

15th November 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 21st November 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/LuJEkqgAkRs> 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 (ex-officio)
Cllr Sue Camp	Cllr Richard Parry
Cllr Dr Marilyn Canet	Cllr Simon Raikes
Cllr Andrew Eyre	

AGENDA

PUBLIC QUESTIONS

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

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

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2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	–
4	<u>MINUTES OF MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE – 26th September 2022</u> To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 26 th September 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 31st October 2022. Including: Appendix 1 - Income and Expenditure by cost centre Appendix 2 – Variance Analysis Appendix 3 - Working Capital Appendix 4 - Statement of Funds Appendix 5 - Capital Expenditure & Funds	Attached All Attached
5.2	<u>Suppliers’ Accounts</u> To authorise payment of the accounts listed in the schedules for the period: <ul style="list-style-type: none"> • 1st to 30th September 2022 • 1st to 31st October 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 30th September 2022 1st to 31st October 2022 • Mayor’s Charity Account: None 	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 30th September 2022 • 1st to 31st October 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 30th September 2022 • 1st to 31st October 2022 	Attached
5.6	<u>Internal Audit Visit 1, year ended 31st March 2023</u> To receive and note the Report for visit 1 2022/2023 from Internal Auditors	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 30 th September 2022 & 1 st to 31 st October 2022: None	–
6.	<u>DRAFT REVENUE ESTIMATES AND ROLLING CAPITAL PROGRAMME 2023/24</u> 6.1 <u>To consider RECOMMENDATIONS FROM PERSONNEL COMMITTEE: PAY REVIEW</u> 6.2 <u>To consider the following RECOMMENDATIONS FROM THE OPEN SPACES AND LEISURE COMMITTEE</u> [Minute 416, OS&L 7.11.2022 refers] RESOLVED: To approve and recommend the draft Revenue Budget 2023/24, the Rolling Capital Programme Budget 2023/24, attached as Appendices A and B [to the OS&L Minutes], to the Finance and General Purposes Committee for adoption [Minute 417, OS&L 7.11.2022 refers] i) Cemetery Charges RESOLVED: to approve and recommend the draft cemetery Charges 2023/24 [attached as Appendix C to OSL Minutes] to the Finance and General Purposes Committee for adoption. ii) Sports Facilities Charges RESOLVED: To approve and recommend the draft sports facilities charges 2023/24, attached as Appendix D [to OS&L Minutes], to the Finance and General Purposes Committee for adoption iii) General Open Spaces Charges RESOLVED: to approve and recommend the draft general charges 2023/24 [attached as Appendix E to OSL Minutes] to the Finance and General Purposes Committee for adoption.	Attached

6.3	<p><u>TO RECEIVE AND CONSIDER:</u></p> <p>1) <u>DRAFT REVENUE ESTIMATES 2023/2024</u></p> <p>2) <u>DRAFT CAPITAL PROGRAMME 2023/2024</u></p> <p>3) <u>CHARGES 2023/24</u> To review the Town Council's charges with an increase of 5% (rounded to nearest £) for 2023/24 in relation to:</p> <ul style="list-style-type: none"> i. hire of the Council Chamber & HitB with effect from April 2023 ii. charges for the Bat & Ball Centre with effect from April 2023 iii. charges for the Bat & Ball Station with effect from April 2023 iv. charges for the Business Hub with effect from April 2023 v. charges for market stalls with effect from April 2023 	<p>Attached</p> <p>Attached</p> <p>All Attached</p>
6.4	<p><u>DRAFT 5-YEAR FINANCIAL REVIEW</u></p>	<p>Attached</p>
7	<p><u>SEVENOAKS TOWN TEAM</u> To receive and note the minutes of the AGM meeting held on 5th October 2022.</p>	<p>Attached</p>
8	<p><u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release</p>	<p>–</p>

Sevenoaks Town Council

Minutes of the meeting of the Finance & General Purposes Committee Held on 26th September 2022 in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until approved by Council:

https://youtu.be/OpQf_IXaWE

Meeting commenced: 7.34 pm

Meeting Concluded: 8.59 pm

Present:

Cllr Tony Clayton, Chairman	Present	Cllr Victoria Granville-Baxter	Present
Cllr Keith Bonin, Vice-Chairman	Present	Cllr Roderick Hogarth (to 8.05 pm)	Present
Cllr Libby Ancrum	Present	Cllr Mrs Rachel Parry, Mayor (ex-officio)	Apologies
Cllr Sue Camp	Apologies	Cllr Richard Parry	Remote attendance
Cllr Dr Marilyn Canet	Present	Cllr Simon Raikes	Present
Cllr Andrew Eyre	Apologies		

Substitute		For
Cllr Nick Busvine	Present	Cllr Andrew Eyre
Cllr Claire Shea	Present	Cllr Sue Camp

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

Representation received from Member of the Public:

Melissa Barcroft, Fundraising Manager at the Stag Community Arts Centre, addressed the meeting in relation to the Stag Theatre's request for Community Infrastructure Levy (CIL) funding towards Solar Panel installation (Agenda Item 7).

311. Apologies for Absence

As noted above.

312. Dispensations

There were no requests for dispensations.

313. Declaration of Interest

Cllr Clayton declared an interest in Agenda Item 8 insofar as it related to the grant application from Sevenoaks Counselling Services and withdrew from the meeting during consideration thereof. Cllr Bonin took the chair for consideration of this matter

Cllr Raikes declared a pecuniary interest in respect of street lighting matters included in Agenda Item 12, Current Matters, insofar as they related to Woodside Road. He also placed on record that, in his role as a District Councillor, he had written to the

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CIL Board in support of the Stag Theatre's bid for funding (now the subject of a bid to the Town Council at Agenda item 7).

Cllr Shea advised that she had been lobbied in respect of the grant application by Baby Umbrella, included at Agenda Item 8.

314. Minutes of the Finance & General Purposes Committee on 18th July 2022

RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 18th July 2022 as a true record.

315. Finance Reports

315.1 Management Accounts to 31st August 2022

The Committee received and noted, for the period ended 31st August 2022, the Responsible Finance Officer's Report with Variance Analysis, Income and Expenditure, Working Capital Summary, Statement of Fund Balances and Capital Expenditure and funds.

It was noted that the year-to-date position at the end of August gave a revenue deficit of £33,395. Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement to be actioned at year end, which offsets the Bat & Ball Station year to date deficit of £43,867, the adjusted position was a surplus of £10,472.

The Responsible Finance Officer commented that there would be a lot of challenges in the coming months with rising inflation and high energy costs and advised that a number of contracts would be coming up for renewal.

The Responsible Finance Officer proposed that contingency funds be used to meet the following:

- £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 at Greatness Recreation Ground

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

Councillors commented on the positive performance of the Bat & Ball Centre income and congratulated the new manager of the Café on the Vine on the recent financial improvements for the venue. Councillors asked that their thanks be passed to the manager.

RESOLVED:

- 1) To accept the Management Accounts 1st to 31st July 2022 and 1st to 31st August 2022; and
- 2) To approve the following expenditure from contingency:
 - £6,817.72 to cover the cost of the Casual Vacancy election

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- £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 at Greatness Recreation Ground

315.2 Unprecedented Energy Cost Increases

The Committee received and noted a report prepared by the Responsible Finance Officer on the impact of the unprecedented energy cost increases on the Town Council's buildings, setting out an indication of the energy consumption of each and the cost estimate for the year. It was noted that this report had been prepared in advance of the Government's announcement of an energy cap for businesses between 1st October 2022 and 31st March 2023. Information was awaited from suppliers regarding the effect of this on charges.

It was also noted that the carbon audit of the Town Council was underway, with the report due in a few weeks. The outcome would be considered ahead of the budget setting for next year.

The Town Clerk advised that the Town Council was working with the District Council and the other three town councils in the District on the Warm Spaces initiative. She also advised that a survey across local councils had considered the provision of Christmas Lights this year and had concluded that, given the minimal cost of LED lights and the great benefit to businesses and the community, they should go ahead.

RESOLVED:

That the Responsible Finance Officer's report on the potential impact of the unprecedented energy cost increases and potential mitigations be noted.

315.3 The Committee received and noted:

Suppliers Accounts for:

- 1st to 31st July 2022, total invoices £245,297.03
- 1st to 31st August 2022, total invoices £60,683.69

List of Payments for:

Sevenoaks Town Council Nat West Account

- 1st to 31st July 2022, total £300,202.99
- 1st to 31st August 2022, total £203,850.51

Mayor's Charity Account

- 1st to 31st July 2022, total £4,530.31

Payroll Accounts for:

- 1st to 31st July 2022, total invoices £79,470.54
- 1st to 31st August 2022, total invoices £81,639.14

Petty Cash Accounts for:

- 1st to 31st July 2022, total invoices £953.00

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- 1st to 31st August 2022, total invoices £964.16

315.4 Conclusion of Audit, Year Ended 31st March 2022

The Committee noted the successful conclusion of the audit for 2021/2022. The external auditors, PKF Littlejohn, had raised no matters giving cause for concern. The Responsible Financial Officer was congratulated on the outcome.

315.5 Hospitality and Gifts Register

The Committee noted that the Town Clerk was being hosted by Dutch clerks in Amsterdam the following week.

316 Draft Initial projection for 5-year Financial Review

The Committee received and noted an initial projection for a 5-year financial review for discussion purposes, together with an outline of the next steps towards producing a 5-Year Plan.

RESOLVED: That the initial projection for a 5-year financial review be noted, and Councillors requested to forward any feedback to the Responsible Financial Officer.

317 Stag Theatre Request for CIL Funding

The Committee considered a request from the Stag Community Arts Centre (Stag Theatre) for Community Infrastructure Levy (CIL) funding of £19,400, being 27% of the cost of solar panel installation. It was noted that £42,600 funding had also been obtained from Sevenoaks District Council and the remainder was the subject of other funding bids.

It was noted that CIL unallocated to projects was currently £56,331. The funding of this request would result in an unallocated balance of £36,931.

RESOLVED:

That the Stag Community Arts Centre request for £19,400 of Community Infrastructure Levy funding towards the installation of solar panels be approved, subject to the remaining funding required being obtained and the project going ahead.

318 Grant Budget Update & Grant Applications Received

The Committee noted the budget for grants to local voluntary organisations for 2022/23 and the balance to date.

318.1 Grant considered by the Youth Services Committee

It was noted that, at its meeting held on 7th September 2022, the Youth Services Committee had RESOLVED to award the following grant under the General Power of Competence (Localism Act 2011 Sections 1-8 refers):

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Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
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	£600	£600

318.2 Consideration of Grant Applications Received

The Committee considered grant aid requests received.

RESOLVED: That grant requests be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
68	Baby Umbrella	Cost of specialist support practitioner fees and venue costs	£1,380	£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.	£2,500	£500
11	Sevenoaks Counselling*	To supplement the Bursary Fund which assists clients who are unable to afford the recommended contribution.	£1,500	£1,500
62	West Kent Mind	To deliver 10 x 3-hour mental health awareness workshops over 6 months for residents of Sevenoaks Town	£5,192	£1,000
43	D'Vine Singers	Contribution to enable to meet at Sevenoaks venue and sing at community events.	£500	£500
Total				£4,880

* Cllr Bonin in the chair during consideration of the grant application from Sevenoaks Counselling.

319 Provision of IT Equipment for Councillors

Following recent cyber security training for Town Councillors, consideration was given to the provision of IT equipment supplied by Sevenoaks Town Council. It was felt that this would make the councillor position more inclusive and could help in the move towards reducing reliance on paper copies of agendas.

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RESOLVED that:

- 1) The supply of suitable IT equipment to all Town Councillors be agreed in principle, on a similar basis to Members Allowance and optional for Councillors to accept; and
- 2) Quotations be obtained for supplying Councillors with either laptops or tablets, to be reported to a future meeting of this Committee.

320 Bank Street Proposed Permanent Closure for Traffic

Consideration was given to the proposal that the temporary Traffic Regulation Order restricting vehicular access to Bank Street, introduced during the pandemic, be made permanent. It was noted that this had opened up a “café culture” environment, positively received by retailers and the public.

RESOLVED:

- 1) That the proposed permanent closure of Bank Street to vehicular traffic be approved in principle; and
- 2) That information on potential costs, when received, be circulated to all councillors via email for consideration with the option of delegating the matter to the Public Realm Group, if felt appropriate at that stage.

321. Minutes of Town Team Meeting held on 3rd August 2022

RESOLVED: That the minutes of the meeting of the Town Team held on 3rd August 2022 be received and noted.

322. Current Matters and Sevenoaks Town Council Priorities

The Committee considered the updates received. It was agreed that in future the progress reports on Sevenoaks Town Council Green Community Investment Plan and Bat & Ball Station Action Plan be submitted to the Community Infrastructure Committee for consideration.

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

- 1) Current Matters
- 2) Sevenoaks Town Council Priorities
- 3) Sevenoaks Town Council Green Community Investment Plan
- 4) Bat & Ball Station Action Plan

323. Press Release

It was agreed that Press Releases be issued on the awarding of CIL funding to the Stag Theatre for solar panel installation and on the allocation of grants.

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 October 2022

1. Summary

The year-to-date position at the end of October gives a revenue deficit of £26,061. Allowing for the Bat & Ball Station reserves movement to be actioned at year end, which offsets the Bat & Ball Station £58,264 year-to-date deficit, the adjusted position is a £32,203 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. A carbon footprint appraisal has been carried out, and it is hoped that the report will identify some areas for reduced consumption and energy savings.

I am hoping for some discount on the energy bills as a result of Energy Bill Relief Scheme (EBRS). Suppliers are calculating this & discounting invoices for October consumption onwards. At the time of writing, invoices hadn't been received.

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 £2,875 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 current year cost accrued 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>
21	OSL General	14,965 (F)
23	Allotments	6,072 (A)
26	Streetlighting/ Gen	7,621 (A)
29	Vine Ground	11,248 (A)
30	Bat & Ball Station	22,725 (A)

33	Council Offices	6,062 (F)
38	Grants	5,183 (A)
40	Town Team	5,322 (F)
60	HITB	6,765 (A)

3.0 Use of Contingency

There is £33,230 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 £43,464 to leave a year-to-date balance of £1,634,175. Revenue (general) reserves have decreased by £26,061 leaving a year-to-date balance of £412,800. Earmarked Reserves have decreased by £17,403 leaving a year-to-date balance of £1,221,375.

This includes:

1. A year-to-date net deficit of £26,061.
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 £66K, Play Areas £88K, Knole Paddock pitch drainage £35K, NDP £11K, Business Hub final retention payment £7K, also Bat & Ball Centre, and Cemetery).
6. £10K grant towards the cost of NDP printing.
7. £80K of grants towards play areas.
8. Bat & Ball Centre Maintenance reserve £10,578 created.
9. CIL Income of £135K offset by £23K 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 October 2022 totals £2,240,012 (31st March 2022 £1,710,009).

£1,455,126 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 Virginmoney, NatWest, HSBC, Nationwide, Handelsbanken and CCLA. Interest rate ranges from 0.00% to 2.14%.

Sub ratings reviewed 31st October 2022.

Following a decision at F&GP, a 95-day notice account with VirginMoney has been opened.

Detailed Income & Expenditure by Phased Budget Heading 31/10/2022

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>11 Planning - General</u>										
4010 Gross Pay	1,902	2,160	258	13,313	15,120	1,807	25,914		12,601	
4270 Employers Pension Contribution	70	92	22	491	644	153	1,105		614	
6240 Computer/ Data Base/WP's	49	203	154	343	611	268	948		605	
6630 Professional Fees	0	0	0	422	56	(366)	111		(311)	
6730 Subscriptions	0	395	395	198	395	198	395		198	
Planning - General :- Indirect Expenditure	2,021	2,850	829	14,765	16,826	2,061	28,473	0	13,708	0
Net Expenditure	(2,021)	(2,850)	(829)	(14,765)	(16,826)	(2,061)	(28,473)			
<u>21 O/ Spaces & Leisure - General</u>										
1022 Letting & Hire of Facilities	2,328	3,016	688	11,233	18,096	6,863	33,179		0	
1030 Electricity recharge	0	0	0	413	0	(413)	0		0	
1316 Raleys Car Park Permits	4	0	(4)	1,596	1,750	154	1,750		0	
1550 Insurance Claims	9,422	0	(9,422)	9,422	0	(9,422)	0		0	
1850 Log Sales	0	200	200	0	200	200	1,305		0	
1990 Other Income	0	92	92	1,787	644	(1,143)	1,099		0	
O/ Spaces & Leisure - General :- Income	11,754	3,308	(8,446)	24,451	20,690	(3,761)	37,333			0
4010 Gross Pay	11,882	15,801	3,919	89,161	110,607	21,446	189,608		100,447	
4011 Mileage	128	0	(128)	594	0	(594)	0		(594)	
4270 Employers Pension Contribution	771	1,042	271	5,638	7,294	1,656	12,498		6,860	
5013 Graffiti Removal	0	0	0	1,226	447	(779)	893		(333)	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2022

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5025 Lower St Johns Toilets	1,676	919	(757)	8,017	6,433	(1,584)	11,031		3,014	
5026 Greatness Rec Convenience	467	263	(204)	1,860	1,841	(19)	3,152		1,292	
5050 Seats And Litter Bins	0	0	0	3,780	1,460	(2,320)	2,921		(859)	
5060 Sevenoaks Common	0	1,070	1,070	8,210	4,470	(3,740)	4,470		(3,740)	
5065 Tree Safety Survey	0	0	0	0	2,000	2,000	3,992		3,992	
5070 Other Woodlands	0	932	932	1,284	2,796	1,512	3,726		2,442	
5110 Knole Paddock & Pavilion	0	415	415	0	2,075	2,075	4,151		4,151	
5120 Knole Paddock Pitch & Grnd Mt	566	0	(566)	1,596	2,449	853	3,677		2,081	
5310 Miscellaneous Open Spaces	9,522	190	(9,332)	14,179	1,330	(12,849)	2,277		(11,902)	
5311 Security Open Spaces	1,918	1,767	(151)	13,238	12,369	(869)	21,202		7,964	
5316 Skatepark Maintenance	0	0	0	927	2,706	1,779	2,706		1,779	
5317 Raleys Car Park	456	0	(456)	657	525	(132)	525		(132)	
5320 Fertilizers	0	0	0	140	504	364	1,009		869	
5330 Grass Seed	723	0	(723)	2,274	0	(2,274)	2,206		(68)	
5340 Plants	0	0	0	2,180	1,314	(866)	2,627		447	
5410 Repairs & General Maintenance	114	131	17	296	917	621	1,576		1,280	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	168	578	410	4,188	4,046	(142)	6,934		2,746	1,610
5525 Equipment Maintenance	0	890	890	1,749	4,450	2,701	7,564		5,815	
5550 Vehicle Expenses	67	320	253	1,535	2,240	705	19,500		17,965	
5700 Fuel	534	434	(100)	3,191	3,038	(153)	5,211		2,020	
6010 Light Heat & Cleaning	106	0	(106)	1,709	1,310	(399)	2,621		912	
6014 Water	69	0	(69)	458	515	57	1,030		572	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2022

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6101 Telephone	100	18	(82)	171	126	(45)	210		39	
6104 Mobile Telephone	165	18	(147)	322	126	(196)	210		(112)	
6105 Broadband wi-fi service	28	0	(28)	28	0	(28)	0		(28)	
6210 Postage & Courier	3	0	(3)	3	0	(3)	0		(3)	
6320 Staff Training	0	0	0	580	1,576	996	3,152		2,572	
6330 Welfare/Hospitality	13	18	5	184	126	(58)	210		26	
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	105	105	184		184	
6900 Sundry Expenses	2	8	6	45	56	11	105		60	
6922 Health&Safety/Risk Assessments	0	0	0	192	0	(192)	1,628		1,437	
6930 Alarm Maintenance	0	0	0	268	140	(128)	778		510	
6931 CCTV Maintenance	0	0	0	0	0	0	536		536	
6934 Waste Bin Collection-Dog Bins	0	0	0	1,310	1,350	40	2,699		1,389	
6935 Waste Bin Disposal-Waste Bins	177	335	158	1,536	2,345	809	4,023		2,487	
6952 Protective Clothing	181	127	(54)	865	889	24	1,523		658	
O/ Spaces & Leisure - General :- Indirect Expenditure	29,837	25,291	(4,546)	174,526	184,120	9,594	334,787	0	160,261	1,610
Net Income over Expenditure	(18,083)	(21,983)	(3,900)	(150,075)	(163,430)	(13,355)	(297,454)			
8001 plus Transfer from EMR	0			1,610						
Movement to/(from) Gen Reserve	(18,083)			(148,465)						

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1550 Insurance Claims	1,641	0	(1,641)	1,641	0	(1,641)	0		0	
1700 Cemetery Income	5,298	7,298	2,000	41,114	51,086	9,972	87,577		0	
O/ Spaces & Leisure - Cemetery :- Income	6,938	7,298	360	42,754	51,086	8,332	87,577			0
4010 Gross Pay	6,887	7,657	770	47,143	53,599	6,456	91,885		44,742	
4270 Employers Pension Contribution	501	618	117	3,426	4,326	900	7,412		3,986	
5210 Cemetery Chapel & Office	13	108	95	40	216	176	216		176	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	633	240	(393)	356		(277)	
5410 Repairs & General Maintenance	0	88	88	518	616	98	1,051		533	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	1,641	280	(1,361)	1,143	1,960	817	3,362		2,219	
5525 Equipment Maintenance	0	263	263	658	1,841	1,183	9,152		8,494	
5700 Fuel	26	108	82	553	756	203	1,302		749	
6000 Rent & Rates	873	873	0	6,114	6,114	1	8,733		2,620	
6010 Light Heat & Cleaning	119	108	(11)	731	756	25	1,303		572	
6014 Water	73	37	(36)	513	301	(212)	489		(24)	
6101 Telephone	53	66	13	337	462	125	788		451	
6104 Mobile Telephone	0	10	10	8	73	65	126		118	
6105 Broadband wi-fi service	10	34	24	70	238	168	412		342	
6200 Printing & Stationery	0	4	4	0	28	28	52		52	
6240 Computer/ Data Base/WP's	40	0	(40)	365	420	55	420		55	
6320 Staff Training	0	0	0	580	1,050	470	2,101		1,521	

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	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6330 Welfare/Hospitality	3	15	12	99	105	6	178		79	
6500 Goods for Resale	0	18	18	109	126	17	210		101	
6630 Professional Fees	0	0	0	0	105	105	105		105	
6720 Books and Periodicals	0	0	0	49	0	(49)	0		(49)	
6730 Subscriptions	0	0	0	190	98	(92)	98		(92)	
6802 Trees Plants Turf & Fertilizer	0	0	0	1,663	1,576	(87)	3,152		1,489	
6822 Roads Path & Boundaries	0	0	0	13	368	356	735		723	
6832 Lawn/Wall of Remembrance	21	0	(21)	50	0	(50)	105		55	
6900 Sundry Expenses	0	4	4	0	28	28	53		53	
6922 Health&Safety/Risk Assessments	0	0	0	39	1,168	1,129	2,338		2,299	
6930 Alarm Maintenance	0	0	0	641	840	199	840		199	
6932 Cemetery Security	445	417	(28)	3,116	2,919	(197)	5,002		1,886	
6935 Waste Bin Disposal-Waste Bins	81	109	28	716	763	47	1,310		594	
6952 Protective Clothing	0	66	66	297	462	165	788		491	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	10,786	10,883	97	69,813	81,554	11,741	145,274	0	75,461	0
Net Income over Expenditure	(3,848)	(3,585)	263	(27,059)	(30,468)	(3,409)	(57,697)			
<u>23 O/ Spaces & Leisure- Allotment</u>										
1010 Rental Income	0	0	0	1,308	1,381	73	1,381		0	
1047 QH Allotments Income	129	0	(129)	6,782	7,512	730	7,512		0	
O/ Spaces & Leisure- Allotment :- Income	129	0	(129)	8,090	8,893	803	8,893			0
4010 Gross Pay	439	443	4	2,231	3,101	870	5,313		3,082	

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4270 Employers Pension Contribution	18	18	0	99	126	27	213		114	
5410 Repairs & General Maintenance	0	315	315	809	945	136	1,261		452	
6002 QH Allotments Costs	2,460	0	(2,460)	6,352	868	(5,484)	1,735		(4,617)	
6014 Water	0	0	0	1,712	495	(1,217)	989		(723)	
6300 Computer Software	0	0	0	13	128	115	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	2,917	776	(2,141)	11,215	5,946	(5,269)	9,979	0	(1,236)	0
Net Income over Expenditure	(2,788)	(776)	2,012	(3,125)	2,947	6,072	(1,086)			
<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	25	0	(25)	89	1,528	1,439	3,055		2,966	
6862 Street Lighting	10,508	1,174	(9,334)	14,189	8,218	(5,971)	14,092		(97)	
6865 In Bloom Costs	768	0	(768)	16,586	13,709	(2,877)	13,710		(2,876)	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	11,301	1,174	(10,127)	30,864	23,455	(7,409)	30,857	0	(7)	0
Net Income over Expenditure	(11,301)	(1,174)	10,127	(30,664)	(23,043)	7,621	(21,081)			

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>28 O/ Spaces & Leisure-Vine Cafe</u>										
1211 Sale of Goods	2,093	6,505	4,412	46,222	61,800	15,578	81,317		0	
1213 Event catering	0	0	0	2,471	0	(2,471)	0		0	
1451 Kickstart funding	0	0	0	0	3,764	3,764	3,765		0	
O/ Spaces & Leisure-Vine Cafe :- Income	2,093	6,505	4,412	48,693	65,564	16,871	85,082			0
4010 Gross Pay	2,849	5,372	2,523	26,619	40,019	13,400	58,071		31,452	
4270 Employers Pension Contribution	133	212	79	1,200	1,582	382	2,294		1,094	
5410 Repairs & General Maintenance	124	108	(16)	676	756	80	1,301		625	
5500 Equipment Hired and New	6	116	110	2,254	812	(1,442)	1,396		(858)	
5525 Equipment Maintenance	0	100	100	325	700	375	1,207		882	
6000 Rent & Rates	69	69	0	479	479	(0)	686		207	
6010 Light Heat & Cleaning	917	1,068	151	2,870	3,204	334	4,271		1,401	
6014 Water	101	40	(61)	830	280	(550)	480		(350)	
6101 Telephone	27	24	(3)	197	168	(29)	284		87	
6200 Printing & Stationery	0	10	10	68	70	2	124		56	
6210 Postage & Courier	28	0	(28)	28	20	(8)	38		10	
6240 Computer/ Data Base/WP's	0	0	0	0	60	60	118		118	
6320 Staff Training	0	315	315	0	315	315	315		315	
6330 Welfare/Hospitality	0	0	0	0	11	11	22		22	
6340 Staff Uniforms	0	0	0	0	28	28	56		56	
6460 Publicity & Democratic notices	0	0	0	0	66	66	131		131	
6500 Goods for Resale	684	2,195	1,511	15,073	20,853	5,780	27,437		12,364	

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6505 Cafe consumables	19	322	303	926	2,254	1,328	3,859		2,933	
6635 Professional Fees Licensing	378	34	(344)	670	238	(432)	403		(267)	
6900 Sundry Expenses	0	26	26	20	182	162	316		296	
6922 Health&Safety/Risk Assessments	464	177	(287)	986	1,239	253	2,129		1,143	
6930 Alarm Maintenance	465	541	76	465	541	76	541		76	
6935 Waste Bin Disposal-Waste Bins	212	144	(68)	1,405	1,008	(397)	1,730		325	
6976 Credit card charges	94	100	6	1,081	700	(381)	1,195		114	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	6,569	10,973	4,404	56,170	75,585	19,415	108,404	0	52,234	0
Net Income over Expenditure	(4,476)	(4,468)	8	(7,477)	(10,021)	(2,544)	(23,322)			
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	69	69	1,340	483	(857)	824		0	
1451 Kickstart funding	0	0	0	1,985	2,824	839	2,823		0	
1805 Tea Kiosk Rental & Pavilion	0	0	0	2,625	2,625	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	7,317	6,297	(1,020)	7,512			0
4010 Gross Pay	1,529	1,058	(471)	11,450	7,406	(4,044)	12,703		1,253	
4270 Employers Pension Contribution	56	51	(5)	414	357	(57)	613		199	
5010 Vine Area General Maintenance	978	389	(589)	6,108	2,723	(3,385)	4,670		(1,438)	
5015 Vine Pavilion maintenance	0	0	0	120	0	(120)	0		(120)	
5020 Vine Public Convenience	871	744	(127)	6,281	5,208	(1,073)	8,930		2,649	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2022

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5410 Repairs & General Maintenance	30	0	(30)	736	0	(736)	0		(736)	
5500 Equipment Hired and New	0	0	0	3,412	0	(3,412)	0		(3,412)	1,610
6014 Water	163	45	(118)	340	315	(25)	541		201	
6460 Publicity & Democratic notices	0	0	0	59	130	71	263		204	
6635 Professional Fees Licensing	0	0	0	200	105	(95)	105		(95)	
6868 Summer Concerts	390	0	(390)	3,770	3,362	(408)	3,362		(408)	
6869 Special Events	0	0	0	132	0	(132)	0		(132)	
6922 Health&Safety/Risk Assessments	0	0	0	0	37	37	37		37	
6931 CCTV Maintenance	0	0	0	695	693	(2)	693		(2)	
6935 Waste Bin Disposal-Waste Bins	64	0	(64)	498	0	(498)	0		(498)	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	4,082	2,287	(1,795)	34,214	20,336	(13,878)	31,917	0	(2,297)	1,610
Net Income over Expenditure	(4,082)	(2,218)	1,864	(26,897)	(14,039)	12,858	(24,405)			
8001 plus Transfer from EMR	0			1,610						
Movement to/(from) Gen Reserve	(4,082)			(25,287)						
<u>30 F& G P - Bat & Ball Station</u>										
1022 Letting & Hire of Facilities	694	838	144	5,468	5,866	398	10,052		0	
1208 Other Events Income	37	0	(37)	109	0	(109)	0		0	
1211 Sale of Goods	3,393	3,215	(178)	20,739	22,505	1,766	38,578		0	
1213 Event catering	677	599	(78)	3,888	4,193	305	7,190		0	
F& G P - Bat & Ball Station :- Income	4,801	4,652	(149)	30,203	32,564	2,361	55,820			0

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	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	7,112	5,186	(1,926)	49,860	36,302	(13,558)	62,227		12,367	
4270 Employers Pension Contribution	193	224	31	1,330	1,568	238	2,686		1,356	
5410 Repairs & General Maintenance	4	139	135	6,845	973	(5,872)	1,667		(5,178)	
5500 Equipment Hired and New	86	131	45	1,903	917	(986)	1,576		(327)	
6000 Rent & Rates	324	324	0	2,272	2,272	1	3,244		973	
6011 Electricity	483	466	(17)	3,489	3,262	(227)	5,595		2,106	
6012 Gas	68	0	(68)	584	1,082	498	2,164		1,580	
6013 Cleaning	246	280	34	2,012	1,960	(52)	3,360		1,348	
6014 Water	96	8	(88)	2,931	56	(2,875)	97		(2,834)	
6020 Insurance Cost	0	84	84	0	588	588	1,004		1,004	
6101 Telephone	88	75	(13)	529	525	(4)	903		374	
6200 Printing & Stationery	0	12	12	111	84	(27)	142		31	
6210 Postage & Courier	28	0	(28)	37	0	(37)	0		(37)	
6241 Website Costs	0	0	0	335	422	87	422		87	
6320 Staff Training	0	0	0	0	68	68	137		137	
6330 Welfare/Hospitality	0	32	32	396	224	(172)	390		(6)	
6340 Staff Uniforms	32	0	(32)	32	0	(32)	0		(32)	
6460 Publicity & Democratic notices	0	88	88	54	616	562	1,051		997	
6500 Goods for Resale	1,455	1,724	269	9,928	12,068	2,140	20,690		10,762	
6505 Cafe consumables	40	168	128	675	1,176	501	2,017		1,342	
6630 Professional Fees	0	0	0	1,280	0	(1,280)	0		(1,280)	
6635 Professional Fees Licensing	0	0	0	570	410	(160)	410		(160)	
6869 Special Events	0	0	0	500	0	(500)	0		(500)	

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	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6900 Sundry Expenses	61	88	27	196	616	420	1,055		859	
6922 Health&Safety/Risk Assessments	464	276	(188)	1,172	828	(344)	1,104		(68)	
6930 Alarm Maintenance	0	0	0	0	665	665	1,331		1,331	
6935 Waste Bin Disposal-Waste Bins	81	109	28	862	763	(99)	1,312		450	
6976 Credit card charges	88	94	6	562	658	96	1,126		564	
F & G P - Bat & Ball Station :- Indirect Expenditure	10,950	9,508	(1,442)	88,467	68,103	(20,364)	115,710	0	27,243	0
Net Income over Expenditure	(6,149)	(4,856)	1,293	(58,264)	(35,539)	22,725	(59,890)			
<u>31 F & G P - Establishments</u>										
1115 Interest on Deposits	1,564	864	(700)	5,168	6,048	880	10,369		0	
1231 Banner Income	270	170	(100)	120	1,190	1,070	2,039		0	
1232 Town Crier Advertising	0	0	0	350	180	(170)	361		0	
1451 Kickstart funding	0	0	0	0	2,823	2,823	2,823		0	
1889 Waste Sacks Income	263	324	61	2,417	2,268	(149)	3,889		0	
1990 Other Income	53	0	(53)	638	13	(625)	13		0	
F & G P - Establishments :- Income	2,150	1,358	(792)	8,693	12,522	3,829	19,494			0
4010 Gross Pay	27,101	26,210	(891)	189,240	183,470	(5,770)	314,524		125,284	
4011 Mileage	10	0	(10)	270	0	(270)	0		(270)	
4012 Expenses	0	0	0	156	0	(156)	0		(156)	
4270 Employers Pension Contribution	2,752	3,094	342	19,253	21,658	2,405	37,122		17,869	
4271 Pension Deficiency	6,917	6,917	0	48,417	48,419	2	83,000		34,583	
5410 Repairs & General Maintenance	0	0	0	12	0	(12)	0		(12)	

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	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5500 Equipment Hired and New	617	142	(475)	1,695	994	(701)	1,708		13	
6020 Insurance Cost	1,090	1,361	271	12,051	12,248	197	19,051		7,000	
6101 Telephone	367	444	77	2,857	3,108	251	5,333		2,476	
6104 Mobile Telephone	0	0	0	8	0	(8)	0		(8)	
6200 Printing & Stationery	96	1,093	997	7,942	7,651	(291)	13,116		5,174	
6210 Postage & Courier	176	538	362	1,551	3,766	2,215	6,452		4,901	
6240 Computer/ Data Base/WP's	1,127	1,280	153	9,485	8,960	(525)	15,359		5,874	
6241 Website Costs	0	0	0	406	283	(123)	283		(123)	
6242 I.T. Infrastructure	824	944	120	5,770	6,608	838	11,327		5,557	
6300 Computer Software	239	365	126	4,054	2,555	(1,499)	4,384		330	
6315 Recruitment Costs	0	167	167	525	1,169	644	2,000		1,475	
6320 Staff Training	90	263	173	2,463	1,841	(622)	3,152		689	
6321 Investors in People	1,907	0	(1,907)	1,907	0	(1,907)	865		(1,042)	1,664
6330 Welfare/Hospitality	707	234	(473)	2,351	1,638	(713)	2,812		461	
6410 Civic Exps/Annual Reception	0	0	0	829	918	89	1,839		1,010	
6415 Gifts/hospitality	47	106	59	579	742	163	1,273		694	
6420 Annual Parish Meeting	0	0	0	0	0	0	105		105	
6421 Honour Bd. Badges & Insignia	0	0	0	132	767	635	767		635	
6435 Members Expenses	2,473	3,000	527	2,473	3,000	527	4,328		1,855	
6460 Publicity & Democratic notices	0	219	219	195	1,533	1,338	2,627		2,432	
6461 Banner Costs	0	88	88	602	616	14	1,057		455	
6610 Audit Fees	0	550	550	2,400	4,398	1,998	4,947		2,547	
6611 Quality Parish	0	0	0	0	0	0	300		300	

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	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6620 Legal Expenses	0	1,246	1,246	0	2,492	2,492	2,493		2,493	
6630 Professional Fees	0	0	0	3,553	3,553	0	3,553		0	
6635 Professional Fees Licensing	0	0	0	1,158	1,406	249	1,406		249	
6710 Conference Fees & Expenses	60	180	120	1,922	1,260	(662)	2,164		242	
6720 Books and Periodicals	0	22	22	0	154	154	267		267	
6730 Subscriptions	8	202	194	3,893	4,550	657	5,259		1,366	
6889 Waste Sacks	900	327	(573)	1,982	2,289	307	3,922		1,940	
6900 Sundry Expenses	60	44	(16)	400	308	(92)	525		125	
6922 Health&Safety/Risk Assessments	240	0	(240)	4,952	4,743	(209)	4,743		(209)	
6952 Protective Clothing	0	0	0	244	0	(244)	0		(244)	
6975 Bank Charges	90	109	19	839	763	(76)	1,308		469	
6976 Credit card charges	105	129	24	455	903	448	1,547		1,092	
7010 Election Expenses	0	0	0	6,818	6,817	(1)	12,070		5,252	
7611 Contingency provision	0	0	0	0	0	0	33,230		33,230	
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	48,002	49,274	1,272	379,638	381,382	1,744	682,821	0	303,183	1,664
Net Income over Expenditure	(45,852)	(47,916)	(2,064)	(370,945)	(368,860)	2,085	(663,327)			
8001 plus Transfer from EMR	1,664			1,664						
Movement to/(from) Gen Reserve	(44,188)			(369,281)						

Detailed Income & Expenditure by Phased Budget Heading 31/10/2022

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>32 F & G P - General</u>										
1208 Other Events Income	500	0	(500)	500	0	(500)	0		0	
1490 Christmas Lights Switch On	1,530	0	(1,530)	1,580	0	(1,580)	6,180		0	
F & G P - General :- Income	2,030	0	(2,030)	2,080	0	(2,080)	6,180			0
6490 Christmas Lights Switch On	242	1,518	1,276	1,444	6,071	4,627	27,316		25,872	
6491 Remembrance Day/Civic Serv.	43	0	(43)	433	450	17	3,752		3,319	
6869 Special Events	0	552	552	16,310	3,864	(12,446)	6,630		(9,680)	10,000
F & G P - General :- Indirect Expenditure	285	2,070	1,785	18,187	10,385	(7,802)	37,698	0	19,511	10,000
Net Income over Expenditure	1,745	(2,070)	(3,815)	(16,107)	(10,385)	5,722	(31,518)			
8001 plus Transfer from EMR	0			10,000						
Movement to/(from) Gen Reserve	1,745			(6,107)						
<u>33 F & G P - Council Offices</u>										
1022 Letting & Hire of Facilities	798	798	(0)	6,436	5,586	(850)	9,579		0	
F & G P - Council Offices :- Income	798	798	(0)	6,436	5,586	(850)	9,579			0
4010 Gross Pay	2,458	2,344	(114)	12,426	16,408	3,982	28,123		15,697	
4011 Mileage	17	0	(17)	133	0	(133)	0		(133)	
4270 Employers Pension Contribution	133	65	(68)	565	455	(110)	781		216	
5410 Repairs & General Maintenance	38	212	174	351	1,484	1,133	2,542		2,191	
5500 Equipment Hired and New	170	0	(170)	170	0	(170)	0		(170)	

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6000 Rent & Rates	2,320	2,320	0	16,244	16,244	1	23,204		6,961	
6010 Light Heat & Cleaning	184	541	357	3,155	3,787	632	6,492		3,337	
6014 Water	0	296	296	913	2,072	1,159	3,552		2,639	
6104 Mobile Telephone	8	0	(8)	17	0	(17)	0		(17)	
6340 Staff Uniforms	10	0	(10)	10	0	(10)	0		(10)	
6510 Catering Expenses	0	8	8	0	56	56	102		102	
6900 Sundry Expenses	0	8	8	0	56	56	102		102	
6922 Health&Safety/Risk Assessments	368	0	(368)	1,180	0	(1,180)	306		(874)	
6930 Alarm Maintenance	0	0	0	796	873	77	873		77	
6935 Waste Bin Disposal-Waste Bins	66	67	1	717	469	(248)	808		91	
6952 Protective Clothing	0	0	0	16	0	(16)	0		(16)	
F & G P - Council Offices :- Indirect Expenditure	5,772	5,861	89	36,692	41,904	5,212	66,885	0	30,193	0
Net Income over Expenditure	(4,973)	(5,063)	(90)	(30,256)	(36,318)	(6,062)	(57,306)			
36 F & G P - Bat & Ball Centre										
1022 Letting & Hire of Facilities	9,478	7,497	(1,981)	55,743	52,479	(3,264)	89,968		0	
1030 Electricity recharge	0	0	0	67	0	(67)	0		0	
1032 Linen and table hire	0	24	24	0	168	168	284		0	
1445 Outdoor Activities	0	55	55	21	385	364	662		0	
1451 Kickstart funding	0	0	0	747	1,432	685	1,433		0	
1457 Indoor Activities	421	397	(24)	2,777	2,779	2	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	9,899	7,973	(1,926)	83,711	57,243	(26,468)	97,107			10,578

Detailed Income & Expenditure by Phased Budget Heading 31/10/2022

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	4,539	3,575	(964)	28,971	25,025	(3,946)	42,899		13,928	
4012 Expenses	0	0	0	10	0	(10)	0		(10)	
4270 Employers Pension Contribution	198	188	(10)	1,327	1,316	(11)	2,260		933	
5318 SCC Car Park	14	485	471	168	485	317	485		317	
5340 Plants	0	0	0	0	181	181	181		181	
5410 Repairs & General Maintenance	826	0	(826)	12,566	174	(12,392)	347		(12,219)	
5500 Equipment Hired and New	67	324	257	529	972	443	1,298		769	
6000 Rent & Rates	459	459	0	3,214	3,214	0	4,591		1,377	
6011 Electricity	778	629	(149)	5,992	4,403	(1,589)	7,545		1,553	
6012 Gas	86	474	388	611	1,422	811	1,894		1,283	
6013 Cleaning	0	66	66	1,073	462	(611)	795		(278)	
6014 Water	113	199	86	1,920	1,393	(527)	2,395		475	
6101 Telephone	48	48	0	340	336	(4)	581		241	
6104 Mobile Telephone	25	31	6	142	217	75	371		229	
6200 Printing & Stationery	0	0	0	2	128	126	255		253	
6240 Computer/ Data Base/WP's	0	0	0	1,338	0	(1,338)	0		(1,338)	
6330 Welfare/Hospitality	2	33	31	403	231	(172)	396		(7)	
6460 Publicity & Democratic notices	0	0	0	0	258	258	515		515	
6520 Refreshments for Resale	210	206	(4)	1,317	1,442	125	2,472		1,155	
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	287	287	492		492	
6900 Sundry Expenses	0	34	34	13	238	225	406		393	

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	0	0	0	750	520	(230)	520		(230)	
6930 Alarm Maintenance	0	0	0	398	896	498	896		498	
6931 CCTV Maintenance	0	330	330	0	330	330	330		330	
6935 Waste Bin Disposal-Waste Bins	96	84	(12)	1,078	588	(490)	1,003		(75)	
6952 Protective Clothing	94	0	(94)	364	166	(198)	332		(32)	
F & G P - Bat & Ball Centre :- Indirect Expenditure	7,555	7,206	(349)	64,683	45,189	(19,494)	73,764	0	9,081	0
Net Income over Expenditure	2,345	767	(1,578)	19,028	12,054	(6,974)	23,343			
8002 less Transfer to EMR	0			10,578						
Movement to/(from) Gen Reserve	2,345			8,450						
<u>38 F & G P - Grants</u>										
6937 Annual Subsidy-Comm Centre	612	403	(209)	3,936	2,821	(1,115)	4,833		897	
6938 Annual Subsidy-Council Chamber	0	83	83	170	581	411	1,000		830	
7500 Local Organisations Grants	0	0	0	9,880	6,000	(3,880)	12,000		2,120	
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	600	0	(600)	3,887		3,287	
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0	
7557 Community Rail Partnership	0	0	0	3,000	3,000	0	3,000		0	
F & G P - Grants :- Indirect Expenditure	612	486	(126)	44,585	39,402	(5,183)	57,720	0	13,135	0
Net Expenditure	(612)	(486)	126	(44,585)	(39,402)	5,183	(57,720)			

Detailed Income & Expenditure by Phased Budget Heading 31/10/2022

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>39 F & G P - Property</u>										
1469 O/S Ground Rents & Wayleaves	1,242	1,082	(160)	5,066	3,933	(1,133)	5,933		0	
F & G P - Property :- Income	1,242	1,082	(160)	5,066	3,933	(1,133)	5,933			0
Net Income	1,242	1,082	(160)	5,066	3,933	(1,133)	5,933			
<u>40 Town Team</u>										
1206 Business Awards	0	0	0	5,352	7,426	2,074	7,426		0	
1207 Business Show	335	4,377	4,042	4,930	4,377	(553)	4,377		0	
1209 Wellbeing show income	0	0	0	0	3,183	3,183	3,183		0	
Town Team :- Income	335	4,377	4,042	10,282	14,986	4,704	14,986			0
6101 Telephone	0	9	9	0	63	63	105		105	
6200 Printing & Stationery	0	8	8	0	56	56	105		105	
6240 Computer/ Data Base/WP's	65	67	2	458	469	11	808		350	
6241 Website Costs	0	0	0	55	275	220	275		220	
6244 Information Screens	0	0	0	240	1,313	1,073	1,313		1,073	
6322 Business Awards	235	0	(235)	3,337	8,116	4,779	8,116		4,779	
6323 Business Show	2,627	0	(2,627)	2,627	2,992	365	2,992		365	
6460 Publicity & Democratic notices	0	0	0	277	0	(277)	0		(277)	
6461 Banner Costs	0	0	0	260	0	(260)	0		(260)	
6710 Conference Fees & Expenses	0	61	61	0	427	427	735		735	
6730 Subscriptions	570	0	(570)	570	561	(9)	561		(9)	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2022

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6900 Sundry Expenses	0	62	62	100	434	334	749		649	
7000 Reinvestment	0	0	0	0	0	0	549		549	
7608 Friends of Bat & Ball	0	88	88	0	616	616	1,051		1,051	
7616 Wellbeing show	0	0	0	0	2,627	2,627	2,627		2,627	
Town Team :- Indirect Expenditure	3,496	295	(3,201)	7,923	17,949	10,026	19,986	0	12,063	0
Net Income over Expenditure	(3,161)	4,082	7,243	2,359	(2,963)	(5,322)	(5,000)			
41 Business Hub										
1022 Letting & Hire of Facilities	79	145	66	555	1,015	460	1,738		0	
1026 Hot Desking Facility	368	613	245	1,813	4,291	2,478	7,357		0	
1027 Dedicated Desk x12	0	412	412	0	2,884	2,884	4,944		0	
1029 Office Pods	1,246	996	(250)	8,406	6,972	(1,434)	11,948		0	
1031 Chamber of Commerce	412	412	0	2,860	2,884	24	4,944		0	
Business Hub :- Income	2,104	2,578	474	13,635	18,046	4,411	30,931			0
4010 Gross Pay	436	429	(7)	3,121	3,003	(118)	5,152		2,031	
4270 Employers Pension Contribution	0	17	17	0	119	119	206		206	
5410 Repairs & General Maintenance	0	68	68	75	476	401	822		747	
5500 Equipment Hired and New	129	22	(107)	189	154	(35)	264		75	
6000 Rent & Rates	207	207	0	1,450	1,450	0	2,071		621	
6010 Light Heat & Cleaning	452	138	(314)	2,852	966	(1,886)	1,657		(1,195)	
6014 Water	0	40	40	0	280	280	490		490	
6105 Broadband wi-fi service	142	146	5	991	1,022	32	1,749		759	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2022

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6200 Printing & Stationery	0	42	42	0	294	294	500		500	
6241 Website Costs	0	0	0	0	133	133	133		133	
6511 Sales commission	170	216	46	1,036	1,512	476	2,599		1,563	
6900 Sundry Expenses	0	103	103	573	721	148	1,236		663	
6922 Health&Safety/Risk Assessments	0	0	0	158	0	(158)	0		(158)	
6930 Alarm Maintenance	0	0	0	231	286	55	286		55	
6931 CCTV Maintenance	0	0	0	146	0	(146)	0		(146)	
6976 Credit card charges	37	33	(4)	195	231	36	401		206	
Business Hub :- Indirect Expenditure	1,572	1,461	(111)	11,015	10,647	(368)	17,566	0	6,551	0
Net Income over Expenditure	532	1,117	585	2,619	7,399	4,780	13,365			
<u>42 Sevenoaks Town Mayor</u>										
1500 Fundraising	140	0	(140)	1,118	0	(1,118)	0		0	
1750 Cocktail Party Income	(325)	0	325	(325)	0	325	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	1,302	0	(1,302)	2,846	0	(2,846)	0		0	
Sevenoaks Town Mayor :- Income	1,117	0	(1,117)	4,381	0	(4,381)	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	328	484	156	3,121	2,904	(217)	5,805		2,684	
6438 Mayors Car Allowance 2022/23	0	216	216	25	1,296	1,271	2,586		2,561	
6900 Sundry Expenses	0	0	0	34	0	(34)	0		(34)	

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
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	328	700	372	10,612	4,200	(6,412)	8,391	0	(2,221)	4,965
Net Income over Expenditure	789	(700)	(1,489)	(6,231)	(4,200)	2,031	(8,391)			
8001 plus Transfer from EMR	0			4,965						
Movement to/(from) Gen Reserve	789			(1,266)						
<u>43 Youth Council</u>										
5500 Equipment Hired and New	0	0	0	500	0	(500)	0		(500)	
7555 Youth Council Support	7	42	35	7	294	287	500		493	
Youth Council :- Indirect Expenditure	7	42	35	507	294	(213)	500	0	(7)	0
Net Expenditure	(7)	(42)	(35)	(507)	(294)	213	(500)			
<u>44 Public Realm</u>										
4010 Gross Pay	0	0	0	1,267	0	(1,267)	0		(1,267)	1,267
5001 Public Realm signs & panels	0	0	0	7,654	0	(7,654)	0		(7,654)	7,054
5410 Repairs & General Maintenance	0	0	0	12,404	0	(12,404)	0		(12,404)	12,225
Public Realm :- Indirect Expenditure	0	0	0	21,325	0	(21,325)	0	0	(21,325)	20,546
Net Expenditure	0	0	0	(21,325)	0	21,325	0			
8001 plus Transfer from EMR	0			20,546						
Movement to/(from) Gen Reserve	0			(779)						

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	176	183	7	1,372	1,281	(91)	2,200		0	
1211 Sale of Goods	253	30	(223)	1,080	210	(870)	358		0	
1350 Revenue Grant income	900	0	(900)	1,400	0	(1,400)	0		0	
Youth Cafe :- Income	1,329	213	(1,116)	3,851	1,491	(2,360)	2,558			0
4010 Gross Pay	2,967	2,631	(336)	22,243	18,417	(3,826)	31,572		9,329	
4011 Mileage	0	0	0	55	0	(55)	0		(55)	
4270 Employers Pension Contribution	90	105	15	427	735	308	1,263		836	
5410 Repairs & General Maintenance	5	72	67	3,010	504	(2,506)	863		(2,147)	
5500 Equipment Hired and New	54	0	(54)	1,384	0	(1,384)	0		(1,384)	
6010 Light Heat & Cleaning	9	0	(9)	78	31	(47)	31		(47)	
6101 Telephone	50	39	(11)	349	273	(76)	470		121	
6200 Printing & Stationery	79	26	(53)	209	182	(27)	309		100	
6210 Postage & Courier	28	0	(28)	28	0	(28)	0		(28)	
6240 Computer/ Data Base/WP's	17	34	17	197	238	41	404		207	
6281 Furnishings,Furniture/Eqpt	0	0	0	214	246	32	493		279	
6320 Staff Training	0	0	0	0	206	206	206		206	
6330 Welfare/Hospitality	0	0	0	1	31	30	31		30	
6340 Staff Uniforms	0	0	0	75	52	(23)	103		28	
6460 Publicity & Democratic notices	0	10	10	7	70	63	124		117	
6500 Goods for Resale	293	30	(263)	1,531	210	(1,321)	358		(1,173)	
6505 Cafe consumables	0	0	0	32	0	(32)	0		(32)	

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6635 Professional Fees Licensing	0	72	72	423	216	(207)	286		(137)	
6869 Special Events	0	0	0	2,380	0	(2,380)	0		(2,380)	2,200
6900 Sundry Expenses	17	21	4	194	147	(47)	252		58	
6922 Health&Safety/Risk Assessments	464	0	(464)	917	872	(45)	870		(47)	
Youth Cafe :- Indirect Expenditure	4,073	3,040	(1,033)	33,756	22,430	(11,326)	37,635	0	3,879	2,200
Net Income over Expenditure	(2,744)	(2,827)	(83)	(29,905)	(20,939)	8,966	(35,077)			
8001 plus Transfer from EMR	0			2,200						
Movement to/(from) Gen Reserve	(2,744)			(27,704)						
<u>60 Markets</u>										
1017 Rental Income Sat Market	1,857	1,477	(380)	11,227	10,339	(888)	17,724		0	
1018 Rental Income Wed Market	1,133	1,211	79	6,810	8,477	1,667	14,536		0	
1019 Rental Income Blighs Market	2,005	1,233	(772)	10,400	8,631	(1,769)	14,800		0	
1033 Rental income Christmas Market	0	0	0	0	0	0	3,100		0	
Markets :- Income	4,995	3,921	(1,074)	28,437	27,447	(990)	50,160			0
4010 Gross Pay	137	144	7	957	1,008	51	1,731		774	
5410 Repairs & General Maintenance	0	0	0	8	54	46	105		97	
5420 Saturday market charges	1,478	1,443	(35)	9,164	8,949	(215)	15,011		5,847	
5421 Wednesday Market charges	2,154	2,629	475	16,153	16,299	146	27,341		11,188	
6001 Blighs Market Charges	880	962	82	6,629	6,734	105	11,547		4,918	
6010 Light Heat & Cleaning	34	32	(2)	292	96	(196)	130		(162)	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2022

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6210 Postage & Courier	0	0	0	8	0	(8)	0		(8)	
6635 Professional Fees Licensing	0	0	0	0	185	185	185		185	
6730 Subscriptions	0	0	0	0	0	0	74		74	
Markets :- Indirect Expenditure	4,683	5,210	527	33,211	33,325	114	56,124	0	22,913	0
Net Income over Expenditure	312	(1,289)	(1,601)	(4,774)	(5,878)	(1,104)	(5,964)			
<u>70 Precept</u>										
1995 Precept	107,973	107,973	0	755,810	755,811	1	1,295,675		0	
Precept :- Income	107,973	107,973	0	755,810	755,811	1	1,295,675			0
Net Income	107,973	107,973	0	755,810	755,811	1	1,295,675			
Grand Totals:- Income	159,687	152,105	(7,582)	1,084,092	1,082,571	(1,521)	1,824,596			
Expenditure	154,846	139,387	(15,459)	1,142,170	1,083,032	(59,138)	1,864,491	0	722,321	
Net Income over Expenditure	4,841	12,718	7,877	(58,078)	(461)	57,617	(39,895)			
plus Transfer from EMR	1,664			42,595						
less Transfer to EMR	0			10,578						
Movement to/(from) Gen Reserve	6,505			(26,061)						

October 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	(14,765)	(16,826)	(2,061)	(28,473)	Under on Gross Pay due to no planning assistant in post. Offset slightly by higher professional fees (planning applications & Seal Hollow Road speed survey).
Open Spaces & Leisure Committee					
General	(148,465)	(163,430)	(14,965)	(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. Overall positive income variance is driven by a large insurance claim payout. c£21.5K favourable pay, mainly due to staff vacancy. October YTD values have seen adjustments to account for staff changing their normal workplaces to assist with staffing while vacancies are recruited for. 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. There is also £9.5k for the Buckhurst Gateway Replacement 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	(27,059)	(30,468)	(3,409)	(57,696)	Lower cemetery income than budget (£9.9K). It has dropped below the 3 year monthly average after October and September fell below that figure. £6.4K favourable pay related, driven by there being one cemetery gardener being part time while the budget was for full time. October YTD values have been adjusted to properly reflect the staffing. £328 new shipping container lock fitted to garage. Other variances are due to the phasing of budget.
Allotments	(3,125)	2,947	6,072	(1,086)	QH spend relates to legal fees re new lease & access agreement, as well as a replacement door for QH Trading Co. High spend on water due to water bill to September 2023. Awaiting bill from supplier following meter reading.
Street lighting/ general	(30,664)	(23,043)	7,621	(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. Large overspend in Street Lighting related to the replacement of 7 Gas Mantle Heritage Lanterns on Wildernesse Avenue.
Vine Grounds	(25,287)	(14,039)	11,248	(24,405)	Higher other events income due to Vegan Market held in April, second market in September Kickstart employee has now left. Higher weekly staff hours on Vine gardening (12 hours pw higher). October ytd includes 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.

October 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	(7,477)	(10,021)	(2,544)	(23,322)	Sale of Goods and catering income is £13.1K adverse to budget, (general cafe income partially offset by cricket teas and other catering). Some of the adverse budget is related to forced closures of the cafe with known staff reasons. Other lower than budgetted income is potentially due to poor weather in September and October. Lower sales are partially offset by the £7.1K lower goods for resale and cafe consumables. Staff costs are £13.4K lower than budget, partly due to a Kickstart position being withdrawn (£3.8K funding unavailable). YTD income is very close to the prior year to date, while staff costs are at 53% 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, although the previously mentioned adverse circumstances have had an effect on that.
Bat & Ball Station	(58,264)	(35,539)	22,725	(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 £400 below budget. It is hoped that hire income will increase as the HEO events happen. Sales of Goods & Event catering are £2K below budget to date. This offset by £2.6K 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 separately 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	(369,281)	(368,860)	421	(663,327)	Interest is still £900 below budget YTD, but the interest rate rises have reduced the deficit by over half in the last 2 months. The Virginmoney account is now open as well, and funds from the poorest performing accounts where moved there to generate more income. KCC are no longer allowing Railing 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 mostly 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. Equipment overspend is mainly due to new office Furniture (Desk/Filing Cabinet/Chairs) 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 overspend is an annual fee from August, re moving to Cloud for accounting software. Investors in People will be overspend by the end of the year. The annual retention to cover the 3-yearly cost only makes up about 50% of what the bill will end up being. 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	(6,107)	(10,385)	(4,278)	(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. Early sponsorship was invoiced in October for the Christmas Lights Switch On.

October 2022 Year to date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Council Offices	(30,256)	(36,318)	(6,062)	(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. The extra expenses under Health and Safety relate to an increase in Fire Safety equipment, signage and testers.
Bat & Ball Centre	8,450	12,054	3,604	23,343	Hire income YTD is in excess of budget expectations. 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	(44,585)	(39,402)	5,183	(57,720)	Phasing of Grants. Free of charge use of Bat & Ball centre is expected to exceed budget.
Property	5,066	3,933	(1,133)	5,933	Phasing of budget

October 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	2,359	(2,963)	(5,322)	(5,000)	Business Awards happened in June. £2.2K gross surplus achieved. Business Show was scheduled for October, the current surplus is £900. Wellbeing show is not expected to happen this year.
Business Hub	2,619	7,399	4,780	13,365	2 office pods were empty during July, one of which was let in August. Pod Income is still in a surplus position. 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	(1,266)	(4,200)	(2,934)	(8,391)	Fundraising for Cllr Canet's charity has been passed on to the charity in July.
Youth Council	(507)	(294)	213	(500)	£500 is contribution towards inflatable dartboard at HITB
Public Realm	(779)	-	779	-	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	(27,704)	(20,939)	6,765	(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	(4,774)	(5,878)	(1,104)	(5,964)	Wednesday market is £1.5K worse than budget, Blighs has performed £1.6k better than budget, and Saturday £673 better than budget. To date, Wednesday market has made £9.3K loss. Blighs & Saturday markets are both making a surplus.
Precept	755,810	755,811	1	1,295,675	
Revenue Surplus/ (Deficit) Total	(26,060)	(461)	25,599	(39,894)	
Transfer from Bat & Ball Management & Maintenance Reserve	58,264	35,539	(22,725)	59,890	
Adjusted Revenue Surplus/ (Deficit) Total	32,204	35,078	2,874	19,996	
Capital Infrastructure	(72,447)	-	72,447	-	Capital Receipts are moved to reserves & capital spend covered by CIL, Capital Receipts Reserve, and grants.
Total inc Capital	(8,039)	70,156	78,195	39,992	

October 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	(14,765)	(16,826)	(2,061)	(28,473)
Open spaces & Leisure	(234,600)	(228,033)	6,567	(401,722)
Vine Café	(7,477)	(10,021)	(2,544)	(23,322)
Bat Ball Station	(58,264)	(35,539)	22,725	(59,890)
Finance & General Purpose	(466,765)	(465,853)	912	(822,162)
Precept	755,810	755,811	1	1,295,675
Capital Infrastructure	(72,447)	-	72,447	-

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

	B/fwd	Movement*	C/fwd	
	01-Apr-22		31-Oct-22	31-Oct-21
	£	£	£	£
Current Assets				
Stock	2,061	-	2,061	2,109
Trade debtors	32,096	15,860	47,956	45,881
VAT	19,728	25,191	44,919	20,340
Prepayments and other debtors	53,799	(42,040)	11,759	5,821
Total Cash at Bank	1,710,009	530,003	2,240,012	2,333,324
	<u>1,817,693</u>	<u>529,014</u>	<u>2,346,707</u>	<u>2,407,475</u>
Current Liabilities				
Trade creditors	46,100	(11,505)	34,595	42,287
Accruals and other creditors	70,881	38,631	109,512	56,289
Precept received in advance of budget	-	539,865	539,865	516,623
Receipts in advance (rent, hall hire, cemetery)	23,073	5,486	28,559	13,013
	<u>140,054</u>	<u>572,478</u>	<u>712,531</u>	<u>628,212</u>
Net Current Assets	<u>1,677,639</u>	<u>(43,464)</u>	<u>1,634,175</u>	<u>1,779,263</u>
Represented by:				
General Funds				
Revenue Reserves	438,861	(26,061)	412,800 Note 1	461,325
Earmarked/Designated Funds				
Youth Council Reserve	1,835	-	1,835	1,370
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	-
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	-
Special Events reserves	10,000	(10,000)	0 Note 3	-
STP Activities Reserve	2,386	(1,848)	538	769
Non-annual commitments reserve	11,764	(1,664)	10,100	-
Staff training reserve	2,890	-	2,890	5,824
Capital Receipts Quaker Hall	58,462	-	58,462	2,890
Capital Receipts Reserve	509,432	(119,965)	389,468 Note 4	29,231
Bat & Ball Station Management & Maintenance reserve	230,800	-	230,800	531,865
PWL repayment reserve	-	-	-	279,804
CRF reserve	-	-	-	10,994
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	112,661	342,179 Note 6	-
No 8 bus Reserve	78,808	-	78,808	311,510
QH Allotments Key Reserves	4,115	-	4,115	78,808
Mayor's Charity Reserve	5,621	(4,965)	655 Note 7	4,115
	<u>1,238,778</u>	<u>(17,403)</u>	<u>1,221,375</u>	<u>1,312,474</u>
	<u>1,677,639</u>	<u>(43,464)</u>	<u>1,634,175</u>	<u>1,773,799</u>

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

Note 1 YTD movement is a net deficit of £26K

Note 2 £1750 skate park event in April & £450 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 (£66K), Play Areas (£88K), Knole paddock pitch drainage (£35K), NDP (£11K), Hub (£7K), & Cemetery. To be funded from CIL, CRR & £90K grants received to date.

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

Note 7 Previous Mayor's charity donation from fundraising, & remaining use of allowance.

Sevenoaks Town Council

Statement of Fund Balances as at 31st October 2022

£ (2021/22)		S&P Rating 31/10/2022		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
0	<u>Bank of Scotland</u>						
	Treasury deposit (1m)	A+	A1	0	0	0.00%	0.10%
	<u>National Westminster Bank</u>	A	A1				
8,544	Business Reserve Account			23,097			
297,238	Current Account			811,840			0.10%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
9,949	Sevenoaks Town Partnership			9,949			
3,939	Mayors Charity Account			3,494	850,380	37.96%	
	<u>HSBC</u>	A+	A1				
50,506	Business money manager			50,525	50,525	2.26%	0.35%
	<u>Handelsbanken</u>	AA-	A1+				
64,375	Deposit account			64,844			0.00%
260,005	35 day notice account			260,005	324,849	14.50%	1.30%
	<u>Nationwide</u>	A+	A1				
502,367	Instant Saver			2,820			0.35%
10,168	Sevenoaks Fund Instant Saver			10,178	12,998	0.58%	0.35%
	<u>CCLA</u>						
500,000	Business money manager	AAA (Fitch only)		500,000	500,000	22.32%	2.14%
	<u>Clydesdale</u>						
1	Current account	A-	A2	0	0		
	<u>Virginmoney</u>						
	Current account			1			
	90 Day Notice			500,570	500,571		1.60%
916	<u>Petty Cash</u>				794	0.04%	
0	<u>Cashbook suspense</u>				-104	0.00%	
<u>1,710,009</u>					<u>2,240,012</u>	<u>77.65%</u>	

Instant access funds 1,455,126
 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

Detailed Income & Expenditure by Phased Budget Heading 31/10/2022

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>91 Capital Infrastructure Budget</u>										
2002 Capital Grants	40,000	0	(40,000)	90,000	0	(90,000)	0		0	
2012 CIL income allocation	47,517	0	(47,517)	134,579	0	(134,579)	0		0	87,062
Capital Infrastructure Budget :- Income	<u>87,517</u>	<u>0</u>	<u>(87,517)</u>	<u>224,579</u>	<u>0</u>	<u>(224,579)</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	87,856	0	(87,856)	0		(87,856)	
9046 Knole Paddock/ Raleys Pitch	0	0	0	34,925	0	(34,925)	0		(34,925)	
9053 Vine Area	4,210	0	(4,210)	65,513	0	(65,513)	0		(65,513)	
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>4,210</u>	<u>0</u>	<u>(4,210)</u>	<u>209,965</u>	<u>0</u>	<u>(209,965)</u>	<u>0</u>	<u>0</u>	<u>(209,965)</u>	<u>0</u>
Net Income over Expenditure	<u>83,307</u>	<u>0</u>	<u>(83,307)</u>	<u>14,614</u>	<u>0</u>	<u>(14,614)</u>	<u>0</u>			
8002 less Transfer to EMR	0			87,062						
Movement to/(from) Gen Reserve	<u>83,307</u>			<u>(72,447)</u>						
Grand Totals:- Income	87,517	0	(87,517)	224,579	0	(224,579)	0			
Expenditure	4,210	0	(4,210)	209,965	0	(209,965)	0	0	(209,965)	
Net Income over Expenditure	<u>83,307</u>	<u>0</u>	<u>(83,307)</u>	<u>14,614</u>	<u>0</u>	<u>(14,614)</u>	<u>0</u>			
less Transfer to EMR	0			87,062						
Movement to/(from) Gen Reserve	<u>83,307</u>			<u>(72,447)</u>						

Purchase Ledger for Month No 6

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
11/09/2022	11/09/22	32332	ALICE WOOD	ALI001	365.50	0.00	365.50	6865	26	365.50	Plants
30/08/2022	30/08/22	32327	AMEX	AME001	1.13	0.00	1.13	6976	31	1.13	Aug credit card chgs
31/08/2022	003	32352	ANTHONY CHARLES WILL	ANT001	120.00	0.00	120.00	6244	40	120.00	info screen chg
16/09/2022	CD-223259639	32381	ANGEL WATERLOGIC	ANWA001	414.05	82.81	496.86	6330	30	207.02	An water machine maint
								110	0	207.03	An water machine maint
16/09/2022	CD-223259652	32382	ANGEL WATERLOGIC	ANWA001	414.05	82.81	496.86	6330	36	207.02	An water machine maint
								110	0	207.03	An water machine maint
18/08/2022	39654	32298	ARK TRADING	ARK001	431.92	86.39	518.31	6952	21	63.04	staff uniform
								6952	36	124.68	staff uniform
								6952	31	244.20	staff uniform
15/09/2022	15/09/2022	32390	BANKLINE	BANKL01	111.70	0.00	111.70	6975	31	111.70	Sep bank chgs
22/09/2022	SI54890	32386	BLACHERE	BLA001	1,003.00	200.60	1,203.60	6490	32	1,003.00	xmas lights
02/09/2022	3457344	32323	BOOKER	BOOK001	-8.59	0.00	-8.59	6500	28	-8.59	goods for resale
02/09/2022	3580169	32324	BOOKER	BOOK001	277.02	33.78	310.80	6010	28	15.98	cleaning eq
								6500	28	261.04	goods for resale
02/09/2022	3580170	32322	BOOKER	BOOK001	73.04	9.88	82.92	6500	28	43.19	goods for resale
								6010	28	4.79	cleaning eq
								6505	28	25.06	consumables
27/09/2022	2327	32407	BOURNE SPORT	BOU002	6,400.00	1,280.00	7,680.00	9046	91	6,400.00	top dressing
13/09/2022	1278016787	32299	BOUYGUES	BOU003	12,404.20	2,480.84	14,885.04	5410	44	12,404.20	painting of lampposts
12/09/2022	SVO/365624	32428	BREWERS	BREW001	51.62	10.32	61.94	5410	28	51.62	painting equip
17/09/2022	M139CE	32358	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	Sep phone chgs
15/09/2022	INV293570	32426	BROXAP	BROX001	154.00	30.80	184.80	5120	21	154.00	football net
06/09/2022	06SEPTEMBER2022	32355	CANTERBURY COUNCIL	CAN002	100.00	0.00	100.00	6433	42	100.00	Mayor attend Murder Mystery
26/09/2022	7837681	32416	CASTLE WATER	CAS002	443.54	0.00	443.54	6014	33	443.54	water chg Aug22-Jan23
07/09/2022	7787519	32354	CASTLE WATER	CAS005	630.91	79.40	710.31	5025	21	630.91	water chg Mar22-Dec22
22/08/2022	7699131	32417	CASTLE WATER	CAS010	2,465.88	493.18	2,959.06	6014	30	2,465.88	water chg Mar-Dec22
13/07/2022	2160	32412	A CHAILI	CHAI001	70.00	0.00	70.00	5020	29	70.00	inlet valve

Purchase Ledger for Month No 6

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
01/09/2022	3559	32278	CJS PLANTS	CJS001	2,550.38	510.08	3,060.46	6865	26	2,550.38	Aug floral maint
23/09/2022	168380	32397	HW COLDBREATH	COL003	77.33	0.00	77.33	6500	30	77.33	goods for resale
06/09/2022	152121	32328	CONNECTAPHONE	CON001	411.28	82.26	493.54	6101	36	47.05	Aug telephone chg
								6101	30	73.86	Aug telephone chg
								6101	21	11.59	Aug telephone chg
								6101	22	17.11	Aug telephone chg
								6101	31	261.67	Aug telephone chg
31/08/2022	INV320252	32347	COUNTRY STYLE RECYCL	COU001	22.47	4.49	26.96	6935	36	22.47	Aug glass collection chg
31/08/2022	INV320255	32306	COUNTRY STYLE RECYCL	COU001	80.44	16.09	96.53	6935	29	80.44	aug glass collection
30/09/2022	#2121291022	32400	THE CREATION STATION	CRE003	500.00	0.00	500.00	6900	30	500.00	2 childrens workshops
09/08/2022	974798	32359	ERNEST DOE	DOE001	28.32	5.66	33.98	5525	21	28.32	sisis belt
15/08/2022	975006	32360	ERNEST DOE	DOE001	178.98	35.79	214.77	5525	21	178.98	sisis belt, pulleys
06/09/2022	02644396	32349	ECOTRICITY	ECO002	189.06	9.45	198.51	6010	41	189.06	Aug electric chg
06/09/2022	STC001	32411	EDWARDS AND LONG	EDD004	1,593.00	0.00	1,593.00	5070	21	893.00	Tree work
								6802	22	700.00	Tree work
01/09/2022	000013097495	32353	EDF ENERGY	EDF002	718.05	143.60	861.65	6011	36	718.05	Aug electric chg
01/09/2022	000013136751	32356	EDF ENERGY	EDF003	34.31	1.72	36.03	6010	60	34.31	Aug electric chg
01/09/2022	0003805534	32280	ELITE	EFS001	148.49	14.85	163.34	6500	28	148.49	goods for resale
07/09/2022	0003809338	32311	ELITE	EFS001	82.14	0.00	82.14	6500	30	82.14	goods for resale
14/09/2022	0003813566	32373	ELITE	EFS001	140.52	0.00	140.52	6500	28	140.52	goods for resale
26/09/2022	0003819906	32403	ELITE	EFS001	105.48	0.00	105.48	6500	30	105.48	goods for resale
24/08/2022	SV317137	32410	ELS	ELS001	42.35	8.47	50.82	5410	28	42.35	light repair eq
25/08/2022	SV317241	32409	ELS	ELS001	0.40	0.08	0.48	5410	28	0.40	light hanger
02/09/2022	SV317858	32304	ELS	ELS001	10.37	2.07	12.44	5410	29	10.37	sockets
06/09/2022	SV318108	32366	ELS	ELS001	2.00	0.40	2.40	5010	21	2.00	cable
10/09/2022	SV318405	32429	ELS	ELS001	115.11	23.02	138.13	5010	29	115.11	cable
01/09/2022	75505	32365	ATLAS FM/EMPRISE SVS	EMP001	445.10	89.02	534.12	6932	21	445.10	sep lock up chg
01/09/2022	75506	32364	ATLAS FM/EMPRISE SVS	EMP001	1,113.30	222.66	1,335.96	5311	21	1,113.30	Sep lock up chg
01/09/2022	75507	32363	ATLAS FM/EMPRISE SVS	EMP001	742.50	148.50	891.00	5311	21	742.50	Sep lock up chg

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Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
27/09/2022	30229	32406	GEER	GEER001	130.50	26.10	156.60	5410	33	130.50	boiler repair
31/08/2022	05/110488	32369	GREENHAM	GREE001	250.38	50.07	300.45	5310	21	250.38	sacks,posts,clips,plates
31/08/2022	10792	32423	HARDWARE CENTRE	HARD001	140.38	28.07	168.45	5410	23	54.92	Hardware bits
								5410	28	15.21	Hardware bits
								5525	21	70.25	Hardware bits
31/08/2022	84637	32325	HERBERT & WARD	HAW001	298.00	59.60	357.60	5410	28	298.00	coffee machine service
08/09/2022	84711	32326	HERBERT & WARD	HAW001	183.00	9.60	192.60	6500	28	183.00	goods for resale
23/09/2022	84861	32379	HERBERT & WARD	HAW001	220.45	16.19	236.64	6500	28	139.50	coffee
								6505	28	80.95	coffee cups,lids
21/09/2022	84872	32404	HERBERT & WARD	HAW001	128.00	9.60	137.60	6505	30	48.00	cafe consumables
								6500	30	80.00	goods for resale
31/08/2022	18502	32357	HELIOCENTRIX	HELI001	1,914.52	382.90	2,297.42	6240	31	1,090.28	Aug IT support chg
								6242	31	824.24	Aug office 365 chg
31/08/2022	T2468	32330	HELIOCENTRIX	HELI001	293.00	58.60	351.60	6101	31	141.50	Aug wifi chg
								6105	41	141.50	Aug wifi chg
								6105	22	10.00	Aug wifi chg
31/08/2022	0280695	32312	HOLLYBUSH LAUNDRY	HOL002	60.00	0.00	60.00	6013	36	60.00	tablecloth laundry
01/09/2022	INV-2449	32279	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	planning tracker support
15/09/2022	8562	32413	KALC	KALC	-50.00	-10.00	-60.00	6710	31	-50.00	course credit
29/09/2022	4702418359	32414	KALC	KALC	50.00	10.00	60.00	6710	31	50.00	chairman conference for Cllr.S
29/09/2022	4702453679	32415	KALC	KALC	50.00	10.00	60.00	6710	31	50.00	Advanced planning for Cllr.S
30/09/2022	4712899709	32398	KALC	KALC	50.00	10.00	60.00	6710	31	50.00	Planning event ticket x 1
16/09/2022	1006519	32389	KALL KWIK	KALL001	62.00	12.40	74.40	6200	50	62.00	30 silent disco posters
09/09/2022	14085168	32302	KCC KCS	KCC003	62.51	12.50	75.01	6200	31	8.94	stationery
								6013	36	53.57	cleaning eq
05/09/2022	14080371	32310	KCC KCS	KCC003	108.16	21.63	129.79	6013	22	108.16	cleaning eq
08/09/2022	14083880	32301	KCC KCS	KCC003	40.73	8.15	48.88	6200	31	23.84	stationery
								6200	36	1.95	stationery
								6013	30	14.94	cleaning eq

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Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/09/2022	I4086143	32300	KCC KCS	KCC003	23.85	4.77	28.62	6240	31	23.85	3 USB sticks
11/09/2022	I4086144	32303	KCC KCS	KCC003	11.85	2.37	14.22	6013	36	11.85	cleaning eq
15/09/2022	I4089219	32329	KCC KCS	KCC003	170.23	34.05	204.28	6010	33	170.23	cleaning eq
27/09/2022	I4095483	32419	KCC KCS	KCC003	55.65	11.13	66.78	6240	31	55.65	7 USB sticks
12/09/2022	7769297	32314	KFF	KFF001	163.46	4.92	168.38	6500	30	161.94	goods for resale
								6013	30	1.52	cleaning eq
20/09/2022	7774789	32385	KFF	KFF001	156.55	2.69	159.24	6500	30	156.55	goods for resale
26/09/2022	7779468	32401	KFF	KFF001	158.55	5.22	163.77	6500	30	158.55	goods for resale
09/09/2022	1162091576	32343	KONICA MINOLTA	KMB001	411.10	82.22	493.32	6200	31	411.10	print chgs 19.06-18.09
20/09/2022	1162184830	32420	KONICA MINOLTA	KMB001	215.49	43.10	258.59	6240	31	215.49	bizhub C558 - 19/9-18/12
03/08/2022	3RDAUGUST2022	32405	KNOBBLY KNEES	KNO001	120.00	0.00	120.00	6865	26	120.00	24 cupcakes
09/08/2022	04273GR	32430	LOCUM LOCKS	LOC003	683.14	136.62	819.76	5020	29	683.14	toilet door repair
21/09/2022	40115802	32387	LOCAL GOVERNMENT ASS	LOC005	230.00	46.00	276.00	6320	31	230.00	RFO Employer Role training
23/09/2022	134531	32378	MANAGED TECHNOLOGY	MAN002	136.03	27.21	163.24	6200	31	136.03	print chgs
22/07/2022	1747REV	32374	MICBEX	MIC001	-100.00	-20.00	-120.00	5410	36	-100.00	invoice reversal
05/09/2022	408434	32388	NATIONAL LEAFLET CO	NAT010	2,064.00	0.00	2,064.00	6200	31	2,064.00	Town Crier print chgs
26/09/2022	408437	32422	NATIONAL LEAFLET CO	NAT010	781.33	156.27	937.60	6210	31	781.33	Town Crier delivery
28/08/2022	UKSPS00088866	32391	NEXUDUS SL	NEX001	95.36	19.07	114.43	6900	41	95.36	Hub Aug booking chg
28/09/2022	UKSPS00090996	32421	NEXUDUS SL	NEX001	95.44	19.09	114.53	6900	41	95.44	Oct booking chg
09/09/2022	22155	32345	NFCF	NFCF001	10.00	0.00	10.00	6720	22	10.00	'Saving Cemeteries' book
01/09/2022	25447030	32380	NISBETS	NIS001	32.98	6.59	39.57	5500	28	32.98	cake stand x 2
01/09/2022	25447031	32402	NISBETS	NIS001	5.73	1.14	6.87	5500	30	5.73	cake stand x 1
07/09/2022	25479125	32331	NISBETS	NIS001	68.97	13.79	82.76	5500	31	22.99	kettle x 1
								5500	36	45.98	kettle x 2
16/09/2022	25531052	32383	NISBETS	NIS001	104.63	20.92	125.55	6013	30	31.32	cleaning equip
								6505	30	27.74	cafe consumables
								5500	30	45.57	kitchen eq
20/09/2022	25542140	32384	NISBETS	NIS001	11.84	2.36	14.20	5500	30	11.84	wire baskets
12/09/2022	IN04756844	32321	NPOWER	NPO002	346.99	69.40	416.39	6862	26	346.99	Aug electric chg

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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	
28/09/2022	28SEP22ANN	32394	ONECARD	ONE002	2,964.06	346.08	3,310.14	5500	30	66.60	4 pack of ramakins
								5500	30	7.08	frying pan
								5500	30	17.50	cake mould
								5500	31	83.34	2 x 10 A4 frames
								5500	41	59.92	4 door closers
								6500	30	66.98	goods for resale
								6500	28	55.71	goods for resale
								6500	28	57.70	goods for resale
								6500	50	41.46	goods for resale
								6500	30	74.64	goods for resale
								6500	28	97.50	goods for resale
								6500	28	56.02	goods for resale
								6500	30	71.64	goods for resale
								6500	28	17.04	goods for resale
								6500	28	48.91	goods for resale
								6500	28	8.37	goods for resale
								6500	28	36.70	goods for resale
								6500	30	9.67	goods for resale
								6500	30	103.70	goods for resale
								6500	30	-2.04	goods for resale credit
								6500	28	6.83	goods for resale
								6500	28	60.16	goods for resale
								6500	28	20.83	goods for resale
								6500	28	41.30	goods for resale
								6500	30	11.87	goods for resale
								6500	30	88.38	goods for resale
								6500	28	46.45	goods for resale
								6500	28	57.12	goods for resale
								6500	50	43.70	goods for resale

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Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	50	19.00	goods for resale
								6500	30	139.68	goods for resale
								6500	28	51.50	goods for resale
								6104	21	5.00	o/s team ipad
								6104	21	5.00	RG mob
								6104	36	8.34	KW mob
								6104	21	5.00	o/s ipad
								6104	33	8.34	caretaker mob
								6104	21	8.34	NC mob
								6104	36	8.34	KW mob
								6200	31	15.13	sticky labels - 5 sheets
								6630	11	3.00	Title plan view
								6630	11	3.00	Title plan view
								6630	11	6.00	Title deed & plan
								6630	11	3.00	Title plan view
								6013	30	1.95	cleaning eq
								6013	30	2.08	cleaning eq
								6013	36	19.98	cleaning eq
								6013	30	10.61	cleaning 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
								6460	40	12.00	facebook advertising
								6460	40	12.00	facebook advertising
								6730	31	79.00	Amazon Prime subs
								6320	31	585.00	PAT training 3 staff
								6010	28	2.92	cleaning eq
								6010	28	6.25	cleaning eq

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Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6010	28	1.67	cleaning eq
								6101	31	16.67	LL ipad
								6410	31	5.00	2 sports whistles
								6635	30	26.83	Accoustic planning app
								6635	30	116.00	Accoustic planning app
								6900	30	11.66	10 volunteer card holders
								6002	23	10.95	tape measure
								5410	31	11.99	double sided tape
								6922	33	285.68	fire safety eq
								6952	33	15.76	caretaker work boots
								6505	28	4.46	cafe consumables
28/09/2022	28SEP22LIN	32395	ONECARD	ONE002	105.11	1.37	106.48	6710	31	74.30	conference train ticket
								6710	31	6.83	conference parking chg
								6410	31	23.98	collarette x 1
28/09/2022	28SEP22ROS	32396	ONECARD	ONE002	506.50	21.50	528.00	5500	50	107.50	folding football table
								6210	31	299.00	postage stamp sheets
								6210	31	100.00	Drop & Go card top up
09/09/2022	SIN048456	32371	ONLINE PLAYGROUNDS	ONP001	206.67	41.33	248.00	5310	21	206.67	primer, rubber, binder
31/08/2022	135480	32370	PEAR TECHNOLOGY	PEA002	85.00	17.00	102.00	6240	22	85.00	Cemetery map maint ann fee
11/08/2022	SB07372	32333	PKF	PKF001	2,400.00	480.00	2,880.00	6610	31	2,400.00	Audit fees
04/09/2022	00002976949-053	32350	PLUSNET	PLUS01	28.03	5.61	33.64	6101	28	28.03	Sep telephone chgs
04/09/2022	00003028653-053	32346	PLUSNET	PLUS01	49.80	9.96	59.76	6101	50	49.80	Sep telephone chgs
03/09/2022	00003028673-053	32348	PLUSNET	PLUS01	21.19	4.24	25.43	6101	22	21.19	Sep telephone chg
01/09/2022	201553	32320	PREMIER ALARMS	PREM001	313.45	62.69	376.14	6930	36	313.45	An security system maint
11/05/2022	CORRECTION	32296	PREMIER ALARMS	PREM001	-1,041.00	0.00	-1,041.00	9004	91	-1,041.00	Intruder alarm installation
11/05/2022	PRE5391A	32297	PREMIER ALARMS	PREM001	867.50	173.50	1,041.00	9004	91	867.50	Intruder alarm installation
02/09/2022	2076608	32289	SDC	SDC001	3,336.24	0.00	3,336.24	5421	60	2,153.77	Sep market rent
								5420	60	1,182.47	Sep market rent
22/09/2022	2077017	32418	SDC	SDC001	570.00	0.00	570.00	6635	31	570.00	Town Centre premises Lic

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Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
12/09/2022	2076736	32344	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	bin collection chg 15/08-11/09
12/09/2022	2076841	32336	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	bin collection chg 15/08-11/09
12/09/2022	2076842	32340	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	bin collection chg 15/08-11/09
12/09/2022	2076843	32338	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	bin collection chg 15/08-11/09
12/09/2022	2076850	32339	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	bin collection chg 15/08-11/09
12/09/2022	2076851	32337	SDC DIRECT SERVICES	SDC002	211.80	0.00	211.80	6935	28	211.80	bin collection chg 15/08-11/09
01/09/2022	9303516294	32335	SETON	SET001	250.25	50.05	300.30	6922	31	250.25	Health & Safety sings
07/09/2022	9303518514	32334	SETON	SET001	471.32	94.26	565.58	6922	31	471.32	Health & Safety sings
16/09/2022	GAC48196	32427	SETYRES	SETY001	29.17	5.83	35.00	6001	60	29.17	new tyre
08/04/2022	15885	32367	SEV MOWERS	SEV006	149.99	30.00	179.99	6952	21	149.99	chainsaw boots
06/05/2022	16070	32368	SEV MOWERS	SEV006	70.00	14.00	84.00	5525	21	70.00	chainsaw service
30/09/2022	579000470	32399	SEVENOAKS FLORIST	SEV009	150.00	30.00	180.00	6900	31	150.00	Queen floral tribute
12/09/2022	16/09/22	32341	SEV THREE ARTS	SEV026	600.00	0.00	600.00	7552	38	600.00	Grant Award to STAF
18/08/2022	87142	32424	SGE	SGE001	5.50	1.10	6.60	5410	22	5.50	10 bolts
23/08/2022	87196	32362	SGE	SGE001	11.90	2.38	14.28	5410	21	11.90	clip, bolt,nut,washer
31/08/2022	87285	32361	SGE	SGE001	21.68	4.33	26.01	5120	21	21.68	nuts, bolts, washers
28/08/2022	10335107	32307	SHELL	SHEL001	54.41	10.88	65.29	5700	21	54.41	fuel
04/09/2022	10399370	32425	SHELL	SHEL001	110.49	22.10	132.59	5700	21	82.89	fuel
								5700	22	27.60	fuel
18/09/2022	10498779	32408	SHELL	SHEL001	98.03	19.61	117.64	5700	22	24.68	fuel
								5700	21	73.35	fuel
06/09/2022	0102	32316	SSE	SSE006	66.75	3.33	70.08	6010	22	66.75	Aug electric chg
06/09/2022	0043	32315	SSE	SSE008	508.42	101.68	610.10	6011	30	508.42	Aug electric chg
06/09/2022	0017	32318	SSE	SSE013	33.12	1.65	34.77	6012	36	33.12	Aug gas chg
06/09/2022	0013A	32317	SSE	SSE014	74.45	3.72	78.17	6012	30	74.45	Aug gas chg
09/09/2022	0022	32319	SSE	SSE016	30.77	1.53	32.30	6861	26	30.77	16/06-08/09 electric chg
31/08/2022	9967	32305	STREETMASTER	STREE001	744.11	148.82	892.93	5050	21	744.11	bench
02/09/2022	42682	32277	TAYWELL	TAY001	42.00	8.40	50.40	6500	28	42.00	goods for resale
01/09/2022	230822	32393	THEATRE 2 U	THE001	2,800.00	0.00	2,800.00	6869	32	2,800.00	4 Vine Ground performances

Purchase Ledger for Month No 6

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
14/09/2022	213368	32342	TUTOR CARE	TUT001	595.00	119.00	714.00	6320	31	595.00	first aid training
10/09/2022	2262	32313	ULTRALITE	ULTRA001	330.00	66.00	396.00	6461	31	330.00	2 Stag Take Over banners
31/08/2022	148334	32309	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.79	Aug cleaning & lock up chg
								5026	21	227.79	Aug cleaning & lock up chg
								5025	21	683.39	Aug cleaning & lock up chg
								5020	29	683.42	Aug cleaning & lock up chg
31/08/2022	148335	32308	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	Aug hygiene unit clean
								5025	21	12.94	Aug hygiene unit clean
								5020	29	12.95	Aug hygiene unit clean
23/05/2022	0000817873	32431	WICKSTEED LEISURE	WICK001	825.00	165.00	990.00	5310	21	825.00	11 playground inspections
30/06/2022	0000818283	32372	WICKSTEED LEISURE	WICK001	42,866.00	8,573.20	51,439.20	9014	91	42,866.00	playground equipment
31/08/2022	221443662	32377	WORLDPAY	WOR001	58.29	9.85	68.14	6976	31	58.29	Aug card trans chgs
31/08/2022	221451236	32392	WORLDPAY	WOR001	163.44	17.24	180.68	6976	28	163.44	Aug credit card chgs
31/08/2022	221452557	32375	WORLDPAY	WOR001	86.93	11.07	98.00	6976	30	86.93	Aug card trans chgs
31/08/2022	221587048	32376	WORLDPAY	WOR001	7.42	0.03	7.45	6976	31	7.42	Aug card trans chgs
01/09/2022	WM11901149	32351	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Sep card chgs
TOTAL INVOICES					<u>109,527.64</u>	<u>18,647.92</u>	<u>128,175.56</u>			<u>109,527.64</u>	

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/10/2022	7/10/2022	32443	ABLE DECORATORS	ABL002	2,445.00	0.00	2,445.00	6002	23	2,445.00	Replacement door QH Trading.C
29/09/2022	29/09/22	32457	AMEX	AME001	0.41	0.08	0.49	6976	31	0.41	credit card chg
09/09/2022	4502	32440	AM WALLS LTD	AMW001	335.00	67.00	402.00	5410	36	335.00	An acoustic wall maint yr1/3
05/08/2022	SB/2022/21	32533	ANTONY POLLERO PAYNE	ANT002	240.00	0.00	240.00	6868	29	240.00	Chirdren play area entertain
30/09/2022	82504	32451	ATCM	ATCM01	570.00	114.00	684.00	6730	40	570.00	ATCM subs 2022/23
17/10/2022	17/10/2022	32552	BANKLINE	BANKL01	90.20	0.00	90.20	6975	31	90.20	bank chgs
12/10/2022	SI55049	32485	BLACHERE	BLA001	205.90	41.18	247.08	6490	32	205.90	3 string lights
22/09/2022	3580738	32484	BOOKER	BOOK01	187.21	5.13	192.34	6500	28	174.93	goods fo resale
								6505	28	12.28	cafe consumables
13/10/2022	3581341	32534	BOOKER	BOOK01	154.09	2.24	156.33	6500	28	154.09	goods for resale
13/10/2022	3581348	32535	BOOKER	BOOK01	10.96	0.00	10.96	6500	28	10.96	goods for resale
17/10/2022	219434	32499	BOURNE SPORT	BOU002	566.00	113.20	679.20	5120	21	566.00	surrey loam x 8
17/10/2022	M140II	32492	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	Oct telephone chg
28/09/2022	7882798	32450	CASTLE WATER	CAS003	163.49	0.00	163.49	6014	29	163.49	water chg Aug-Jan23
10/10/2022	7929316	32474	CASTLE WATER	CAS010	95.50	0.00	95.50	6014	30	95.50	Sept water chg
01/10/2022	3588	32432	CJS PLANTS	CJS001	750.00	150.00	900.00	6865	26	750.00	Oct floral maint
17/10/2022	168491	32528	HW COLDBREATH	COL003	77.20	0.00	77.20	6500	30	77.20	goods for resale
18/10/2022	INV-2969	32536	COMMERCIAL PRESSURE	COM003	25.00	5.00	30.00	6010	28	25.00	window cleaning
07/10/2022	152213	32479	CONNECTAPHONE	CON001	377.49	75.50	452.99	6101	36	47.68	Sep telephone chg
								6101	30	73.57	Sep telephone chg
								6101	21	18.70	Sep telephone chg
								6101	30	13.99	Sep telephone chg
								6101	22	15.20	Sep telephone chg
								6101	31	208.35	Sep telephone chg
30/09/2022	INV328504	32516	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	sep glass collection
30/09/2022	INV329457	32454	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Sep glass collection
12/10/2022	480	32490	D AND G CONSTRUCTION	DAG001	4,210.00	842.00	5,052.00	9053	91	4,210.00	Victorian tiling seating area
04/10/2022	13136	32551	STREETLIGHTS	DIR001	8.00	1.60	9.60	6862	26	8.00	Harrison Way light replacement

Purchase Ledger for Month No 7

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
06/10/2022	13137	32557	STREETLIGHTS	DIR001	8,607.00	1,721.40	10,328.40	6862	26	8,607.00	Wildernesse A - 7 lanterns
13/10/2022	13141	32527	STREETLIGHTS	DIR001	8.00	1.60	9.60	6862	26	8.00	light replaced Woodside Rd
14/10/2022	13145	32526	STREETLIGHTS	DIR001	116.75	23.35	140.10	6862	26	116.75	light replaced Clockhouse Lane
20/10/2022	13236	32502	STREETLIGHTS	DIR001	1,411.84	282.37	1,694.21	6862	26	1,411.84	St lighting maint pymnt 2/2
06/10/2022	02754529	32456	ECOTRICITY	ECO002	443.18	88.64	531.82	6010	41	443.18	Sep electric chg
03/10/2022	000013367803	32466	EDF ENERGY	EDF002	777.88	155.58	933.46	6011	36	777.88	Sep electric chg
03/10/2022	000013332523	32472	EDF ENERGY	EDF003	34.39	1.72	36.11	6010	60	34.39	Sep electric chg
30/09/2022	000013339072	32461	EDF ENERGY	EDF004	211.50	42.30	253.80	6010	41	211.50	Sep electric chg
05/10/2022	000013413068	32462	EDF ENERGY	EDF004	-211.50	-42.30	-253.80	6010	41	-211.50	Sep electric credit
12/10/2022	0003829627	32480	ELITE	EFS001	93.79	5.18	98.97	6500	30	93.79	goods for resale
21/10/2022	SV322029	32545	ELS	ELS001	4.06	0.81	4.87	5410	28	4.06	2 light bulbs
01/10/2022	76617	32504	ATLAS FM/EMPRISE SVS	EMP001	445.10	89.02	534.12	6932	22	445.10	Oct lock up chgs
01/10/2022	76618	32506	ATLAS FM/EMPRISE SVS	EMP001	1,150.41	230.08	1,380.49	5311	21	1,150.41	Pontoise Oct lock up chg
01/10/2022	76619	32505	ATLAS FM/EMPRISE SVS	EMP001	767.25	153.45	920.70	5311	21	767.25	Oct H.Street lock up chg
21/10/2022	1073653	32548	EXPRESS FACTORS	EXPR001	4.91	0.98	5.89	5550	21	4.91	bolts
18/10/2022	18/10/22	32520	MAYOR OF FAVERSHAM	FAV001	55.00	0.00	55.00	6437	42	55.00	Faversham Kent Police tour
03/10/2022	71	32517	K M FINCH	FINC001	250.00	50.00	300.00	5010	29	250.00	railing repair
03/10/2022	3958/9329/3	32503	FLASHPARK	FLASH001	456.00	91.20	547.20	5317	21	456.00	warning signs rental
18/10/2022	MF/STC/947	32524	FOUR FRY'S LTD	FOU002	550.00	110.00	660.00	6323	40	550.00	show guide design
14/10/2022	INV515936	32507	GAZA TIMBER	GAZA001	133.06	26.61	159.67	5010	29	133.06	fencing
14/10/2022	INV515937	32501	GAZA TIMBER	GAZA001	87.08	17.41	104.49	5410	21	87.08	plywood sheets
18/10/2022	18/10/22	32522	MAYOR OF GRAVESHAM	GRA003	54.00	0.00	54.00	6437	42	54.00	Gravesham Chinese meal
30/09/2022	10808	32498	HARDWARE CENTRE	HARD001	11.23	2.24	13.47	5410	21	4.99	hardware bits
								5500	28	6.24	hardware bits
03/10/2022	85016	32441	HERBERT & WARD	HAW001	276.00	0.00	276.00	6500	30	276.00	goods for resale
30/09/2022	18613	32458	HELIOCENTRIX	HELI001	1,914.05	382.81	2,296.86	6240	31	1,089.81	Sep IT support
								6242	31	824.24	Sep office 365
30/09/2022	T2498	32438	HELIOCENTRIX	HELI001	402.74	80.55	483.29	6101	21	81.32	Sep wifi chg
								6101	31	141.50	Sep wifi chg

Purchase Ledger for Month No 7

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	21	28.42	Sep wifi chg
								6105	41	141.50	Sep wifi chg
								6105	22	10.00	Sep wifi chg
01/10/2022	INV-2474	32433	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	Oct planning tracker support
12/10/2022	PSI09568	32486	INVESTORS IN PEOPLE	INV002	1,906.50	381.30	2,287.80	6321	31	1,906.50	IIP Assessment
05/10/2022	4763122579	32436	KALC	KALC	60.00	12.00	72.00	6710	31	60.00	RFO conference ticket
20/04/2022	1006182	32476	KALL KWIK	KALL001	79.00	0.00	79.00	6200	50	79.00	HITB flyers x 1000
06/10/2022	1006564	32459	KALL KWIK	KALL001	258.00	51.60	309.60	5500	31	129.00	Aluminium entrance sign
								5500	41	129.00	Aluminium entrance sign
12/10/2022	1006593	32529	KALL KWIK	KALL001	289.00	0.00	289.00	6323	40	289.00	Business Show guides
06/10/2022	14101373	32453	KCC KCS	KCC003	103.86	20.77	124.63	6900	31	7.90	batteries
								6200	31	95.96	stationery
07/10/2022	14102244	32455	KCC KCS	KCC003	29.98	6.00	35.98	6010	33	29.98	toilet roll
12/10/2022	14104418	32477	KCC KCS	KCC003	379.90	75.98	455.88	5500	31	379.90	10 stacking chairs
12/10/2022	14104419	32478	KCC KCS	KCC003	55.91	11.18	67.09	6900	31	3.95	batteries
								6010	33	51.96	cleaning eq
16/10/2022	14106962	32508	KCC KCS	KCC003	12.99	2.60	15.59	5210	22	12.99	toilet roll dispenser
26/10/2022	14111418	32544	KCC KCS	KCC003	26.79	5.36	32.15	6013	22	10.99	cleaning eq
								6935	21	15.80	refuse sacks
20/09/2022	7776331	32481	KFF	KFF001	-15.83	0.00	-15.83	6323	40	-15.83	food credit
03/10/2022	7784934	32442	KFF	KFF001	184.92	0.00	184.92	6500	30	184.92	goods for resale
10/10/2022	7790599	32482	KFF	KFF001	286.51	0.88	287.39	6323	40	286.51	food
11/10/2022	7791793	32483	KFF	KFF001	10.72	0.00	10.72	6323	40	10.72	food
17/10/2022	7796479	32530	KFF	KFF001	15.94	0.00	15.94	6500	30	15.94	goods for resale
17/10/2022	7796480	32531	KFF	KFF001	168.96	7.69	176.65	6500	30	168.96	goods for resale
20/10/2022	7799648	32532	KFF	KFF001	128.83	5.97	134.80	6500	30	128.83	goods for resale
16/09/2022	113814	32543	LANDSCAPE SUPPLY CO	LAND001	118.21	23.64	141.85	6952	21	101.31	safety boots, gloves
								5410	21	16.90	barrier tape
07/10/2022	114426	32519	LANDSCAPE SUPPLY CO	LAND001	112.25	22.44	134.69	6952	21	17.92	boots, clothes

Purchase Ledger for Month No 7

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
								6952	36	94.33	ear defenders
26/10/2022	115014	32547	LANDSCAPE SUPPLY CO	LAND001	123.87	24.77	148.64	6952	21	61.51	work boots
								5500	21	62.36	rake, fork
04/10/2022	2022/910	32437	LISTENING ROOM	LIST001	150.00	0.00	150.00	6868	29	150.00	Vegan market music
17/10/2022	17OCTOBER2022	32488	MARGATE COUNCIL	MAR003	40.00	0.00	40.00	6437	42	40.00	Margate Tour Hornby Hobbies
26/10/2022	0000710518	32550	MAWS FINE FOODS	MAW001	56.82	0.00	56.82	6500	28	56.82	goods for resale
18/10/2022	18OCTOBER2022	32491	MICBEX	MIC001	35.00	7.00	42.00	5410	36	35.00	oven repair
13/10/2022	1533	32473	MICBEX	MIC001	100.00	20.00	120.00	5410	36	100.00	Gas oven repair
18/10/2022	1580	32496	MICBEX	MIC001	251.65	50.33	301.98	5410	36	251.65	gas oven repair
26/09/2022	408433	32434	NATIONAL LEAFLET CO	NAT010	176.46	35.29	211.75	6210	31	176.46	Town Crier delivery
19/10/2022	25709052	32497	NISBETS	NIS001	234.99	46.99	281.98	5026	21	234.99	baby changer
21/10/2022	25723966	32558	NISBETS	NIS001	73.54	14.70	88.24	5500	30	33.57	jars, cake dome
								6013	30	5.99	cleaning eq
								6505	30	33.98	napkins, baking paper
05/10/2022	IN04862546	32467	NPOWER	NPO002	355.94	71.19	427.13	6862	26	355.94	Sep electric chg
28/10/2022	26OCT22ANN	32569	ONECARD	ONE002	2,541.41	283.48	2,824.89	6320	31	90.00	Legionella training course
								5500	33	128.32	key cabinet & wire detector
								5500	33	41.66	5 traffic cones
								5500	31	41.42	label printing machine
								5500	36	12.49	fire lighters
								5500	30	48.90	sandwich board
								5500	36	54.16	10ltr water boiler
								5500	50	8.32	thermometer
								5500	31	66.64	2 wire detectors
								6437	42	-55.08	cancelled movie theme night
								6104	21	5.00	o/s team ipad
								6104	36	8.34	B&B.C Caretaker mob
								6104	21	5.00	RG mob
								6104	36	8.34	KW mob

Purchase Ledger for Month No 7

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 mob
								6104	21	5.00	o/s ipad
								6104	21	9.16	TW phone charger
								6104	33	8.34	caretaker mob
								6104	36	8.34	KW mob
								6922	31	57.90	10 fire log books
								6922	33	69.75	2 carbon monoxide testers
								6922	33	134.97	fire safety eq
								6922	33	14.00	4 extinguisher signs
								6922	33	46.50	2 carbon monoxide alarms
								6922	33	19.48	4 fire blanket signs
								6922	33	82.82	fire extinguishers & signs
								6240	11	10.95	Acrobat Standard lic
								6240	50	16.64	Adobe Illustrator - HITB
								6240	31	24.99	keyboard and mouse
								6240	31	12.64	Acrobat pro DC
								6240	40	41.62	Creative Cloud subs
								6500	50	17.73	goods for resale
								6500	50	43.19	goods for resale
								6500	28	10.25	goods for resale
								6500	28	142.48	goods for resale
								6500	50	8.75	goods for resale
								6500	50	33.99	goods for resale
								6500	30	89.46	goods for resale
								6500	30	5.67	goods for resale
								6500	30	-6.90	goods for resale credit
								6500	28	54.67	goods for resale
								6500	30	86.60	goods for resale
								6500	30	7.08	goods for resale

Purchase Ledger for Month No 7

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	125.31	goods for resale
								6500	30	-7.30	goods for resale credit
								6500	28	1.04	goods for resale
								6500	28	28.01	goods for resale
								6500	30	142.50	goods for resale
								6500	28	50.50	goods for resale
								6500	50	79.82	goods for resale
								6500	50	41.50	goods for resale
								5410	33	11.99	double sided tape
								5410	21	4.57	extension cable
								5410	36	9.99	gate lock
								5410	36	6.99	gate lock
								5410	33	9.92	label machine tape
								6010	28	3.92	cleaning eq
								6010	33	24.07	cleaning eq
								6010	28	3.33	cleaning eq
								6010	50	8.74	blue roll
								6010	41	9.12	cleaning eq
								6010	33	29.78	cleaning eq
								6010	28	0.96	cleaning eq
								6010	50	0.75	cleaning eq
								6323	40	143.98	2 oaks trees
								6323	40	7.80	facebook advertising
								6101	31	16.67	LL ipad
								6101	22	8.34	AC mob
								6013	30	2.08	cleaning eq
								6013	30	3.33	cleaning eq
								6013	30	3.33	cleaning eq
								6330	31	146.27	refreshments

Purchase Ledger for Month No 7

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	
								6505	28	2.08	cafe consumables
								6505	28	4.17	cafe consumables
								6490	32	36.00	CLSO website subs
								6900	30	7.31	Halloween decs
								6900	30	30.80	Halloween decs
								6900	30	15.82	120 paper cups
28/10/2022	28OCT22LIN	32567	ONECARD	ONE002	428.12	10.81	438.93	5500	50	45.82	video game
								5500	50	-0.02	video game credit
								6415	31	47.00	Flowers for T.D
								6865	26	14.40	Train ticket to awards
								6323	40	25.00	refreshments
								6323	40	1.33	shopping bags
								6900	31	38.00	Train ticket to HOC
								6900	31	6.83	parking
								7555	38	7.00	Train ticket to HOC
								6330	31	210.76	HOC visit refreshments
								6330	31	32.00	flower Cllr.L.A
28/10/2022	28OCT22ROS	32568	ONECARD	ONE002	286.28	26.50	312.78	6210	30	27.96	delivery saver
								6210	28	27.96	delivery saver
								6210	50	27.96	delivery saver
								6104	21	132.50	TW phone
								6330	31	69.90	2 coffee bags
21/09/2022	12825	32515	PARKERS	PARK001	102.48	0.00	102.48	5330	21	102.48	grass seed
13/10/2022	12878	32510	PARKERS	PARK001	620.64	0.00	620.64	5330	21	620.64	6 bags of grass seed
14/10/2022	003790	32523	PERFECT CUISINE CATE	PER001	608.00	0.00	608.00	6323	40	608.00	Business Show catering
04/10/2022	00002976949-054	32469	PLUSNET	PLUS01	26.90	5.38	32.28	6101	28	26.90	Oct telephone chg
04/10/2022	00003028653-054	32470	PLUSNET	PLUS01	49.80	9.96	59.76	6101	50	49.80	Oct telephone chg
03/10/2022	00003028673-054	32471	PLUSNET	PLUS01	21.19	4.24	25.43	6101	22	21.19	Oct telephone chg
12/10/2022	SIN2211899	32475	PPL PRS	PPLPRS001	340.09	68.02	408.11	6635	28	340.09	Vine cafe music lic Oct22/23

Purchase Ledger for Month No 7

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
01/10/2022	202255	32452	PREMIER ALARMS	PREM001	464.54	92.91	557.45	6930	28	464.54	An security syst maint
14/10/2022	RS101059	32500	RAWSTONE HIRE	RAW001	105.30	21.06	126.36	5500	21	105.30	scarifier hire
09/09/2022	21762436	32540	RENTOKIL	RENT001	928.96	185.79	1,114.75	6922	30	464.48	Pest control annual maint
								110	0	464.48	Pest control annual maint
09/09/2022	21762437	32539	RENTOKIL	RENT001	928.96	185.79	1,114.75	6922	28	464.48	Pest control annual maint
								110	0	464.48	Pest control annual maint
09/09/2022	21762438	32538	RENTOKIL	RENT001	928.96	185.79	1,114.75	6922	50	464.48	Pest control annual maint
								110	0	464.48	Pest control annual maint
11/10/2022	SM26325	32493	RIALTAS	RIAL001	245.00	49.00	294.00	6300	31	245.00	An Data backup service
11/10/2022	SM26325REV	32537	RIALTAS	RIAL001	-245.00	-49.00	-294.00	6300	31	-245.00	Invoice reversal
10/10/2022	D982	32439	ROYAL BR LEGION	ROYA001	42.99	8.60	51.59	6491	32	42.99	10 Rem Day lampost signs
17/10/2022	22-079	32525	RUSSELL HARPER	RUS001	120.00	24.00	144.00	6323	40	120.00	Business Show photography
05/10/2022	2077172	32435	SDC	SDC001	3,631.85	0.00	3,631.85	5421	60	2,153.77	Oct Market rent
								5420	60	1,478.08	Oct Market rent
17/10/2022	2077605	32495	SDC	SDC001	900.00	0.00	900.00	6889	31	900.00	60 garden waste sacks
10/10/2022	2077302	32487	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	bin collection 12/09-09/10
10/10/2022	2077407	32447	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	bin collection 12/9-9/10
10/10/2022	2077408	32449	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	bin collection 12/9-9/10
10/10/2022	2077409	32446	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	bin collection 12/9-9/10
10/10/2022	2077416	32448	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	bin collection 12/9-9/10
10/10/2022	2077417	32445	SDC DIRECT SERVICES	SDC002	211.80	0.00	211.80	6935	28	211.80	bin collection 12/9-9/10
15/09/2022	9303521734	32541	SETON	SET001	1.81	0.36	2.17	6922	31	1.81	first aid kit bracket
18/10/2022	9303534996	32542	SETON	SET001	180.53	36.11	216.64	6922	31	180.53	fire safety signs
09/08/2022	GAC47607	32518	SETYRES	SETY001	62.50	12.50	75.00	5550	21	62.50	GK70DZA Service
25/09/2022	10553130	32514	SHELL	SHEL001	136.11	27.22	163.33	5700	21	136.11	fuel
02/10/2022	10618889	32513	SHELL	SHEL001	85.52	17.10	102.62	5700	21	59.56	fuel
								5700	22	25.96	fuel
16/10/2022	10723159	32566	SHELL	SHEL001	194.44	38.89	233.33	5700	21	194.44	fuel
23/10/2022	10771824	32549	SHELL	SHEL001	143.47	28.69	172.16	5700	21	143.47	fuel

Purchase Ledger for Month No 7

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
18/10/2022	0048	32564	SSE	SSE003	174.69	8.73	183.42	5020	29	174.69	electric chg 16/06-01/10
29/09/2022	0053	32465	SSE	SSE004	617.78	123.55	741.33	6010	28	617.78	electric chg 26/5-29/7
18/10/2022	0054	32565	SSE	SSE004	529.95	105.99	635.94	5020	28	529.95	electric chg 30/07-01/10
19/10/2022	0049	32562	SSE	SSE005	-1,404.72	-280.94	-1,685.66	6010	21	-1,404.72	electric credit 12/03-15/06
19/10/2022	0050	32561	SSE	SSE005	627.19	125.43	752.62	6010	21	627.19	electric chg 12/03-15/6
19/10/2022	0051	32560	SSE	SSE005	637.94	127.58	765.52	6010	21	637.94	electric chg 16/06-01/10
13/10/2022	0103	32489	SSE	SSE006	108.49	5.42	113.91	6010	22	108.49	Sep electric chg
18/10/2022	0048	32563	SSE	SSE007	929.78	185.95	1,115.73	5025	21	929.78	electric chg 16/06-01/10
06/10/2022	0044	32464	SSE	SSE008	482.60	96.52	579.12	6011	30	482.60	Sep electric chg
06/10/2022	0018	32460	SSE	SSE013	85.92	4.29	90.21	6012	36	85.92	Sep gas chg
06/10/2022	0014A	32463	SSE	SSE014	68.38	3.41	71.79	6012	30	68.38	Sep gas chg
11/10/2022	5571	32494	STAG	STAG002	234.50	46.90	281.40	6322	40	234.50	technician chg
18/10/2022	18/10/22	32521	MAYOR OF SWALE	SWA003	34.00	0.00	34.00	6437	42	34.00	Swale Quiz Night
25/10/2022	92104	32546	JS TAYLOR	TAYL001	120.00	0.00	120.00	5410	28	120.00	broken light replacement
16/10/2022	SIA138494	32559	REACH PLC	TRM	600.00	120.00	720.00	6323	40	600.00	Chronicle Ad & banner
17/10/2022	17/10/2022	32509	TURNERS GARDEN SERVI	TUR001	595.00	0.00	595.00	5010	29	595.00	horticultural grit 2 bags
30/09/2022	VC/30.09.2022	32444	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	Sep Sat market set up
30/09/2022	148716	32511	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	Sep clean & lock up chg
								5026	21	227.80	Sep clean & lock up chg
								5025	21	683.40	Sep clean & lock up chg
								5020	29	683.39	Sep clean & lock up chg
30/09/2022	148717	32512	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	Sep hygiene unit clean
								5025	21	12.94	Sep hygiene unit clean
								5020	29	12.95	Sep hygiene unit clean
30/09/2022	225667157	32554	WORLDPAY	WOR001	53.50	9.54	63.04	6976	31	53.50	Sep credit card chgs
30/09/2022	225678415	32555	WORLDPAY	WOR001	40.97	0.08	41.05	6976	31	40.97	Sep credit card chgs
30/09/2022	225702362	32556	WORLDPAY	WOR001	88.49	11.91	100.40	6976	30	88.49	Sep credit card chgs
30/09/2022	225827673	32553	WORLDPAY	WOR001	93.51	11.06	104.57	6976	28	93.51	Sep credit card chgs
03/10/2022	WM11947962	32468	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Sep card trans chg

Purchase Ledger for Month No 7

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>
				TOTAL INVOICES	<u>56,495.34</u>	<u>8,200.28</u>	<u>64,695.62</u>			<u>56,495.34</u>	

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List of Payments made between 01/09/2022 and 31/10/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2022	Sevenoaks District Council	DD02/SEP	873.00		September Business Rates
01/09/2022	Sevenoaks District Council	DD03/SEP	2,320.00		September Business Rates
01/09/2022	Sevenoaks District Council	DD04/SEP	459.00		September Business Rates
01/09/2022	Sevenoaks District Council	DD05/SEP	69.00		September Business Rates
01/09/2022	Sevenoaks District Council	DD06/SEP	207.00		September Business Rates
01/09/2022	Sevenoaks District Council	DD07/SEP	324.00		September Business Rates
01/09/2022	Reach Publishing	DD01/SEP	9.53		Sep Sev Chronicle chg
01/09/2022	Payroll A/c	DD1/9	3,599.27		L&G August '22 Tfr
05/09/2022	Shell Account	DD09	290.84		fuel
05/09/2022	NATWEST ONE CARD	DD10	3,522.71		Ann Aug onecard
05/09/2022	SSE-GAS/231618890/Council Offi	DD11	437.50		gas chg 14/05-16/08
05/09/2022	Nexodus S.L	DD08	114.43		Hub Aug booking chg
06/09/2022	BACS P/L Pymnt Page 6095	BACS Pymnt	20,203.90		BACS P/L Pymnt Page 6095
06/09/2022	BACS P/L Pymnt Page 6100	BACS Pymnt	380.54		BACS P/L Pymnt Page 6100
06/09/2022	Petty Cash	001935	304.16		petty cash top up
12/09/2022	Plusnet	DD12	33.64		Sep telephone chgs
12/09/2022	Plusnet	DD13	59.76		Sep telephone chgs
12/09/2022	Plusnet	DD14	25.43		Sep telephone chg
12/09/2022	Shell Account	DD15	65.29		fuel
12/09/2022	American Express Payment Servi	DD16	1.13		Aug credit card chgs
15/09/2022	NatWest Bankline	BLN	111.70		Sep bank chgs
20/09/2022	Connectaphone	DD18	493.54		Aug telephone chg
20/09/2022	Shell Account	DD17	132.59		fuel
21/09/2022	Castle Water/TW6076731323-St J	DD23	39.17		water chg Mar22-Dec22
21/09/2022	Ecotricity	DD24	198.51		Aug electric chg
21/09/2022	WorldPay	DD25	11.94		Sep card chgs
21/09/2022	WorldPay	DD19	98.00		Aug card trans chgs
21/09/2022	WorldPay	DD20	180.68		Aug credit card chgs
21/09/2022	WorldPay	DD21	68.14		Aug card trans chgs
21/09/2022	WorldPay	DD22	7.45		Aug card trans chgs
22/09/2022	Petty Cash	001936	375.04		petty cash top up
23/09/2022	BACS P/L Pymnt Page 6105	BACS Pymnt	89,469.28		BACS P/L Pymnt Page 6105
23/09/2022	EDF Energy - Bat and Ball Cent	DD26	861.65		Aug electric chg
23/09/2022	SSE-GAS/911569468/B&B Centre	DD27	34.77		Aug gas chg
23/09/2022	Southern Electric-481582274/Ce	DD28	70.08		Aug electric chg
23/09/2022	SSE-GAS/571774560/B&B Station	DD29	78.17		Aug gas chg
23/09/2022	Southern Electric-731774430/B&	DD30	610.10		Aug electric chg
23/09/2022	EDF Energy - High Street Marke	DD31	36.03		Aug electric chg
23/09/2022	Payroll A/c	BACS23/9	54,049.13		Monthly Salaries Tfr Sept '22
26/09/2022	Southern Electric-121812498/Pu	DD32	32.30		16/06-08/09 electric chg
26/09/2022	Payroll A/c	BACS26/9	26,366.33		Monthly HMRC/KCC Tfr Sept '22
27/09/2022	BACS P/L Pymnt Page 6114	BACS Pymnt	5,462.69		BACS P/L Pymnt Page 6114
27/09/2022	npower	DD33	416.39		Aug electric chg
28/09/2022	Country Style Recycling	DD34	123.49		Aug glass collection chg
30/09/2022	NatWest Bank	CHG	75.00		NatWest Q2 Bank Charges
03/10/2022	Reach publishing	DD01OCT	9.53		Oct Sev Chronicle subs
03/10/2022	Sevenoaks District Council	DD03OCT	873.00		Oct Business Rates chg

List of Payments made between 01/09/2022 and 31/10/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/10/2022	Sevenoaks District Council	DD04/OCT	2,320.00		Oct Business Rates chg
03/10/2022	Sevenoaks District Council	DD05OCT	459.00		Oct Business Rates chg
03/10/2022	Sevenoaks District Council	DD06OCT	69.00		Oct Business Rates chg
03/10/2022	Sevenoaks District Council	DD07OCT	207.00		Oct Business Rates chg
03/10/2022	Sevenoaks District Council	DD08/SEP	324.00		Oct Business Rates chg
03/10/2022	Shell Account	DD02	117.64		fuel
03/10/2022	NATWEST ONE CARD	DD09	3,944.62		Ros Onecard Sep
04/10/2022	J.S	001937	30.00		Allot key refund
04/10/2022	Payroll A/c	DD4/10	3,687.25		September L&G Tfr
05/10/2022	BACS P/L Pymnt Page 6118	BACS Pymnt	13,056.94		BACS P/L Pymnt Page 6118
05/10/2022	Nexodus S.L	DD10	114.53		Oct booking chg
06/10/2022	Virgin Money	DEPOSIT TF	500,000.00		Virgin Money Deposit Tfr
10/10/2022	Plusnet	DD11	25.43		Oct telephone chg
10/10/2022	Shell Account	DD12	163.33		fuel
11/10/2022	Plusnet	DD13	32.28		Oct telephone chg
11/10/2022	Plusnet	DD14	59.76		Oct telephone chg
12/10/2022	Castle Water/TW2779050389-Vine	DD15	163.49		water chg Aug-Jan23
14/10/2022	BACS P/L Pymnt Page 6125	BACS Pymnt	10,365.02		BACS P/L Pymnt Page 6125
14/10/2022	BACS P/L Pymnt Page 6128	BACS Pymnt	120.00		BACS P/L Pymnt Page 6128
14/10/2022	P.H	BACS14/10	30.00		Allot key refund
14/10/2022	A.L	BACS14-10	15.00		Allot key refund
14/10/2022	American Express Payment Servi	DD16	0.49		credit card chg
14/10/2022	Payroll A/c	Corrs14/10	1,025.00		Corrections Tfrs 14/10
17/10/2022	Shell Account	DD17	102.62		fuel
17/10/2022	Connectaphone	DD18	452.99		Sep telephone chg
17/10/2022	Southern Electric-981648672/Vi	DD19	741.33		electric chg 26/5-29/7
17/10/2022	NatWest Bankline	BLN	90.20		bank chgs
19/10/2022	npower	DD20	427.13		Sep electric chg
19/10/2022	WorldPay	DD21	100.40		Sep credit card chgs
19/10/2022	WorldPay	DD22	104.57		Sep credit card chgs
19/10/2022	WorldPay	DD23	63.04		Sep credit card chgs
19/10/2022	WorldPay	DD24	41.05		Sep credit card chgs
20/10/2022	Petty Cash	001938	323.73		petty cash top up
20/10/2022	Ecotricity	DD25	531.82		Sep electric chg
21/10/2022	J.W	BACS21/10	30.00		Allot key refund
21/10/2022	WorldPay	DD26	11.94		Sep card trans chg
21/10/2022	EDF Energy - High Street Marke	DD27	36.11		Sep electric chg
24/10/2022	BACS P/L Pymnt Page 6129	BACS Pymnt	15,687.05		BACS P/L Pymnt Page 6129
24/10/2022	EDF Energy - Bat and Ball Cent	DD28	933.46		Sep electric chg
24/10/2022	SSE-GAS/911569468/B&B Centre	DD29	90.21		Sep gas chg
24/10/2022	SSE-GAS/571774560/B&B Station	DD30	71.79		Sep gas chg
24/10/2022	Southern Electric-731774430/B&	DD31	579.12		Sep electric chg
25/10/2022	Payroll A/c	BACS25/10	54,951.20		October Wages Tfr
26/10/2022	Payroll A/c	BACS26/10	26,355.87		October HMRC/KCC Tfr
27/10/2022	BACS P/L Pymnt Page 6134	BACS Pymnt	8,896.03		BACS P/L Pymnt Page 6134
28/10/2022	Country Style Recycling	DD32	94.97		sep glass collection
31/10/2022	Southern Electric-481582274/Ce	DD34	113.91		Sep electric chg

List of Payments made between 01/09/2022 and 31/10/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/10/2022	Shell Account	DD33	233.33		fuel

Total Payments 860,978.48

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Receipts for Month 6

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: 01/09/2022	3,599.27						
DD1/9	Nat West - Current Account	3,599.27			201		3,599.27	L&G August '22 Tfr
	Banked: 23/09/2022	54,049.13						
BACS23/9	Nat West - Current Account	54,049.13			201		54,049.13	Monthly Salaries Tfr Sept '22
	Banked: 26/09/2022	26,366.33						
BACS26/9	Nat West - Current Account	26,366.33			201		26,366.33	Monthly HMRC/KCC Tfr Sept '22
Total Receipts for Month		84,014.73	0.00	0.00			84,014.73	
Cashbook Totals		<u>85,014.73</u>	<u>0.00</u>	<u>0.00</u>			<u>85,014.73</u>	

Payments for Month 6

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>
01/09/2022	Nat West - Current Account	Correction	40.00			201		40.00	L&G Monthly Tfr Aug '22 Correc
01/09/2022	Legal & General	DD1/9	3,559.27			516		3,559.27	L&G Payment August '22
23/09/2022	Employees	BACS23/9	53,889.13			520		53,889.13	Monthly Wages Sept '22
23/09/2022	Councillors	BACS23/9-	160.00			520		160.00	Monthly Mayor's Allowance Sept
26/09/2022	HMRC/KCC	BACS26/9	26,366.33			515		15,505.09	Monthly HMRC Sept '22
						516	0	10,861.24	Monthly KCC Sept '22
Total Payments for Month			84,014.73	0.00	0.00			84,014.73	
Balance Carried Fwd			1,000.00						
Cashbook Totals			85,014.73	0.00	0.00			85,014.73	

Receipts for Month 7

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: 04/10/2022	3,687.25						
DD4/10	Nat West - Current Account	3,687.25			201		3,687.25	September L&G Tfr
CpSpRefund	Banked: 14/10/2022	-700.00						
	Sales Recpts Page 8255	-700.00	-700.00		101			Sales Recpts Page 8255
	Banked: 14/10/2022	1,025.00						
Corrs14/10	Nat West - Current Account	1,025.00			201		1,025.00	Corrections Tfrs 14/10
	Banked: 25/10/2022	54,951.20						
BACS25/10	Nat West - Current Account	54,951.20			201		54,951.20	October Wages Tfr
	Banked: 26/10/2022	26,355.87						
BACS26/10	Nat West - Current Account	26,355.87			201		26,355.87	October HMRC/KCC Tfr
Total Receipts for Month		85,319.32	-700.00	0.00			86,019.32	
Cashbook Totals		<u>86,319.32</u>	<u>-700.00</u>	<u>0.00</u>			<u>87,019.32</u>	

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/10/2022	Legal & General	DD4/10	3,687.25			516		3,687.25	September L&G Payment
14/10/2022	Nat West - Current Account	Corr Tfr	325.00			201		325.00	Reverse of Corr Tfr
25/10/2022	Employees	BACS25/10	52,629.48			520		52,629.48	October Wages Payment
25/10/2022	Councillors	BACS25/10-	2,321.72			520		2,321.72	October Cllr Allowances
26/10/2022	HMRC/KCC	BACS26/10	26,355.87			515		15,430.51	October HMRC Payments
						516	0	10,925.36	OctoberKCC Payments
Total Payments for Month			85,319.32	0.00	0.00			85,319.32	
Balance Carried Fwd			1,000.00						
Cashbook Totals			86,319.32	0.00	0.00			86,319.32	

Receipts for Month 6

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 :	964.16					964.16	
	Banked: 06/09/2022	304.16						
001935	Nat West - Current Account	304.16			201		304.16	petty cash top up
	Banked: 22/09/2022	375.04						
001936	Nat West - Current Account	375.04			201		375.04	petty cash top up
Total Receipts for Month		679.20	0.00	0.00			679.20	
Cashbook Totals		<u>1,643.36</u>	<u>0.00</u>	<u>0.00</u>			<u>1,643.36</u>	

Payments for Month 6

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>
02/09/2022	bat and Ball Cafe	871/A	60.57			6500	30	60.57	Goods for resale
02/09/2022	bat and Ball Cafe	871/B	1.00		0.16	6013	30	0.84	cleaning eq
02/09/2022	bat and Ball Cafe	871/C	2.75			6013	30	2.75	cleaning eq
02/09/2022	bat and Ball Cafe	871/D	2.30		0.38	6505	30	1.92	cafe consumables
02/09/2022	Vine Cafe	872/A	57.06			6500	28	57.06	goods for resale
02/09/2022	Vine Cafe	872/B	10.60		1.77	6500	28	8.83	goods for resale
02/09/2022	Vine Cafe	872/C	1.00		0.16	6505	28	0.84	cafe consumables
05/09/2022	bat and Ball Station	873/A	3.99		0.66	6900	30	3.33	batteries
05/09/2022	Bat and Ball Centre	873/B	119.11		19.86	5410	36	99.25	plants, soil
05/09/2022	Bat and Ball Centre	873/C	19.98		3.34	5500	36	16.64	watering can x 2
06/09/2022	Vine Cafe	874/A	97.06		16.18	6500	28	80.88	goods for resale
06/09/2022	Vine Cafe	874/B	13.50			6500	28	13.50	goods for resale
15/09/2022	Open Spaces	875/A	1.15			6330	21	1.15	milk
15/09/2022	Open Spaces	875/B	17.55		2.92	5410	28	14.63	vent cover, brush strips
15/09/2022	Vine Cafe	875/C	11.59		1.93	5010	21	9.66	electrical connector
15/09/2022	Cemetery	876/A	33.25			6330	22	33.25	refreshments
15/09/2022	Cemetery	876/B	9.15		1.53	6330	22	7.62	refreshments
15/09/2022	Cemetery	876/C	10.00		1.67	6832	22	8.33	engraving
15/09/2022	Establishments	877	6.55		1.09	5500	31	5.46	condolence flower holders
15/09/2022	Allotments	878	102.00			6002	23	102.00	postage
16/09/2022	Establishments	879/A	49.09			5410	33	49.09	Maint eq
16/09/2022	Establishments	879/B	13.90		2.32	5410	36	11.58	Maint eq
16/09/2022	Establishments	879/C	8.25			6330	31	8.25	refreshments
16/09/2022	Establishments	879/D	2.00			6900	31	2.00	parking
23/09/2022	Vine Cafe	880/A	65.96			6500	28	65.96	goods for resale
23/09/2022	Vine Cafe	880/B	2.00		0.33	6900	28	1.67	batteries
23/09/2022	Vine Cafe	880/C	6.00			6900	28	6.00	Halloween decorations
23/09/2022	Vine Cafe	880/D	1.00		0.17	5410	28	0.83	paint brushes
23/09/2022	bat and Ball Station	881	17.95		3.00	5500	30	14.95	shears
26/09/2022	Youth Cafe	882/A	23.10			6500	50	23.10	goods for resale
26/09/2022	Youth Cafe	882/B	6.00		1.00	6900	50	5.00	sundry expenses
29/09/2022	Bat and Ball Centre	883	24.93		4.16	5500	36	20.77	voltage detector x 3
30/09/2022	bat and Ball Cafe	884/A	68.26			6500	30	68.26	goods for resale
30/09/2022	bat and Ball Cafe	884/B	7.93		1.33	6900	30	6.60	batteries, haloween decs
30/09/2022	bat and Ball Cafe	884/C	1.25		0.21	6200	30	1.04	stationery
30/09/2022	bat and Ball Cafe	884/D	2.85		0.48	6505	30	2.37	cafe consumables
30/09/2022	bat and Ball Cafe	884/E	5.00		0.83	5500	30	4.17	kitchen equip
Total Payments for Month			885.63	0.00	65.48			820.15	
Balance Carried Fwd			757.73						
Cashbook Totals			1,643.36	0.00	65.48			1,577.88	

Receipts for Month 7

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 :	757.73					757.73	
	Banked: 20/10/2022	323.73						
001938	Nat West - Current Account	323.73				201	323.73	petty cash top up
Total Receipts for Month		323.73	0.00	0.00			323.73	
Cashbook Totals		<u>1,081.46</u>	<u>0.00</u>	<u>0.00</u>			<u>1,081.46</u>	

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/10/2022	Establishments	885	1.00			6900	31	1.00	parking
03/10/2022	Council Offices	886	6.50			6330	31	6.50	milk
04/10/2022	Allotments	887	18.00		3.00	6002	23	15.00	3 keys cut
06/10/2022	Establishments	888/A	2.00			6900	31	2.00	parking
06/10/2022	In Bloom	888/B	4.00			6865	26	4.00	parking
10/10/2022	Bat and Ball Station	889	37.98		6.33	6340	30	31.65	safety trainers
11/10/2022	Open Spaces	890/A	13.15			6330	21	13.15	refreshments
11/10/2022	Open Spaces	890/B	2.98		0.50	6900	21	2.48	batteries
11/10/2022	Open Spaces	890/C	3.35			6210	21	3.35	postage
14/10/2022	Bat and Ball Centre	891	3.50		0.58	5410	36	2.92	Gripfill
20/10/2022	Bat and Ball Centre	893	2.00			6330	36	2.00	milk, sugar
21/10/2022	bat and Ball Cafe	894/A	9.00		1.50	6900	30	7.50	Halloween decs
21/10/2022	bat and Ball Cafe	894/B	7.20			6500	30	7.20	Goods for resale
21/10/2022	Vine Pavilion	895	36.00		6.00	5410	29	30.00	30 tiles
21/10/2022	bat and Ball Cafe	896/A	52.78			6500	30	52.78	Goods for resale
21/10/2022	Bat and Ball Cafe	896/B	8.69		1.44	6500	30	7.25	Goods for resale
21/10/2022	Bat and Ball Cafe	896/C	2.99		0.50	5410	30	2.49	double sided tape
21/10/2022	Bat and Ball Cafe	896/D	4.00		0.67	6013	30	3.33	cleaning eq
21/10/2022	Bat and Ball Cafe	896/E	4.20		0.70	5500	30	3.50	cake cutters
21/10/2022	Bat and Ball Cafe	896/F	7.50		1.25	6505	30	6.25	freezer bags
21/10/2022	Bat and Ball Cafe	896/G	1.99			5410	30	1.99	gift bags
24/10/2022	Council Offices	897	7.69			6330	31	7.69	milk
26/10/2022	Cemetery	898/A	25.00		4.17	6832	22	20.83	engraving
26/10/2022	Cemetery	898/B	2.85			6330	22	2.85	milk
26/10/2022	Youth Cafe	899/A	7.00			6900	50	7.00	parking
26/10/2022	Youth Cafe	899/B	9.99		1.66	6900	50	8.33	batteries
26/10/2022	Youth Cafe	899/C	6.48		1.08	5410	50	5.40	plant pots
Total Payments for Month			287.82	0.00	29.38			258.44	
Balance Carried Fwd			793.64						
Cashbook Totals			1,081.46	0.00	29.38			1,052.08	



Sevenoaks Town Council

INTERNAL AUDIT REPORT

Date: 21st October 2022

Report Author: Sam Heaver

Reviewed by: Louise Taylor

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



1 SUMMARY

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

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

In accordance with the agreed audit plan (Appendix A) and following Internal Audit's visit to you on 29th September 2022, testing of the following areas has been completed.

- Previous Financial Year Statement of Accounts
- Financial Regulations and Standing Orders
- Budget Setting
- Budget Reporting
- Cheque Books
- Petty Cash
- Account Books
- Reconciliations
- Insurance
- Progress on Previous Issues Raised

2 FINDINGS

Previous Financial Year Statement of Accounts

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

Finding: The previous year's Financial Statements, Annual Governance Statement, External Audit certificate and Notice of Conclusion of Audit have been publicised for inspection in accordance with regulations.

Financial Regulations and Standing Orders

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

Finding: The Financial Regulations were last reviewed and adopted by the Council January 2021 and the Standing Orders were reviewed at the Annual Council meeting in May 2022. Updated versions of the documents are available on the council's website.

Budget Setting

Control: Budget setting is produced for revenue and capital expenditure and approved by the Council with the precept agreed and set as part of the process. The precept set covers the annual estimated spend and is agreed with budget setting in place.

Finding: The 2022/23 budget has been approved and aligns to the agreed 2022/23 precept. The Council has a reserve policy in place.

Budget Reporting

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

Finding: Expenditure, income and position against the budget is reported to the Finance and General Purposes Committee and includes detailed explanations for budget variances.

Cheque Books

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

Finding: Sample testing of 7 cheque book stubs found they had been processed and authorised in accordance with the town council's Financial Regulations. The cheques included full details of the payment made and there was no evidence that blank cheques



are signed. Cheques are issued sequentially and there was no evidence of missing cheques.

Petty Cash

Control: There is a maximum agreed level of petty cash in place. Receipts are available to support all expenditure. Receipts are duly numbered to allow cross reference with petty cash books. All cash top ups are noted in the petty cash book. Entries in the petty cash book are up to date. All petty cash payments are reasonable.

Finding: Sample testing found that petty cash vouchers were supported by receipts, were sequentially numbered and signed by the authoriser and receiver. There was no evidence of personal loyalty points being collected and all spend appears to be reasonable. Monthly independent spot checks take place.

Account Books

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

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

Reconciliations

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

Finding: Bank reconciliations are completed monthly and have been independently verified by a Councillor.

Insurance

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

Finding: A review of current insurance policies confirmed that there is insurance coverage in place.

The Town Council are in the process of obtaining Cyber Essential Certification, so they can acquire cyber liability insurance.

3 ISSUES IDENTIFIED

No further issues have been raised.

Progress on Previous Issues Raised

Original Issue raised	Date raised	Progress
<p>Credit Card Security – Issue 3</p> <p>Ensure all purchase cards are held by the cardholder in person and not in the safe. Cards are held in the safe, so other staff can use the credit card on the cardholder’s non-working days. This is likely to be a breach of the card’s terms and conditions, exposing the council to potentially fraudulent transactions, for which the cardholder would be held accountable. The use of credit cards should be restricted to the cardholder only.</p>	<p>Visit 1 2021/2022</p>	<p>29/09/2022 – Visit 1 Resolved</p> <p>An additional card is now in place and held by the RFO.</p> <p>Credit cards are now held securely on the cardholder’s person rather than in the safe.</p>

Appendix A – Audit Plan 2021/22

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

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

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

**Sevenoaks Town Council
Finance & General Purposes Committee – 21st November 2022**

Pay Review: Recommendation from the Personnel Committee

At its meeting on 24th October 2022, the Personnel Committee reviewed a report prepared by the Responsible Financial Officer and noted that whilst not tied to the local government services (“Green Book”) employee pay terms & conditions, Sevenoaks Town Council was mindful of the latest Green Book when conducting its pay review.

The Personnel Committee considered the National Employers Final Pay offer for 2022/23, the increase to the Outer Fringe Allowance (OFA), the increase to the Real Living Wage from September 2022 and the anticipated rise in the Minimum Wage/National Wage levels from 1st April 2023.

The Personnel Committee resolved to increase and backdate the OFA to £663 pa, with effect from 1st April 2022, and to delegate authority to the Town Clerk and Responsible Financial Officer to agree future changes to OFA in line with national agreement.

The Personnel Committee also **RECOMMENDED to Finance & General Purposes Committee, as part of the 2023/2024 budget consideration:**

- i) To pay Real Living Wage for casual staff employed before 1st April 2022 & Government National Living Wage/ Minimum wage for casual staff employed since 1st April 2022.
- ii) To increase staff pay with effect from 1st April 2023 to align to the National Employers’ pay offer of £1,925 for 2022. This equated to £1 per hour*. It was noted that Sevenoaks Town Council staff received a pay increase of 4.2% in April 2022.
- iii) Sevenoaks Town Council budgets for provisional cost of living pay rise as of 1st April 2023 (for all staff meeting the criteria) and a discretionary merit allowance. It was noted that there were expected to be some employer savings on national insurance contributions and other future functions, details were being worked up for the Finance & General Purposes Committee in November 2022.
- iv) The Town Council considers offering an interim payment* from 1st December 2022 of 30 pence per hour, the balance of the increase to be implemented from 1st April 2023.


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Sevenoaks Town Council**DRAFT REVENUE ESTIMATES and PRECEPT FOR 2023-2024**

The summary by cost centre and detailed breakdown by cost centre and account code are attached to this paper.

Key Inclusions in Revenue Estimate

Inflation	Inflation by cost category as per ONS Sept data (from 20.2% for fuel to 2.4% for communication) CPI 10.1%
Fees & income	5% in general, with some exceptions including café sales, fees relating to break-even services, and fuel heavy services.
Staff cost of living pay rise	£1,925 FTE permanent salary increase (as per National Agreement)
Staff merit pay rise	1% (permanent salaried staff)
Real Living Wage staff	£10.90 per hour (casual staff employed before 1 st April 2022)
Minimum wage staff	£TBA per hour (casual staff employed on or after 1 st April 2022)
Pension Secondary Contributions	£TBA (£86K holding figure used in this draft)
Revenue Reserves 	£20,000
Contingency	5% of precept, £65K. 5 year review includes planned increase to 10%
PWLB repayments	£71,603

Key Points- 2022/23 Forecast

2022/23 forecast outturn is £27K surplus. We had planned for £20K surplus as our long-term reserves increase strategy while setting the 2023/24 budget.

There are still major council events including Christmas lights switch on, 5 months of the year left, energy cost pressures, as well as other inflation, which may impact on this forecast surplus.

The forecast doesn't include the proposed cost of living pulled-forward pay rise in December 2022, discussed at personnel meeting.

2022/23 forecast includes a discount for Energy Bill Relief Scheme (EBRS) for the Business Hub. Suppliers are calculating this & discounting on invoices for October consumption onwards. No other locations are expected to receive the discount.

EBRS ends on 31st March 2023, so will have no impact on 2023/24 budget.

Key Points- 2023/24 Draft Revenue Estimate

The initial Revenue Estimate 2023/2024 indicates a draft precept of **£1.365M** which is a **5.4%** increase on previous precept.

A payrise of £1,925 per salaried staff member plus 1% merit, and £10.90 per hour for casual staff equates to c£25K increase to current year salary budget.

Inflation by cost type (based on ONS CPI breakdown) has been applied to current year forecast to indicate revenue budget required. CPI (September) in 10.1% with inflation by cost type varying from 20.2% for fuel to 2.4% for communication. Next inflation data (October) is due to be released on 16th November. Given the economic environment, it would be prudent to review the impact of the next CPI release on next year's budget.

The Kent pension fund actuarial report is due to be issued this year. This triennial report indicates the secondary employer contributions required into the fund. The budget currently contains a holding figure of £86K, to be updated with the actual figure once the report is received.

No energy savings have been included. Consumption has been based on the last 12 months of use. It is hoped that we will see some savings as a result of the economic footprint audit (not yet received) and staff/ council facilities users being more conscious of energy use in their decisions (eg reducing heating levels).

Cost centre specific assumptions:

Planning team continues to operate with current actual staff levels & no change to operations.

OS&L General. Head groundsman position to be recruited from December 2022. Vehicle replacement fund has been increased by £1.5K to a total of £23.5K (£17.5K in OSL general & £6K in Cemetery). Including this amount annually provides budget to replace all 7 of the council's vehicles/ major machinery on a 10-year rolling basis.

Cemetery income is based on 2022/23 forecast, inflated by 5% in line with charges shared with OSL committee. This is a more realistic income budget than has been set in recent years and is in line with actual levels seen.

Cemetery recruitment is included to get staff levels to 3.4FTE (including percentage of cemetery/OSL manager).

A realistic revenue expectation, inflation and recruitment means the cemetery is likely to have a deficit higher than 2% of precept, which is the level of subsidy STC have previously agreed for the cemetery. A challenge amount of £16K has been included, which would mean the cemetery has a deficit of £60K, in line with this year's forecast. Any challenge is going to be difficult to achieve in the current economic climate. The 5-year review includes the higher challenge required to meet 2% subsidy.

Security costs for OSL & Cemetery are being reviewed, with a view to bringing out of hours security (park and cemetery lockups) in house.

Allotments are planned to breakeven, with 10% fee increase from September 2023 already included. The current year has seen some one-off costs relating to QH lease and allotment huts, not expected to repeat in 2023/24.

Vine Café sales have been based on current year performance, inflated by 14.5% in line with food inflation. Staffing has been set at 1 manager and 1 casual FTE (2022/23 has operated on fewer casual staff). Higher staff & energy costs have resulted in a café budget of £24K deficit, reduced to £20K with a challenge to meet the previously set subsidy level of £20K for the Vine Café. £14K is the forecast deficit for 2022/23, so the café may be able to achieve a further challenge.

Vine Grounds are in line with current year, now staffed with 0.8FTE.

Bat & Ball station has seen a disappointing post-pandemic performance year to date. 2023/24 budget has been based on the current year's performance, with HEO in post for the first 6 months of 2023/24. Based on performance year to date, café income has increased, and booking enquiries

have been made, but no material improvement has been seen, and so no enhancement to income streams has been included in 2023/24 budget.

The Bat & Ball Station café business plan is to be reviewed as a separate exercise.

Establishments have seen some one-off costs not expected to repeat in 2023/24 (professional fees and casual vacancy). Climate Change Officer position ceases at the end of March 2023. Interest remains at current level.

F&GP general includes £10K budget for coronation activities. £5K of which will be from the summer festival grant budget, not required in 2023/24.

Council Offices are expected to have a facilities manager (0.8FTE) in post for the full year.

Bat and Ball Centre is budgeted to increase revenue above inflation by £7K. This is the 10-year plan for the Bat & Ball Centre to achieve sufficient surplus to cover the PWLB repayments.

Business Hub expectations have been reviewed. 2023/24 Budget has been based on 100% of pods being let (currently all 5 are in use), 10% increase to hot desk bookings and 10% increase to meeting room bookings. The Business Hub has the highest electricity consumption of any council building (based on last 12 months of use). The high inflation to fuel costs means the Hub is expected to be in a deficit position at year end & next financial year. This is particularly disappointing as the Hub has been breaking even year to date & occupancy has been slowly building. Promotion of the Hub is being brought back in house.

HITB budget is based on current staffing levels, as agreed with HITB manager. This equates to a subsidy of £40K for the Youth café.

Markets budget is based on STC plan to re-bid for the Wednesday & Saturday markets on a break-even basis. Blighs' is expected to continue making a profit.

Contingency has been set at 5% of net precept.

Revenue (General) Reserves position

Based on the forecast view of £27K surplus this year, we should close 2022/23 with £467K revenue reserves.

Adding the £20k budgeted movement for 2023/24, we should close 2023/24 with £487K revenue reserves.

This equates to 4.3 months of draft precept.

STC reserves policy states that the council should work towards a general reserves position of 6 months precept. Based on 2023/24 draft precept, this would be £677K.

Precept per Band D

The indicative cost per Band D is £139.79 per year which is 5.4%/ £5.95 annual increase in precept (£2.69 per week, 14p weekly increase). This assumes the same actual tax-base as 2022/23. SDC confirm the base in December, and any improvement in Band D base would move to contingency.

RECOMMENDATION

Sevenoaks Town Council is asked to agree the draft budget and review the impact of inflation, December YTD performance and actuarial pension review, before finalising budget in January.

Draft Revenue Estimates				SeptYTD			Budget V1	
Sevenoaks Town Council				Actual	Forecast	Forecast		
2023/ 2024 DRAFT BUDGET				2022/23	Next 6 months	2022/23		
Ref.	2020/21	2021/22	2022/23	2022/23	months	2022/23	2023/24	
	£	£	£	£	£	£	£	
PLANNING COMMITTEE Cost Centre 11								
Gross Pay - Administration	4010	28,034	23,447	25,914	11,411	11,411	22,822	25,219
Employer Pension Contribution	4270	1,176	902	1,105	421	421	842	1,009
Computer/database	6240	902	731	948	294	294	588	602
Staff Training	6320		70			-		-
Professional Fees	6630	59	54	111	422	400	822	863
Conference Fees & Expenses	6710		50					
Subscriptions	6730	455	-	395	198	197	395	415
		30,624	25,255	28,473	12,744	12,723	25,469	28,108
% Mvmt on previous budget								-1%
OPEN SPACES - SPORTS PITCHES, PARKS ETC. Cost Centre 21								
Gross Pay	4010	173,040	178,242	189,608	77,279	84,000	161,279	185,959
Mileage	4011				466	466	932	-
Employers Pension Contribution	4270	10,234	10,467	12,498	4,867	5,555	10,422	14,196
Graffiti and gum removal	5013	-	494	893	1,226	-	1,226	1,357
Lr St Johns WCs (cleaning, water, repairs, electricity)	5025	12,597	14,773	11,031	6,341	6,950	13,291	15,935
Greatness Rec WCs (cleaning, water, repairs)	5026	3,593	2,785	3,152	1,393	1,393	2,786	3,100
St Nicholas War memorial	5031		3,825			-		-
Seats & Litter Bins (Exc Vine)	5050	1,250	4,160	2,921	3,780	-	3,780	2,289
Tree Sev Common	5060	3,052	640	4,470	8,210	-	8,210	4,694
Tree Safety Survey	5065	1,542	2,482	3,992		-	0	-
Woodlands	5070	4,125	5,172	3,726	1,284	2,442	3,726	3,912
Knole Paddock and Pavilion	5110	3,983	1,592	4,151	2,749	2,749	2,749	3,304
Knole Paddock Pitch and ground maintenance	5120	1,265	4,024	3,677	1,030	1,030	2,060	2,280
Misc. Open Spaces and play areas	5310	4,677	4,728	2,277	4,657	-	4,657	4,890
Security Open Spaces	5311	17,789	20,528	21,202	11,320	11,320	22,640	24,927
Play Area maintenance	5312	484				-	0	-
Skate Park maintenance	5316	2,575	550	2,706	927	927	1,854	2,052
Raleys car park	5317	531	788	525	201	201	402	422
Fertilisers	5320	820	265	1,009	140	140	280	294
Grass Seed	5330	2,052	-	2,206	1,551	-	1,551	2,000
Plants	5340	1,066	4,988	2,627	2,180	447	2,627	2,758
Repairs and general maintenance	5410	258	1,476	1,576	183	1,393	1,576	1,745
Capital refurbishments	5412			1,200		1,200	1,200	1,200
Equipment - Hired & New	5500	4,343	2,861	6,934	4,021	2,913	6,934	7,676
Equipment Maintenance (incl tractor)	5525	5,900	5,487	7,564	1,749	5,815	7,564	8,374
Vehicle expenses (incl vans)	5550	9,740	2,844	3,500	1,468	2,032	3,500	3,871
Vehicle replacement fund				16,000		16,000	16,000	17,500
Fuel	5700	3,250	4,175	5,211	2,657	2,657	5,314	5,877
Light Heat and Cleaning	6010	3,246	4,901	2,621	1,603	3,662	5,265	8,053
Water	6014	764	(62)	1,030	389	389	778	935
Telephone	6101	134	141	210	71	71	142	145
Mobile Telephone	6104	419	360	210	157	157	314	322
Printing & Stationery	6200		22	-	-	-	0	-
Staff Training	6320	3,000	1,885	3,152	580	-	580	3,000
Welfare/hospitality	6330	186	426	210	171	171	342	392
Publicity & Democratic notices	6460		-		589	-	589	618
Professional Fees Licensing	6635		-		180	-	180	189
Subscriptions and professional fees	6730	141	141	145	164	-	164	172
Road Dues - Oakhill Rd/Woodside	6812	1,025	1,025	1,077	-	1,025	1,025	1,076
Bus Shelter Maintenance	6851	5,558	-	184	-	-	0	-
Sundry Expenses	6900	18	19	105	42	42	84	88
Health & Safety/ Risk Assessments	6922	1,315	823	1,628	192	1,436	1,628	1,685
Alarm maintenance	6930	732	736	778	268	510	778	817
CCTV Maintenance	6931	-	910	536	-	536	536	562
Waste collection - Dog bins	6934	2,621	1,966	2,699	1,310	1,310	2,620	2,620
Waste collection and disposal - Bins	6935	2,887	3,594	4,023	1,359	1,359	2,718	2,718
Protective clothing	6952	1,215	861	1,523	684	684	1,368	1,484
Letting and Hire of Facilities	1022	(11,946)	(28,164)	(33,179)	(8,905)	(18,000)	(26,905)	(28,250)
Electricity recharge	1030		(2,337)		(413)	(1,979)	(2,392)	(3,861)
Raleys car park	1316	(42)	(1,475)	(1,750)	(1,592)		(1,592)	(1,672)
Grant Income	1350	(9,355)	(1,820)	-			-	

Draft Revenue Estimates Sevenoaks Town Council 2023/ 2024 DRAFT BUDGET		Actual	Actual	Budget	SeptYTD			Budget V1
					Actual	Forecast	Forecast	
					2022/23	Next 6 months	2022/23	
		2020/21	2021/22	2022/23				2023/24
Furlough grant income	1450	(4,995)	-	-	-	-	-	
Log Sales	1850	(606)	(881)	(1,305)		(718)	(718)	(754)
Adopt a Tree	1853		(2,000)	-			-	
Sundry Income	1990	(1,214)	(3,617)	(1,099)	(1,787)		(1,787)	(262)
		263,269	254,799	297,454	131,992	140,283	272,275	310,690
Movement to/ From EMR		(2,780)	(1,885)		(1,610)	(3,739)	(5,349)	
% Mvmt on previous budget								4.4%
GREATNESS CEMETERY Cost Centre 22								
Gross Pay - Administration	4010	91,047	77,385	91,885	40,256	40,256	80,512	93,114
Employers Pension Contribution	4270	6,792	5,809	7,412	2,925	2,925	5,850	7,747
Cem - Chapel and Office	5210	232	366	216	27	27	54	65
Workshop/messroom maintenance	5230	445	456	356	633	-	633	701
Repairs & General Maint	5410	1,718	834	1,051	518	518	1,036	1,147
Capital refurbishments	5412		2,400	1,200	-	1,200	1,200	1,328
Equipment - Hired & New	5500	2,928	1,260	3,362	(498)	3,860	3,362	3,722
Equipment Maintenance	5525	4,590	2,934	3,152	658	2,494	3,152	3,489
Vehicle replacement fund				6,000		6,000	6,000	6,000
Fuel	5700	581	1,113	1,302	527	527	1,054	1,166
Rent, Rates and Water	6000	8,257	9,013	8,733	5,241	3,494	8,735	10,499
Light Heat & Cleaning	6010	2,785	1,883	1,303	611	2,737	3,348	4,287
Water	6014			489	440	440	880	1,058
Telephone	6101	806	685	788	283	283	566	580
Mobile Telephone	6104	8		126	8	8	16	16
Broadband wi-fi service	6105	200	329	412	60	60	120	123
Printing Postage and Stationery	6200	105		52	-	-	0	-
Computer - cemetery database	6240	3,449	572	420	325	325	650	666
Training	6320	2,000	600	2,101	580	580	1,160	1,500
Welfare/hospitality	6330	203	495	178	97	97	194	222
Goods for Resale	6500	8		210	109	-	109	125
Professional fees	6630	95		105	-	-	0	-
Bad debts	6650	44	4	-	-	-	0	-
Books & Periodicals	6720				49	-	49	51
Subscriptions	6730	95	95	98	190	-	190	200
Trees, Turf & Fertilisers	6802	1,899	1,664	3,152	1,663	1,489	3,152	3,309
Roads, Paths and Boundaries	6822	972	305	735	13	722	735	814
Lawn/ Wall of Remembrance	6832	306	79	105	29	76	105	116
Sundry expenses	6900	9		53	-	-	0	-
Health & Safety/ Risk Assessment	6922	-	1,343	2,338	39	1,400	1,439	1,489
Alarm Maintenance	6930	602	815	840	641	199	840	883
Cemetery security	6932	4,684	4,937	5,002	2,671	2,671	5,342	5,882
Waste collection and disposal	6935	1,490	1,180	1,310	636	636	1,272	1,272
Protective Clothing	6952	885	392	788	297	297	594	644
								-
Challenge - to keep deficit in line with current year forecast								(16,104)
Cemetery Income	1700	(76,576)	(74,179)	(87,577)	(35,816)	(35,816)	(71,632)	(75,214)
Furlough grant income	1450	(4,177)					-	
Insurance Claims	1550	(1,458)					-	
Other income	1990	(132)					-	
		54,892	42,772	57,697	23,211	37,506	60,718	60,897
Movement to/ From EMR		-43.5					-	
% Mvmt on previous budget								6%
ALLOTMENTS Cost Centre 23								
Gross Pay - Administration	4010	5,037	5,186	5,313	1,792	1,792	3,584	3,202
Employers Pension Contribution	4270	267	291	213	81	81	162	128
General Maintenance	5410	1,870	1,667	1,261	809	415	1,224	1,355
Rent Rates & Water	6000	939	(324)	-		-	0	-
QH Allotment Costs	6002	649	3,078	1,735	3,892	2,445	6,337	3,649
Water	6014			989	1,712	-	1,712	880

Draft Revenue Estimates		Actual	Actual	Budget	SeptYTD			Budget V1
					Actual	Forecast	Forecast	
					2022/23	Next 6 months	2022/23	
Sevenoaks Town Council		2020/21	2021/22	2022/23	2022/23	Next 6 months	2022/23	2023/24
2023/ 2024 DRAFT BUDGET								
Computer Software	6300		124	128	13	-	13	13
Subscriptions	6730	55		57		55	55	58
Health & Safety/ Legal Advice	6922	-		283		-	0	68
BV Rental Income	1010	(1,083)	(1,255)	(1,381)	(1,308)	-	(1,308)	(1,417)
QH Rental Income	1047	(7,388)	(6,982)	(7,512)	(6,653)	(158)	(6,811)	(7,907)
		345	1,785	1,086	337	4,630	4,968	29
% Mvmt on previous budget								-97%
STREET LIGHTING AND GENERAL Cost Centre 26								
Public Clock Maintenance	6861	14,090	1,007	3,055	64	64	128	142
Street Lighting	6862	18,688	11,435	14,092	3,682	10,410	14,092	16,939
In Bloom Costs	6865	12,180	13,146	13,710	15,817	750	16,567	14,000
Street Lighting - recharges	1263/148	(14,206)	(10,975)	(9,364)		(9,364)	(9,364)	(11,255)
In Bloom - Contributions	1990/126	(500)	(400)	(412)	(200)	-	(200)	(200)
		30,252	14,213	21,081	19,363	1,861	21,224	19,626
Movement to/From EMR		(13,666)						
% Mvmt on previous budget								-7%
CENTRAL SERVICES - VINE CAFÉ Cost Centre 28								
Gross pay - general	4010	66,868	51,915	58,071	23,769	15,500	39,269	49,864
Employers Pension Contribution - general	4270	1,071	1,427	2,294	1,067	696	1,763	2,606
Repairs & General Maintenance	5410	1,085	1,918	1,301	552	552	1,104	1,222
Equipment Hired & New	5500	600	1,305	1,396	2,248	-	2,248	2,489
Equipment Maintenance	5525	50	2,022	1,207	325	-	325	360
Rent, rates & water	6000	1,409	2,476	686	410	276	686	825
Light, heat & cleaning	6010	3,838	6,976	4,271	1,953	3,755	5,708	9,267
Water	6014	-	-	480	729	365	1,094	1,314
Telephone/broadband	6101	345	296	284	171	168	339	347
Printing & Stationery	6200	82	154	124	68	-	68	71
Postage & Courier	6210	138	30	38		-	0	-
Computer/Database/WPs	6240	556	115	118	-	-	0	-
Staff Training	6320	290	-	315	-	-	0	-
Welfare/ Hospitality	6330	-	50	22	-	-	0	-
Staff Uniforms	6340	-	339	56	-	-	0	-
Publicity	6460	-	71	131	-	-	0	-
Goods for Resale	6500	22,906	21,485	27,437	14,389	5,558	19,947	22,839
Café consumables	6505	3,992	3,177	3,859	907	370	1,277	1,462
Professional Fees Licensing	6635	178	177	403	292	-	292	307
Sundry Expenses	6900	46	57	316	20	20	40	42
Health & Safety/ Legal Advice	6922	2,202	2,249	2,129	522	464	986	1,021
Alarm Maintenance	6930	654	583	541	-	541	541	568
Vine CafeWaste collection and disposal	6935	865	1,812	1,730	1,193	954	2,147	2,147
Vine Café Credit card charges	6976	736	1,085	1,195	988	403	1,391	1,593
Challenge to reach £20K deficit								(4,377)
Sale of Goods	1211	(62,382)	(65,347)	(81,317)	(44,129)	(18,000)	(62,129)	(71,138)
Events Catering	1213	-	-	-	(2,471)	-	(2,471)	(2,829)
Furlough grant income	1450	(10,112)	(217)	-			-	-
Kickstart funding	1451		(2,141)	(3,765)			-	-
Other income	1990		(7,527)	0			-	-
		35,417	24,487	23,323	3,001	11,622	14,625	20,000
% Mvmt on previous budget								-14%
OPEN SPACES & LEISURE -VINE GROUNDS Cost Centre 29								
Gross pay - general	4010	8,767	14,029	12,703	9,921	9,921	19,842	20,932
Employers Pension Contribution - general	4270	524	652	613	358	358	716	1,256
Vine Area -Gen. Maintenance	5010	18,234	6,450	4,670	5,130	300	5,430	2,515
Vine Pavillion Maintenance	5015	3,300			120	-	120	133
Vine Public Conveniences	5020	10,019	10,072	8,930	5,410	5,149	10,559	12,000
Repairs & Gen Maintenance	5410		161		706	-	706	782
Equipment hired & new	5500				3,412	-	3,412	2,006
Rent, rates & water	6000	242	337	541	-	-	-	-
Water	6014				176	176	352	423
Publicity	6460	2,291	1,160	263	59	-	59	62

Draft Revenue Estimates		Actual	Actual	Budget	SeptYTD			Budget V1
					Actual	Forecast	Forecast	
					2022/23	Next 6 months	2022/23	
Sevenoaks Town Council								
2023/ 2024 DRAFT BUDGET								
		2020/21	2021/22	2022/23	2022/23	Next 6 months	2022/23	2023/24
Professional Fees Licensing	6635	70	2,513	105	200	-	200	210
Bad debts	6650	841	-	-	-	-	-	-
Summer concerts	6868	3,031	3,910	3,362	3,380	-	3,380	3,549
Special events	6869	28	-	-	132	-	132	139
Sundry	6900	(1,000)	-	-	-	-	-	-
Heath&Satety/Risk Assessments	6922	-	281	37	-	-	-	-
CCTV Maintenance	6931	572	556	693	695	-	695	730
Waste collection and disposal	6935	-	-	-	434	434	868	868
Other events net income	1208	-	(540)	(824)	(1,340)	-	(1,340)	(1,407)
Kickstart funding	1451	-	(5,074)	(2,823)	(1,985)	-	(1,985)	-
Rental income - Pavilion & Kiosk (was CC39)	1805	(3,090)	(3,500)	(3,500)	(2,625)	(875)	(3,500)	(3,500)
Vine Club Insurance Contrib. (was CC21)	1870	(342)	(354)	(365)	(367)	-	(367)	(367)
Other Income	1900	(52)	-	-	(1,000)	-	(1,000)	-
		43,435	30,652	24,405	22,815	15,463	38,279	40,329
Movement to/ from EMR		(16,841)	-	-	(1,610)	-	(1,610)	-
% Mvmt on previous budget								65%
CENTRAL SERVICES -BAT & BALL STATION (Café & Hall Hire) Cost Centre 30								
Gross pay - general	4010	50,263	61,322	62,227	42,748	42,748	85,496	78,410
Employers Pension Contribution - general	4270	943	1,312	2,686	1,137	1,137	2,274	2,445
Repairs & General Maintenance	5410	11,519	2,373	1,667	6,841	4	6,845	7,577
Equipment Hired & New	5500	93	845	1,576	1,817	86	1,903	2,107
Equipment Maintenance	5525	-	228	-	-	-	0	-
Rent, rates & water	6000	3,244	3,244	3,341	1,948	1,296	3,244	3,899
Electricity	6011	4,294	5,610	5,595	3,007	4,227	7,234	12,203
Gas	6012	2,652	1,436	2,164	516	951	1,467	1,766
Cleaning (inc. materials)	6013	3,297	3,973	3,360	1,766	1,766	3,532	4,245
Water	6014	-	923	-	2,836	576	3,412	4,101
Insurance Cost	6020	946	-	1,004	-	-	0	921
Telephone/broadband	6101	271	878	903	441	458	899	233
Printing & Stationery	6200	182	299	142	111	111	222	10
Postage & Courier	6210	141	8	-	9	-	9	-
Computer/Database/WPs	6240	-	488	-	-	-	0	-
Website costs	6241	285	410	422	335	-	335	343
Staff Training	6320	125	-	137	-	-	0	-
Welfare & Hospitality	6330	247	363	390	396	-	396	453
Staff Uniforms	6340	-	442	-	-	-	0	-
Publicity	6460	-	697	1,051	54	997	1,051	1,103
Goods for Resale	6500	1,144	11,534	20,690	8,473	8,473	16,946	19,403
Café consumables	6505	26	1,169	2,017	635	635	1,270	1,454
Professional Fees Licensing	6630	-	-	-	1,280	-	1,280	-
Professional Fees Licensing	6635	-	360	410	570	-	570	599
Special Events	6869	-	-	-	500	2,720	3,220	4,500
Sundry Expenses	6900	208	535	1,055	135	135	270	284
Health & Safety/ Risk Assessment	6922	1,547	2,122	1,104	708	464	1,172	1,213
Alarm Maintenance	6930	411	585	1,331	-	585	585	614
CCTV Maintenance	6931	-	162	-	-	162	162	170
Waste collection and disposal	6935	729	1,741	1,312	782	782	1,564	1,564
Credit card charges	6976	419	786	1,126	474	474	948	1,085
Letting and Hire of Facilities	1022	(1,098)	(4,410)	(10,052)	(4,774)	(4,164)	(8,938)	(9,385)
Other events income	1208	-	-	-	(71)	-	(71)	-
Sale of Goods	1211	(1,725)	(23,283)	(38,578)	(17,345)	(17,345)	(34,690)	(39,720)
Event catering	1213	-	(4,181)	(7,190)	(3,212)	(3,212)	(6,424)	(7,355)
Revenue Grant income	1350	(11,051)	(14,100)	-	-	-	0	-
Furlough grant income	1450	(28,013)	(4,149)	-	-	-	0	-
Kickstart	1451	-	(4,706)	-	-	-	0	-
Other Income	1990	-	(12)	0	-	-	0	-
		41,099	49,004	59,888	52,114	44,066	96,183	94,243
Trf Management & Maintenance Plan	340	(41,099)	(49,004)	(59,888)	-	(96,183)	(96,183)	(94,243)
		0	0	0	52,114	(52,117)	0	0

Draft Revenue Estimates		Actual	Actual	Budget	SeptYTD			Budget V1
					Actual	Forecast	Forecast	
					2022/23	Next 6 months	2022/23	
Sevenoaks Town Council								
2023/ 2024 DRAFT BUDGET		2020/21	2021/22	2022/23				2023/24
CENTRAL SERVICES Cost Centre 31								
Gross Pay - Administration	4010	286,009	301,490	314,524	162,138	162,138	324,276	307860
Mileage	4011		-		261	261	522	522
Expenses	4012		-		156	156	312	312
Employers Pension Contribution	4270	30,156	31,351	37,122	16,502	16,502	33,004	37769
Pension Contribution - Deficiency	4271	77,000	80,000	83,000	41,500	41,500	83,000	86000
Repairs & general maintenance	5410				12	-	12	0
Equipment Hired and New	5500	413	1,813	1,708	1,078	-	1,078	1193
Insurance Cost	6020	17,299	19,468	19,051	10,961	6,540	17,501	18376
Telephone	6101	5,512	4,081	5,333	2,498	2,520	5,018	5130
Printing & Stationery	6200	11,779	13,780	13,116	7,846	7,846	15,692	16477
Postage and Courier	6210	4,822	6,069	6,452	1,375	1,375	2,750	3042
Computer/Database/WP's	6240	23,847	16,555	15,359	8,358	8,358	16,716	17117
Website costs	6241	935	380	283	406	-	406	416
IT infrastructure development	6242	10,614	12,410	11,327	4,945	4,944	9,889	10126
Office Furniture/ Machinery	6281	50		-		-	-	0
Computer Software	6300	4,397	4,165	4,384	3,815	1,404	5,219	5344
Recruitment costs	6315	-	358	2,000	525	1,475	2,000	2084
Staff Training	6320	314	2,200	3,152	2,373	779	3,152	3287
Investors in People	6321	824	-	865	-	3,813	3,813	1335
Welfare / Hospitality	6330	805	3,211	2,812	1,644	1,644	3,288	3765
Civic Expenses/Annual Reception/Xmas Council	6410	-	713	1,839	829	1,010	1,839	2105
Gifts/Hospitality	6415	-	1,281	1,273	532	532	1,064	1117
Annual Parish Meeting	6420	8	97	105	-	-	-	0
Honours Board, Badges, Insignia	6421	750	1,206	767	132	-	132	139
Members' Expenses and Allowces.	6435	2,354	4,129	4,328		-	-	0
Publicity/Democratic notices	6460	3,006	3,108	2,627	195	195	390	410
Banner Costs	6461	716	795	1,057	602	602	1,204	1264
Audit Fees - Internal and external	6610	5,180	4,810	4,947	2,400	2,400	4,800	5285
Quality Parish	6611	300	-	300	-	300	300	315
Legal Expenses	6620	5,171		2,493		2,493	2,493	2617
Professional Fees	6630	-	2,650	-	3,553	-	3,553	0
Professional Fees Licensing	6635	1,361	1,579	1,406	1,158	350	1,508	1583
Conference Fees & Expenses	6710	100	523	2,164	1,862	302	2,164	2374
Books and Periodicals	6720	146	-	267	-	-	-	0
Subscriptions	6730	4,714	6,195	5,259	3,885	2,310	6,195	6505
Waste Sacks Exp	6889	1,612	3,758	3,922	1,082	1,082	2,164	2164
Sundry Expenses	6900	(650)	(120)	525	340	185	525	552
Health & Safety/risk assessments	6922	3,814	8,054	4,743	4,712		4,712	
CCTV Maintenance	6931	130	-	-			-	
Protective clothing	6952				244	241	485	5126
Bank Charges	6975	1,576	1,483	1,308	749	749	1,498	1573
Credit card charges	6976	813	1,653	1,547	351	351	702	702
Election Expenses	7010	5,000	-	5,253	6,818	5,252	12,070	5252
Contingency (Development Costs)	7611	-	-	43,600	-	-	-	65009
Stag Reserve	7614	1,000		1,000		1,000	1,000	1000
Loan Repayment	7617	71,602	71,602	71,603	35,801	35,801	71,602	71602
Loan charges	8000	(188)		-				
Interest on deposits	1115	(2,931)	(725)	(10,369)	(3,604)	(9,000)	(12,604)	(18,000)
Banner income	1231	(135)	(2,292)	(2,039)	150	(108)	42	-
Town Crier advertising	1232	(450)	(650)	(361)	(350)	-	(350)	(350)
Grant income	1350	-	(4,328)	-			-	-
Furlough grant income	1450	(12,318)		-			-	-
Kickstart funding	1451		(6,847)	(2,823)			-	-
Waste Sacks Income	1889	(756)	(3,089)	(3,889)	(2,154)	(2,154)	(4,308)	(4,308)
Sundry Income	1990	(149)	(698)	(13)	(586)		(586)	
		566,553	592,217	663,327	325,093	305,147	630,241	674,191
% Mvmt on previous budget								2%
Transfer from EMR		(71,601)	638			10,164	10,164	
F&GP - GENERAL Cost Centre 32								
Christmas Lights Switch On	6490	24,439	31,117	27,316	1,202	26,114	27,316	28,681
Remembrance Day/Civic Services	6491	3,200	5,445	3,752	390	3,362	3,752	3,940
Events	6869	2,300	7,011	6,630	16,310	820	17,130	17,487

Draft Revenue Estimates				SeptYTD			Budget V1	
	Actual	Actual	Budget	Actual	Forecast	Forecast		
Sevenoaks Town Council	2020/21	2021/22	2022/23	2022/23	Next 6	2022/23	2023/24	
2023/ 2024 DRAFT BUDGET					months			
Contributions to Christmas Lights Switch On	1490	-	(6,620)	(6,180)	(50)	(6,130)	(6,180)	(6,180)
No 8 bus income	1495	(114)	-	-	-	-	-	-
Special events income	1496	(1,308)	-	-	(500)	(500)	-	-
Sundry Income	1990	23	-	-	-	-	-	-
	36,579	36,682	31,518	17,852	23,666	41,518		43,927
Movement from EMR	(6,617)	(1,036)		(10,000)		(10,000)		
% Mvmt on previous budget								39%
COUNCIL OFFICES Cost Centre 33								
Gross pay	4010	29,745	25,976	28,123	9,968	14,748	24,716	29,283
Mileage	4011				116	116		-
Employers Pension Contribution	4270	1,512	1,387	781	432	798	1,230	1,757
Property Maintenance	5011	5,200					-	
Repairs & Gen. Maintenance	5410	190	4,309	2,542	312	312	624	691
Equipment hired and New	5500		23	-		400	400	443
Rent and rates	6000	27,029	26,276	26,756	13,924	9,280	23,204	27,891
Light Heat & Cleaning	6010	5,802	7,373	6,492	2,971	4,154	7,125	10,985
Water	6014				913	913	1,826	2,195
Mobile telephone	6104				8	48	56	57
Furnishings furniture equipment	6281		10,983	-			-	-
Catering Expenses	6510	11	55	102			-	
Sundry Expenses	6900	243	123	102			-	
Health & Safety/Risk Assessments	6922	3,967	1,320	306	812		812	840
Alarm Maintenance	6930	696	848	873	796	-	796	836
Waste Bin Disposal	6935	947	1,239	808	651	651	1,302	1,302
Protective clothing	6952				16	16	32	35
Letting and Hire of Facilities	1022	(504)	(6,890)	(9,579)	(5,637)	(5,637)	(11,274)	(11,838)
Furlough grant income	1450	(2,411)					-	
	72,428	73,020	57,306	25,283	25,799	50,849		64,477
Movement from EMR	(5,200)	(9,650)					0	
% Mvmt on previous budget								13%
COMMUNITY CENTRE Cost Centre 36								
Gross Pay	4010	3,349	43,920	42,899	24,432	26,832	51,264	45,021
Expenses	4012		-		10	-	10	-
Employers Pension Contribution	4270	117	1,708	2,260	1,129	1,129	2,258	2,570
Flashpark	5318	120	471	485	154	331	485	509
Plants	5340		845	181	-	181	181	190
Buildings Repairs & Maint.	5410	393	1,407	347	11,740	941	12,681	1,529
Equipment Hired and New	5500	114	1,876	1,298	463	463	926	1,025
Rates and water	6000	6,740	3,199	6,986	2,755	1,836	4,591	5,518
Electricity	6011	9,719	12,014	7,545	5,214	6,712	11,926	15,021
Gas	6012	(68)	2,011	1,894	525	1,133	1,658	1,648
Cleaning (Incl. Materials)	6013	188	664	795	1,073	1,073	2,146	2,579
Water	6014		-		1,807	678	2,485	2,987
Telephone	6101	892	569	581	292	292	584	598
Mobile Phone	6104	58	158	371	117	117	234	240
Printing and Stationery	6200	-	145	255	2	-	2	2
Postage & Courier	6210							1,370
Office Furniture/ Machinery	6230	-	-	-				459
Computers	6240	-	572	-	1,338	-	1,338	-
Welfare/ Hospitality	6330	247	5,846	396	401		401	
Publicity/Democratic notices	6460	323	455	515	-		-	
Refreshments For Resale	6520	-	1,941	2,472	1,107	1,107	2,214	2,535
Legal fees	6620		600		1,650		1,650	
Professional fees - licensing	6635	370	490	505	508		508	533
Grounds Maintenance	6842		239	492		492	492	545
Sundry Expenses	6900	747	609	406	13		13	14
Health & Safety/ Risk assessments	6922		1,083	520	750		750	776
Alarm Maintenance	6930	380	955	896	398	398	796	836
CCTV Maintenance	6931			330		330	330	346
Waste Disposal	6935	(111)	1,143	1,003	983	983	1,966	1,966

Draft Revenue Estimates				SeptYTD			Budget V1
	Actual	Actual	Budget	Actual	Forecast	Forecast	
Sevenoaks Town Council					Next 6		
2023/ 2024 DRAFT BUDGET	2020/21	2021/22	2022/23	2022/23	months	2022/23	2023/24
Protective clothing	6952	225	332	270	62	332	360
Letting and Hire of Facilities	1022	(18,225)	(65,788)	(89,968)	(46,264)	(42,409)	(88,673)
Electricity recharge	1030	(278)		(67)	(67)	(134)	(161)
Linen and Table hire	1032	(183)	(284)	-	-	-	
Event catering	1213	(200)		-	-	-	
Grant income	1350	(567)	-	-	-	-	
Outdoor Activities	1445	(2,519)	(662)	(21)		(21)	(22)
Furlough Grant Income	1450	(1,166)	(1,071)	-	-	-	
Kickstart	1451	(4,782)	(1,433)	(747)		(747)	
Indoor Activities	1457	-	(3,649)	(4,760)	(2,355)	(2,355)	(4,710)
Other Income	1990	(6,319)	(10,126)	0	(24,357)	(24,357)	(4,946)
		(2,131)	(6,020)	(23,343)	(16,683)	259	(16,421)
% Mvmt on previous budget							
Transfer from EMR		-6136		10578		10,578	
							-31%
COMMUNITY GRANTS Cost Centre 38							
Grant subsidies for Bat & Ball Stn	6933	82		0			
Grant subsidies for SCC	6937	-	4,318	4,833	3,324	2,169	5,493
Grant subsidies for Council Chamber	6938	29	600	1,000	170	170	340
Local Organisations and Youth Grants	7500	6,220	13,309	12,000	9,880	2,120	12,000
Sevenoaks Summer Festival	7502	-	5,000	5,000	-	5,000	5,000
Community Resilience Fund	7503	5,504	2,000	-	-	-	-
Twinning Support	7520	-	500	1,000	-	1,000	1,000
Youth Outreach	7552	-	500	3,887	600	3,287	3,887
Stag Community Arts Centre	7556	152,000	27,000	27,000	27,000	-	27,000
Community Rail Partnership	7557	6,000	3,000	3,000	3,000	-	3,000
		169,753	56,309	57,720	43,974	13,746	57,720
% Mvmt on previous budget							
							-9%
LETTING OF NON-OPERATIONAL PROPERTY Cost Centre 39							
SCC ground rents, wayleaves	1046	(375)				-	-
Open Spaces rents and wayleaves	1469	(6,100)	(5,997)	(5,933)	(3,824)	(2,109)	(5,933)
Capital Expenditure	B/S						
		(6,476)	(5,997)	(5,933)	(3,824)	(2,109)	(5,933)
% Mvmt on previous budget							
							0%
SEVENOAKS TOWN PARTNERSHIP Cost Centre 40							
Telephone	6101	-	139	105		139	139
Printing & Stationery	6200	-	100	105		100	100
Computer/Database and other costs	6240	784	893	808	392	390	782
Website costs	6241		442	275	55	-	55
Information Screens	6244	1,275	1,275	1,313	240	60	300
Business Awards	6322	-	519	8,116	3,102	235	3,337
Business Show	6323	-	2,988	2,992	-	3,527	3,527
Welfare/Hospitality	6330					277	277
Publicity	6460		11,053		277	260	537
Banner costs	6461				260	-	260
Conference Fees & Exps	6710			735		-	-
Subscriptions	6730	545	545	561		570	570
Special Events	6869						
Sundry expenses	6900	1,207	1,166	749	100	100	200
Christmas gift guide expenses	7607	450	849				
Friends of Bat & Ball	7608			1,051			
Wellbeing Show	7616			2,627			
Business Awards	1206			(7,426)	(5,352)		(5,352)
Business Show	1207		(4,250)	(4,377)	(4,595)	(335)	(4,930)

Draft Revenue Estimates				SeptYTD			Budget V1
	Actual	Actual	Budget	Actual	Forecast	Forecast	
Sevenoaks Town Council					Next 6		
2023/ 2024 DRAFT BUDGET	2020/21	2021/22	2022/23	2022/23	months	2022/23	2023/24
Other events	1208	(500)				-	
Wellbeing Show Income	1209	-	(3,183)			-	
Grant income	1350	(8,647)	-			-	
Other income	1990	200	-			-	
	4,462		4,451	(5,521)	5,323	(198)	4,158
Movement in STC reinvestment funds	7000	538	(3,420)	549	5,198	5,198	842
Vintage Bus Expenses	7609	-	-			-	-
Vintage Bus income	1435	-	-			-	-
	5,000	3,152	5,000	(5,521)	10,521	5,000	5,000
% Mvmt on previous budget							0%
BUSINESS HUB Cost Centre 41							
Gross pay	4010	4,030	5,152	2,685	2,685	5,370	5,668
Employers Pension Contribution	4270	-	206	-	-	-	227
Repairs & Gen. Maintenance	5410	590	822	75	75	150	166
Equipment Hired & New	5500	130	264	60	359	419	464
Rent & Rates	6000	2,071	2,071	1,243	828	2,071	2,489
Light Heat & Cleaning	6010	592	7,467	1,657	2,400	11,839	14,239
Telephone & Broadband	6101	35	489	-	-	-	-
Broadband wifi	6105		2,830	1,749	849	849	1,698
Printing & Stationery	6200		677	500	-	-	-
Website costs	6241		133	133	-	-	-
Sales commission	6511		739	2,599	866	931	1,797
Legal expenses	6620		750	-	-	-	-
Bad debts	6650		242	-	-	-	-
Sundry Expenses	6900		716	1,236	573	576	1,149
Health & Safety/Risk Assessments	6922		245	-	158	-	158
Alarm Maintenance	6930	230	553	286	231	-	231
CCTV Maintenance	6931		-	146	-	146	153
Credit card charges	6976		143	401	158	162	320
Hire of Facilities	1022		(379)	(1,738)	(476)	(435)	(911)
Hot desking facility	1026		(1,988)	(7,357)	(1,446)	(2,024)	(3,470)
Dedicated Desk x 12	1027		-	(4,944)	-	-	-
Office pod	1029		(5,299)	(11,948)	(7,160)	(6,848)	(14,008)
Chamber of Commerce	1031		(4,000)	(4,944)	(2,448)	(2,472)	(4,920)
	2,928	10,137	(13,365)	(2,087)	6,526	4,440	4,125
% Mvmt on previous budget							-131%
Sevenoaks Town Mayor 42							
Mayors Allowance 2021/22	6433	266	4,512		1003	1,003	
Mayors Car Allowance 2021/22	6434	-	2,511			-	
Mayors Allowance 2022/23	6437		5805	2827	6336	9,163	5,805
Mayors Car Allowance 2022/23	6438		2586	25		25	2,586
Mayoral charity donations	7100			4530		4,530	
Quiz night Exp	7202		1,700	40		40	
Knole Tour Exp	7204			327		327	
Chevening Visit exp	7205			1531		1,531	
Int W Day Exp	7206		1,343			-	
Fundraising	1500		-681	(978)		(978)	
Quiz Night	1752		-4499	(30)		(30)	
Knole Tour	1754			(712)		(712)	
Chevening Visit	1755			(1,544)		(1,544)	
Int'l Womens day	1756		-1705			-	
	266	3,180	8,391	7,020	6,336	13,356	8,391
% Mvmt on previous budget							0%
Transfer from EMR				(4,965)		(4,965)	
Youth Council 43							
Youth Council support	7555	-	45	500	500	500	500

Draft Revenue Estimates				SeptYTD			Budget V1				
Sevenoaks Town Council				Actual	Actual	Budget	Actual	Forecast	Forecast	Budget V1	
2023/ 2024 DRAFT BUDGET				2020/21	2021/22	2022/23	2022/23	Next 6 months	2022/23	2023/24	
% Mvmt on previous budget				-	45	500	500	-	500	500	0%
Public Realm 444											
Gross Pay	4010	-	-				1,267		1,267		
Public Realm signs & panels	5001						7,654		7,654		
Repairs & General maintenance	5410						12,404		12,404		
				-	-		21,325	-	21,325		-
% Mvmt on previous budget											-100%
Transfer from EMR							(20,546)	(779)	(21,325)		
YOUTH CAFÉ Cost Centre 50											
Gross Pay	4010	35,400	31,603	31,572	19,276	17,802	37,078				36,190
Mileage	4011		-		55	-	55				-
Employers Pension Contribution	4270	973	691	1,263	338	540	878				1,505
Repairs and General Maintenance	5410	344	928	863	3,004	-	3,004				955
Equipment hired & new	5500		164		1,330	954	2,284				-
Cleaning	6010	977	98	31	68	68	136				163
Telephone	6101	587	504	470	299	299	598				612
Printing & Stationery	6200	5	168	309	130	130	260				273
Postage & courier	6210		4	-	-	28	28				31
Computer/Database/WPS	6240	200	671	404	180	180	360				369
Furnishings, furniture/Eqpt	6281	21	-	493	214	214	428				474
Staff Training	6320	120	20	206		-	-				
Welfare/Hospitality	6330		35	31	1	-	1				1
Staff Uniforms	6340	-	414	103	75	-	75				81
Publicity/Democratic notices	6460	-	29	124	7		7				7
Goods for resale	6500	142	963	358	1,238	795	2,033				1,821
Café consumables	6505		8		32	32	64				73
Professional fees licensing	6635	293	328	286	423		423				444
Bad debts	6650	44		-			-				
Subscriptions	6730	7		-			-				
Special Events	6869		100	-	2,380		2,380				
Sundry Expenses	6900	-	298	252	177	177	354				372
Health & Safety/Legal Advice	6922	1,217	1,015	870	452	464	916				948
Letting and Hire of Facilities	1022	-	(2,070)	(2,200)	(1,196)	(1,196)	(2,392)				(2,512)
Sale of Goods	1211	(58)	(578)	(358)	(827)	(827)	(1,654)				(1,894)
Grant Income	1350		(3,625)	-	(500)	(1,875)	(2,375)				-
Furlough grant income	1450	(26,625)	(4,165)	-			-				-
Other Income	1990		(5)	-			-				-
				13,646	27,598	35,077	27,160	17,785	44,941		39,915
% Mvmt on previous budget											14%
Transfer from EMR					-10000		(2,200)		(2,200)		
MARKETS Cost Centre 60											
Gross Pay	4010	2,118	2,076	1,731	820	820	1,640				1,898
Repairs & general maintenance	5410	159	57	105	8	8	16				116
Saturday Market Charges	5420	14,466	14,645	15,011	7,686	7,686	15,372				17,144
Wednesday Market Charges	5421	26,464	26,543	27,341	14,000	14,000	28,000				11,910
Pop up Market	5425	-	7,794	-			-				
Blighs market	6001	7,218	11,176	11,547	5,749	5,749	11,498				12,713
Light, Heat & Cleaning	6010	260	207	130	257	257	514				156
Postage & courier	6210				8	8	16				-
Professional fees licensing	6635		180	185		185	185				195
Bad debts	6650	100		-			-				
Subscriptions	6730	57		74		74	74				78
Rental Income Sat Market	1017	(17,383)	(17,310)	(17,724)	(9,370)	(9,285)	(18,655)				(19,588)
Rental Income Weds Market	1018	(10,563)	(12,668)	(14,536)	(5,678)	(5,665)	(11,343)				(11,910)
Rental Income Blighs Market	1019	(12,220)	(15,800)	(14,800)	(8,395)	(8,395)	(16,790)				(17,630)

Draft Revenue Estimates				SeptYTD			Budget V1	
	Actual	Actual	Budget	Actual	Forecast	Forecast		
Sevenoaks Town Council	2020/21	2021/22	2022/23	2022/23	Next 6 months	2022/23	2023/24	
2023/ 2024 DRAFT BUDGET								
Rental Income Pop up Market	1028	(770)	-			-		
Christmas Market			(3,100)		(3,100)	(3,100)	(823)	
Revenue grant	1350	(500)				-		
	10,677	15,631	5,964	5,085	2,343	7,428	(5,739)	
% Mvmt on previous budget							-196%	
Movement from EMR		-5795				-		
FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY								
Vine Café	28	35,417	24,487	23,323	3,001	11,622	14,625	20,000
Bat & Ball Station Building	30	-	-	-	52,114	(52,114)	-	-
Central Services	31	494,952	592,855	663,327	325,093	315,311	640,405	674,191
General	32	29,962	35,646	31,518	7,852	23,666	31,518	43,927
Council Offices	33	67,228	63,370	57,306	25,283	25,799	51,081	64,477
Community Centre	36	(2,131)	(12,156)	(23,343)	(6,105)	259	(5,843)	(16,056)
Community Grants	38	169,753	56,309	57,720	43,974	13,746	57,720	52,720
Letting of Non-operational Property	39	(6,476)	(5,997)	(5,933)	(3,824)	(2,109)	(5,933)	(5,933)
Sevenoaks Town Partnership	40	5,000	3,152	5,000	(5,521)	10,521	5,000	5,000
Business Hub	41	2,928	10,137	(13,365)	(2,087)	6,526	4,440	4,125
Sevenoaks Town Mayor	42	266	3,180	8,391	2,055	6,336	8,390	8,391
Youth council	43	-	45	500	500	-	500	500
Public Realm	44				779	(779)	-	
Youth Café	50	13,646	17,598	35,077	24,960	17,785	42,741	39,915
Markets	60	10,677	9,836	5,964	5,085	2,343	7,428	(5,739)
		821,221	798,462	845,485	473,159	378,912	852,071	885,519
% Mvmt on previous budget								2%
OPEN SPACES & LEISURE COMMITTEE SUMMARY								
General	21	260,489	252,914	297,454	130,382	136,544	266,926	310,690
Greatness Cemetery	22	54,849	42,772	57,697	23,211	37,506	60,717	60,897
Allotments	23	345	1,785	1,086	337	4,630	4,967	29
Street Lighting and General	26	16,586	14,213	21,081	19,363	1,861	21,224	19,626
Vine Grounds	29	26,593	30,652	24,405	21,205	15,463	36,668	40,329
		358,862	342,336	401,722	194,498	196,003	390,501	431,571
% Mvmt on previous budget								7%
REVENUE FUND SUMMARY								
Planning Committee	1	30,624	25,255	28,473	12,744	12,723	25,469	28,108
Open Spaces & Leisure Committee	2	358,862	342,336	401,722	194,498	196,003	390,503	431,571
Finance/General Purposes Committee	3	821,221	798,462	845,485	473,159	378,912	852,071	885,519

Draft Revenue Estimates Sevenoaks Town Council 2023/ 2024 DRAFT BUDGET	Actual 2020/21	Actual 2021/22	Budget 2022/23	SeptYTD			Budget V1 2023/24
				Actual 2022/23	Forecast Next 6 months 2022/23	Forecast 2022/23	
	1,210,707	1,166,053	1,275,680	680,401	587,638	1,268,043	1,345,197
Revenue Reserves Movement						-	20,000
Precept	1,215,276	1,239,898	1,295,675	647,837	647,837	1,295,674	1,365,195
% Mvmt on previous budget (Surplus)/ deficit	(4,569)	(73,845)	(19,995)	32,564	(60,199)	(27,631)	5.4% (19,998)
Council Tax Base ie. Band D Equivalentents							9,766
Annual Council Tax							£139.79
% increase							5.4%
Increase in Council Tax per year							£7.12
Council Tax per week							£2.69
Increase in Council Tax per week							£0.14

OSL Cttee Budget + 5 year Capital Programme & funding Recommendations																											
Version:	31-Oct-22		Planned work date								Agreed/ (Draft) Funding sources						Additional Notes										
			22-23	23-24	24-25	25-26	26-27	27-28	28-29	CIL	Grant	RCP	CRR	Vehicle/ Equip reserve	Rev Budget	22-23	23-24	24-25	25-26	26-27	27-28	28-29					
	Location	Detail	Project cost £																								
Vehicle	Greatness Cemetery	JCB Excavator	30,000	30,000											30,000												
		Thwaites Dumper GN10 EHH	30,000				30,000									30,000											
	OSL	Mazda Pickup LS55CKL	23,000	23,000											18,054	4,946										Plan to replace 1 vehicle/ landscape equipment per year. If replacement to E vehicles is accelerated, reserves may be required to fund. Estimated e-vehicle costs used. Total replacement cost of fleet £235K, 10 year useful life, assume £23.5K revenue budget per year to fund on ongoing basis. Should offset some savings in maintenance & fuel	
		Deck mower (attaches to tractor)	15,000		15,000											15,000											
		Nissan Cabstar GU14XKZ	23,000			23,000										23,000											
		Kubota Tractor GN64DYM	30,000					30,000								30,000											
		Holland Boomer Tractor EX16VBA	30,000							30,000						30,000											
Isuzu grafter/ tipper GK19BYV																											
Nissan E Van GK20DZO																											
Property	Greatness Cemetery	chapel gutters and soffit repaint	1,000	1,000											1,000										In house		
		chapel internal paint	2,000					2,000							2,000												
		chapel restrain woodwork	1,500		1,500											1,500											
		garage roof repair	2,000		2,000											2,000											
		gates & railing repaint	2,000					2,000								2,000											
		memorial safety testing (4 year req)	10,000		5,000				5,000							7,500	2,500									Legally every 4 years. Not capital. £1250/ year in rev budget	
		mausoleum, stone cleaning	3,000			3,000													3,000								
	Knole Paddock	replace water heaters (pavillion)	5,000	5,000										2,000		3,000											£4K in rev budget for Knole pav - use for water heater
		external paint & stain (workshop)	1,718		1,718									1,718													
		replace barn doors (workshop)	2,000		2,000						2,000																
		car park root damage repair	3,000		3,000													3,000									
	Vine	car park white lines remark	1,000		1,000													1,000									
		insulate pitch roof	5,000			5,000														5,000							
		cctv replace	6,000			6,000														6,000							
		café, internal decorate	1,500		1,500													1,500									
		paths resurface	15,000		15,000														15,000								
Judds Piece	railings repaint	2,500					2,500																				
	crazy paving, repoint/relay by pond	10,000		10,000						3,008																	
	resurface	2,500			2,500						2,000																
	replace fence	2,000		2,000							1,000																
	perimeter wall, patch pointing	2,000			2,000																						
	repaint railings	3,000			3,000																						
	repointing front wall	4,000		4,000																							
St Nicholas Church	path repairs east	4,000		4,000									1,200														
	Chantry wall repairs	20,000		20,000																							
	re-stitch wall	750		750																							
Bethal Rd Cemetery	rear wall, replace loose coping	750		750																							
	fence to PROW	1,200		1,200								1,200															
Greatness Rec	New play equipment	60,000		60,000																							
	playground safety surface	8,000		8,000																							
	CCTV replace	9,000		9,000						9,000																	
	skatelite repairs/ equipment	6,000		3,000	3,000							6,000															
Upper High St Gardens	side wall 6 bells lane	1,500	1,500												1,500												
Lower St Johns Toilets	Full refit	25,000	25,000							22,519			2,391			90											
	re-stain external woodwork/ roof	1,000	1,000									1,000															
			405,918	55,500	161,000	53,918	34,000	34,500	37,000	30,000	39,527	-	13,118	2,391	18,054	181,946	4,090	106,992	26,300	11,000	2,500	-	-				
NB	CIL unallocated		Apr-22	21,431																							
			Oct-22	47,517																							
				68,948																							

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COUNCIL CHAMBER & HOUSE IN THE BASEMENT

FEES & CHARGES FROM 1 APRIL 2023

(Prices inclusive of VAT)

RATES (COUNCIL CHAMBER) (£)		
Hourly Charge	Local Organisations only	39.00 37.00
Hourly Charge (6+ hours)	Local Organisations only	33.00 31.00
Hourly Charge	Non-local Organisations	45.00 42.00
Set up costs (Services of Caretaker	44.00 41.00
Unlimited Tea/Coffee	Per person/per session	2.70 2.20

OTHER CHARGES (£)		
Photocopying - Information retrieved from Council Files	First copy	1.20 0.78
	Subsequent copies	0.21 0.14
Photocopying - Copying from caller's original	Per copy (black and white)	0.21 0.14
	Per copy (colour)	0.39 0.26
Signing Document		17.00 15.50

RATES (HOUSE IN THE BASEMENT) (£)		
Hourly Charge	All Organisations	19.00 18.00

BAT & BALL CENTRE CHARGES FROM 1 April 2023 (Prices inclusive of VAT)

WEEKEND RATES (£)		
Harry Garrett (A)	Hourly Charge	55.00 52.00
	Hourly Charge 6hrs+	49.00 46.00
John London (B)	Hourly Charge	49.00 46.00
	Hourly Charge 6hrs+	44.00 41.00
Meeting Room	Hourly Charge	33.00 31.00
	Hourly Charge 6hrs+	28.00 26.00
A+B	Hourly Charge	104.00 98.00
	Hourly Charge 6hrs+	93.00 87.00

MID WEEK HOURLY RATES (£)		
Harry Garrett (A)	9:00am – 6:00pm	44.00 41.00
	6:00pm – 11:00pm	49.00 46.00
	6hrs + of hire	38.00 36.00
John London (B)	9:00am – 6:00pm	38.00 36.00
	6:00pm – 11:00pm	44.00 41.00
	6hrs + of hire	33.00 31.00
Meeting Room	9:00am – 6:00pm	23.00 21.00
	6:00pm – 11:00pm	28.00 26.00
	6hrs + of hire	17.00 15.50
A+B	9:00am – 6:00pm	82.00 77.00
	6:00pm – 11:00pm	93.00 87.00
	6hrs + of hire	71.00 67.00

ADHOC PRICES (£)		
Caretaker Set-up Costs	Per Session	44.00 41.00
Kitchen	Per Session	28.00 26.00
A1 Poster Bays	Per Month, Per Bay	66.00 62.00
Tea Dance	Per Person	4.00 3.60
MUGA (Multi-use Games Arena)	Per Hour, available for sports parties	23.00 21.00

Notes:

Above rates are strictly non-commercial. Commercial rates are available – POA

Refundable Deposit per booking – 25%

Refreshments/Technical AV Support are available - POA

**BAT and BALL STATION CHARGES FROM 1 APRIL 2023
(Prices inclusive of VAT)**

WEEKEND RATES (£)		
Booking Hall	Hourly charge	45.00 42.00
	Hourly charge 6hrs +	39.00 37.00
Luggage Room Hall	Hourly charge	34.00 32.00
	Hourly charge 6hrs +	29.00 27.00
Hall Set up Costs	For the caretaker to set up the hall, as required	44.00 41.00

MID WEEK HOURLY RATES (£)		
Booking Hall	Mon-Fri 9:00am – 6:00pm	34.00 32.00
	Mon-Fri 6:00pm – 10:30pm	34.00 32.00
	Mon-Fri 6hrs+ hire	29.00 27.00
Luggage Room Hall	Mon-Fri 9:00am – 6:00pm	24.00 22.00
	Mon-Fri 6:00pm – 10:30pm	29.00 27.00
	Mon-Fri 6hrs+ hire	17.00 15.50
Hall Set up Costs	For the caretaker to set up the hall, as required	44.00 41.00

Notes:

Above rates are strictly non-commercial. Commercial rates are available – POA

Refundable Deposit per booking - £150

Refreshments/Technical AV Support are available - POA

Access to parking at the Community Centre included in all rates

Email: hallhire@sevenoakstown.gov.uk

Phone: 01732 459953

**Business Hub CHARGES FROM 1 APRIL 2023
(Prices inclusive of VAT)**

MONTHLY RATES (£)		
Postal/Business Address	Postal/Business Address. Storage for post until collected.	33.00 31.00
Hotdesking – 8 Days	Access to hotdesk 8 days/month	132.00 124.00
Hotdesking – 20 Days	Access to hotdesk 20 days/month	220.00 206.00
Dedicated Desk	Unlimited Access Dedicated Desk 2 hours meeting room time/month	260.00 247.00
Private Pod Workspace	Unlimited Access Dedicated Desk in enclosed lockable pod 2 hours meeting room time/month	314.00 299.00
Membership	One off charge	23.00 21.00
Hotdesking – ½ day	Am or Pm	11.00 10.50
Hotdesking – full day	Full day	22.00 21.00
Meeting Room – Members	Room seating 8 people Refreshments facilities Hourly Charge	17.00 15.50
Meeting Room – Non-Members	Room seating 8 people Refreshments facilities Hourly Charge	23.00 21.00
Chamber of Commerce	Monthly charge for separate office	519.60 494.40 (433.00 412.00 ex VAT)

Markets Fees and Charges FINAL 01.04.2023 to 31.03.2024

**Agenda
Item
6.3(3)v**

FEES & CHARGES FROM 1 APRIL 2023
(Prices exclude VAT)

RATES (£)		
Blighs Market	per stall	45.00 42.50
Wednesday Market		Available on Application
Saturday Market		Available on Application

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Sevenoaks Town Council 5 Year Financial review**DRAFT FOR DISCUSSION PURPOSES ONLY**

	Budget 2022/23	Sept YTD 2022/23	FY Forecast 2022/23	Budget 2023/24	Plan 2024/25	Plan 2025/26	Plan 2026/27	Plan 2027/28
	£	£	£	£	£	£	£	£
Net (surplus)/ deficit								
Planning	11 28,473	12,744	25,469	28,108	29,513	30,104	30,706	31,320
OSL general	21 297,453	130,382	266,926	310,690	329,404	335,992	342,711	349,566
Cemetery	22 57,697	23,211	60,717	60,897	60,897	60,897	60,897	60,897
Allotments	23 1,086	337	4,968	29	13	14	14	14
Streetlighting	26 21,081	19,363	21,224	19,626	20,607	21,019	21,439	21,868
Vine Café	28 23,322	3,001	14,625	20,000	20,000	20,000	20,000	20,000
Vine Ground	29 24,405	21,205	36,669	40,329	42,346	43,193	44,057	44,938
Bat & Ball station	30 59,889	52,114	96,183	94,243	83,730	85,404	87,112	88,855
Establishments	31 465,125	325,093	485,803	451,578	474,980	483,600	492,452	501,541
F&GP general	32 31,518	7,852	31,518	43,927	36,124	36,846	37,583	38,335
Council Offices	33 57,306	25,283	51,081	64,477	67,701	69,055	70,436	71,845
B&B centre	36 - 23,344 -	6,105 -	5,843 -	9,803 -	10,318 -	8,565 -	6,777 -	4,954
Grants	38 57,720	43,974	57,720	52,720	57,720	55,220	55,220	55,220
Property	39 - 5,933 -	3,824 -	5,933 -	5,933 -	5,933 -	5,933 -	5,933 -	5,933
Town team	40 5,000 -	5,521	5,000	5,000	5,000	5,000	5,000	5,000
Business Hub	41 - 13,365 -	2,087	4,440	4,125	4,765	4,324	3,808	3,209
Mayor	42 8,391	2,055	8,390	8,391	8,811	8,987	9,167	9,350
Youth Council	43 500	500	500	500	500	500	500	500
Public Realm	44	779	-	-	-	-	-	-
HitB	50 35,077	24,960	42,741	39,915	41,910	42,749	43,604	44,476
Markets	60 5,964	5,085	7,353	4,994	5,244	5,349	5,456	5,565
Total Net revenue (surplus)/ deficit from cost centres	1,137,364	680,401	1,209,551	1,223,825	1,262,499	1,283,028	1,306,512	1,330,453
Other commitments								
Pension secondary contributions (estimated from 2023/24)	31 83,000	41,500	83,000	86,000	89,000	92,000	95,000	98,000
PWLB repayments (re Bat & Ball Centre)	31 71,603	35,801	71,602	71,603	71,603	71,603	71,603	71,603
Use of reserves								
Bat & Ball Station Management & Maintenance reserve (currently £230K)	- 59,889 -	52,114 -	96,183 -	94,243 -	39,574			
Additional items								
Contingency 5% of precept *	31 43,600	-		65,009	65,519	67,568	68,482	69,418
Cemetery further challenge - subsidy set at 2% of precept					- 34,983 -	34,983 -	34,983 -	34,983
Bat & Ball centre increase in occupancy **				- 7,000 -	14,000 -	21,000 -	28,000 -	35,000
Bat & Ball Station Hire option ***					- 44,155 -	59,291 -	60,486 -	61,704
General reserves increase (to reach equivalent of 6 months precept) - should achieve in 10 years		19,995		20,000	20,000	20,000	20,000	20,000
Precept	1,295,675	647,837	1,295,675	1,365,195	1,375,909	1,418,925	1,438,129	1,457,787
Increase %	7.8%			5.4%	0.8%	3.1%	1.4%	1.4%
Green initiatives funding - infrastructure projects to be funded from CIL/ CRR	30,000			30,000	30,000	30,000	30,000	30,001
General reserves balance bf	438,861		438,861	466,566	486,566	506,566	526,566	546,566
General reserves balance cf	458,856		466,566	486,566	506,566	526,566	546,566	566,566
General reserves as months of precept	4			4	4	4	5	5
Underlying assumptions								
Pay increase - Inflation + merit	4.21%			£ amount for FTEs	5.00%	2.00%	2.00%	2.00%
Employers NI increase 1.25% (also impacts employees)	1.25%							
Inflation (ONS. CPI 12 months to Jun 2022. BoE prediction 13% October)	6.2%			10.1%	5.0%	2.0%	2.0%	2.0%
Contingency is currently based on 5% of precept. Contingency aim to be 10% of precept - additional contingency required - grow by 1% per year *				13,002	26,208	40,541	54,786	69,418

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

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) - no impact in 2023/24 as plan already covers full deficit via reserves

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Sevenoaks Town Team Annual General Meeting

6:30pm: Wednesday 26th October 2022

Held at

The Council Chamber, Sevenoaks Town Council, Bradbourne Vale Road TN13 3QG

Meeting started 6.30 p.m.

Meeting concluded: 8.10pm

Executive Board

Cllr Simon Raikes	Sevenoaks Town Council	Present
Cllr Victoria Granville-Baxter	Sevenoaks Town Council	Present
Linda Larter MBE	Sevenoaks Town Council	Present
Mike Reid	Town Team Facilitator	Present
Cllr Avril Hunter	Sevenoaks District Council	Present
Cllr Richard Streatfeild MBE	Kent County Council	Present
Cllr Tony Clayton	Sevenoaks Rail Travellers Association	Present
Austin Blackburn	Go Coach	Present
South Eastern	Vacant	Absent
Jane Parish	Sencio	Absent
Cllr Andrew Eyre, Chairman	Stag	Present
Hannah Kay	Knole	Absent
Dawn Blee	Chamber of Commerce	Present
Steve Butler	Workman (Blighs)	Apologies
Sevenoaks Chronicle	Vacant	Absent
Roger Walshe	Sevenoaks Society	Present
Maxine Morgan, V Chairman	Specsavers	Present
Elizabeth Dolding	Warners Solicitors	Present
Roberta Ware	Francis Jones Jewellers	Present
Glenn Ball	Local Architect	Present
Helen O'Sullivan	Eardley Road RA	Absent
Elizabeth Purves	Hollybush RA	Zoom
Byron Brown	Bradbourne RA	Present
Mike Williams	Round Table	Absent
Police	Vacant	Absent

In attendance: Cllr Dr Canet, John Levett, Jim Hughes, Richard Baxter, Victoria Baxter,

Prior to the commencement of the meeting the Chairman apologised that due to unforeseen circumstances it was not possible to also participate by Zoom.

1. Election of Chairman of Sevenoaks Town Team

Cllr Eyre was nominated as Chairman. Thanking Cllr Eyre for his considerable contribution to the Town Team, Elizabeth Purves proposed Cllr Clayton as a candidate for election to the post. The nomination was accepted by Cllr Clayton and duly seconded. A vote by a show of hands resulted in Cllr Eyre receiving eight votes and Cllr Clayton six. There were a number of abstentions. Cllr Eyre was declared the winner and continues as Chairman

2. Election of Vice Chairman of Sevenoaks Town Partnership

Maxine Morgans stood again in this role, and with no other nominations was elected nem con.

3. Apologies for Absence

Steve Butler

Helen O'Sullivan had planned to join by Zoom, however this was not possible.

4. Declarations of Interest

None

5. Minutes

To receive and approve the minutes of the Town Team Executive Board Meeting of 3rd August 2022. There was considerable discussion about the minutes and the inclusion of the approximate costs relating to KCC's proposed traffic regulation order. It was put to the vote whether to agree the minutes as drawn and this was subsequently approved.

6. Annual Report

To receive and discuss the annual report for 2022 (copy attached). Arising from the report were the following matters:

Digital Projects

Members were advised that TT would be looking to gain revenue from the information screens and asked to promote the facility to contacts.

To help bring the new TT URL up the rankings, members were asked to use www.sevenoakstownteam.org, deleting or not using the partnership URL.

High Street Safaris

Since the Annual Report was circulated, Sencio have agreed to sponsor the Christmas event, donating a six month family swimming membership.

Sevenoaks Town Trail

By virtue of the trail being on an app, it is not readily discovered by an internet search. Further promotion is being considered.

Sevenoaks Business Awards

A discussion took place on the time of year that would be best for the Awards (and 2023 Business Show). The meeting was advised that officers of the District Council are considering the creation of a district wide Business Awards event for 2023. Further discussion on dates is on hold pending advice being sought from SDC on whether they are going to hold such an event on 2023, and if so, when.

Best Dressed Christmas Window 2022

Since the production of the Annual Report the Sevenoaks District Chamber of Commerce has kindly offered to provide the prizes for both the retail and non-retail categories. The event will now be marketed.

Public Realm improvements

SDC has received notification that Levelling Up funds have been allocated to the District, but without guidance at this stage on what kind of projects will qualify. In order not to lose time on what will apparently be quite a short time scale for spending the grant, SDC is open to suggestions for inclusion.

Sevenoaks Town Council had previously submitted a request for the Wayfinding Project to be funded.

It is understood that public realm projects would most likely be acceptable nominations. After discussion among members such projects might include:

- Painting the remaining blue lamp posts and belisha beacons in the northern section of St Johns Hill
- Refreshing the pavements and kerbs in Lime Tree Walk
- Painting the blue railings in Pembroke Road, at the junction of High Street with Seal Hollow Road and in the Sencio Leisure Centre area.

Sevenoaks Business Show

A request was made that in future AGM Reports a synopsis of the speakers' presentations should be included if possible.

Events Committee

Within the Report was a question relating to whether the Committee should be re-instated. The view was taken that the committee fulfilled two main functions:

- To assist organisers with administration eg risk assessments.
- To alert members to forthcoming events, to mitigate clashes and to help with promotion.

It was decided that "Events" should be an agenda item in future Board agendas.

Sponsors

The Chairman expressed his thanks to all the sponsors who support the Town Team events.

7. Finance Matters

No matters were raised about the Town Team Financial report

8. Business Show 2022 Report

As in the AGM Report and above.

A discussion ensued at this stage about the engagement of retailers. There are only a handful of retailers who are members of the Chamber and there are few who “join in” with Town Team activities. There was a suggestion that maybe Town Team should organise a specific show for retailers but dismissed for the reasons below.

Such businesses fall into two main groups and the reasons why they do not participate are largely:

National chains – The local managers have no say or budget for promoting their businesses

Independents – They are usually owner managed and have limited, if any staff. Accordingly, they find it difficult to join in extra-curricular activities.

Town Team will work on growing the retailers What’s App group.

9. Business Hub Report

Nothing in addition to the AGM report

10. Fireworks & Christmas Lights

Linda explained that the Round Table fireworks arrangements are in hand with STC providing help with administration and staffing on the day and also use of STC’s premises licence. TT has emailed the town centre businesses suggesting they might stay open late on 5th November and asking for responses. None have been received.

Arrangements for the Christmas Lights are progressing well with Specsavers, Manaks and Blighs all kindly sponsoring again. Volunteers are needed to run the event and all members were asked to consider helping.

11. Childrens Christmas High Street Safari

As above

12. Christmas Best Dressed Window competition

As above

13. Holly Party

This is a new event designed for businesses to hold their Christmas staff party at modest cost. It will take place at the Bat & Ball Centre on Friday 9th December. Guests will pay £12 per ticket with a food van and pay bar providing refreshments. John Levett has arranged musical entertainment. Tickets are for sale on Eventbrite.

14. Business Awards 2023 – June again?

As above

15. Members Organisations

Go Coach

Now relocated to Swanley with premises which suit them better. The business is desperate for new staff. KCC has increased its bus support budget but cut routes. Passenger numbers are increasing. The Travel Centre at Buckhurst Lane is now closed saving approx. £16,000pa.

Sevenoaks Rail Travellers Association

The new timetable now provides a 45 minute service from Bat & Ball though it does involve one change of train.

Glenn Ball

Busy but with nothing to add except that he enjoyed the Business Show but it could do with more visitors.

Specsavers

Very busy as always

Cllr Raikes

It is Sevenoaks Players Centenary this year.

Cllr Streatfeild

KCC has adequate funding for bus support this year but not into the future. Its projections had been based on 3% inflation, not the current 10% or thereabouts.

There will be an Open meeting on Friday 28th at the Bat & Ball Centre to consult on the 20 mph project. There had been 890 responses to date and the majority are supportive. The TROs will have to be submitted on a road by road basis.

Music Room Agency

The Festival made a loss this year.

Francis Jones

A brief report was given listing those business presently empty.

Of greater concern is the level of town centre crime affecting businesses. There is correspondence running with the police on a range of topics and once this reaches a conclusion then the detail will be shared with members. In the interim the Chairman said that TT will send a letter too, to the District Commander urging for a speedy response to the matters raised and lend support for a detailed reply.

The meeting learned that members of the Shopwatch scheme had paid £430 for a radio link, but that the police never have it on, so that it is not possible to report a crime or suspicious behaviour. Also, that only 6% of reported business crime results in a prosecution.

Warners

Nothing to report

Chamber

Nothing to report

Elizabeth Purves

A “new home” is sought for several “History of Sevenoaks” display boards. The Stag offered to consider displaying some of them.

Bradbourne RA

Residents are concerned about the level of crime in this location too, with a recent stabbing as an example. The RA is supporting SDC on the Croudace appeal. A Santa event will be taking place.

Stag

Customer numbers are improving though still down from there peak by about 25%. Panto tickets are selling very well.

Sevenoaks Town Council

The Neighbourhood Development Plan inspection of the town will be taking place soon
The Council is entering its busiest public engagement period of the year with fireworks, Remembrance Day, Christmas Lights and the other events listed above.

16. Date of Next Meeting

The next meeting will be held on Wednesday 14th December 2022