) To proceed with LED upgrade option 3 i.e. LED upgrade plus match existing heritage style lighting on Rectory Land and Judd's Piece at a cost of £17,790 noting that the Sevenoaks Town Council shortfall of £11,717 to be met from Capital Reserves.</p> <p>ii) To write to remaining private roads who have chosen to not adopt their streetlights providing one month's notice that the Town Council intends to proceed as per Minute No.61 F&GP 15th June 2015 for removal of all lights on all private roads with unadopted lights at a cost of £12,978. Noted that the projected budget</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 – 26th September 2022

Item	Minute No		Status	Latest update
	280 F&GP 16.09.19			<p>shortfall of £7,978 would be met from Revenue Reserves.</p> <p>iii) To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.</p> <p>F&GP Committee 16.09.19 (Minute 280):</p> <p>RESOLVED:</p> <p>i) That residents of Woodside Road, Coombe Avenue and Heathfield Road be advised that the decision whether to pay for the street lights, together with payment, was required by 31st October 2019 latest or the Town Council would proceed to removal of the lights;</p> <p>ii) That residents of Lyle Park and Pineneedle Lane be advised that the response date to request to pay for the lights be extended to 30th November 2019; and</p> <p>iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights.</p>
	377 – F&GP 25.11.19			<p>F&GP Committee 25.11.19 (Minute 377):</p> <p>RESOLVED that:</p> <p>1) It be noted that residents of Pineneedle and Lyle Park had agreed to adopt their lights and discussions were therefore concluded;</p> <p>2) Following notification by residents of KinCraig Drive that they would not adopt their lights, the lights be removed;</p> <p>3) That the lights in Coombe Avenue be removed, subject to local ward members ascertaining whether one light needs to be retained for safety purposes;</p> <p>4) The 15 households in Woodside Road be asked whether they would form a group to administer payments to the Town Council; and</p> <p>5) That the Council be asked to rescind the following Resolution, removing the requirement for residents of Heathfield Road to pay outstanding charges for the last two years: “To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.” (Minute 197 (iii) 05.08.19 refers)</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 26th September 2022

Item	Minute No		Status	Latest update
	407 Council 09.12.19			<p>Council 09.12.19 (Minute 407) RESOLVED:</p> <p>That the following Resolution 197(iii) of the Finance and General Purposes Committee held on 5th August 2019 be rescinded:</p> <p style="padding-left: 40px;">“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>199. Streetlighting Update</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That residents of Woodside Road be advised of a deadline by which this matter needed to be resolved, including providing a single point of contact for the road for the Town Council to invoice, after which time the lights would be removed; and 2) That the light at the eastern end of Coombe Avenue be retained while officers investigate whether the footpath is a Public Right of Way or whether the light could be retained under the Town Council’s current policy.
	320 - F&GP 23.11.20			<p>Update:</p> <p>Coombe Ave – Western end light to be removed as per previous decision. Residents have been contacted. 1 resident has replied to say they are unhappy. Resident on Cramptons Road is being kept updated as the light is to the rear of their property.</p> <p>Eastern end – Councillors were to investigate whether we could treat this as a footpath light or keep light within council policy.</p>
	382 - F&GP 18.01.21			<p>Update : Kippington Lane footpath SU21 – at the edge of the footpath between Kippington Meadow & 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 – 26th September 2022

Item	Minute No		Status	Latest update
	<p>193 – F&GP 02.08.21</p> <p>Email update 19.04.22</p> <p><i>Email update 06.07.22</i></p>			<p>RESOLVED: The residents of Woodside Road be asked to communicate their intentions about the streetlighting in the private road by the end of September. If no agreement can be reached the Town Council would remove the streetlights as communicated over the past six years.</p> <p><i>Woodside Road -2 new directors have been appointed to the road committee, and the residents are holding a meeting to discuss streetlighting at the end of April.</i></p> <p>Unfortunately, the meeting scheduled for 20th April was postponed.</p> <p>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.</p>
2	361 – F&GP 26.11.18	Markets	Ongoing	<p>RESOLVED: unanimously to formally request Sevenoaks District Council to permit the Wednesday market to operate on the ‘Charter Market’ site in the High Street. The Committee requested that negotiations include:</p> <ul style="list-style-type: none"> • reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income • the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces. <p>Sevenoaks District Council wrote to the Town Council on 5th March 2019: - Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that out options are tightly regulated. The invitation to tender was originally advertised nationally and across the EU. The EU procurement rules set out some principles to make sure that it is an even playing field for all and that favourable contracts are not granted to particular companies. Changes to a contract should only be allowed where all companies know this beforehand and are given a chance to bid on that basis.</p> <p>Regulation 72 of the 2015 Regulations explains the</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 26th September 2022

Item	Minute No		Status	Latest update
	225 F&GP 18.07.22			<p>limited circumstances in which we can modify an existing contract. Tenderers were asked to submit bids for the Sevenoaks Markets based on entering the draft contract which was attached. the Heads of Terms clearly sets out the location of the Wednesday market. Changes are not permitted unless they are explicitly allowed for in the contract documents, where the changes are below a certain value threshold, or the changes fall within some specific other categories. In this case, the contract did not explicitly allow for reductions in the rent. The change in rent would also be larger than what is permitted under the regulations. In order to reduce the rent for the Town Council, we would have to make all bidders aware of this before we awarded the contract. If we make a modification to the contract that is not compliant with the rules, then we would be required to carry out a completely new procurement process for this revised contract (reg. 72 (9)). Therefore, for this reason, it is not open to the District Council to agree to the Town Council's proposals.</p> <p>The Town Council has been informed by the Market Traders that they submitted a petition on this topic to Sevenoaks District Council.</p> <p>Sevenoaks Town Council continue to request SDC for permission to move Wednesday Market to the High Street identifying this as a solution to the long-term viability of the market and potential for additional revenue for SDC for 40+ car parking spaces becoming available.</p> <p>Meeting took place with SDC 17th February 2020. SDC considering temporary relocation of Wednesday market.</p> <p>No further information received.</p> <p>225. Review of Wednesday and Saturday Markets The Committee reviewed the position with the Wednesday Buckhurst Lane Market and Saturday High Street Market. The Town Council has held a licence from Sevenoaks District Council (SDC) to run these markets since 2013. The current 5-year licence would expire in March 2023, with an option to extend for a year.</p> <p>Consideration was given to the performance of the two markets.</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 26th September 2022

Item	Minute No		Status	Latest update
	Email update from SDC 08.08.22	Wednesday market temporary relocation		<p>RESOLVED: that</p> <ol style="list-style-type: none"> 1) Sevenoaks Town Council does not take the option to automatically renew the licence from SDC for an additional year when the current agreement ceases (31 March 2023) and provides relevant notice to SDC 2) Sevenoaks Town Council intends to re-tender for both the Saturday High Street and Wednesday Markets at a more reasonable rate. Tender to be based on achieving a breakeven position over 5 years, considering current market conditions, costs relating to the markets, and enabling competitive rates for market traders to maintain a vibrant market. 3) An annual review of market stall rents be established, in line with any new lease signed, with new rents to be charged with effect from 1st April 2023 4) Sevenoaks Town Council explore with SDC the location of the Wednesday Market <p>I have looked at your request and consulted on changing the location of the Wednesday market to the same location as the chartered market on a Saturday for the remainder of the contract (31 March 2023). Unfortunately for a number of reasons this is not possible, however we could consult on this suggestion as part of any new street market tender going forward.</p>
3	17.2 – F&GP 12.04.21 289. (iv) - OSL 27.09.21	Floodlights Knole Paddock		<p>RESOLVED: That Sevenoaks Town Council explores options for a replacement floodlighting scheme at Knole Paddock which will be modern, efficient, and environmentally friendly, and that the options be discussed with Sevenoaks Rugby Football Club. Report to be provided to a future meeting.</p> <p>The Open Spaces and Leisure Committee considered three quotes which had been obtained for new floodlights. A proposal that the majority of the project should be funded by Sevenoaks Rugby Football Club was put to the vote and lost.</p> <p>RESOLVED to:</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 26th September 2022

Item	Minute No		Status	Latest update
				<p>1. Proceed with quote 2 subject to Non-Destructive Testing of the masts;</p> <p>2. Fund the new floodlights from CIL.</p> <p>Open Spaces Manager to meet on-site with supplier 17th November 2021.</p> <p>Pre-application planning advice enquiry submitted to SDC, response due by 31.01.2022.</p> <p>SDC advised that planning application required; supplier submitted on our behalf. Following request for, and submission of, further information decision timescale extended.</p> <p>Planning permission received 6th September 2022.</p>
4	223 F&GP 18.07.22	Cyber Security	<i>Ongoing</i>	<p>Sevenoaks Town Council Risk Assessment: Annual Review</p> <p>The Town Council reviewed the updated Risk Assessment. Notedidentifiable risks 1) Cyber Security and that the Town Council was working towards Cyber Essentials accreditation.</p>
5	260.3 - F&GP 13.09.21	Pension Deficit	<i>Ongoing</i>	Responsible Financial Officer, Chairman, and Vice-Chairman of Finance and General Purposes Committee to meet Kent County Council to discuss deficit.
6	131 - F&GP 06.06.22	Green Community Investment Plan	<i>Ongoing</i>	<p>Green Community Investment Plan</p> <p>The following matters were noted in particular:</p> <ul style="list-style-type: none"> It was thought that 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 – on review of minutes not indicated. <p>Separate monthly report to August 2022 provided.</p>
7	228 F&GP 18.07.22	HLF Action Plan, Bat & Ball Station	<i>Ongoing</i>	<p>Update Report to June noted.</p> <p>Separate monthly report to August 2022 provided.</p>

This page has been left blank intentionally

This page has been left blank intentionally

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"> • Reducing cars / traffic particularly in relation to school traffic. • 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. • Include planting of more trees, where possible fruit and nut trees • Continue to promote Refill Scheme and Sevenoaks Plastic Free Pledge • Cycle racks / planters to be installed • Install drinking fountains where possible at STC sites • Increased safety for pedestrians and cyclists • NDP Transport Strategy recommendations including 20 mph, one-way system in town centre and shared space. • Link STC open spaces together with 'green routes' • Encourage increased use of public transport – buses and trains by having improved facilities including live running information. • Install electric car charging points at STC sites • 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.

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"> 1. Seek quotes for a Pedestrian Audit* 2. Continue to support and encourage progress with the SDC Cycling Strategy Including audit of cycle parking, including appropriate for electric bikes* 3. Progress with development of Car Club* 4. Continue with Tree Planting 5. Progress with providing information to residents and businesses* 6. Create the School's Green Liaison Group <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> <p>Separate monthly report provided.</p>

No	Project	Details	Proposed target timescale	£	Update / comment												
2	Bat & Ball Centre	Construction of new multipurpose community centre	December 2020	£3,078,805	Completed.												
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"> • Northern Sevenoaks Masterplan • Cultural Quarter • Transport Strategy • Sports Strategy 	To provide a long-term sustainable plan for the Sevenoaks	December 2020	£100,000 (initial budget)	<table border="1"> <tr> <td colspan="2">DRAFT SEA Timeline (If Locality Technical Support Application is approved)</td> </tr> <tr> <td>Approval of Strategic Environmental Assessment (SEA) Technical Support package, to be provided by AECOM</td> <td>End of July</td> </tr> <tr> <td>SEA carried out, estimated 8-12 weeks – including 5 week consultation to Statutory Consultants</td> <td>End of September/ end of October</td> </tr> <tr> <td>Modify Neighbourhood Plan in response to the SEA recommendations (if required) and preparation of Consultation Statement and Basic Conditions Statement</td> <td>November 2021</td> </tr> <tr> <td>Sign off Final (Regulation 16) Plan with NP Steering Group/Planning Committee</td> <td>November 2021</td> </tr> <tr> <td>Submit the Plan formally to SDC 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"> a) Publicising the plan for a six-week period (Regulation 16) b) Notifying anyone referred to in the consultation statement that the plan has been received; and c) Appointing an independent examiner </td> <td>December 2021</td> </tr> </table>	DRAFT SEA Timeline (If Locality Technical Support Application is approved)		Approval of Strategic Environmental Assessment (SEA) Technical Support package, to be provided by AECOM	End of July	SEA carried out, estimated 8-12 weeks – including 5 week consultation to Statutory Consultants	End of September/ end of October	Modify Neighbourhood Plan in response to the SEA recommendations (if required) and preparation of Consultation Statement and Basic Conditions Statement	November 2021	Sign off Final (Regulation 16) Plan with NP Steering Group/Planning Committee	November 2021	Submit the Plan formally to SDC 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"> a) Publicising the plan for a six-week period (Regulation 16) b) Notifying anyone referred to in the consultation statement that the plan has been received; and c) Appointing an independent examiner 	December 2021
DRAFT SEA Timeline (If Locality Technical Support Application is approved)																	
Approval of Strategic Environmental Assessment (SEA) Technical Support package, to be provided by AECOM	End of July																
SEA carried out, estimated 8-12 weeks – including 5 week consultation to Statutory Consultants	End of September/ end of October																
Modify Neighbourhood Plan in response to the SEA recommendations (if required) and preparation of Consultation Statement and Basic Conditions Statement	November 2021																
Sign off Final (Regulation 16) Plan with NP Steering Group/Planning Committee	November 2021																
Submit the Plan formally to SDC 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"> a) Publicising the plan for a six-week period (Regulation 16) b) Notifying anyone referred to in the consultation statement that the plan has been received; and c) Appointing an independent examiner 	December 2021																

No	Project	Details	Proposed target timescale	£	Update / comment	
					<p>Any representations received on the plan during the 6-week consultation period will be passed to the independent examiner for consideration. At this stage, 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.</p>	
					<p>Examiner's report 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.</p>	<p>February/March 2022</p>
					<p>Modify Neighbourhood Plan in responds to Examiner's recommendations (if required)</p>	<p>March/April 2022</p>
					<p>Referendum 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.</p> <p>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.</p> <p>SEA being compiled; expected by end of 2021.</p> <p>SEA received March 2022 and approved at Planning Committee 4th April 2022.</p> <p>Sevenoaks Town Council's Draft Neighbourhood Development Plan formally submitted alongside</p>	<p>Spring 2022</p>

No	Project	Details	Proposed target timescale	£	Update / comment							
					<p>its supporting documents to the Local Planning Authority on 23rd June 2022.</p> <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>							
					<table border="1"> <thead> <tr> <th colspan="2">Neighbourhood Development Plan Timeline</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td colspan="2"> <p>Regulation 16 consultation Sevenoaks District Council is currently running a public consultation for the Submission Draft of the NDP. This period includes an additional week of consultation, to account for school holidays.</p> <p>SDC have notified statutory consultees, town and parish councils, District Council Members, as well as its Strategic Planning Mailing list once consultation starts. Public notices, social media and notification to local community groups have also been posted.</p> <p>IPE has been formally appointed by SDC as the Independent Examiner, who will evaluate how well the NDP meets the Basic Conditions and</p> </td> <td> <p>9am Thursday 4th August 2022 – 6pm Thursday 22nd September 2022</p> </td> </tr> </tbody> </table>		Neighbourhood Development Plan Timeline		Dates	<p>Regulation 16 consultation Sevenoaks District Council is currently running a public consultation for the Submission Draft of the NDP. This period includes an additional week of consultation, to account for school holidays.</p> <p>SDC have notified statutory consultees, town and parish councils, District Council Members, as well as its Strategic Planning Mailing list once consultation starts. Public notices, social media and notification to local community groups have also been posted.</p> <p>IPE has been formally appointed by SDC as the Independent Examiner, who will evaluate how well the NDP meets the Basic Conditions and</p>		<p>9am Thursday 4th August 2022 – 6pm Thursday 22nd September 2022</p>
Neighbourhood Development Plan Timeline		Dates										
<p>Regulation 16 consultation Sevenoaks District Council is currently running a public consultation for the Submission Draft of the NDP. This period includes an additional week of consultation, to account for school holidays.</p> <p>SDC have notified statutory consultees, town and parish councils, District Council Members, as well as its Strategic Planning Mailing list once consultation starts. Public notices, social media and notification to local community groups have also been posted.</p> <p>IPE has been formally appointed by SDC as the Independent Examiner, who will evaluate how well the NDP meets the Basic Conditions and</p>		<p>9am Thursday 4th August 2022 – 6pm Thursday 22nd September 2022</p>										

No	Project	Details	Proposed target timescale	£	Update / comment
					<p>conforms to planning policy. They will receive copy of all comments received during the public consultation and begin their report after 22nd September 2022.</p> <p>Examiner's report The Independent Examiner will issue a report to SDC and the Town Council and may make recommendations on modifications required to the plan prior to going to referendum.</p> <p>Modify Neighbourhood Plan in response to Examiner's recommendations (if required)</p> <p>Referendum Assuming that the plan is found to be satisfactory then SDC will organise a referendum. They will need to publicise this 28 working days before the referendum is held.</p> <p>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.</p>
					October 2022
					October/ November 2022
					November/ December 2022 <i>(taking into account requirement of 28 days for publication)</i>
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	Tbc	Tbc	Referendum to be on hold until after the NDP referendum Postponed due to Covid-19

No	Project	Details	Proposed target timescale	£	Update / comment
		environment to do business.			
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> <p>Planning permission granted.</p> <p>STC & 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.</p> <p>Registration process for Bradbourne Lakes: completed.</p> <p>To Register Kaleidoscope (Library)</p>

No	Project	Details	Proposed target timescale	£	Update / comment
					'Assets of Community Value'- re-registration of the following confirmed: <ul style="list-style-type: none"> • Stag Community Arts Centre • Bradbourne Lakes • Kaleidoscope Centre (comprising the library, gallery and museum)

PRIORITY TWO

No	Project	Details	Proposed target timescale	£	Update / comment
1	South East in Bloom	Provide action plan for obtaining gold award.			<p>2021 Judging took place 15th July.</p> <p>Sevenoaks Town and two of its parks have been awarded Gold in this year’s South & 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>2022 Sevenoaks was finalist 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 13th January 2020.</p>

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.</p> <p>Following consideration of lower cost option, OS&L Committee on 06.07.2020 RESOLVED THAT:</p> <ol style="list-style-type: none"> 1) The Open Spaces & 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). 2) A request be made to the Finance & General Purposes Committee for the remaining £2,391.48 to be met from Sevenoaks Town Council's Capital Reserves. <p>F&GP Committee on 20.02.2020 RESOLVED: That £2,391.48 be allocated to the St John's Public Toilets Refurbishment from Capital Reserves.</p> <p>Permission provided by Sevenoaks District Council who lease the public toilets to Town Council.</p>

No	Project	Details	Proposed target timescale	£	Update / comment
					STC staff to commence this project when resources permit. 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.	Launched in September 2019, working in partnership with Sevenoaks District Council, representatives from six stations, Southeastern and GTR. SDC recruited member of staff. To create a Community Interest Company with STC as 'accountable body' when resources permit. STC agreed to defer Community Interest Company for the time being.

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>Town Clerk asked to participate in stakeholder group working on funding application. SDC submitted HLF Funding application – decision due 2023.</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		<p>To liaise with KCC and register as a Community Asset (see Priority 1).</p>

No	Project	Details	Proposed target timescale	£	Update / comment
4	Stag	Freehold and Capital Improvements	Tbc	Tbc	Aspirations to buy lease if it becomes available. 15 years left on current lease. Improvements to building (Fly Tower, 4 th 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	Regular programme of events now in place post Covid.
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 – House in the Basement working with SAYT, West Kent, Kenward Trust, SDC and We are Beams. If viable to extend youth provision. Facilities in Northern Sevenoaks being reviewed. Increased detached and school work happening. Pilot project being held Autumn 2022. To continue to support the development of the Youth Council.

This page has been left blank intentionally

This page has been left blank intentionally

STC Green Community Investment Plan - August 2022 report

Monthly Summary

- 1) Greening Sevenoaks Survey is on display on screens at Sevenoaks and Bat & Ball stations.
- 2) SCAN has agreed to send the Greening Sevenoaks Survey to its members.
- 3) SCAN has been asked for feedback on the green tips for residents information pack, their suggestions have been added to the draft pack.
- 4) SCAN Climate Change event discussed for 2023. Need more information from SCAN to begin supporting this. A meeting with SCAN about the event is going to take place on the 15th of September.
- 5) Enterprise Car Club has been contacted for a follow up on their research into the viability of forming a car club of EV's in Sevenoaks. A new contact at Enterprise, Tony Barnard, has been asked to follow up on this. Awaiting response.
- 6) STC is willing to purchase a water drinking fountain for the Vine. A report into the different options is being presented to the Community Infrastructure Committee for consideration.
- 7) Refill event on the 2nd of August attended. Included information for local authorities on the practicalities of where and how SUP can be eliminated from small-scale local events.
- 8) Nina Park (Southeastern Partnership Manager) to speak to Matt Fraser (Southeastern community relations manager) regarding the installation of drinking water facilities at DVCRP stations and costs of doing so.
- 9) Suitable cycle racks for locking E-bikes continue to be researched. Need to consider practicality and appearance. Cyclehoop's planter racks are appropriate for all bikes and cost £4595/unit (price for 10qty is £4455/unit), with delivery on pallet to Sevenoaks for 1-3 qty units costing £290. Prices exclude VAT. Their installation calendar is almost fully booked for the year.
- 10) DVCRP has received funding from Southeastern to improve accessibility and the natural environment by providing planters, seeds, and information panels and signage.
- 11) Climate Change Youth Forum is being organised. 4 student representatives are expected from each secondary school. Refreshments will be provided.
- 12) On the 22nd of August, Bat & Ball Station Café and Café on the Vine have been awarded Cycle Friendly Place accreditation by Cycling UK.
- 13) How Local Authorities can develop an EV infrastructure strategy fit for their area webinar attended on the 15th of August. Addressed the importance of planning ahead and setting goals that Local Authorities would like to achieve in implementing EV charging.
- 14) Cllr Clayton has carried out a survey in Sevenoaks Eastern (Kennedy Gardens and Hartslands) on introducing on street vehicle charge points. It was sent out to over 300 houses in the aforementioned areas, and received 94 responses, of which 77 indicated an interest in introducing on street charging. SDC is the owner of the road and pavement at Kennedy Gardens and Allotment Lane (which STC owns land next to in the allotments), and therefore introduction of EV charging may initially be done here as KCC will not need to be consulted and SDC has expressed interest in introducing chargepoints. KCC has stated that it does not allow under pavement wires to be put in place for EV charging, though this may differ as KCC is not the landowner and SDC is. Will have to establish what the case is here.
- 15) A map of the areas surveyed in Sevenoaks Eastern has been produced.

STC Green Community Investment Plan - August 2022 report

- 16) KCC has been selected as part of the Local Electric Vehicle Infrastructure scheme, a pilot backed by government funding that will see over new chargepoints being installed. KCC has been contacted for further information and whether Sevenoaks is likely to receive some EV charge points. This is separate to the EV600 programme mentioned below.
- 17) SDC has been asked for an update into the progress that Connected Kerb have made in delivering charging points (EVCP's) in SDC car parks. So far 10 have been installed across SDC in Sevenoaks Town (8 in Sevenoaks Town Car Park and 2 in Bradbourne Car Park). 24 more are planned for car parks located in Sevenoaks, with a list and more information is available on pages 64-65 on the following document:
[\(Public Pack\)Agenda Document for Cleaner & Greener Advisory Committee, 28/06/2022 19:00 \(sevenoaks.gov.uk\)](#).
This is part of KCC's EV600 programme to deliver 600 charging points throughout the county.
- 18) Youth Council website updated to include up to date STC refill scheme info and the Greening Sevenoaks Survey.

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> <p>3 core walking zones are identified by Sustrans; the Town Centre, the Bat & Ball junction, and Riverhead. These are to be reviewed by Sustrans to determine whether these are the best areas to focus on. 'Network Planning for cycling and walking including further auditing of routes and zones identified by the analysis and engagement results'.</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> <p>Sevenoaks District Council are moving to the next stage in their plans for an electric bike hire</p>

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

								scheme for the Sevenoaks urban area. This supports the Cycling Strategy for Sevenoaks.
	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.	High				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.	Enterprise Car Club has been contacted regarding setting up its services in Sevenoaks. Currently awaiting response.
	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					Poster has been designed and invitations sent out. Event to take place at the Bat & Ball Centre on the 30 th of September.

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

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 £2150 for 7 week process for Carbon Footprint Ltd.	Need to look into energy auditors that can carry out this work. Should do this each year to measure progress and ways to improve.		Carbon Footprint Ltd. Meeting led to STC choosing to go forward with their Carbon Footprint Appraisal Proposal.
		Carry out a carbon footprint audit for STC buildings.	Low					
	2.2 Sevenoaks Town Council's Buildings and Assets. Appoint an energy/carbon auditor to look into the following for STC Buildings and Assets.	Costs and practicalities of additional insulation.	High	Sep-22	To be assessed when recommendations given.			Wait for Carbon Footprint Ltd's suggestions on costs/benefits of these following the appraisal.
		Costs and practicalities of solar panels.	High					
		Costs and practicalities of motion sensor lights.	Medium					
		Costs and practicalities of improved heating and ventilation systems.	High					
		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	

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

		Review energy provider renewable energy commissioning.	High	Sep-22		Look into what uses renewable energy and price, make decision based on these. 'Bulb' and 'Octopus' offers 100% renewable energy.		Current advice is not to switch energy provider due to price increase. Continue to assess whether it is worth pursuing monthly.
		Ensure all waste is recycled and reused wherever possible.	Medium	Jun-22	TBA			less landfill waste, lower emissions as fewer products need to be made.
		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.

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

	2.3 Sevenoaks Neighbourhood Development Plan	Begin NDP action and implementation plan – how to achieve its goals regarding sustainability of STC buildings and new developments in town. GCIP overlap.	High	Jun-22	N/A	Theme 7 Policy D1, D5, and D6 of NDP.		New non-STC developments in town will be encouraged to be as sustainable as possible. Also encourages retrofitting of existing homes to increase energy efficiency. For STC buildings wait for energy and carbon auditor suggestions.
3 - Transport & Movement	3.1 Reducing cars / traffic particularly in relation to school traffic	Follow up NDP recommendations regarding reducing cars / traffic and how this will be achieved.	Low		N/A	Need to talk to schools to promote other modes of transport. Introduction of more affordable homes should allow those who work here to live locally and ease traffic.	Fewer cars creates a more attractive environment for cyclists and pedestrians.	LCWIP/Sustrans meeting 4 th 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. The issue of school traffic will be brought up at the Climate Change Youth Forum in September.
	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
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		Research costs and practicality of electric bike parking facilities on STC land, enquire how this may be done and planning required.	Medium					There is some funding for this. Link to the left is for e-bike charging lockers and e-bike cycle racks. 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.
		Include cycle and e-bike racks at Car Parks and other suitable areas.	Medium			Raleys Carpark to be reviewed for cycle racks.		To be discussed in the next agenda for OSL. 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.
	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			sustrans is going to carry out work to develop walking and cycling infrastructure alongside KCC and SDC. SDC has received £1000000 in government funding for an East/West cycle route in Sevenoaks.

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

		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.		<p>Claire Pamperi at SDC has info and will provide updates when asked.</p> <p>Sustrans working to identify key areas for cycle and walking infrastructure improvement.</p> <p>Allpointswest Pedestrian Wayfinding Project Proposal could potentially introduce new signage to help pedestrian experience in Sevenoaks.</p> <p>SDC has received £1000000 in government funding for an East/West Cycle route in Sevenoaks.</p> <p>An Otford to Bat & Ball cycle route is currently being investigated. An updated feasibility study to the 2017 study is required to see whether STC will be able to financially support this. This will likely be discussed at a future meeting with Otford Parish Council.</p>
	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	<p>Some areas have been approved for 20mph zones and more areas are being researched by the Joint Transport Panel.</p> <p>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.</p>

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

								<p>Sustrans/LCWIP also looking into potential one way and shared space zones.</p> <p>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.</p>
		Subject to successful referendum, begin NDP Action and implementation plan.	Medium		N/A			20mph zones are being introduced and researched by the Joint Transport Panel.
	3.5 Encourage increased use of public transport by having improved facilities	Continue work with the Darent Valley Community Rail Partnership (DVCRP) to encourage local sustainable travel.	Medium		N/A	Advertised at stations, includes information on things to do nearby.	Can produce additional source of income through local tourism	DVCRP is advertised at stations and has information on its website and at stations on things to do nearby. There are cycle racks at each station to encourage sustainable travel.
		Research how the DVCRP plans to improve facilities, accessibility, and natural environment.	High		N/A			<p>DVCRP has plans to create a trackside wildlife corridor between Swanley and Sevenoaks by planting pollinator friendly plants.</p> <p>DVCRP sees potential in creating a wildlife friendly patch of land at Bat & Ball Station.</p> <p>DVCRP to install two additional planters at Otford and Shoreham stations.</p> <p>DVCRP to provide information about local habitats.</p> <p>DVCRP to improve wildlife friendly infrastructure to engage visitors</p>

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

								<p>experience and provide information panels on the rare habitats the DVCRP stations cover.</p> <p>DVCRP to investigate installing drinking water facilities at its stations to reduce plastic waste and improve facilities.</p> <p>Cycle racks are available at stations. There are numerous walking routes advertised on the website too. Bat & Ball Station Café and Café on the Vine have been awarded Cycle Friendly Place accreditation by Cycling UK.</p> <p>DVCRP to provide information panels to the North Downs Way and Darent Valley Path from Otford station.</p>
		Follow up DVCRP on plans to link train to sustainable modes of transport, for example installation of cycle racks.	High		N/A			
		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.	<p>KCC has applied for the BSIP, funding provided for schemes that increase and simplify bus usage in areas controlled by LTA's.</p> <p>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.</p>
		Support other bus initiatives – look into these where/when they come up.	Medium		N/A			
		Look into how to raise external funds to have an electric bus for the No 8 bus route.	High		TBA	Covered (potentially) by the BSIP/West Kent EP	Can reduce noise pollution as electric buses are generally quieter than standard buses.	STC is preparing a funding application for an electric No. 8 Bus for future submission.

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

		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.
		Follow up / enquire about installation of EV charging points at STC sites.	High		TBA			Bat & Ball Centre and Town Council Offices have EV charging.

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

		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.		<p>This is being done and there is already EV charging at a number of sites. These can be seen on zap-map.com.</p> <p>KCC has been selected as part of the Local Electric Vehicle Infrastructure scheme, a pilot backed by government funding that will see over new chargepoints being installed. KCC has been contacted for further information and whether Sevenoaks is likely to receive some EV charge points. This is separate to the EV600 programme mentioned below.</p> <p>SDC has been asked for an update into the progress that Connected Kerb have made in delivering charging points (EVCP's) in SDC car parks. So far 10 have been installed across SDC in Sevenoaks Town (8 in Sevenoaks Town Car Park and 2 in Bradbourne Car Park). 24 more are planned for car parks located in Sevenoaks, with a list and more information is available on pages 64-65 on the following document: (Public Pack)Agenda Document for Cleaner & Greener Advisory Committee, 28/06/2022 19:00 (sevenoaks.gov.uk). This is part of KCC's EV600 programme to deliver 600 charging points throughout the county.</p>
		Begin survey / research into where there is or likely will be demand for on street electric vehicle charging.	Low		TBA			<p>Audit required. Areas without off street parking need to be identified and targeted with surveys regarding electric vehicles.</p> <p>Cllr Clayton has carried out a survey in Sevenoaks Eastern and found that there are areas in Hartslands</p>

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

								<p>and Kennedy Gardens without off street parking that would like on street electric vehicle charging infrastructure introduced. A map of these streets is being produced.</p> <p>ParishOnline upcoming feature to indicate where the best placement of EV charging points is.</p>
		<p>Apply for ORCS and/or LEVI scheme, investigate what the best form of charging is likely to be: lamp posts, charging bollards etc.</p>	Medium		TBA	<p>The Joint Transport Panel and local residents have suggested STC lead on this project.</p>		<p>ORCS provides 60% of the funding for the project. Certain providers such as Ubitricity offer to cover the rest (40%) for the scheme.</p> <p>Ubitricity offers street light charging points, which don't require additional street furniture. They also can identify ideal charge point locations.</p> <p>KCC does not allow under pavement wires for electric vehicle charging, so this cannot be considered when introducing on street EV charging infrastructure.</p> <p>A survey in Sevenoaks Eastern carried out by Cllr Clayton revealed that lamp post charging is not appropriate as the lamp posts are set back from the road.</p> <p>KCC has been selected as part of the Local Electric Vehicle Infrastructure scheme (LEVI), a pilot backed by government funding that will see over new chargepoints being installed. KCC has been contacted for further information and whether Sevenoaks is likely to receive some EV charge points. This is separate to the EV600 programme mentioned below.</p>

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

	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.	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					

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

	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.
		Look into the introduction of a possible web-page / forum advertising these.	Low		N/A			TrailTale app is available. DVCRP introducing information points to points of interest at each station.
		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		Café on the Vine and Bat & Ball Station Café have been awarded Cycle Friendly Place accreditation by Cycling UK.
		Provide support to schemes that will enable cycle renting in Sevenoaks.	Medium		N/A	Theme 3 Policy M9 NDP		Sevenoaks District Council are moving to the next stage in their plans for an electric bike hire scheme for the Sevenoaks urban area. Their research has indicated that e-bike hire would be more suited to Sevenoaks than traditional bikes due to the prevalence of hills and increased perceived safety of riders on electric bikes. SDC are working with the Big Issue and Share Bike to progress this scheme.
	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.

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

								This has been raised on the Sustrans Community Map.
		Obtain costs for professional feasibility study.	Low		TBA			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.
		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.

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

	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 liases 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.
	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.

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

		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.
		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.

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

	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.		<p>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.</p> <p>Parks and Open Spaces Biodiversity Policy aims to improve access to green spaces and create corridors where possible.</p> <p>DVCRP promoting the creation of a trackside wildlife corridor from Swanley to Sevenoaks with pollinator friendly planting along the line proposed.</p> <p>LCWIP that Sustrans is helping develop to include links to green spaces.</p> <p>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.</p>
	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.	

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

	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. STC has promoted the Britain in Bloom competition, where Sevenoaks Town was a finalist
		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.
		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.

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

		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	Objectives: a) To provide green screens which can screen houses from roads, and from each other, as well as creating shade and absorb CO2 b) To create boundaries which are porous to wildlife, allowing creatures to pass through where fences would stop them, as well as habitat for birds and insects	Increase biodiversity, flood and air quality regulation. Combats noise pollution.	Working party has reviewed this, and it has been discussed at a Planning Committee. These are all now policies which provide a reference point of preferred practices and key consideration that Sevenoaks Town Council considers important when making recommendations to the Local Planning Authority. A link to the Sevenoaks Town Council Policies relating to Planning Application Recommendations can be found here:
		Review Planning Committee recommendations for the introduction of 2 trees planted for 1 removed policy.	Low	May-22		This is already a policy.	More green space provides aesthetic value.	

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

		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.	2022PlanningCommitteePolicyV3AdoptedWithAppendices.pdf (sevenoakstown.gov.uk)
		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.	
	4.7	Streetlighting to LED provision. Look into Solar lighting.	Medium		TBA	Solar LED's used by Shrewsbury Town Council. Can use these at STC too. Costs to be reviewed.		
		Put plan into practice for move to LED's or Solar lighting for STC floodlights. This will decrease light	Medium					Knole Paddock rugby pitch project to be completed in 2022.

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

		pollution and energy wastage.						
		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.	Part of Sustainable Boundaries. Working party has reviewed this, and it has been discussed at a Planning Committee. These are all now policies which provide a reference point of preferred practices and key consideration that Sevenoaks Town Council considers important when making recommendations to the Local Planning Authority. A link to the Sevenoaks Town Council Policies relating to Planning Application Recommendations can be found here: 2022PlanningCommitteePolicyV3AdoptedWithAppendices.pdf (sevenoakstown.gov.uk)
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	Refill Scheme has been repromoted with World Refill Day on the 16 th of June. The Miners Arms has signed up following this promotion.

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

		Encourage more businesses to take part.	Low		N/A		changes being made. Lower landfill waste.	A result of World Refill Day was the Miners Arms pub signing up to the scheme.
	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			
		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 drinking fountains are suitable and are likely to be pursued.
	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.

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

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

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

		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.
		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			

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

		Signpost businesses to Growing Green Scheme	Medium		N/A	Growing Green Scheme can provide free Carbon footprint audit and Climate Action Plans for some types of business. Let them be aware of this.		
6 - Information and Access to Information	6.1 Signpost residents to existing schemes	Have all local schemes and information available online.	Low		N/A	To be updated as information becomes available. Need to produce list of all schemes and see what information there is currently available.		Adopt a Tree Give it a Grow Refill scheme Plastic free pledge Information packs on biodiversity and carbon footprint.
		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	Contact individuals / organisations that run these events to see if they would be interested in running them in Sevenoaks.	Low		N/A			

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

	/ mending; repairs; plant based home cooking; gardening	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			STC would be willing to hold informal events at STC buildings. SCAN have expressed interest in hosting events.	
		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				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.	

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

	6.4 Liaison	Continue and begin liaison with other statutory authorities, voluntary organisations, etc, to avoid duplication of resources.	Low		N/A			
		Contact Schools regarding green initiatives.	Low	Sep-22	N/A	Talk about this during the school traffic meeting to be held in September.		Have sent out invitations to the Climate Change Youth Forum in September, where green initiatives will be discussed.
		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. Meeting to take place on the 15 th of September.
	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.		136 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 1972, 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.

STC Green Community Investment Plan – Progress Report.

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.

Monthly Summary

Website

- Update: Currently working on Graphic Design Banner from STC Social Media and Event Officer, to be at the header of the main front page.
 - Researching in animator to have a steam train running through the logo.
 - Notified Vision ICT about slow website- they are looking into it.
 - Continuing looking into graphic design to make website more visually appealing.
 - Working with Vision ICT to make the website more themed when events are on e.g. Heritage Open Day- the station logo has been altered to accommodate the Heritage Open Day Pink Banner (provided by Heritage Open Day Event organisers). Completed (might need to refresh or wipe cookies from browser).
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.
 - It has shown that we get more interactions when the post are more personable; tailoring each post to be more personable and interactive with the community i.e. putting a face to the name Bat & Ball Station.
 2. Workshops; Arts & Crafts Workshops; 5th, 12th, 19th August 10-3pm for 3-11yrs. STC Youth Council Officer.

Went down very well with over 80+ children over all three weeks, with many families coming back and asking for more workshops. 1st and 3rd dates were most popular, however the 12th August workshop was more quiet which is believed to be due to the extreme heat wave. The public and attendees wanted more workshops like this and events for the future at the station. The café also worked very well, with attendees from the workshop purchasing food and drinks.

 - Arts & Crafts education for online; currently processing videos and tutorials to design create and make at home train station themed; Free pintables will be provided as well.
 - Made a Bat & Ball Station Post box to post Victorian post cards; it will also be used on Heritage Open Day, Christmas, and other events.
 3. Volunteering;
 - First Volunteer has been signed up. Lanyards are in order 16/09/2022. Volunteer was going to work Heritage Open Day however this event has now been cancelled. Volunteer is keen to work for Halloween event and Christmas events.
 - Lysette D'Urso from Imago confirmed event for Volunteer Fair at the Stag October 20th.
 - Social Media posts have been designed and rolled out via Twitter and Facebook. These have has good publicity and well received. More volunteer adverts are being designed.
 - Oral History volunteer has been disused due to merging with Historic Volunteer role.
 4. Railway Children Charity Event; Sound acoustic conducted assessment, completed. Sent off planning application 15/09/2022.
 5. Restoration Celebration; Spoken with a member of the camera club, 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.

Bat & Ball Station Activity Plan Progress Report August 2022

- Enquired into various Slime workshops; Creation Station have come back with Proposal for workshop inc. slime making, headdress making, play dough monster making, and making a length of bat bunting= total £800. Researched into various paper craft activities, and sources simple designs for lanterns making and costume accessories making.
- Director of Wealden Properties has agreed sponsorship for trail in St Johns high street and is very enthusiastic about the idea. List of tenants have been sourced by Wealden Properties.
- Spade works are to supply pumpkins. Spoken with head gardener and has sent over pricing sheet for gourds/ pumpkins. Once pricing has been summarized> agreed by Wealden Properties. Poster has been designed. Trail map will be made by STC Social Media and Events Officer once tenants has been confirmed.
- Poster has been designed- awaiting Spade works to come back regarding costings.
- 7. Silver Sunday- Pippa's Yoga Sevenoaks to run yoga workshop alongside a small tasting menu from Supper Club. Sent off activities plan to Sevenoaks District council who are organising a collection of events for publicity. Awaiting menu from Supper Club.
- 8. Environmental Day- Spoken STC 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. STC Climate Officer has also enquired about getting a bee speaker in for Bat & Ball Community Centre. Could produce a B&B Station workshop for children alongside the event; e.g. making bird feeders or solitary bee houses. Awaiting dates from STC Climate Project Officer.
- 9. Heritage Open Day- **Cancelled** due to the Queens Death.
 - Event Plan has been formed.
 - Drewitts Victorian Horse drawn Fire Engine were too expensive for event. Sponsorship for next years event will be looked into and expanding the event to other Heritage Sites.
 - Station volunteer has been asked if she would like to volunteer for the event- confirmed.
 - Finally meeting with event organisers has been completed. Event plan has been formed and sent out.
 - Event timetable for the day has been sent out to event participants.
 - Station café will be open for the event day.
 - Cancellation Plan completed: Notification to all attendees, volunteers, Station café staff and public, updated social media, posters and banners taken down from public sights, HOD website updates, updated HOD event plan, and other social outlets for publicity have been notified.
- 10. CRP: DVCRP Rail Officer is currently discussing dates for Autumn Art Exhibition; date postponed until November. 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 DVCRP Rail Officer has mentioned an old Taxi Office at SDC which will be useful for storage if looking to purchase portable white exhibition walls.
 - Posters for Sale; selling very well- need to asses cafe selling point of view. Cards with graphic print of posters have been mocked up by Stuart Hillcock, finalizing with DVCRP Rail Officer.
 - Station Mural; Application currently being completed. Meeting with Heritage Engagement Officer and STC Town Clerk to discuss potential artists 16/09/2022. Community survey is needed. Local highways also need to be contacts to assess road closure and/or safety.
 - 19th November Otford Christmas Market- elves going to be deposited at station to encourage travel. Market is proposed for Bat & Ball community center and other DVCRP stations. Arts & Crafts and historic event at Bat & Ball Station alongside.

Bat & Ball Station Activity Plan Progress Report August 2022

11. 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.
12. Heritage Trail- Sevenoaks Society At the Jubilee event 3/06/2022, I spoke with a member of Sevenoaks Historic Society to discuss organising a historical walk in the Northern Part of Sevenoaks next year 2023. This would be great to integrate Sevenoaks a whole and engage with the community better in the Northern End.
13. Christmas Event: Christmas tree set up and meeting father Christmas. Father Christmas's are being sourced. Station café will need to be open, notification will be in due course.
14. Awards and Nominations: No Updates
15. Signage:
 - Investigate Reservoir signage from Kent Wildlife Trust, access from station side into the reserve. This will need to be assessed and confirmed with STC Town Clerk.
 - Sign Scheme confirmed with Town Council for funding. STC Town Team Officer and Heritage Engagement Officer will need to discuss how Bat & Ball Station can benefit from this.
16. Café:
 - Social Media: Station café Manager runs Cafe in the Station Instagram account.
 - Looking into advertising signs- From Heritage Open Day road side signs- Bat & Ball Station café advertising dates will be looked into on 21/09/22
 - Supper Club- Promoted at the Queen Jubilee event revised the event.
Working on a collaboration with Fiscal in Sevenoaks to create small workshops; tasting menu and yoga/ sound baths. Meeting has been completed- collab to begin in October Sunday 23rd, but Super Club will need to create a vegan brunch menu.
 - More sites and businesses in Sevenoaks to link up with to promote and collaborate with to be researched.
 - Green investment plan regulations- Vegan orientated events are being planned. Assessing gaining sponsorship from local produce companies.
 - Facilities
 - Damaged Panel by Bat and Ball community center entrance side. Reported to South Eastern- their facilities team to send someone out.
 - Posters from South Eastern delivered and framed. Need to be hung up in locations once Station Facilities manager is back from AL.
 - Telephone- Need to complete editing of sound recordings and reinstalled.

Bat & Ball Station Activity Plan Progress Report August 2022

Events Calendar

in the diary

Date	Event
May (end of)	Welcome sign and Poster Mural Stations
June 24 th	Café: National Cream Tea Day
July 7th	International Chocolate Day
July 16th	Café; Cherry Day
July (Sound Limitation Issue)	Railway Children Event
August	Restoration Celebration and Photography Exhibition
August 5 th , 12 th , 19 th	Arts & Crafts Workshop
August 4th	Railway Steam Train running through B&B Station
September – July (school year)	School History Workshop
September – July (school year)	School Science Workshop
September 17 th	Heritage Open Day
October 15 – 29 th	Halloween St Johns Trail
October 20th	Volunteer Fair
October 23 rd	Supper Club X Fiscal yoga brunch @B&B cafe
October 29 th	Night at the Station (Halloween) and trail
November (TBC)	DVCRP Poster Exhibition
November 12 th	Silvery Sunday- tasting Menu and chair yoga
November 19 th	Oxford Christmas Market, Bat & Ball Community Centre Market, Bat & Ball Station historic display and arts & crafts.
November 24th	The railway touring company steam train running though B&B station
December 3rd	Christmas Event
March 23 rd 2023	English Tourism Week
TBC	Volunteer History Talks
TBC	Arts and Crafts Workshops
July 3 rd 2023	Northern Sevenoaks Heritage Trail

Bat & Ball Station Activity Plan Progress Report August 2022

■ 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"> ➤ Banner to be designed for website, awaiting image sizing from Vision ICT. ➤ Looking into ways website can be more visually appealing and modern without changing the whole website design. ➤ Idea to propose train animation to run at top of website- TBC. ➤ New logo and banner for station events
1.2	Social Media (Station)	General Public	-Social updates and keep up to date with key info -Event awareness -		N/A			HEO	Ongoing	Posting regularly <ul style="list-style-type: none"> ➤ Event posts ➤ Volunteer Posts ➤ General updates
1.3	Station Facilities	General Public	Period Telephone interaction point	Period Telephone	£721.20			HEO		<ul style="list-style-type: none"> ➤ 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	Formal Learning/ School & Children									
2.1	History Workshop History workshop relating to the station, station building, and	Primary schools KS1 & KS2 Target 3 per	School children will have the opportunity to experience hands-on learning activity. -Young people to learn about	Lesson Plan Site visit Information talk worksheets		Review pupil/teacher evaluation. Feedback from new (hopefully) heritage	-Insufficient interest or resources to enable take up by local	HEO		Design a lesson Plan (KS1 & 2); read through survey for teachers and children- make minor improvements <ul style="list-style-type: none"> ➤ Make larger costumes/ most accessible.

Bat & Ball Station Activity Plan Progress Report August 2022

	significance to Sevenoaks.	year	local heritage/ Sevenoaks -Learn about the history of Victorians and what they bring to our English History Curriculum Based Lesson Plan for teachers.	with Q & A potential for dressing up Risk Assessments		explainers/art & craft volunteers and past ones. Repeat bookings by schools.	schools. -H&S risk assessment for school children external visits.			<ul style="list-style-type: none"> ➤ Maybe purchase chalk board, as a different form of engagement ➤ Currently recruiting volunteers ➤ Currently completing lesson plans ➤ Volunteer will assist with lesson plans ➤ Network Rail - women in rail talk and sourcing ➤ Historic days – e.g. Christmas and architecture (simple)
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. 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. - Sourcing external teaching resources	HEO		<ul style="list-style-type: none"> ➤ Volunteers brought model steam engine to demonstrate how steam works to power engines (this was received well, if volunteers were to get back in contact/contacted.) <p>Other activity layout ideas:</p> <ul style="list-style-type: none"> ➤ 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? ➤ Layout the hall using sticky tape on the floor for train tracks (can change) ➤ Could use a conductor hat or wooden train whilst to keep engaged.
	Activity Description	Audience	Benefits for People	Resources	Cost	Methods of Evaluation	Risks	Resp.	Pred. Start Date	Progress
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		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> <ul style="list-style-type: none"> ➤ Awaiting volunteer recruitment ➤ Revisit past talks, utilising recruited volunteers. ➤ Source exterior speakers- used for schools/colleges and companies.

Bat & Ball Station Activity Plan Progress Report August 2022

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	£43.41	-Number of events held x3 -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.	Event Plan is complete. Event completed; worked very well. Can be shorter time periods during the day (3hr sessions).
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 -Maybe a steam train?		-Public interest -Volunteer interest		HEO	TBC	<ul style="list-style-type: none"> ➤ 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 Update ➤ Event Cancelled due to photography society booked up this year. No event plan yet
3.5		-General Public	-Community engagement		TBC		-Lack of interest	HEO	3 rd December	<ul style="list-style-type: none"> ➤ Christmas decorations hung and tree set up. ➤ Father Christmas meet and greet with hot chocolate, mulled wine, and mince pies. <ul style="list-style-type: none"> - Father Christmas needs to be sourced. - Christmas tree needs to be sourced.
	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Progress
4	Volunteer									
4.1	Volunteer	Volunteers	Obtain research relating to	-Recruitment	Previo	-Number of volunteer	Time and	Town		<ul style="list-style-type: none"> ➤ Develop new job description; to be

Bat & Ball Station Activity Plan Progress Report August 2022

	researchers	General public School children Future generations	and create historical records. <ul style="list-style-type: none"> Station building Station building history Significant events Railway heritage significance Memorabilia e.g. railway posters Impact on surrounding area, how it has changed, including social history Lives of previous employee at the station Develop of businesses in the area. 	- Person Spec./ JD -Support HEO -Volunteer Badge/Kit -Demonstrate appreciation; café discount, invitation to mayoral/civic events	us spend £1,000;	researchers involved. -Number of volunteering hours. -Quantity and quality of research achieved. -Future use of research. -Feedback from those involved.	resources to collate and consider input from volunteers. Insufficient interest from volunteers. Ability to check accuracy of research.	Clerk & HEO		<p>posted on volunteer section of website</p> <ul style="list-style-type: none"> ➤ Contact past volunteers ➤ Information was available at Open Days <ul style="list-style-type: none"> ○ Once groups is established, further events such as coffee mornings and groups meetings with be organised.
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	<p>Volunteers will benefit through the act of volunteering and the new roles created.</p> <p>Volunteers will gain new skills and new knowledge.</p> <p>Volunteers will gain from work experience.</p> <p>Volunteers will benefit through training opportunities and support to learn new skills.</p> <p>Volunteers to feel that their contribution is appreciated, and they feel involved in the overall project.</p>	<p>Recruitment</p> <p>Person Specification/ Job Description</p> <p>-Volunteer Badge -Demonstrate appreciation – café discount, invitation to mayoral / civic events.</p>	<p>Past: Previous spend £500 £800 on corporate clothing</p> <p>Future: £TBC</p>	<p>-Number of volunteer researchers involved.</p> <p>-Number of volunteering hours.</p> <p>-Quantity and quality of research achieved.</p> <p>-Future use of research.</p> <p>-Feedback from those involved.</p>	<p>Number of interested applicants.</p> <p>H&S relating to volunteers.</p> <p>Ensuring consistent level of representation.</p>	HEO.		<ul style="list-style-type: none"> ➤ Develop new job description; to be posted on volunteer section of B&B station website ➤ Contact past volunteers. ➤ Design and create document to be send out, supporting headhunting ➤ Information was available at Open Days ➤ Oral History volunteer has been merged with this role. <ul style="list-style-type: none"> ○ Once groups is established, further events such as coffee mornings and groups meetings with be organised.
4.3	Victorian Garden Volunteers	Volunteers HEO	<p>-Volunteers to help with upkeep of garden and gain new skills and knowledge</p> <p>-Use herbs/produce grown in café</p> <p>-Work Experience</p>	<p>-Recruitment</p> <p>- Person Spec./ JD -Support HEO -Volunteer Badge/Kit -Demonstrate appreciation; café discount, invitation to mayoral/civic events</p>	£TBC	<p>-Number of volunteer researchers involved.</p> <p>-Number of volunteering hours.</p> <p>-Quantity and quality of research achieved.</p> <p>-Future use of research.</p> <p>-Feedback from those involved.</p>				<p>-Develop new job description; to be posted on volunteer section of website</p> <p>-Contact past volunteers</p> <p>-Information was available at Open Days</p> <p>-Coffee Morning/open day for interested parties.</p> <p>- Once groups is established, further events such as coffee mornings and groups meetings with be organised.</p>

Bat & Ball Station Activity Plan Progress Report August 2022

4.4	Volunteer Open Evening	HEO and general public	-Gauge 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 correspondence	-No interest	HEO		Finalised Bat & Ball Email cover letter to email List of volunteers and email addresses Update ➤ Design separate garden volunteer poster ➤ Lysette D'Urso confirmed event at the Stag 20 th October- B&B station will have a stall.
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		➤ Designed Flyer – posted out in town & socials ➤ Setting up Volunteer Opportunity Event in 20 th October with Imagio. ➤ N/A Infopod update
4.6	Training including Customer Service Training	Staff Volunteers	Staff and volunteers to benefit from customer service training. 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.	To arrange specific customer service training. Include invitation for volunteers in all STC training events	Past £1,000 (£500 each)	Number completing Customer Service Training. Number completing additional training. Feedback.		Town Clerk		Training First Aid Fire Safety Disability Awareness Basic customer Service Training Class for Volunteers & Staff to Uptake ➤ 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. ➤ Network rail/ Good Samaritans suicide prevention training via DVCRP to be organised 09/2022
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		
	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Progress
5	Formal Outside Events									
5.1	Railway Children	Young people	-Utilise the film production	Railway		Number of audiences.	Railway	HEO	TBC- July	Talk with film screening of Lion Film

Bat & Ball Station Activity Plan Progress Report August 2022

	Charity	General public Fundraising -Sevenoaks District Council Service	-Highlight Charity -Promotion and publicity for the venue	children Charity Bluebell Railway Sound limitations		Feedback.	children charity			This could be a charged event, with the donations going to charity. <ul style="list-style-type: none"> - 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 th – 18 th 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	£760	Event takes place as planned. Attendance Feedback and evaluation Via on line or printed surveys.		HEO	Event cancelled due to death of the Queen	Event plan is complete and costings spreadsheet. <ul style="list-style-type: none"> ➤ Crampton Museum volunteer talks ➤ Elliot Water from Southern Rail coming down to provide talk on Historic Station Masters. ➤ Vintage bus + other vehicles linking with Swanley Park. ➤ Swanley Park setting up vintage car show. ➤ Victorian afternoon tea with Young Queen Victoria Actor and Prince Albert ➤ Railway rides at Bat & Ball Centre ➤ Miniature railway display at the station. ➤ Detective trail for children around the station. ➤ Victorian Fire Brigade display TBC £1500 <p><u>Arts & Crafts Table</u></p> <ul style="list-style-type: none"> • Template Victorian Postcard (post into the letter box) • Victorian Holiday Scrap book; tea stained paper, lots of images of sev, add writing, and map into a book!
5.3	Halloween/ Station After Dark	-Staff -Volunteers	-Promotion and publicity for the venue	-Marketing -Heritage	The	-Views on website and engagement by social		HEO	29 th October &	Creative workshop for families around Halloween. Slime workshop, and paper crafts.

Bat & Ball Station Activity Plan Progress Report August 2022

		-General public -Local businesses -Sevenoaks promoted.	-Secrets of the Building/special access/ any old stories -Linking boarder Sevenoaks Heritage Sites together	-Explainers -Event Plan -Other Sevenoaks Heritage sites	Creation Station £800.	media. -Attendance at events			31 st October	Terror trail Map/leaflet handout for children to explore the St Johns area of Sevenoaks. Shops and other buildings to become part of trail. Trail linked with Wealden Properties.
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	Similar to Great Central Railway- £74 pp not inc. train ride. ➤ Incorporate Supper Club event. ➤ Could hire Youth Group to perform during meals featuring Railway Madmen (man men on steam trains, they used to be locked in train carriages).
5.5	Community Rail Partnership (CRP)	Stations & villages: Sevenoaks Otford Shoreham Eynsford Swanley	-Promoting local villages, tourism facilities thus growing the visitor economy -		TBC					<p><u>DVCRP poster unveiling event</u> Completed</p> <p><u>Autumn Art Exhibition</u></p> <ul style="list-style-type: none"> ➤ Formal exhibition to showcase Railway Posters, a lithograph demonstration with Kit in the evening. ➤ Children's arts & craft station suggested, to design 'station poster' themselves. This could be posted in and hung on display or draw over the event period. <p><u>Sevenoaks Station- Farmers Site Poster Boarding</u></p> <ul style="list-style-type: none"> ➤ Completed. ➤ 1st installation completed, moved to Swanley Station. ➤ 2nd installation well received and intime for Britain in Bloom competition. Invoice to DVCRP. <p><u>Samaritans Suicide Prevention Training</u> No date set. Will involve all volunteers and staff that are present on the railway. Rail Officer to organise as part of DVCRP.</p> <p><u>Christmas Market- Otford</u> 19th November Mini Elves at each station. Crafts at the station and a history of Christmas</p>

Bat & Ball Station Activity Plan Progress Report August 2022

										display.
5.6	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
5.7	Heritage Trail	-General Public		-Volunteers -General Public	TBC				3 rd July 2022 through Sevenoaks Society	➤ Trail is starting at the Library entrance, celebrating the 900 th 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.
5.8	Christmas Event	General Public	Community Christmas celebration Victorian traditions of Christmas tree decoration	-Volunteers -General Public			-Sourcing Father Christmas -Source Christmas Tree Not Enough decorations made from Arts & Crafts Workshop	HEO	3 rd Christmas	➤ Father Christmas needs to be sourced. ➤ Café will need to be notified; mince pies, mulled wine, hot chocolate ➤ Decoration of Christmas tree.
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		➤ Loo of the Year Ward- completed ➤ Cycle Friendly Places Award completed – bike planter has been build- plants needed.

Bat & Ball Station Activity Plan Progress Report August 2022

	Public Amenities / Activities	Audiences	Benefits for People	Resources	Cost	Methods of Evaluation	Risks	Resp.	Predicted Start Date	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; <ul style="list-style-type: none"> ➤ National Cream Tea 24th June. Completed. FB- went well for 1 st event and using social media events, can promote more and utilise the afternoon tea appeal. Coming up in August; Plant Based Day 22 nd August.
6.2	<u>Event:</u> Silver Sunday Event	Elderly Sevenoaks Residence	-Reminder of facilities provided by lottery. -Opportunity to use non-winning ticket to win coffee and cake.	-Café Staff hire for evening	Pippa = £70 ph		-Lack of tickets sold/interest in event.	-HEO -Café Manager -Others TBC	Nov	Confirmed event, publicised with SDC. <ul style="list-style-type: none"> ➤ Chair yoga with Pippa at 11am ➤ Tasting menu from Supper Club ➤ Making Cheesing making demo
6.3	<u>Event:</u> 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	TBC	<ul style="list-style-type: none"> ➤ Discuss more clearly with Café manager 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 DVCRP Rail Officer mentioned.
6.4	<u>Event:</u> Super Club (Continuing on)	-General Public -Healthy Eating - Local produce	-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		-Feedback from attendees -Feedback from Tom (Manager) -Calculation of incoming/outgoing/profit	-Lack of interest from general public -No profit -Time efficiency	- Station café manager Station café staff	TBC	
6.5	<u>Event</u> <u>Dementia Cafe</u>	General Public	Mental Health Local community engagement Support for families Support for care homes and alike					-Town Clerk -HEO -SDC Health and Communities Manager		<ul style="list-style-type: none"> ➤ Meeting on 28th September with Manager from The Good Care Group, SDC Health & Communities Manager, and STC Town Clerk.
6.6	<u>Event</u> <u>Murder Mystery X</u>	Staff Volunteers General	Promotion and publicity of the venue	Event Plan Marketing Liasing with		Attenance at the event/ interest		HEO		<ul style="list-style-type: none"> ➤ Halloween Event – Murder mystery Supper Club collab. Based on true history: Railway

Bat & Ball Station Activity Plan Progress Report August 2022

	<u>Supper Club</u>	Public		Steam Train Provider Actors						Madmen- who were thought to be activated by the sounds and motion of train travel; They used to lock the doors between carriages.
6.7	<u>Event</u> Supper Club X Fiscal Yoga	General Public Fiscal Yoga community	Green scheme Healthy eating Local produce Mental Health and wellbeing		TBC	Fiscal Yoga				➤ Waiting for Supper Club to create breakfast tasting menu. Tickets will then be send out once pricing has been confirmed with Fiscal Yoga.
6.8	<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	➤ Potential Market to be set up in Bat & Ball Centre Carpark. Riverfood Café might be an interest.
6.9	<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		South Eastern Heritage Posters delivered x6 A2 Ordered x3 black frames
6.10	<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.		Emergency callout £474.00 inc. 20% VAT 2nd Maintenance	Number of people using facilities. Comments to café staff about toilets				➤ All works have been completed ➤ Requested contract with Haden Pumps.

Bat & Ball Station Activity Plan Progress Report August 2022

					£ 1,254.0 0 inc. 20% VAT					
6.1 1	<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	Able Acoustics quote £1,280	TBC		<u>Update</u> ➤ Update hire T&C's ➤ Able Acoustics completed works/assessment at Bat & Ball Station on 26 th July 2022. Awaiting confirmation of works before starting the planning application.
6.1 2	<u>Wayfind Signage and/or cycle path</u>		-Better access for new and old residence - communising to London, schools, shopping, and leisure - awareness of heritage stations and railway links -Links to exterior greener spaces outside of Sevenoaks.		TBC					No wayfinding signage ➤ Link to STC Town Team Officer 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.