

10th January 2023



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 16th January 2023 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/safWM3wlMsY> 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	APOLOGIES FOR ABSENCE To receive and note apologies for absence.	-
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Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	-
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	—
4	<u>MINUTES OF MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE – 21st NOVEMBER 2022</u> To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 21 st November 2022 as a true record.	Attached
5	<u>FINANCE REPORTS</u> To receive and consider the Responsible Finance Officer's reports	
5.1	<u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 31 st December 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 November 2022 • 1st to 31st December 2022 	Attached 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 November 2022 and 1st to 31st December 2022 • Mayor's Charity Account: None 	Attached Attached —
5.4	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for periods: <ul style="list-style-type: none"> • 1st to 30th November 2022 • 1st to 31st December 2022 	Attached Attached

5.5	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the period <ul style="list-style-type: none">• 1st to 30th November 2022• 1st to 31st December 2022																					
5.6	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 st November to 31 st December 2022: <table><tr><th>Received by</th><th>Date</th><th>Item</th><th>From Whom</th><th>Value</th></tr><tr><td>Town Clerk</td><td>14.11.22</td><td>Invitation for two people for opening of Amhurst Inn</td><td>Amhurst Inn</td><td>£20</td></tr><tr><td>Town Clerk</td><td>15.12.22</td><td>Tin of Chocolate & Bottle of Wine for staff</td><td>Yellow Duck</td><td>£15</td></tr><tr><td>Town Clerk</td><td>25.11.22</td><td>Two bottles of wine, box of chocolates (donated to charity raffle)</td><td>Shaws Leisure</td><td>£25</td></tr></table>	Received by	Date	Item	From Whom	Value	Town Clerk	14.11.22	Invitation for two people for opening of Amhurst Inn	Amhurst Inn	£20	Town Clerk	15.12.22	Tin of Chocolate & Bottle of Wine for staff	Yellow Duck	£15	Town Clerk	25.11.22	Two bottles of wine, box of chocolates (donated to charity raffle)	Shaws Leisure	£25	
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6	<u>REVIEW OF INTERNAL CONTROLS</u>																					
6.1	To receive and review the following internal policies for 2023/2024: <ul style="list-style-type: none">a) Investment Strategy, Policy & Risk Managementb) Reserves Policy	Attached Attached																				
6.2	Additional Bankline Approver	Attached																				
7.	<u>REVENUE ESTIMATES AND PRECEPT PROPOSAL 2023/2024</u> To receive the final Revenue Estimates for the financial year 2023/2024 and to consider a Recommended Precept for 2023/2024 Financial Year of £1,370,074.	Attached																				
8	<u>SEVENOAKS TOWN TEAM</u> To receive and note the minutes of the Town Team meeting held on 14 th December 2022.	Attached																				
9	<u>CURRENT MATTERS & PRIORITIES</u> To receive and note list of: <ul style="list-style-type: none">a) Current Mattersb) Priorities of the Town Council	Attached Attached																				
10	<u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release.	—																				

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Sevenoaks Town Council

Minutes of the meeting of the Finance & General Purposes Committee Held on 21st November 2022 in the Council Chamber, Town Council Offices, TN13 3QG

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

<https://youtu.be/LuJEkqgAkRs>

Meeting commenced: 7.22 pm

Meeting Concluded: 8.04 pm

Present:

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

Substitute		For
Cllr Claire Shea	Present	Cllr Sue Camp

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

Representation received from Member of the Public: None

445. Apologies for Absence

As noted above.

446. Dispensations

There were no requests for dispensations.

447. Declarations of Interest

There were no declarations of interest.

448. Minutes of the Finance & General Purposes Committee on 26th September 2022

RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 26th September 2022 as a true record.

449. Finance Reports

The Committee congratulated the Responsible Finance Officer on achieving FILCA (Financial Introduction to Local Council Administration).

449.1 Management Accounts to 31st October 2022

The Committee received and noted, for the period ended 31st October 2022, the Responsible Finance Officer's Report with Variance Analysis, Income and

Sevenoaks Town Council

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 October gave a revenue deficit of £26,061. 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 £58,264, the adjusted position was a surplus of £32,203.

RESOLVED: To accept the Management Accounts 1st to 30th September 2022 and 1st to 31st October 2022.

449.2 The Committee received and noted:

Suppliers Accounts for:

- 1st to 30th September 2022, total invoices £109,527.64
- 1st to 31st October 2022, total invoices £56,495.34

List of Payments Sevenoaks Town Council Nat West Account

- 1st September to 31st October 2022, total £860,978.38

List of Payments Mayor's Charity Account: None

Payroll Accounts for:

- 1st to 30th September 2022, total payments £84,014.73
- 1st to 31st October 2022, total payments £86,019.32

Petty Cash Accounts for:

- 1st to 30th September 2022, total invoices £757.73
- 1st to 31st October 2022, total invoices £793.64

449.3 Internal Audit Visit 1, Year Ended 31st March 2023

The Committee received and noted the Internal Audit Visit 1 report and congratulated the Responsible Finance Officer and her team on a good report.

449.4 Hospitality and Gifts Register: None

450. Draft Revenue Estimates and Rolling Capital Programme 2023/24

450.1 Recommendation from Personnel Committee – Pay Review

The Committee considered the recommendations from the Personnel Committee held on 24th October 2022 [*Minute 385 refers*] regarding the pay review.

RESOLVED:

- 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.

Sevenoaks Town Council

- ii) To increase staff's 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.
- iv) To offer an interim payment* from 1st December 2022 of 30 pence per hour, the balance of the increase to be implemented from 1st April 2023.

450.2 Recommendations from Open Spaces & Leisure Committee

The Committee received and noted the recommendation from the Open Spaces & Leisure Committee [*Minute 416, 07.11.2022 refers*] that the draft Revenue Budget 2023/24 and Rolling Capital Programme Budget 2023/24 (attached as Appendices A and B to the Open Spaces & Leisure Committee minutes) be adopted.

The Committee received and noted the recommendation from the Open Spaces & Leisure Committee [*Minute 417, 07.11.2022 refers*] proposing adoption of the draft charges in respect of Cemetery Charges; Sports Facilities Charges; and General Open Spaces Charges (attached as Appendices C, D and E to the Open Spaces & Leisure Committee minutes).

450.3 Draft Revenue Estimates & Precept for 2023/24

The Committee received and considered the report of the Responsible Finance Officer detailing the key assumptions in the preparation of the draft Revenue Budget & Precept 2023/24.

RESOLVED: To approve in principle the draft Precept recommendation of £1.365M for 2023/2024 which is a *5.4% increase to the 2022/23 Precept, this equates to a Band D equivalent of *£139.79 per year. The draft Precept to be subject to further review of the impact of inflation, December year to date performance, and actuarial pension review prior to submission to Council for approval in January 2023.

**Both subject to confirmation of Band D baseline*

450.4 Draft Capital Programme 2023/24

The Committee received and noted the draft Capital programme 2023/24.

450.5 Charges 2023/24

The Committee reviewed proposed Town Council charges for 2023/24.

RESOLVED: That the proposed Town Council charges 2023/24 in relation to the following (attached as Appendices A to H) be adopted:

- A. Hire of the Council Chamber & House in the Basement Youth Café with effect

Sevenoaks Town Council

from April 2023

- B. Charges for the Bat & Ball Centre with effect from April 2023
- C. Charges for the Bat & Ball Station with effect from April 2023
- D. Charges for the Business Hub with effect from April 2023
- E. Charges for Market Stalls with effect from April 2023
- F. General Open Spaces Charges (effective dates as set out)
- G. Cemetery charges with effect from April 2023
- H. Charges for Sports Facilities with effect from April 2023

451. Draft 5-Year Financial Review

RESOLVED: That the updated draft 5-Year Financial Review be received and noted.

452. Minutes of Town Team AGM Meeting held on 5th October 2022

RESOLVED: That the minutes of the AGM meeting of the Town Team held on 5th October 2022 be received and noted.

453. Press Release: None.

There being no further business the Chairman closed the Meeting.

Signed

Dated

Chairman

Chamber Fees and Charges FINAL 01.04.2023 to 31.03.2024
COUNCIL CHAMBER & HOUSE IN THE BASEMENT

Appendix A
 Minutes of F&GP
 Committee 21.11.22

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)
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Markets Fees and Charges FINAL 01.04.2023 to 31.03.2024

Appendix E
Minutes of F&GP
Committee
21.11.22

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

CHARGES GENERAL CATEGORIES

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
<ul style="list-style-type: none"> Normal size – 253m2 (10 rods equivalent) 	£0.218 per m2 wef 29.09.2023 (£55.16 per 253m2 plot)
Quakers Hall Allotments:	
<ul style="list-style-type: none"> Normal size – 253m2 (10 rods equivalent) 	£0.218 per m2 wef 29.09.2023 (£55.16 per 253m2 plot)
Logs:	
<ul style="list-style-type: none"> Full Load Half Load 	<div>£135.00 £128.00</div> <div>£85.00 £77.00</div>
RALEY'S CAR PARK	
Annual car park pass (limited number available to applicants who meet specified requirements)	£63.00 £60.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 2020 for 5 years. Lease expires December 2025)	£3,750.00 Review Sept 2025
Sevenoaks Clarendon LTC (reviewed February 2022. Next review due March 2028. Main lease expires March 2042)	£473 per annum Review March 2028
The Sevenoaks Vine Club	
<ul style="list-style-type: none"> Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5-year reviews. Lease expires 23 September 2028)	£3,500 per annum Review Sept 2025
<ul style="list-style-type: none"> Vine Cricket Ground (Licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town FC Ltd:	
<ul style="list-style-type: none"> Pitch 1(Lease expires 17 May 2043) 	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
<ul style="list-style-type: none"> Pitch 2 Tenancy at Will commenced July 2013 	£520 per annum
<ul style="list-style-type: none"> Pavilion Tenancy at Will commenced July 2013 	£1 per annum

Cemetery Charges DRAFT 01.04.2023 to 31.03.2024
GREATNESS PARK CEMETERY

Appx G
Minutes of F&FP
Committee 21.11.22

FEES & CHARGES FROM 1 APRIL 2023
(All prices are inclusive of VAT)

TARIFF CATEGORIES

	Resident (£)		Non-Resident (£)	
EXCLUSIVE RIGHTS OF BURIAL				
In a grave previously used for a limited period burial:				
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.				
In a New Grave (For 75 years):				
Includes Certificate of Grant, entry in Register (all sites)				
Earth (Lawn section) Grave Site A	1155.00	1050.00	3465.00	3150.00
Earth (Lawn section) Grave Site B	699.00	666.00	2097.00	1998.00
Earth (Lawn section) Grave Site C	449.00	449.00	1347.00	1347.00
Infants (non-viable foetuses, still born children, and under 5 years)	24.00	24.00	72.00	72.00
<i>Outside spaces are surcharged 25%</i>				
Pre-purchase of Gravemarker	80.00	69.00	80.00	69.00
INTERMENT FEES (Including grave digging)				
Infant's Grave (single depth grave in infant's section)	159.00	159.00	477.00	477.00
Single depth in an adult grave (all ages)	555.00	528.00	1665.00	1584.00
Double depth in an adult grave (all ages)	746.00	710.00	2238.00	2130.00
<i>Surcharge for casket burials is double the above fees</i>				
Burials with coffins & caskets outside of normal dimensions	POA		POA	
Interment of cremated remains within a Grave	95.00	90.00	285.00	270.00
OTHER FEES				
Transfer of Exclusive Rights of Burial Grant (per document)	78.00	74.00	78.00	74.00
To search Register of Burials per name (same family)	39.00	37.00	39.00	37.00
Annual Grave Maintenance-Grass Grave	112.00	106.00	112.00	106.00
Annual Grave Maintenance-Full Memorial	156.00	148.00	156.00	148.00
Turfing of old graves (at client's request)	82.00	74.00	82.00	74.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	175.00	165.00	175.00	165.00
Weekend surcharge-cremated remains burial	175.00	165.00	175.00	165.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	63.00	60.00	63.00	60.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	POA		POA	

NOTE: Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT

A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years.

NON-RESIDENT

Any non-parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.

Cemetery Charges DRAFT 01.04.2023 to 31.03.2024
GREATNESS PARK CEMETERY

Appx G
Minutes of F&FP
Committee 21.11.22

FEES & CHARGES FROM 1 APRIL 2023
(All prices are inclusive of VAT)

	Resident (£)	Non-Resident (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required)	187.00 170.00	187.00 170.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	193.00 175.00	193.00 175.00
Double headstones	386.00 350.00	386.00 350.00
Additional inscriptions after first interment	132.00 120.00	132.00 120.00
Tablets, scrolls, bird baths and books up to 15 inches in height	146.00 132.00	146.00 132.00
To replace a memorial with similar or smaller memorial	52.00 47.00	52.00 47.00
Memorial removal and disposal fee	117.00 106.00	117.00 106.00
Notes to Memorial permits		
1. Kerbstones and border stones are NOT permitted on grave sites: (a) for which exclusive burial rights were purchased on or after 1.11.80 (b) in Lawn Areas (whenever exclusive burial rights were purchased). 2. Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above. 3. Memorial prices will rise above inflation to cover additional costs for inspection. 4. All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.		
WALL OF REMEMBRANCE		
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	144.00 137.00	144.00 137.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	279.00 265.00	837.00 774.00
Additional inscription to existing plaque	56.00 53.00	56.00 53.00
LAWN OF REMEMBRANCE		
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	200.00 190.00	600.00 570.00
Interment of ashes (digging charge)	95.00 90.00	285.00 270.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	174.00 160.00	174.00 160.00

NOTE: Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

NON-RESIDENT Any non-parishioner

*The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances.
Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.*

SPORTS FEESFEES & CHARGES FROM 01 April 2023

CRICKET (Summer Sport)	All Day (£)	Afternoon from 1.30 p.m. (£)	Evening from 5.30 p.m (£)
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults	116.00 107.00	105.00 96.00	88.00 81.00
Weekday games - Juniors	69.00 63.00	64.00 58.00	50.00 45.00
Weekend games - Adults	148.00 133.00	121.00 112.00	105.00 96.00
Weekend games - Juniors	91.00 84.00	71.00 68.00	62.00 57.00
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults	78.00 74.00	67.00 63.00	50.00 48.00
Weekday games - Juniors	51.00 48.00	46.00 43.00	32.00 30.00
Weekend games - Adults	110.00 100.00	83.00 79.00	67.00 63.00
Weekend games - Juniors	73.00 69.00	56.00 53.00	44.00 42.00

SOCCER (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	99.00 91.00
Weekday games - Juniors	53.00 48.00
Weekend games - Adults	121.00 112.00
Weekend games - Juniors	59.00 54.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	61.00 58.00
Weekday games - Juniors	35.00 33.00
Weekend games - Adults	83.00 79.00
Weekend games - Juniors	41.00 39.00
Rugby (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	121.00 112.00
Weekday games - Juniors	69.00 63.00
Weekend games - Adults	143.00 133.00
Weekend games - Juniors	91.00 84.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	83.00 79.00
Weekday games - Juniors	51.00 48.00
Weekend games - Adults	105.00 100.00
Weekend games - Juniors	73.00 69.00
Mini Tournaments	160.00 152.00
Junior Training Areas	45.00 42.00
Adult Training per hour	36.00 34.00
Outside Rugby clubs-normal fee plus	36.00 34.00

SPORTS FEESFEES & CHARGES FROM 01 April 2023

	Per Session (£)
Other Uses: Use of Pavilion for Social Purposes	
including showers (minimum charge 2 hours)	
Per hour - Adults	38.00 33.00
Per hour - Juniors	18.00 15.00
excluding showers (minimum charge 2 hours)	
Per hour - Adults	25.00 24.00
Per hour - Juniors	13.00 12.00
Daily rates (Up to 7 hours)	
For Sevenoaks organisations	131.00 124.00
For non-Sevenoaks organisations	159.00 151.00
Fetes, Sports Meetings etc (one field plus pavilion) whole day	447.00 425.00
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only	237.00 225.00
Junior Sports Meetings (Up to 7 hours)	
Restricted Area	121.00 115.00
One field and Pavilion	203.00 193.00
One field	187.00 178.00
Athletics Track by arrangement	

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

1. Summary

The year-to-date position at the end of December gives a revenue deficit of £28,735. Allowing for the Bat & Ball Station reserves movement to be actioned at year end, which offsets the Bat & Ball Station £72,648 year-to-date deficit, the adjusted position is a £43,913 surplus.

Inflation is continuing to take an impact on council spend, most recently with new Energy contract rates commencing. Energy is expected to be the cost with the biggest increase, estimated at c£25K higher than budget. Consumption has reduced slightly compared to previous estimates, but this has not made a material difference. Capital improvements to buildings (eg: double glazing, solar panels) would reduce the consumption further.

The Business Hub is receiving an energy discount because of the Energy Bill Relief Scheme (EBRS). All other locations are on a rate below the minimum level for EBRS.

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 £18,587 adverse to budget year-to-date.

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

- £1.5K favourable interest received
- 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 (covered by contingency)
- £2.2K on Carbon Footprint appraisal (covered by contingency)
- £1.4K on professional fees relating to illegal encampment (covered by contingency)
- £3K Legal fees re Allotment lease & access arrangement
- £3K work on Quaker Hall trading centre, including replacement door
- £1.3K acoustic assessment at Bat & Ball station (Covered by Management & Maintenance reserve)
- £5.4K repairs at Bat & Ball station (boiler repairs including new heat exchanger, vacuum tanker service & sewage pump repairs - (Covered by Management & Maintenance reserve)
- £3.2K spent on picnic benches, funded by CIL.
- £3.2K spend on new bollards at the Vine, £1K contribution received.
- £2.1K Vine Memorial cleaning
- £13K spend on Jubilee Events, of which £10K funded from Earmarked reserves.
- £5.3K on higher staff costs at HITB because of increased youth attendance.
- £3K floor repairs at HITB

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	27,059 (F)
23	Allotments	7,209 (A)
26	Streetlighting/ Gen	7,276 (A)
29	Vine Ground	13,989 (A)
30	Bat & Ball Station	27,374 (A)
33	Council Offices	6,444 (F)
36	Bat & Ball Ctr	8,937 (A)
38	Grants	5,456 (A)
40	Business Hub	8,327 (A)
60	HITB	8,726 (A)

3.0 Use of Contingency

There is £33,230 contingency budget remaining. If £25K is required for energy costs, this would leave c£8K for other purposes.

5.0 Working Capital (Appendix 3)

The net current assets have decreased by £69,926 to leave a year-to-date balance of £1,607,713. Revenue (general) reserves have decreased by £28,735 leaving a year-to-date balance of £410,126. Earmarked Reserves have decreased by £41,191 leaving a year-to-date balance of £1,197,587.

This includes:

1. A year-to-date net deficit of £28,735.
2. £108 released from Youth council reserves to fund the purchase of table football.
3. £2,200 release from Youth activities reserve for skate park event & Hastings trip, & £75 towards inflatable dartboard.
4. £10K release from Special events reserve to cover Jubilee Event spend.
5. £1,848 release from STP activities reserve to cover work on Public Realm.
6. £1,664 release from non-annual commitments reserve re Investors in People assessment.
7. £233,570 year to date spend on capital projects (Vine Area £69K, Play Areas £88K, Knole Paddock pitch drainage/ floodlighting £52K, NDP £13K, Business Hub final retention payment £7K, also Bat & Ball Centre, and Cemetery).
8. £10K grant towards the cost of NDP printing.
9. £80K of grants towards play areas.
10. Bat & Ball Centre Maintenance reserve £10,578 created.
11. 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 December 2022 totals £2,037,009 (31st March 2022 £1,710,009).

£1,248,728 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 3.31%. Sub ratings reviewed 31st December 2022.

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
11 Planning - General										
4010 Gross Pay	2,091	2,160	69	17,293	19,440	2,147	25,914		8,621	
4270 Employers Pension Contribution	77	92	15	638	828	190	1,105		467	
6240 Computer/ Data Base/WP's	21	68	47	527	747	220	948		421	
6630 Professional Fees	6	28	22	428	84	(344)	111		(317)	
6730 Subscriptions	0	0	0	198	395	198	395		198	
Planning - General :- Indirect Expenditure	2,195	2,348	153	19,083	21,494	2,411	28,473	0	9,390	0
Net Expenditure	(2,195)	(2,348)	(153)	(19,083)	(21,494)	(2,411)	(28,473)			
21 O/ Spaces & Leisure - General										
1022 Letting & Hire of Facilities	1,376	3,016	1,640	17,437	24,128	6,691	33,179		0	
1030 Electricity recharge	0	0	0	413	0	(413)	0		0	
1316 Roleys Car Park Permits	0	0	0	1,638	1,750	113	1,750		0	
1550 Insurance Claims	0	0	0	9,422	0	(9,422)	0		0	
1850 Log Sales	122	285	163	122	1,305	1,183	1,305		0	
1853 Adopt a Tree income	0	0	0	83	0	(83)	0		0	
1990 Other Income	66	92	26	1,853	828	(1,025)	1,099		0	
O/ Spaces & Leisure - General :- Income	1,563	3,393	1,830	30,968	28,011	(2,957)	37,333			0
4010 Gross Pay	12,190	15,801	3,611	112,923	142,209	29,286	189,608		76,685	
4011 Mileage	23	0	(23)	616	0	(616)	0		(616)	
4012 Expenses	52	0	(52)	52	0	(52)	0		(52)	
4270 Employers Pension Contribution	791	1,042	251	7,169	9,378	2,209	12,498		5,329	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5013 Graffiti Removal	0	0	0	1,226	596	(630)	893		(333)	
5025 Lower St Johns Toilets	1,303	919	(384)	10,542	8,271	(2,271)	11,031		489	
5026 Greatness Rec Convenience	232	263	31	2,324	2,367	43	3,152		828	
5050 Seats And Litter Bins	0	730	730	3,780	2,190	(1,590)	2,921		(859)	
5060 Sevenoaks Common	(1,039)	0	1,039	7,171	4,470	(2,701)	4,470		(2,701)	
5065 Tree Safety Survey	0	0	0	0	2,000	2,000	3,992		3,992	
5070 Other Woodlands	784	0	(784)	2,068	2,796	728	3,726		1,658	
5110 Knole Paddock & Pavilion	0	415	415	1	2,905	2,904	4,151		4,150	
5120 Knole Paddock Pitch & Grnd Mt	0	0	0	1,920	2,449	529	3,677		1,757	
5310 Miscellaneous Open Spaces	0	190	190	14,800	1,710	(13,090)	2,277		(12,523)	
5311 Security Open Spaces	1,918	1,767	(151)	17,012	15,903	(1,109)	21,202		4,191	
5316 Skatepark Maintenance	0	0	0	927	2,706	1,779	2,706		1,779	
5317 Raleys Car Park	0	0	0	201	525	324	525		324	
5320 Fertilizers	0	252	252	140	756	616	1,009		869	
5330 Grass Seed	0	0	0	2,274	0	(2,274)	2,206		(68)	
5340 Plants	631	657	26	3,201	1,971	(1,230)	2,627		(574)	
5410 Repairs & General Maintenance	45	131	86	356	1,179	823	1,576		1,220	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	9	578	569	4,572	5,202	630	6,934		2,362	1,610
5525 Equipment Maintenance	412	890	478	2,433	6,230	3,797	7,564		5,131	
5550 Vehicle Expenses	931	320	(611)	2,525	2,880	356	19,500		16,976	
5700 Fuel	245	434	190	4,068	3,906	(162)	5,211		1,143	
6010 Light Heat & Cleaning	668	655	(13)	3,164	1,965	(1,199)	2,621		(543)	
6014 Water	62	0	(62)	979	1,030	51	1,030		51	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6101 Telephone	10	18	8	191	162	(29)	210		19	
6104 Mobile Telephone	27	18	(9)	367	162	(205)	210		(157)	
6105 Broadband wi-fi service	25	0	(25)	79	0	(79)	0		(79)	
6210 Postage & Courier	0	0	0	3	0	(3)	0		(3)	
6320 Staff Training	0	788	788	580	2,364	1,784	3,152		2,572	
6330 Welfare/Hospitality	18	18	0	221	162	(59)	210		(11)	
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	135	135	184		184	
6900 Sundry Expenses	0	8	8	45	72	27	105		60	
6922 Health&Safety/Risk Assessments	0	0	0	192	0	(192)	1,628		1,437	
6930 Alarm Maintenance	0	0	0	899	778	(121)	778		(121)	
6931 CCTV Maintenance	0	0	0	0	0	0	536		536	
6934 Waste Bin Collection-Dog Bins	0	675	675	1,310	2,025	715	2,699		1,389	
6935 Waste Bin Disposal-Waste Bins	161	335	174	1,859	3,015	1,156	4,023		2,164	
6952 Protective Clothing	0	127	127	912	1,143	231	1,523		611	
O/ Spaces & Leisure - General :- Indirect Expenditure	19,496	27,046	7,550	213,265	235,757	22,492	334,787	0	121,522	1,610
Net Income over Expenditure	(17,933)	(23,653)	(5,720)	(182,297)	(207,746)	(25,449)	(297,454)			
8001 plus Transfer from EMR	0			1,610						
Movement to/(from) Gen Reserve	(17,933)			(180,687)						

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1550 Insurance Claims	0	0	0	1,641	0	(1,641)	0		0	
1700 Cemetery Income	4,301	7,298	2,997	51,319	65,682	14,363	87,577		0	
O/ Spaces & Leisure - Cemetery :- Income	4,301	7,298	2,997	52,959	65,682	12,723	87,577			0
4010 Gross Pay	7,097	7,657	560	60,940	68,913	7,973	91,885		30,945	
4011 Mileage	8	0	(8)	8	0	(8)	0		(8)	
4012 Expenses	26	0	(26)	26	0	(26)	0		(26)	
4270 Employers Pension Contribution	519	618	99	4,427	5,562	1,135	7,412		2,985	
5210 Cemetery Chapel & Office	0	0	0	40	216	176	216		176	
5230 Cemetery Wshop/Messroom Mtce	330	0	(330)	963	240	(723)	356		(607)	
5320 Fertilizers	0	0	0	73	0	(73)	0		(73)	
5410 Repairs & General Maintenance	0	88	88	721	792	71	1,051		330	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	0	280	280	1,407	2,520	1,113	3,362		1,955	
5525 Equipment Maintenance	0	263	263	658	2,367	1,709	9,152		8,494	
5700 Fuel	251	108	(143)	891	972	81	1,302		411	
6000 Rent & Rates	1,086	873	(213)	8,073	7,860	(213)	8,733		661	
6010 Light Heat & Cleaning	790	108	(682)	1,955	972	(983)	1,303		(652)	
6014 Water	69	37	(32)	1,077	375	(702)	489		(588)	
6101 Telephone	46	66	20	419	594	175	788		369	
6104 Mobile Telephone	0	10	10	8	94	86	126		118	
6105 Broadband wi-fi service	10	34	24	90	306	216	412		322	
6200 Printing & Stationery	11	4	(7)	11	36	25	52		41	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6240 Computer/ Data Base/WP's	0	0	0	566	420	(146)	420		(146)	
6320 Staff Training	0	525	525	580	1,575	995	2,101		1,521	
6330 Welfare/Hospitality	0	15	15	119	135	16	178		59	
6500 Goods for Resale	0	18	18	325	162	(163)	210		(115)	
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	96	788	692	1,972	2,364	392	3,152		1,180	
6822 Roads Path & Boundaries	0	184	184	13	552	540	735		723	
6832 Lawn/Wall of Remembrance	0	0	0	58	0	(58)	105		47	
6900 Sundry Expenses	0	4	4	0	36	36	53		53	
6922 Health&Safety/Risk Assessments	0	0	0	39	1,752	1,713	2,338		2,299	
6930 Alarm Maintenance	0	0	0	682	840	158	840		158	
6932 Cemetery Security	445	417	(28)	4,006	3,753	(253)	5,002		996	
6935 Waste Bin Disposal-Waste Bins	81	109	28	877	981	104	1,310		433	
6952 Protective Clothing	0	66	66	358	594	236	788		430	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	10,865	12,272	1,407	91,619	105,186	13,567	145,274	0	53,655	0
Net Income over Expenditure	(6,564)	(4,974)	1,590	(38,660)	(39,504)	(844)	(57,697)			
23 O/ Spaces & Leisure- Allotment										
1010 Rental Income	0	0	0	1,282	1,381	99	1,381		0	
1047 QH Allotments Income	16	0	(16)	6,828	7,512	684	7,512		0	
O/ Spaces & Leisure- Allotment :- Income	16	0	(16)	8,110	8,893	783	8,893			0

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	253	443	190	2,755	3,987	1,232	5,313		2,558	
4270 Employers Pension Contribution	10	18	8	120	162	42	213		93	
5410 Repairs & General Maintenance	311	0	(311)	1,836	945	(891)	1,261		(575)	
6002 QH Allotments Costs	375	434	59	6,937	1,302	(5,635)	1,735		(5,202)	
6014 Water	145	0	(145)	2,561	989	(1,572)	989		(1,572)	
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	1,095	895	(200)	14,222	7,796	(6,426)	9,979	0	(4,243)	0
Net Income over Expenditure	(1,079)	(895)	184	(6,112)	1,097	7,209	(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	460	764	304	574	2,292	1,718	3,055		2,481	
6862 Street Lighting	1,309	1,174	(135)	16,453	10,566	(5,887)	14,092		(2,361)	
6865 In Bloom Costs	4	0	(4)	16,604	13,709	(2,895)	13,710		(2,894)	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	1,773	1,938	165	33,631	26,567	(7,064)	30,857	0	(2,774)	0
Net Income over Expenditure	(1,773)	(1,938)	(165)	(33,431)	(26,155)	7,276	(21,081)			

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>28 O/ Spaces & Leisure-Vine Cafe</u>										
1211 Sale of Goods	992	3,659	2,667	48,675	70,338	21,663	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	992	3,659	2,667	51,146	74,102	22,956	85,082			0
4010 Gross Pay	2,063	3,610	1,547	30,586	47,239	16,653	58,071		27,485	
4270 Employers Pension Contribution	97	143	46	1,388	1,868	480	2,294		906	
5410 Repairs & General Maintenance	80	108	28	772	972	200	1,301		529	
5500 Equipment Hired and New	0	116	116	2,254	1,044	(1,210)	1,396		(858)	
5525 Equipment Maintenance	0	100	100	325	900	575	1,207		882	
6000 Rent & Rates	69	69	0	617	617	(0)	686		69	
6010 Light Heat & Cleaning	735	0	(735)	4,381	3,204	(1,177)	4,271		(110)	
6014 Water	223	40	(183)	2,133	360	(1,773)	480		(1,653)	
6101 Telephone	27	24	(3)	252	216	(36)	284		32	
6200 Printing & Stationery	0	10	10	68	90	22	124		56	
6210 Postage & Courier	0	10	10	28	30	2	38		10	
6240 Computer/ Data Base/WP's	0	30	30	0	90	90	118		118	
6320 Staff Training	60	0	(60)	60	315	255	315		255	
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	33	33	0	99	99	131		131	
6500 Goods for Resale	486	1,235	749	16,266	23,734	7,468	27,437		11,171	
6505 Cafe consumables	6	322	316	1,029	2,898	1,869	3,859		2,830	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6635 Professional Fees Licensing	0	34	34	670	306	(364)	403		(267)	
6900 Sundry Expenses	0	26	26	20	234	214	316		296	
6922 Health&Safety/Risk Assessments	0	177	177	986	1,593	607	2,129		1,143	
6930 Alarm Maintenance	0	0	0	465	541	76	541		76	
6935 Waste Bin Disposal-Waste Bins	212	144	(68)	1,829	1,296	(533)	1,730		(99)	
6976 Credit card charges	46	100	54	1,186	900	(286)	1,195		9	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	4,104	6,331	2,227	65,314	88,585	23,271	108,404	0	43,090	0
Net Income over Expenditure	(3,112)	(2,672)	440	(14,168)	(14,483)	(315)	(23,322)			
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	69	69	1,340	621	(719)	824		0	
1451 Kickstart funding	0	0	0	1,985	2,824	839	2,823		0	
1805 Tea Kiosk Rental & Pavilion	875	875	0	3,500	3,500	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	875	944	69	8,192	7,310	(882)	7,512			0
4010 Gross Pay	1,766	1,058	(708)	14,677	9,522	(5,155)	12,703		(1,974)	
4270 Employers Pension Contribution	64	51	(13)	532	459	(73)	613		81	
5010 Vine Area General Maintenance	2,135	389	(1,746)	8,243	3,501	(4,742)	4,670		(3,573)	
5015 Vine Pavilion maintenance	0	0	0	127	0	(127)	0		(127)	
5020 Vine Public Convenience	844	744	(100)	7,822	6,696	(1,126)	8,930		1,108	
5410 Repairs & General Maintenance	27	0	(27)	763	0	(763)	0		(763)	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5500 Equipment Hired and New	0	0	0	3,412	0	(3,412)	0		(3,412)	1,610
6014 Water	42	45	3	382	405	23	541		159	
6460 Publicity & Democratic notices	0	65	65	59	195	136	263		204	
6635 Professional Fees Licensing	0	0	0	200	105	(95)	105		(95)	
6868 Summer Concerts	0	0	0	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)	642	0	(642)	0		(642)	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	4,943	2,352	(2,591)	41,456	24,975	(16,481)	31,917	0	(9,539)	1,610
Net Income over Expenditure	(4,068)	(1,408)	2,660	(33,264)	(17,665)	15,599	(24,405)			
8001 plus Transfer from EMR	0			1,610						
Movement to/(from) Gen Reserve	(4,068)			(31,654)						
<u>30 F&G P - Bat & Ball Station</u>										
1022 Letting & Hire of Facilities	645	838	193	7,315	7,542	227	10,052		0	
1208 Other Events Income	92	0	(92)	200	0	(200)	0		0	
1211 Sale of Goods	3,337	3,215	(122)	27,858	28,935	1,077	38,578		0	
1213 Event catering	379	599	220	5,366	5,391	25	7,190		0	
1350 Revenue Grant income	1,000	0	(1,000)	1,000	0	(1,000)	0		0	
F&G P - Bat & Ball Station :- Income	5,452	4,652	(800)	41,739	41,868	129	55,820			0

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	7,784	5,186	(2,598)	64,783	46,674	(18,109)	62,227		(2,556)	
4011 Mileage	0	0	0	30	0	(30)	0		(30)	
4270 Employers Pension Contribution	203	224	21	1,736	2,016	280	2,686		950	
5340 Plants	0	0	0	113	0	(113)	0		(113)	
5410 Repairs & General Maintenance	0	139	139	6,907	1,251	(5,656)	1,667		(5,240)	
5500 Equipment Hired and New	196	131	(65)	4,159	1,179	(2,980)	1,576		(2,583)	
6000 Rent & Rates	324	324	0	2,920	2,920	1	3,244		325	
6011 Electricity	516	466	(50)	4,500	4,194	(306)	5,595		1,095	
6012 Gas	127	541	414	810	1,623	813	2,164		1,354	
6013 Cleaning	838	280	(558)	3,148	2,520	(628)	3,360		212	
6014 Water	37	8	(29)	2,968	72	(2,896)	97		(2,871)	
6020 Insurance Cost	0	84	84	0	756	756	1,004		1,004	
6101 Telephone	74	75	1	676	675	(1)	903		227	
6200 Printing & Stationery	0	12	12	138	108	(30)	142		4	
6210 Postage & Courier	0	0	0	37	0	(37)	0		(37)	
6240 Computer/ Data Base/WP's	7	0	(7)	7	0	(7)	0		(7)	
6241 Website Costs	0	0	0	335	422	87	422		87	
6320 Staff Training	0	34	34	0	102	102	137		137	
6330 Welfare/Hospitality	0	32	32	694	288	(406)	390		(304)	
6340 Staff Uniforms	0	0	0	32	0	(32)	0		(32)	
6460 Publicity & Democratic notices	170	88	(82)	224	792	568	1,051		827	
6500 Goods for Resale	1,418	1,724	306	13,388	15,516	2,128	20,690		7,302	
6505 Cafe consumables	102	168	66	866	1,512	646	2,017		1,151	
6630 Professional Fees	0	0	0	1,280	0	(1,280)	0		(1,280)	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6635 Professional Fees Licensing	0	0	0	570	410	(160)	410		(160)	
6869 Special Events	163	0	(163)	706	0	(706)	0		(706)	
6900 Sundry Expenses	77	88	11	302	792	490	1,055		753	
6922 Health&Safety/Risk Assessments	0	0	0	1,172	828	(344)	1,104		(68)	
6930 Alarm Maintenance	0	0	0	0	665	665	1,331		1,331	
6931 CCTV Maintenance	0	0	0	105	0	(105)	0		(105)	
6935 Waste Bin Disposal-Waste Bins	79	109	30	1,022	981	(41)	1,312		290	
6976 Credit card charges	106	94	(12)	758	846	88	1,126		368	
F& G P - Bat & Ball Station :- Indirect Expenditure	12,220	9,807	(2,413)	114,387	87,142	(27,245)	115,710	0	1,323	0
Net Income over Expenditure	(6,767)	(5,155)	1,612	(72,648)	(45,274)	27,374	(59,890)			
<u>31 F & G P - Establishments</u>										
1115 Interest on Deposits	2,810	864	(1,946)	9,305	7,776	(1,529)	10,369		0	
1231 Banner Income	60	170	110	78	1,530	1,452	2,039		0	
1232 Town Crier Advertising	0	0	0	350	270	(80)	361		0	
1451 Kickstart funding	0	0	0	0	2,823	2,823	2,823		0	
1889 Waste Sacks Income	74	324	250	2,604	2,916	312	3,889		0	
1990 Other Income	13	0	(13)	651	13	(638)	13		0	
F & G P - Establishments :- Income	2,957	1,358	(1,599)	12,988	15,328	2,340	19,494			0
4010 Gross Pay	27,646	26,210	(1,436)	244,215	235,890	(8,325)	314,524		70,309	
4011 Mileage	23	0	(23)	337	0	(337)	0		(337)	
4012 Expenses	0	0	0	156	0	(156)	0		(156)	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4270 Employers Pension Contribution	2,802	3,094	292	24,818	27,846	3,028	37,122		12,304	
4271 Pension Deficiency	6,917	6,917	0	62,250	62,253	3	83,000		20,750	
5410 Repairs & General Maintenance	0	0	0	12	0	(12)	0		(12)	
5500 Equipment Hired and New	29	142	113	1,724	1,278	(446)	1,708		(16)	
6020 Insurance Cost	1,090	1,361	271	14,231	14,970	739	19,051		4,820	
6101 Telephone	424	444	20	3,710	3,996	286	5,333		1,623	
6104 Mobile Telephone	0	0	0	8	0	(8)	0		(8)	
6200 Printing & Stationery	882	1,093	212	8,973	9,837	864	13,116		4,143	
6210 Postage & Courier	0	538	538	1,558	4,842	3,284	6,452		4,894	
6240 Computer/ Data Base/WP's	1,236	1,280	44	12,017	11,520	(497)	15,359		3,342	
6241 Website Costs	150	0	(150)	556	283	(273)	283		(273)	
6242 I.T. Infrastructure	977	944	(33)	7,723	8,496	773	11,327		3,604	
6300 Computer Software	234	365	131	4,523	3,285	(1,238)	4,384		(139)	
6315 Recruitment Costs	0	167	167	525	1,503	978	2,000		1,475	
6320 Staff Training	222	263	41	2,685	2,367	(318)	3,152		467	
6321 Investors in People	0	0	0	3,813	0	(3,813)	865		(2,948)	1,664
6330 Welfare/Hospitality	605	234	(371)	3,341	2,106	(1,235)	2,812		(529)	
6410 Civic Exps/Annual Reception	270	921	651	1,099	1,839	740	1,839		740	
6415 Gifts/hospitality	0	106	106	579	954	375	1,273		694	
6420 Annual Parish Meeting	0	0	0	79	0	(79)	105		26	
6421 Honour Bd. Badges & Insignia	0	0	0	132	767	635	767		635	
6435 Members Expenses	0	0	0	2,473	4,328	1,855	4,328		1,855	
6460 Publicity & Democratic notices	0	219	219	324	1,971	1,647	2,627		2,303	
6461 Banner Costs	0	88	88	822	792	(30)	1,057		235	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6610 Audit Fees	527	550	24	3,453	4,948	1,495	4,947		1,494	
6611 Quality Parish	0	0	0	0	0	0	300		300	
6620 Legal Expenses	0	0	0	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	34	180	146	2,164	1,620	(544)	2,164		(0)	
6720 Books and Periodicals	0	22	22	0	198	198	267		267	
6730 Subscriptions	10	101	91	3,910	4,752	842	5,259		1,349	
6889 Waste Sacks	0	327	327	2,034	2,943	909	3,922		1,888	
6900 Sundry Expenses	0	44	44	435	396	(39)	525		90	
6922 Health&Safety/Risk Assessments	700	0	(700)	5,659	4,743	(916)	4,743		(916)	
6952 Protective Clothing	0	0	0	244	0	(244)	0		(244)	
6975 Bank Charges	182	109	(73)	1,262	981	(281)	1,308		47	
6976 Credit card charges	73	129	56	602	1,161	559	1,547		945	
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	45,031	45,848	817	469,776	472,935	3,159	682,821	0	213,045	1,664
Net Income over Expenditure	(42,075)	(44,490)	(2,415)	(456,788)	(457,607)	(819)	(663,327)			
8001 plus Transfer from EMR	0			1,664						
Movement to/(from) Gen Reserve	(42,075)			(455,124)						

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
32 F & G P - General										
1208 Other Events Income	0	0	0	500	0	(500)	0		0	
1490 Christmas Lights Switch On	0	0	0	6,253	6,180	(73)	6,180		0	
F & G P - General :- Income	0	0	0	6,753	6,180	(573)	6,180			0
6490 Christmas Lights Switch On	327	0	(327)	30,424	27,316	(3,108)	27,316		(3,108)	
6491 Remembrance Day/Civic Serv.	0	0	0	4,422	3,752	(670)	3,752		(670)	
6869 Special Events	0	552	552	16,470	4,968	(11,502)	6,630		(9,840)	10,000
F & G P - General :- Indirect Expenditure	327	552	225	51,315	36,036	(15,279)	37,698	0	(13,617)	10,000
Net Income over Expenditure	(327)	(552)	(225)	(44,562)	(29,856)	14,706	(31,518)			
8001 plus Transfer from EMR	0			10,000						
Movement to/(from) Gen Reserve	(327)			(34,562)						
33 F & G P - Council Offices										
1022 Letting & Hire of Facilities	898	798	(100)	7,709	7,182	(527)	9,579		0	
F & G P - Council Offices :- Income	898	798	(100)	7,709	7,182	(527)	9,579			0
4010 Gross Pay	374	2,344	1,970	15,524	21,096	5,572	28,123		12,599	
4011 Mileage	0	0	0	141	0	(141)	0		(141)	
4270 Employers Pension Contribution	17	65	48	646	585	(61)	781		135	
5410 Repairs & General Maintenance	70	212	142	618	1,908	1,290	2,542		1,924	
5500 Equipment Hired and New	0	0	0	170	0	(170)	0		(170)	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6000 Rent & Rates	2,320	2,320	0	20,884	20,884	1	23,204		2,321	
6010 Light Heat & Cleaning	2,270	541	(1,729)	5,559	4,869	(690)	6,492		933	
6014 Water	321	296	(25)	1,235	2,664	1,429	3,552		2,317	
6104 Mobile Telephone	8	0	(8)	33	0	(33)	0		(33)	
6340 Staff Uniforms	0	0	0	48	0	(48)	0		(48)	
6510 Catering Expenses	0	8	8	0	72	72	102		102	
6635 Professional Fees Licensing	0	0	0	295	0	(295)	0		(295)	
6900 Sundry Expenses	0	8	8	0	72	72	102		102	
6922 Health&Safety/Risk Assessments	0	306	306	1,180	306	(874)	306		(874)	
6930 Alarm Maintenance	0	0	0	796	873	77	873		77	
6935 Waste Bin Disposal-Waste Bins	90	67	(23)	872	603	(269)	808		(64)	
6952 Protective Clothing	0	0	0	16	0	(16)	0		(16)	
F & G P - Council Offices :- Indirect Expenditure	5,471	6,167	696	48,014	53,932	5,918	66,885	0	18,871	0
Net Income over Expenditure	(4,573)	(5,369)	(796)	(40,306)	(46,750)	(6,444)	(57,306)			
36 F & G P - Bat & Ball Centre										
1022 Letting & Hire of Facilities	6,754	7,497	743	72,225	67,473	(4,752)	89,968		0	
1030 Electricity recharge	0	0	0	67	0	(67)	0		0	
1032 Linen and table hire	0	24	24	0	216	216	284		0	
1213 Event catering	0	0	0	40	0	(40)	0		0	
1445 Outdoor Activities	0	55	55	4	495	491	662		0	
1451 Kickstart funding	0	0	0	747	1,432	685	1,433		0	
1457 Indoor Activities	493	397	(96)	3,745	3,573	(172)	4,760		0	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
1990 Other Income	0	0	0	24,357	0	(24,357)	0		0	10,578
F & G P - Bat & Ball Centre :- Income	7,247	7,973	726	101,185	73,189	(27,996)	97,107			10,578
4010 Gross Pay	5,013	3,575	(1,438)	39,129	32,175	(6,954)	42,899		3,770	
4012 Expenses	0	0	0	10	0	(10)	0		(10)	
4270 Employers Pension Contribution	216	188	(28)	1,763	1,692	(71)	2,260		497	
5318 SCC Car Park	0	0	0	624	485	(139)	485		(139)	
5340 Plants	0	0	0	143	181	38	181		38	
5410 Repairs & General Maintenance	347	87	(260)	13,286	261	(13,025)	347		(12,939)	
5500 Equipment Hired and New	0	0	0	529	972	443	1,298		769	
6000 Rent & Rates	459	459	0	4,132	4,132	0	4,591		459	
6011 Electricity	1,058	629	(429)	7,916	5,661	(2,255)	7,545		(371)	
6012 Gas	280	0	(280)	999	1,422	423	1,894		895	
6013 Cleaning	333	66	(267)	1,559	594	(965)	795		(764)	
6014 Water	108	199	91	2,140	1,791	(349)	2,395		255	
6101 Telephone	47	48	1	435	432	(3)	581		146	
6104 Mobile Telephone	25	31	6	192	279	87	371		179	
6200 Printing & Stationery	0	64	64	2	192	190	255		253	
6240 Computer/ Data Base/WP's	0	0	0	1,338	0	(1,338)	0		(1,338)	
6330 Welfare/Hospitality	0	33	33	403	297	(106)	396		(7)	
6460 Publicity & Democratic notices	0	129	129	0	387	387	515		515	
6520 Refreshments for Resale	174	206	32	1,752	1,854	102	2,472		720	
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)	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6842 Grounds Maintenance	0	41	41	0	369	369	492		492	
6900 Sundry Expenses	0	34	34	1,638	306	(1,332)	406		(1,232)	
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	0	0	0	330	330	330		330	
6935 Waste Bin Disposal-Waste Bins	153	84	(69)	1,327	756	(571)	1,003		(324)	
6952 Protective Clothing	0	0	0	387	166	(221)	332		(55)	
F & G P - Bat & Ball Centre :- Indirect Expenditure	8,213	5,873	(2,340)	83,009	56,655	(26,354)	73,764	0	(9,245)	0
Net Income over Expenditure	(966)	2,100	3,066	18,175	16,534	(1,641)	23,343			
8002 less Transfer to EMR	0			10,578						
Movement to/(from) Gen Reserve	(966)			7,597						
38 F & G P - Grants										
6937 Annual Subsidy-Comm Centre	373	403	30	5,057	3,627	(1,430)	4,833		(224)	
6938 Annual Subsidy-Council Chamber	0	83	83	293	747	454	1,000		707	
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	373	486	113	45,830	40,374	(5,456)	57,720	0	11,890	0
Net Expenditure	(373)	(486)	(113)	(45,830)	(40,374)	5,456	(57,720)			

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Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>39 F & G P - Property</u>										
1469 O/S Ground Rents & Wayleaves	938	1,000	63	6,008	4,933	(1,075)	5,933		0	
F & G P - Property :- Income	938	1,000	63	6,008	4,933	(1,075)	5,933			0
Net Income	938	1,000	63	6,008	4,933	(1,075)	5,933			
<u>40 Town Team</u>										
1204 Holly Party	199	0	(199)	212	0	(212)	0		0	
1206 Business Awards	0	0	0	5,352	7,426	2,074	7,426		0	
1207 Business Show	0	0	0	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	199	0	(199)	10,494	14,986	4,492	14,986			0
6101 Telephone	0	9	9	0	81	81	105		105	
6200 Printing & Stationery	0	8	8	0	72	72	105		105	
6240 Computer/ Data Base/WP's	67	67	(0)	590	603	13	808		218	
6241 Website Costs	0	0	0	55	275	220	275		220	
6244 Information Screens	120	0	(120)	360	1,313	953	1,313		953	
6322 Business Awards	315	0	(315)	3,652	8,116	4,464	8,116		4,464	
6323 Business Show	7	0	(7)	3,533	2,992	(541)	2,992		(541)	
6325 Holly Party Expense	964	0	(964)	1,045	0	(1,045)	0		(1,045)	
6330 Welfare/Hospitality	10	0	(10)	10	0	(10)	0		(10)	
6460 Publicity & Democratic notices	0	0	0	301	0	(301)	0		(301)	
6461 Banner Costs	0	0	0	260	0	(260)	0		(260)	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6710 Conference Fees & Expenses	0	61	61	0	549	549	735		735	
6730 Subscriptions	0	0	0	570	561	(9)	561		(9)	
6900 Sundry Expenses	13	62	49	113	558	445	749		636	
7000 Reinvestment	0	0	0	0	0	0	549		549	
7607 Christmas events	700	0	(700)	700	0	(700)	0		(700)	
7608 Friends of Bat & Ball	0	88	88	0	792	792	1,051		1,051	
7616 Wellbeing show	0	0	0	0	2,627	2,627	2,627		2,627	
Town Team :- Indirect Expenditure	2,196	295	(1,901)	11,189	18,539	7,350	19,986	0	8,797	0
Net Income over Expenditure	(1,998)	(295)	1,703	(695)	(3,553)	(2,858)	(5,000)			
<u>41 Business Hub</u>										
1022 Letting & Hire of Facilities	0	145	145	660	1,305	645	1,738		0	
1026 Hot Desking Facility	697	613	(84)	2,726	5,517	2,791	7,357		0	
1027 Dedicated Desk x12	0	412	412	0	3,708	3,708	4,944		0	
1029 Office Pods	1,246	996	(250)	11,241	8,964	(2,277)	11,948		0	
1031 Chamber of Commerce	412	412	0	3,684	3,708	24	4,944		0	
Business Hub :- Income	2,355	2,578	223	18,311	23,202	4,891	30,931			0
4010 Gross Pay	428	429	1	3,984	3,861	(123)	5,152		1,168	
4270 Employers Pension Contribution	0	17	17	0	153	153	206		206	
5410 Repairs & General Maintenance	126	68	(58)	201	612	411	822		621	
5500 Equipment Hired and New	0	22	22	189	198	9	264		75	
6000 Rent & Rates	207	207	0	1,864	1,864	0	2,071		207	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6010 Light Heat & Cleaning	3,012	138	(2,874)	6,851	1,242	(5,609)	1,657		(5,194)	
6014 Water	0	40	40	0	360	360	490		490	
6105 Broadband wi-fi service	142	146	5	1,274	1,314	41	1,749		476	
6200 Printing & Stationery	0	42	42	0	378	378	500		500	
6240 Computer/ Data Base/WP's	0	0	0	192	0	(192)	0		(192)	
6241 Website Costs	0	0	0	0	133	133	133		133	
6460 Publicity & Democratic notices	20	0	(20)	20	0	(20)	0		(20)	
6511 Sales commission	0	216	216	866	1,944	1,078	2,599		1,733	
6900 Sundry Expenses	96	103	7	764	927	163	1,236		472	
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	47	33	(14)	266	297	31	401		135	
Business Hub :- Indirect Expenditure	4,077	1,461	(2,616)	17,005	13,569	(3,436)	17,566	0	561	0
Net Income over Expenditure	(1,722)	1,117	2,839	1,306	9,633	8,327	13,365			
<u>42 Sevenoaks Town Mayor</u>										
1500 Fundraising	599	0	(599)	1,717	0	(1,717)	0		0	
1752 Quiz Night Income	0	0	0	30	0	(30)	0		0	
1754 Knole Tour Income	0	0	0	712	0	(712)	0		0	
1755 Chevening Visit Income	0	0	0	4,682	0	(4,682)	0		0	
Sevenoaks Town Mayor :- Income	599	0	(599)	7,141	0	(7,141)	0			0

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6200 Printing & Stationery	45	0	(45)	45	0	(45)	0		(45)	
6433 Mayors Allowance 2021/22	0	0	0	1,003	0	(1,003)	0		(1,003)	1,003
6437 Mayors Allowance 2022/23	256	484	228	3,619	3,872	253	5,805		2,186	
6438 Mayors Car Allowance 2022/23	0	216	216	25	1,728	1,703	2,586		2,561	
6900 Sundry Expenses	0	0	0	34	0	(34)	0		(34)	
7100 Mayoral Charity Donations	0	0	0	4,530	0	(4,530)	0		(4,530)	3,962
7202 Quiz Night Expenditure	0	0	0	40	0	(40)	0		(40)	
7204 Knole Tour Expenditure	0	0	0	327	0	(327)	0		(327)	
7205 Chevening Visit Expenditure	100	0	(100)	3,565	0	(3,565)	0		(3,565)	
Sevenoaks Town Mayor :- Indirect Expenditure	401	700	299	13,189	5,600	(7,589)	8,391	0	(4,798)	4,965
Net Income over Expenditure	198	(700)	(898)	(6,048)	(5,600)	448	(8,391)			
8001 plus Transfer from EMR	0			4,965						
Movement to/(from) Gen Reserve	198			(1,083)						
<u>43 Youth Council</u>										
5500 Equipment Hired and New	108	0	(108)	608	0	(608)	0		(608)	108
7555 Youth Council Support	0	42	42	7	378	371	500		493	
Youth Council :- Indirect Expenditure	108	42	(66)	615	378	(237)	500	0	(115)	108
Net Expenditure	(108)	(42)	66	(615)	(378)	237	(500)			
8001 plus Transfer from EMR	108			108						
Movement to/(from) Gen Reserve	0			(507)						

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
44 Public Realm										
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)						
50 Youth Cafe										
1022 Letting & Hire of Facilities	334	183	(151)	1,881	1,647	(234)	2,200		0	
1211 Sale of Goods	135	30	(105)	1,657	270	(1,387)	358		0	
1350 Revenue Grant income	0	0	0	2,375	0	(2,375)	0		0	
Youth Cafe :- Income	468	213	(255)	5,913	1,917	(3,996)	2,558			0
4010 Gross Pay	3,290	2,631	(659)	29,318	23,679	(5,639)	31,572		2,254	
4011 Mileage	0	0	0	55	0	(55)	0		(55)	
4270 Employers Pension Contribution	114	105	(9)	648	945	297	1,263		615	
5410 Repairs & General Maintenance	525	72	(453)	3,535	648	(2,887)	863		(2,672)	
5500 Equipment Hired and New	60	0	(60)	2,507	0	(2,507)	0		(2,507)	75
6010 Light Heat & Cleaning	60	0	(60)	138	31	(107)	31		(107)	
6101 Telephone	50	39	(11)	449	351	(98)	470		21	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6200 Printing & Stationery	0	26	26	209	234	25	309		100	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	
6240 Computer/ Data Base/WP's	17	34	17	230	306	76	404		174	
6281 Furnishings,Furniture/Eqpt	0	123	123	214	369	155	493		279	
6320 Staff Training	100	0	(100)	100	206	106	206		106	
6330 Welfare/Hospitality	0	0	0	1	31	30	31		30	
6340 Staff Uniforms	0	26	26	75	78	3	103		28	
6460 Publicity & Democratic notices	0	10	10	7	90	83	124		117	
6500 Goods for Resale	135	30	(105)	1,912	270	(1,642)	358		(1,554)	
6505 Cafe consumables	21	0	(21)	53	0	(53)	0		(53)	
6635 Professional Fees Licensing	0	0	0	423	216	(207)	286		(137)	
6869 Special Events	87	0	(87)	2,467	0	(2,467)	0		(2,467)	2,200
6900 Sundry Expenses	0	21	21	211	189	(22)	252		41	
6922 Health&Safety/Risk Assessments	0	0	0	931	872	(59)	870		(61)	
Youth Cafe :- Indirect Expenditure	4,460	3,117	(1,343)	43,511	28,515	(14,996)	37,635	0	(5,876)	2,275
Net Income over Expenditure	(3,991)	(2,904)	1,087	(37,599)	(26,598)	11,001	(35,077)			
8001 plus Transfer from EMR	0			2,275						
Movement to/(from) Gen Reserve	(3,991)			(35,324)						
60 Markets										
1017 Rental Income Sat Market	2,100	1,477	(623)	15,155	13,293	(1,862)	17,724		0	
1018 Rental Income Wed Market	743	1,211	469	8,790	10,899	2,109	14,536		0	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
1019 Rental Income Blighs Market	1,652	1,633	(19)	13,639	11,497	(2,142)	15,200		0	
1033 Rental income Christmas Market	1,930	2,700	770	1,930	2,700	770	2,700		0	
Markets :- Income	6,424	7,021	597	39,514	38,389	(1,125)	50,160			0
4010 Gross Pay	140	144	4	1,237	1,296	59	1,731		494	
5410 Repairs & General Maintenance	0	27	27	10	81	71	105		95	
5420 Saturday market charges	1,478	1,155	(323)	11,825	11,259	(566)	15,011		3,186	
5421 Wednesday Market charges	2,154	2,103	(51)	20,999	20,505	(494)	27,341		6,342	
6001 Blighs Market Charges	888	962	74	9,042	8,658	(384)	11,547		2,505	
6010 Light Heat & Cleaning	40	0	(40)	371	96	(275)	130		(241)	
6210 Postage & Courier	0	0	0	8	0	(8)	0		(8)	
6460 Publicity & Democratic notices	105	0	(105)	595	0	(595)	0		(595)	
6635 Professional Fees Licensing	0	0	0	180	185	5	185		5	
6730 Subscriptions	0	0	0	0	0	0	74		74	
Markets :- Indirect Expenditure	4,805	4,391	(414)	44,266	42,080	(2,186)	56,124	0	11,858	0
Net Income over Expenditure	1,619	2,630	1,011	(4,752)	(3,691)	1,061	(5,964)			
<u>70 Precept</u>										
1995 Precept	107,973	107,973	0	971,756	971,757	1	1,295,675		0	
Precept :- Income	107,973	107,973	0	971,756	971,757	1	1,295,675			0
Net Income	107,973	107,973	0	971,756	971,757	1	1,295,675			

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	143,257	148,860	5,603	1,381,087	1,383,341	2,254	1,824,596			
Expenditure	132,153	131,921	(232)	1,442,023	1,366,115	(75,908)	1,864,491	0	422,468	
Net Income over Expenditure	11,104	16,939	5,835	(60,935)	17,226	78,161	(39,895)			
plus Transfer from EMR	108			42,778						
less Transfer to EMR	0			10,578						
Movement to/(from) Gen Reserve	11,212			(28,735)						

December 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	(19,083)	(21,494)	(2,411)	(28,473)	Under on Gross Pay due to Budget including planning assistant not recruited. Offset slightly by higher professional fees (planning applications & Seal Hollow Road speed survey).
Open Spaces & Leisure Committee					
General	(180,687)	(207,746)	(27,059)	(297,454)	Lower sports income than budget to date, in part due to adverse winter weather & drought effecting pitch, & 2 Raleys permits unsold. Log income expected in Jan. Other income relates to 2 memorial benches. Insurance claim payout for Buckhurst Gateway, offset by purchase in Misc Open Spaces. c£31K favourable pay related, mainly due to staff vacancy. Higher Lower St John's toilets cost is partly due to higher electricity cost. Recharge to Enterprise will be invoiced in January. Seats & Litter bins (5050) includes £2146 spent on 4 new recycling bins in July, & 2 memorial benches (in other income). Sevenoaks Common (5060) spend is tree work, mainly in July & August, partly covered by a provision made in prior years. Reserves to be released at year end to cover any net overspend on all tre related. Misc Open spaces includes play area maintenance (inc new swing seat & gate repair), safety inspection, dog signs, and £9.5k for the Buckhurst Gateway Replacement Plants includes trees to be adopted. Equipment includes £1610 cil funded picnic table in greatness park. Other variances are due to phasing of spend compared to budget, eg higher spend on grass seed & plants, lower spend on Knole Paddock.
Cemetery	(38,660)	(39,504)	(844)	(57,696)	Lower cemetery income than budget (£14.4K). YTD monthly income is now below the 5 year monthly average, with each year lower than the previous. £9K favourable pay related, driven by there being one cemetery gardener being 0.68FTE while the budget was for full time. £328 new shipping container lock fitted to garage. Other variances are due to the phasing of budget. Insurance claim is offset with new Equipment purchase.
Allotments	(6,112)	1,097	7,209	(1,086)	QH spend relates to £3K legal fees re new lease & access agreement, as well as £3K work on QH Trading Ctr including replacement door. High spend on water due to water bill to September 2023. Aexpecting credit from supplier following meter reading.
Street lighting/ general	(33,431)	(26,155)	7,276	(21,081)	Phasing of spend, with low spend on 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, to be invoiced to the road at year end.
Vine Grounds	(31,654)	(17,665)	13,989	(24,405)	Higher other events income due to Vegan Market held in April, and second market in September Kickstart employee has now left. Higher weekly staff hours on Vine gardening (12 hours pw higher than budget). £2135 spend this month on Vine Memorial steam clean. £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.

December 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	(14,168)	(14,483)	(315)	(23,322)	<p>Sale of Goods and catering income is £19.2K adverse to budget, (general cafe income partially offset by cricket teas and other catering). Budget was based on a higher income/ higher staff model. Actual income has been lower, with lower staff. This lower income/ lower staff model has been used in 2023/24 budget. Some of the lower income is related to forced closures of the cafe with known staff reasons. Income has been falling since the summer, with average daily winter income now lower than prior year. Lower sales are partially offset by the £9.3K lower goods for resale and cafe consumables. Staff costs are £17K lower than budget, partly due to a Kickstart position being withdrawn (£3.8K funding unavailable), and alternative staff not recruited. YTD income is at 93% of the prior year to date level, while staff costs are at 69% of the prior year level. Equipment hired & new includes a new drinks chiller (£600), water boiler (£490) and 4 parasols (£776). New energy tariff has impacted Light Heat & Cleaning, and Water includes bill to end March 2023. Over spring and summer the café performed much better than expected, however previously mentioned adverse circumstances have brought YTD overall deficit in line with budget.</p>
Bat & Ball Station	(72,648)	(45,274)	27,374	(59,890)	<p>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 broadly in line with budget. Hire income has been building and it is hoped that hire income will continue to increase as further HEO events happen. Sales of Goods & Event catering are £1K below budget to date. This offset by £2.8K lower Goods for resale and cafe consumables expense. Gross Pay is £18K 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 50% new bench deposit (£1.9K), 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. Cleaning this month includes £437 extractor clean Professional fees is for an acoustic assessment £1.23K</p>

December 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
	£	£	£	£	
Establishments	(455,124)	(457,607)	(2,483)	(663,327)	Interest rate rises mean interest is now £1500 above budget YTD. 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 at year end. 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 is c£1.3K higher than was expected in the past 3 years budget. Next year's budget has been increased accordingly. Welfare/ Hospitality includes staff Christmas event. Professional fees relates to removal of encampment at Greatness (£1.4K) & carbon footprint audit (£2.15K). Health & Safety includes occupational health assessment. Casual Vacancy election expense of £6.8K has been invoiced by SDC. Other variances are due to phasing at this stage.
General	(34,562)	(29,856)	4,706	(31,518)	£3K overspend on Christmas lights switch on due to normal provision being unavailable. Overspend on Special events is due to Jubilee Events. £10K earmarked reserve created at the end of 2021/22 has been released to partially fund the events.
Council Offices	(40,306)	(46,750)	(6,444)	(57,306)	Chamber bookings are above budget (budget was reduced to a more realistic level following the low number of bookings last financial year). Lower Gross Pay is due to facilities manager vacancy, now filled. Light heat & cleaning includes new electricity tariff. The extra expenses under Health and Safety relate to an increase in Fire Safety equipment, signage and testers.
Bat & Ball Centre	7,597	16,534	8,937	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 very low. Contribution towards flooring repair has been received in advance of the repair cost (accrued), legal fees have been paid. Pay now includes a gardener. Other overspend to date is mainly due to out of hours costs following late night bookings. Electricity is higher than expected due to inflation. Cleaning costs were higher in July due to contractor being used while short staffed. Cleaning costs also include tablecloth laundry. Water costs are being shown separately to business rates. Water meter reading has driven a catch up in cost. Computer expenses include the purchase of a new projector (£1.2K) Sundry includes £1.6K Christmas Garlands
Grants	(45,830)	(40,374)	5,456	(57,720)	Phasing of Grants. Free of charge use of Bat & Ball centre exceeds budget, while Chamber use is below budget.
Property	6,008	4,933	(1,075)	5,933	Phasing of budget

December 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	(695)	(3,553)	(2,858)	(5,000)	Business Awards happened in June. £1.7K gross surplus achieved. Business Show happened in October, the current surplus is £1.4K (costs are still coming through). Wellbeing show is not expected to happen this year. Holly party happened in December. £800 loss, final income & expenses being reviewed. £700 spent on Christmas trail.
Business Hub	1,306	9,633	8,327	13,365	December has seen the highest income to date. All 5 pods are let, despite no meeting room use this month. Hot desk usage continues to grow. Electricity is above budget due to no prior data to base energy use on, & higher energy tariff. November bill was based on a low estimate, December includes a catch up. Sales commission has ceased due to promotion & management of hub hires moving back to STC.
Sevenoaks Town Mayor	(1,083)	(5,600)	(4,517)	(8,391)	Fundraising this month includes hamper raffles, and Santas grotto donations (santa gifts paid for by STC).
Youth Council	(507)	(378)	129	(500)	£500 is contribution towards inflatable dartboard at HITB, & £108 spend on table football (funded from reserves)
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	(35,324)	(26,598)	8,726	(35,077)	Sales of Goods and Letting of facilities are both above budget, with use of HITB increasing. Goods for resale is also above budget & cafe prices have been reviewed. Staff related is £5.3K higher than budget due to staffing levels above budget, in line with higher youth numbers using HITB & regular SEN night. Budget has been reviewed for 2023/34 to ensure staff budget is correct going forward. If attendance increases, staff may also need to increase. Repairs & Maintenance includes the cost of floor repair (£2980). £1.3K spent on inflatable dartboard.(net of £500 funded by the youth council (cost in cc 43)), & £500 funded from Waitrose grant. £900K spent on pool table (funded by round table) 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	(4,752)	(3,691)	1,061	(5,964)	Wednesday market is £2.5K worse than budget, Blighs has performed £1.8k better than budget, and Saturday £1.3K better than budget. To date, Wednesday market has made £9.3K loss. Blighs & Saturday markets are both making a surplus. Christmas market has performed worse than budget due to bookings at 75% of capacity on average, and market held for 1 less day than prior year.
Precept	971,756	971,757	1	1,295,675	
Revenue Surplus/ (Deficit) Total	(28,735)	17,226	45,961	(39,895)	
Transfer from Bat & Ball Management & Maintenance Reserve	72,648	45,274	(27,374)	59,890	
Adjusted Revenue Surplus/ (Deficit) Total	43,913	62,500	18,587	19,995	

December 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
	£	£	£	£	
Capital Infrastructure	(96,052)	-	96,052	-	Capital Receipts are moved to reserves & capital spend covered by CIL, Capital Receipts Reserve, and grants.
Total inc Capital	(52,139)	62,500	114,639	19,995	

Summary by Committee:

Planning	(19,083)	(21,494)	(2,411)	(28,473)
Open spaces & Leisure	(290,544)	(289,973)	571	(401,722)
Vine Café	(14,168)	(14,483)	(315)	(23,322)
Bat Ball Station	(72,648)	(45,274)	27,374	(59,890)
Finance & General Purpose	(604,051)	(583,307)	20,744	(822,162)
Precept	971,756	971,757	1	1,295,675
Capital Infrastructure	(96,052)	-	96,052	-

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

	B/fwd 01-Apr-22 £	Movement* £	C/fwd 31-Dec-22 £	31-Dec-21 £
<u>Current Assets</u>				
Stock	2,061	-	2,061	2,109
Trade debtors	32,096	8,250	40,346	16,156
VAT	19,728	(6,149)	13,580	14,252
Prepayments and other debtors	53,799	(46,311)	7,488	14,048
Total Cash at Bank	1,710,009	327,000	2,037,009	2,112,796
	1,817,693	282,790	2,100,483	2,159,361
<u>Current Liabilities</u>				
Trade creditors	46,100	(19,456)	26,644	12,148
Accruals and other creditors	70,881	53,010	123,892	65,562
Precept received in advance of budget	-	323,919	323,919	309,974
Receipts in advance (rent, hall hire, cemetery)	23,073	(4,757)	18,316	13,248
	140,054	352,716	492,770	400,931
<u>Net Current Assets</u>	1,677,639	(69,926)	1,607,713	1,758,430
<u>Represented by:</u>				
<u>General Funds</u>				
Revenue Reserves	438,861	(28,735)	410,126	Note 1 458,611
<u>Earmarked/Designated Funds</u>				
Youth Council Reserve	1,835	(108)	1,727	Note 2 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	4,270
Stag Winding Up Reserve	9,000	-	9,000	8,000
Planning Fees Reserve	12,500	-	12,500	12,500
Youth Activities Reserve	3,544	(2,275)	1,269	Note 3 769
Special Events reserves	10,000	(10,000)	-	Note 4
STP Activities Reserve	2,386	(1,848)	538	Note 5 538
Non-annual commitments reserve	11,764	(1,664)	10,100	Note 6 5,824
Staff training reserve	2,890	-	2,890	2,890
Capital Receipts Quaker Hall	58,462	-	58,462	29,231
Capital Receipts Reserve	509,432	(143,570)	365,863	Note 7 524,739
Bat & Ball Station Management & Maintenance reserve	230,800	-	230,800	279,804
Vehicle/ Machinery replacement reserve	18,054	-	18,054	
Environmental reserve	8,500	-	8,500	
Bat & Ball Center Maintenance reserve	-	10,578	10,578	Note 8
CIL Earmarked Reserve	229,518	112,661	342,179	Note 9 311,510
No 8 bus Reserve	78,808	-	78,808	78,808
QH Allotments Key Reserves	4,115	-	4,115	4,115
Mayor's Charity Reserve	5,621	(4,965)	655	Note 10 656
	1,238,778	(41,191)	1,197,587	1,299,819
	1,677,639	(69,926)	1,607,713	1,758,430

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

Note 1 YTD movement is a net deficit of £29K

Note 2 £108 spent on table football for HITB

Note 3 £1750 skate park event in April & £450 Hastings trip in August

Note 4 £10K Jubilee reserve released to partially cover the cost of the Jubilee event

Note 5 TYD spend on public realm and stonework cleaning

Note 6 £1664 spent on Investors in People 3 yearly visit

Note 7 YTD spend on Vine Area (£69K), Play Areas (£88K), Knole paddock pitch drainage & floodlights (£52K), NDP (£13K), Hub (£7K), Bat & Ball Ctr & Cemetery. To be funded from CIL, CRR & £90K grants received to date.

Note 8 Reserve created to fund future maintenance on Bat & Ball Ctr flooring

Note 9 CIL income received, less spend on picnic tables & Wayfinding project

Note 10 Previous Mayor's charity donation from fundraising, & remaining use of allowance.

Sevenoaks Town Council

Statement of Fund Balances as at 31st December 2022

£ (2021/22)		S&P Rating 31/12/2022		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
0	<u>Bank of Scotland</u>						
	Treasury deposit (1m)	A+	A1	0	0	0.00%	0.10%
8,544	<u>National Westminster Bank</u>	A	A1				
297,238	Business Reserve Account			26,901			
1,000	Current Account			601,570			0.80%
1,000	Payroll Account			1,000			
9,949	HITB Youth café			1,000			
3,939	Sevenoaks Town Partnership			9,949			
	Mayors Charity Account			5,699	646,119	31.72%	
50,506	<u>HSBC</u>	A+	A1	50,578	50,578	2.48%	0.85%
64,375	<u>Handelsbanken</u>	AA-	A1+				
260,005	Deposit account			64,844			0.00%
	35 day notice account			260,530	325,374	15.97%	1.90%
502,367	<u>Nationwide</u>	A+	A1				
10,168	Instant Saver			2,835			0.95%
	Sevenoaks Fund Instant Saver			10,186	13,020	0.64%	0.95%
500,000	<u>CCLA</u>						
	Public Sector Deposit	AAA (Fitch only)		500,000	500,000	24.55%	3.31%
1	<u>Clydesdale</u>						
	Current account	A-	A2	0	0		
	<u>Virginmoney</u>						
	Current account			1			
	95 Day Notice			501,228	501,229	24.61%	1.60%
916	<u>Petty Cash</u>				609	0.03%	
0	<u>Cashbook suspense</u>				80	0.00%	
1,710,009					2,037,009	100.00%	

Instant access funds

1,248,728

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 31/12/2022

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>91 Capital Infrastructure Budget</u>										
2002 Capital Grants	0	0	0	90,000	0	(90,000)	0		0	
2012 CIL income allocation	0	0	0	134,579	0	(134,579)	0		0	87,062
Capital Infrastructure Budget :- Income	<u>0</u>	<u>0</u>	<u>0</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	52,425	0	(52,425)	0		(52,425)	
9053 Vine Area	0	0	0	69,368	0	(69,368)	0		(69,368)	
9063 New Community Centre	0	0	0	1,650	0	(1,650)	0		(1,650)	
9066 Northern Masterplan	2,250	0	(2,250)	12,863	0	(12,863)	0		(12,863)	
9071 Business Hub	0	0	0	6,948	0	(6,948)	0		(6,948)	
Capital Infrastructure Budget :- Indirect Expenditure	<u>2,250</u>	<u>0</u>	<u>(2,250)</u>	<u>233,570</u>	<u>0</u>	<u>(233,570)</u>	<u>0</u>	<u>0</u>	<u>(233,570)</u>	<u>0</u>
Net Income over Expenditure	<u>(2,250)</u>	<u>0</u>	<u>2,250</u>	<u>(8,991)</u>	<u>0</u>	<u>8,991</u>	<u>0</u>			
8002 less Transfer to EMR	0			87,062						
Movement to/(from) Gen Reserve	<u>(2,250)</u>			<u>(96,052)</u>						
Grand Totals:- Income	0	0	0	224,579	0	(224,579)	0			
Expenditure	2,250	0	(2,250)	233,570	0	(233,570)	0	0	(233,570)	
Net Income over Expenditure	<u>(2,250)</u>	<u>0</u>	<u>2,250</u>	<u>(8,991)</u>	<u>0</u>	<u>8,991</u>	<u>0</u>			
less Transfer to EMR	0			87,062						
Movement to/(from) Gen Reserve	<u>(2,250)</u>			<u>(96,052)</u>						

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Purchase Ledger for Month No 8

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/11/2022	03NOVEMBER2023	2570	BABY UMBRELLA	BAB001	1,380.00	0.00	1,380.00	7500	38	1,380.00	Grant award to Baby Umbrella
03/11/2022	03NOVEMBER2023	2571	SEVENOAKS HISTORY HU	SEV056	500.00	0.00	500.00	7500	38	500.00	Grant to Sevenoaks History Hub
03/11/2022	03NOVEMBER2023	2572	SEV COUNSELLING	SEV047	1,500.00	0.00	1,500.00	7500	38	1,500.00	Grant to Sevenoaks Counselling
03/11/2022	03NOVEMBER2023	2573	WEST KENT MIND	WES004	1,000.00	0.00	1,000.00	7500	38	1,000.00	Grant to West Kent Mind
03/11/2022	03NOVEMBER2023	2574	DIVINE SINGERS	DIV001	500.00	0.00	500.00	7500	38	500.00	Grant to D'Vine Singers
04/11/2022	2077782	32575	SDC	SDC001	3,874.68	0.00	3,874.68	5421	60	2,692.22	Nov market rent
								5420	60	1,182.46	Nov market rent
04/11/2022	00003028653-055	32576	PLUSNET	PLUS01	49.80	9.96	59.76	6101	50	49.80	Nov phone chgs
31/10/2022	18815	32577	HELIOCENTRIX	HELI001	2,067.95	413.59	2,481.54	6240	31	1,091.45	Oct IT support chg
								6242	31	976.50	Oct office 365 chg
27/10/2022	3581743	32578	BOOKER	BOOK001	157.79	5.31	163.10	6500	28	131.22	Goods for resale
								6505	28	15.78	cafe consumables
								6010	28	10.79	cleaning eq
01/11/2022	INV-2989	32579	COMMERCIAL PRESSURE	COM003	25.00	5.00	30.00	6010	28	25.00	window cleaning
02/11/2022	000013574362	32580	EDF ENERGY	EDF002	866.07	173.22	1,039.29	6011	36	866.07	Oct electricity chg
31/10/2022	7806778	32581	KFF	KFF001	93.94	7.41	101.35	6500	30	93.94	goods for resale
01/11/2022	7807568	32582	KFF	KFF001	21.32	0.00	21.32	6500	30	21.32	goods for resale
02/11/2022	INV001915	32583	JAGER ELECTRICAL CON	JAG001	115.00	23.00	138.00	5410	36	115.00	MUGA floodlight repair
03/11/2022	85413	32584	HERBERT & WARD	HAW001	211.00	15.20	226.20	6500	30	135.00	coffee
								6505	30	76.00	cups
31/10/2022	INV336317	32585	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Oct glass collection
31/10/2022	T2528	32586	HELIOCENTRIX	HELI001	328.13	65.63	393.76	6105	41	141.50	Oct wifi chg
								6105	22	10.00	Oct wifi chg
								6105	21	25.14	Oct wifi chg
								6101	31	141.50	Oct wifi chg
								6101	21	9.99	Oct wifi chg
01/11/2022	WM11971268	32587	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Nov card trans chg
02/11/2022	900160328	32588	KENT COUNTY COUNCIL	KCC002	526.50	105.30	631.80	6610	31	526.50	Audit fee 29/09-21/10

Purchase Ledger for Month No 8

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/11/2022	00003028673-055	32589	PLUSNET	PLUS01	21.19	4.24	25.43	6101	22	21.19	Nov phone chg
24/10/2022	2077708	32590	SDC	SDC001	295.00	0.00	295.00	6635	33	295.00	Premises lic 2022/23
25/10/2022	53844	32591	GREENTEK SOLUTIONS	GRE001	134.55	26.91	161.46	5525	21	134.55	tines, nuts, bolts
27/10/2022	2379	32592	BOURNE SPORT	BOU002	320.80	64.16	384.96	5120	21	320.80	sand
31/10/2022	22-63	32593	JJ BROOKS	JJB001	3,040.80	608.16	3,648.96	9053	91	3,040.80	Vine Bridge repair
20/10/2022	I504878	32594	KENT MESSENGER	KM001	225.00	45.00	270.00	6323	40	225.00	Business Show marketing
20/10/2022	I504877	32595	KENT MESSENGER	KM001	675.00	135.00	810.00	6323	40	675.00	Business Show marketing
31/10/2022	VC/31.10.2022	32596	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6001	60	1,100.00	Oct Sat market chg
01/11/2022	INV-2504	32597	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	Planning tracker support
04/11/2022	00002976949-055	32598	PLUSNET	PLUS01	27.57	5.51	33.08	6101	28	27.57	Nov phone chg
08/11/2022	PSI09802	32600	INVESTORS IN PEOPLE	INV002	1,906.50	381.30	2,287.80	6321	31	1,906.50	IIP Standard Assessment
04/11/2022	2287	32601	ULTRALITE	ULTRA001	220.00	44.00	264.00	6461	31	220.00	Firework banner installation
08/11/2022	5103828789	32602	KALC	KALC	4.17	0.83	5.00	6710	31	4.17	AGM reg for Cllr.P
31/10/2022	230048089	32603	WORLDPAY	WOR001	89.80	11.65	101.45	6976	30	89.80	Oct card trans chg
31/10/2022	230228911	32604	WORLDPAY	WOR001	9.35	0.03	9.38	6976	31	9.35	Oct card trans chg
31/10/2022	230022556	32605	WORLDPAY	WOR001	54.44	9.38	63.82	6976	31	54.44	Oct card trans chg
31/10/2022	230124720	32606	WORLDPAY	WOR001	58.76	7.54	66.30	6976	28	58.76	Oct card trans chg
01/11/2022	303033	32607	PREMIER ALARMS	PREM001	630.97	126.19	757.16	6930	21	630.97	security system An maint chg
07/11/2022	2077995	32608	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	bin collection 10/10-06/11
07/11/2022	2078002	32609	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	bin collection 10/10-06/11
07/11/2022	2078003	32610	SDC DIRECT SERVICES	SDC002	211.80	0.00	211.80	6935	28	211.80	bin collection 10/10-06/11
07/11/2022	2077994	32611	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	bin collection 10/10-06/11
07/11/2022	2077993	32612	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	bin collection 10/10-06/11
31/10/2022	INV336318	32613	COUNTRY STYLE RECYCL	COU001	80.20	16.04	96.24	6935	29	80.20	Oct bin collection
03/11/2022	978521	32614	ERNEST DOE	DOE001	1,880.00	376.00	2,256.00	5500	22	1,880.00	gardening equipment
30/10/2022	10823982	32615	SHELL	SHEL001	303.88	60.78	364.66	5700	22	54.14	fuel
								5700	21	249.74	fuel
31/10/2022	111095	32616	GODFREYS	GOD001	42.00	8.40	50.40	5700	21	42.00	fuel
31/10/2022	2171	32617	A CHAILI	CHAI001	70.00	0.00	70.00	5410	33	70.00	repair ladies W.C leak

Purchase Ledger for Month No 8

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/10/2022	149120	32618	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	Oct clean & lockup chg
								5026	21	227.80	Oct clean & lockup chg
								5025	21	683.40	Oct clean & lockup chg
								5020	29	683.39	Oct clean & lockup chg
17/10/2022	977783	32619	ERNEST DOE	DOE001	88.89	17.78	106.67	5525	21	88.89	blower service
05/10/2022	977285	32620	ERNEST DOE	DOE001	33.33	6.67	40.00	5525	21	33.33	chainsaw service
31/10/2022	202707	32621	PREMIER ALARMS	PREM001	40.17	8.03	48.20	6930	22	40.17	alarm battery
27/10/2022	0001/00142767	32622	OBM	OBM001	16.18	3.24	19.42	5410	28	16.18	caulk,silicone,paint
12/09/2022	7770633	32623	KFF	KFF001	-21.29	0.00	-21.29	6500	30	-21.29	goods for resale credit
04/11/2022	0045	32624	SSE	SSE008	493.94	98.78	592.72	6011	30	493.94	Oct electric chg
03/11/2022	000013619006	32625	EDF ENERGY	EDF003	38.74	1.94	40.68	6010	60	38.74	Oct electric chg
04/11/2022	0019	32626	SSE	SSE013	108.07	5.40	113.47	6012	36	108.07	Oct gas chg
04/11/2022	0015A	32627	SSE	SSE014	98.38	4.91	103.29	6012	30	98.38	Oct electric chg
28/10/2022	1313290769	32628	SCREWFIX	SCREW001	203.98	34.79	238.77	6952	21	29.99	boots
								5500	21	166.66	drill
								5015	29	7.33	brackets
10/10/2022	INV-1439	32629	DIRECT SPORTS LIGHTI	DIR004	17,500.00	3,500.00	21,000.00	9046	91	17,500.00	Floodlights
07/11/2022	152308	32630	CONNECTAPHONE	CON001	397.94	79.59	477.53	6101	36	47.37	Oct telephone chg
								6101	30	73.81	Oct telephone chg
								6101	22	5.94	Oct telephone chg
								6101	31	270.82	Oct telephone chg
08/11/2022	5555	32631	CLEVER COOKS HIRE SE	CLE002	1,724.40	0.00	1,724.40	7205	42	1,724.40	food for Chevening lunch
10/11/2022	10NOVEMBER2022	32632	FOLKESTONE COUNCIL	FOL001	56.00	0.00	56.00	6437	42	56.00	Folkstone Mayor Turkish Night
05/10/2022	8571	32633	KALC	KALC	-50.00	-10.00	-60.00	6710	31	-50.00	conference refund
09/11/2022	92111	32634	JS TAYLOR	TAYL001	2,875.00	0.00	2,875.00	6490	32	2,875.00	5 xmas light boxes
07/11/2022	2077888	32635	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	bin collection 10/10-06/11
03/11/2022	0063502	32636	HOLLYBUSH LAUNDRY	HOL002	85.00	0.00	85.00	6013	36	85.00	tablecloth laundry
10/11/2022	85501	32637	HERBERT & WARD	HAW001	237.45	15.20	252.65	6500	28	161.45	coffee
								6505	28	76.00	cups & lids

Purchase Ledger for Month No 8

Order by Invoices Entered

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
07/11/2022	168603	32638	HW COLDBREATH	COL003	91.23	0.00	91.23	6500	30	91.23	goods for resale
10/11/2022	7816081	32639	KFF	KFF001	81.95	6.76	88.71	6500	30	81.95	goods for resale
31/10/2022	7808286	32640	KFF	KFF001	-21.32	0.00	-21.32	6500	30	-21.32	goods for resale credit
07/11/2022	7812555	32641	KFF	KFF001	193.89	0.00	193.89	5500	30	41.97	mugs
								6500	30	151.92	goods for resale
11/11/2022	193719461	32642	AA DEVELOPMENTS LTD	AA002	335.00	67.00	402.00	6491	32	335.00	5 warning signs
31/10/2022	10822	32643	HARDWARE CENTRE	HARD001	17.16	3.43	20.59	5410	60	2.15	Hardware bits
								5410	21	4.02	Hardware bits
								5110	21	0.99	Hardware bits
								5500	21	10.00	Hardware bits
31/10/2022	87867	32644	SGE	SGE001	39.94	7.99	47.93	5500	21	39.94	2 brooms
25/10/2022	9303537894	32645	SETON	SET001	50.11	10.02	60.13	5410	36	50.11	4 no dog signs
08/11/2022	000013696686	32646	EDF ENERGY	EDF004	983.28	196.65	1,179.93	6010	41	983.28	Oct electric chg
10/11/2022	1006646	32647	KALL KWIK	KALL001	330.00	66.00	396.00	6490	32	330.00	CLSO posters
03/11/2022	1006644	32648	KALL KWIK	KALL001	169.00	0.00	169.00	6491	32	169.00	1200 Rem Day booklets
09/11/2022	14117118	32649	KCC KCS	KCC003	283.65	56.73	340.38	6010	33	133.76	cleaning equip
								6200	31	149.89	stationery
14/11/2022	1006651	32650	KALL KWIK	KALL001	40.00	8.00	48.00	6490	32	40.00	CLSO posters
14/11/2022	1006652	32651	KALL KWIK	KALL001	48.00	0.00	48.00	6325	40	48.00	Holly Party flyers x300
13/11/2022	14119507	32652	KCC KCS	KCC003	67.57	13.51	81.08	6013	36	67.57	cleaning equip
11/11/2022	BK208270-2	32653	SLCC	SLCC001	-75.00	-15.00	-90.00	6710	31	-75.00	conference fee credit
11/11/2022	BK208270-1	32654	SLCC	SLCC001	330.00	45.00	375.00	6710	31	330.00	conference fees for L.L
01/11/2022	77910	32655	ATLAS FM/EMPRISE SVS	EMP001	742.50	148.50	891.00	5311	21	742.50	Nov lock up chg
01/11/2022	77909	32656	ATLAS FM/EMPRISE SVS	EMP001	1,113.30	222.66	1,335.96	5311	21	1,113.30	Nov lock up chg P.Close
01/11/2022	77908	32657	ATLAS FM/EMPRISE SVS	EMP001	445.10	89.02	534.12	6932	22	445.10	Nov lock up chg
10/11/2022	38235	32658	TELESHORE UK	TELE003	215.50	43.10	258.60	6500	22	215.50	10 caskets
09/11/2022	115445	32659	LANDSCAPE SUPPLY CO	LAND001	111.57	22.31	133.88	6952	22	61.51	work clothes
								6952	21	17.31	work clothes
								5310	21	32.75	padlock

Purchase Ledger for Month No 8

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/11/2022	GAC49263	32660	SETYRES	SETY001	58.33	11.66	69.99	5550	21	58.33	tyre
14/11/2022	1006653	32661	KALL KWIK	KALL001	49.00	9.80	58.80	6490	32	49.00	'lost children' sign
14/11/2022	112517	32662	GODFREYS	GOD001	63.00	12.60	75.60	5700	21	63.00	fuel
17/11/2022	001941	32663	EYNSFORD CONCERT BAN	EYNS001	250.00	0.00	250.00	6491	32	250.00	Remembrance Day performance
17/11/2022	001942	32664	ROYAL BRITISH LEGION	RBL001	200.00	0.00	200.00	6491	32	200.00	Remembrance Day wreath
17/11/2022	001940	32665	ST JOHN	STJO001	170.00	0.00	170.00	6491	32	170.00	Remembrance Day attendance
15/11/2022	15/11/2022	32666	CANTERBURY COUNCIL	CAN002	-100.00	0.00	-100.00	6437	42	-100.00	Murder Mystery cancelled
18/11/2022	18/11/2022	32667	MAYOR OF SWALE	SWA003	-34.00	0.00	-34.00	6437	42	-34.00	Quiz Night refund
10/11/2022	INV517544	32668	GAZA TIMBER	GAZA001	24.58	4.91	29.49	5410	23	24.58	screws, drill bits
14/11/2022	14NOV22	32669	WATER CHOICE	SEWAT001	425.34	0.00	425.34	6014	22	425.34	Water chg 17/05-11/11
31/10/2022	87941	32670	SGE	SGE001	676.18	135.24	811.42	5410	23	676.18	water tank fabrication
13/11/2022	41358	32671	RIGHT GUARD	RIGHT001	600.00	120.00	720.00	6491	32	600.00	Remembrance Day security
16/11/2022	205	32672	GLENN BALL	GLE001	814.25	0.00	814.25	9053	91	814.25	Architect expenses
10/11/2022	1006666	32673	KALL KWIK	KALL001	95.72	19.14	114.86	6900	41	95.72	Hub booking chg
05/10/2022	000013413076	32674	EDF ENERGY	EDF004	3.64	0.18	3.82	6010	41	3.64	Sep electric chg
10/11/2022	25837526	32675	NISBETS	NIS001	105.53	21.10	126.63	6013	30	55.43	cleaning eq
								5500	30	38.99	kitchen eq
								6505	30	11.11	cafe consumables
16/11/2022	85556	32676	HERBERT & WARD	HAW001	181.50	0.00	181.50	6500	30	181.50	goods for resale
14/11/2022	7818414	32677	KFF	KFF001	111.18	0.00	111.18	6500	30	111.18	goods for resale
10/11/2022	INV-2999	32678	COMMERCIAL PRESSURE	COM003	425.00	85.00	510.00	6001	60	425.00	market cabin cleaning
15/11/2022	INV-3006	32679	COMMERCIAL PRESSURE	COM003	25.00	5.00	30.00	6010	28	25.00	window cleaning
01/11/2022	3026A	32680	MILLS	MILL001	554.50	110.90	665.40	6802	22	165.00	plants
								5340	21	389.50	plants
09/11/2022	0063/03464593	32681	FAIRALLS	FAIR001	6.85	1.37	8.22	5500	21	6.85	drill bit
09/11/2022	0063/03464594	32682	FAIRALLS	FAIR001	10.08	2.02	12.10	5410	21	10.08	bolt x 4
14/11/2022	188679	32683	PROVENDER	PRO002	160.00	32.00	192.00	5340	36	47.50	Christmas trees
								5340	30	112.50	Christmas trees
11/11/2022	978862	32684	ERNEST DOE	DOE001	25.00	5.00	30.00	5500	22	25.00	mulch kit

Purchase Ledger for Month No 8

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/11/2022	2291	32685	BARNES MEMORIALS	BAR005	200.00	0.00	200.00	5410	22	200.00	remove headstone
17/11/2022	188904	32686	PROVENDER	PRO002	158.25	22.00	180.25	6802	22	47.50	plants
								5410	23	15.00	plants
								5340	36	95.75	plants
14/11/2022	36450	32687	EDGE IT	EDG001	834.60	166.92	1,001.52	110	0	326.60	Epitath IT Cemetery
								110	0	229.80	Advantage IT Planning
								6240	11	114.90	Advantage IT Planning
								6240	22	163.30	Epitath IT Cemetery
18/11/2022	18NOVEMBER2023	32688	TOWN CRIER	TOW001	59.25	0.00	59.25	6869	32	59.25	TC Fireworks.N expenses
17/11/2022	M141M4	32689	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	Nov phone chgs
14/11/2022	203283	32690	PREMIER ALARMS	PREM001	105.00	21.00	126.00	6931	30	105.00	CCTV maintenance chg
16/11/2022	IN05290250	32691	NPOWER	NPO002	954.17	190.83	1,145.00	6862	26	954.17	Oct electric chg
18/11/2022	0003850568	32692	ELITE	EFS001	88.02	0.00	88.02	6500	30	88.02	goods for resale
21/11/2022	6781R	32693	ROBERT DRAPER	DRA001	250.00	50.00	300.00	6900	50	250.00	pool table delivery
15/11/2022	15/11/2022	32694	BANKLINE	BANKL01	105.80	0.00	105.80	6975	31	105.80	bank chgs
19/11/2022	650713	32695	PIN BINS	PINB001	210.00	42.00	252.00	6002	23	210.00	skip hire
21/11/2022	3746	32696	PREMIER INFLATE	PREM002	41.00	8.20	49.20	6900	50	41.00	inflatable dart board delivery
15/11/2022	CD-223359718	32697	ANGEL WATERLOGIC	ANWA001	715.83	143.17	859.00	110	0	417.57	water machine an maint chg
								6330	30	298.26	water machine an maint chg
15/11/2022	CD-223335894	32698	ANGEL WATERLOGIC	ANWA001	457.56	91.51	549.07	6330	31	190.65	water machine an maint chg
								110	0	266.91	water machine an maint chg
28/10/2022	UKSPS00093125	32699	NEXUDUS SL	NEX001	95.72	19.14	114.86	6900	41	95.72	Oct Hub booking chg
25/11/2022	25/11/22	32700	THE ONLY WAY	TOWIEA01	405.00	0.00	405.00	6490	32	405.00	CLSO performance
06/10/2022	92305	32701	AG MARKETING SERVICE	AGM001	490.00	98.00	588.00	6460	31	490.00	6 bus back ads
23/11/2022	23/11/22	32702	COUNCILLOR PARRY	PAR003	250.20	15.80	266.00	7205	42	171.22	refreshments
								6420	31	78.98	refreshments
17/11/2022	25881472	32703	NISBETS	NIS001	13.87	2.77	16.64	6922	50	13.87	Allergen food labels
24/11/2022	RS101955	32704	RAWSTONE HIRE	RAW001	221.90	44.38	266.28	6491	32	221.90	road signs hire
22/11/2022	8093412	32705	CASTLE WATER	CAS006	458.79	91.77	550.56	6014	21	458.79	water chg Oct22-Mar23

Purchase Ledger for Month No 8

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
22/11/2022	8083643	32706	CASTLE WATER	CAS007	704.64	0.00	704.64	6014	23	704.64	water chg Oct22-Mar23
22/11/2022	8082993	32707	CASTLE WATER	CAS004	1,080.24	140.26	1,220.50	6014	28	1,080.24	water chg Oct22-Mar23
16/11/2022	375	32708	BGOLDFORD	BGO001	1,908.80	0.00	1,908.80	5500	30	1,908.80	50% bench deposit
17/11/2022	0003849849	32709	ELITE	EFS001	132.00	0.00	132.00	6500	28	132.00	goods for resale
22/11/2022	7826116	32710	KFF	KFF001	169.47	8.24	177.71	6500	30	169.47	goods for resale
23/11/2022	900161486	32711	KENT COUNTY COUNCIL	KCC002	25.00	0.00	25.00	6490	32	25.00	Advertising cost
23/11/2022	193751843	32712	AA DEVELOPMENTS LTD	AA002	420.00	84.00	504.00	6490	32	420.00	temporary road sings
25/11/2022	2078200	32713	SDC	SDC001	51.50	5.50	57.00	6889	31	51.50	refuse sacks
20/11/2022	11000820	32714	SHELL	SHEL001	242.51	48.50	291.01	5700	21	242.51	fuel
17/11/2022	304525	32715	CULVERWELL	CULV001	126.96	25.39	152.35	5500	21	126.96	hand grabs x 6
31/10/2022	146121	32716	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	Oct hygiene unit clean
								5025	21	12.94	Oct hygiene unit clean
								5020	29	12.95	Oct hygiene unit clean
18/11/2022	189019	32717	PROVENDER	PRO002	280.92	56.18	337.10	5320	22	280.92	border bark
17/11/2022	I4122172	32718	KCC KCS	KCC003	119.04	23.81	142.85	6013	21	119.04	cleaning eq
18/11/2022	INV518079	32719	GAZA TIMBER	GAZA001	3.19	0.64	3.83	5120	21	3.19	timber
24/11/2022	INV518388	32720	GAZA TIMBER	GAZA001	39.45	7.89	47.34	5500	21	24.25	fencing repair eq
								5525	21	15.20	fencing repair eq
16/11/2022	1006666REV	32721	KALL KWIK	KALL001	-95.72	-19.14	-114.86	6900	41	-95.72	invoice rev
29/11/2022	3747	32722	PREMIER INFLATE	PREM002	105.00	21.00	126.00	6900	50	105.00	Dartboard storage chg
06/10/2022	92305REV	32723	AG MARKETING SERVICE	AGM001	-490.00	-98.00	-588.00	6460	31	-490.00	invoice rev
06/10/2022	92305A	32724	AG MARKETING SERVICE	AGM001	490.00	98.00	588.00	6460	60	490.00	6 bus back ads
17/11/2022	INV-0194	32725	GROUNDHOUSE MEDIA AN	GRO001	2,030.00	406.00	2,436.00	6491	32	2,030.00	sound system
02/11/2022	INV-2307	32726	SEVENOAKS DISTRICT C	SEV054	384.16	0.00	384.16	6511	41	384.16	Jul-Sep Hub bookings
02/11/2022	SI55246	32727	BLACHERE	BLA001	229.50	45.90	275.40	6490	32	229.50	icicle lights x 3
04/11/2022	221033	32728	OLD SCHOOL SAMBA	OLD001	400.00	0.00	400.00	6490	32	400.00	CLSO performance
29/11/2022	291122RW	32729	ROBBIE WHITE	ROB003	400.00	0.00	400.00	6490	32	400.00	CLSO performance
29/11/2022	29/11/22	32730	TOWN CRIER	TOW001	57.30	0.00	57.30	6490	32	57.30	Town Crier CLSO appearance fee
13/11/2022	10950466	32731	SHELL	SHEL001	32.94	6.59	39.53	5700	22	32.94	fuel

Purchase Ledger for Month No 8

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/11/2022	28NOV22/LIN	32732	ONECARD	ONE002	1,662.98	319.64	1,982.62	6869	30	29.40	warm spaces, toys, decs
								6869	30	11.90	warm spaces food
								6869	30	2.21	warm spaces drink, bag
								6900	36	1,566.47	20 Garlands
								6490	32	8.00	refreshments
								6975	31	45.00	card fee
28/11/2022	28NOV22/ROS	32733	ONECARD	ONE002	794.84	141.99	936.83	5500	50	665.83	multi games table
								5500	30	22.44	64L storage box
								6490	32	40.00	santas grotto books
								6200	30	21.57	loyalty cards
								6975	31	45.00	card fee
28/11/2022	28NOV22/ANN	32734	ONECARD	ONE002	2,370.82	188.11	2,558.93	6952	36	22.49	safety trainers
								6500	30	7.46	goods for resale
								6500	30	118.81	goods for resale
								6500	28	50.69	goods for resale
								6500	30	134.22	goods for resale
								6500	30	2.92	goods for resale
								6500	50	66.90	goods for resale
								6500	50	11.25	goods for resale
								6500	28	45.29	goods for resale
								6500	30	192.63	goods for resale
								6500	30	1.67	goods for resale
								6500	28	55.91	goods for resale
								6500	28	0.96	goods for resale
								6500	30	152.02	goods for resale
								6500	30	14.50	goods for resale
								6500	30	39.92	goods for resale
								6500	28	46.40	goods for resale
								6500	28	2.92	goods for resale

Purchase Ledger for Month No 8

Order by Invoices Entered

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	71.64	goods for resale
								6500	50	10.83	goods for resale
								6500	30	109.77	goods for resale
								6500	30	2.83	goods for resale
								6104	21	5.00	O/S team ipad
								6104	36	8.34	KW mob
								6104	21	5.00	RG mob
								6104	21	8.34	NC mob
								6104	33	8.34	caretaker mob
								6104	36	8.34	B&B.C caretaker mob
								6104	36	8.34	KW mob
								6240	11	10.95	Acrobat Standard Lic
								6240	50	16.64	Adobe subs - HITB
								6240	31	12.64	Acrobat Adobe DC
								6240	31	191.66	projector
								6240	41	191.66	projector
								6240	40	41.62	Creative Cloud subs
								7205	42	38.50	raffle prizes
								6010	28	1.00	cleaning eq
								6010	28	3.12	cleaning eq
								6010	28	3.96	cleaning eq
								6460	31	120.82	Queens canopy plaque
								6460	31	8.34	Queens canopy plaque
								6460	40	12.00	facebook ads
								6460	40	12.00	facebook ads
								5700	21	11.20	fuel
								5700	21	6.67	fuel
								5700	21	4.27	fuel
								5700	21	6.67	fuel

Purchase Ledger for Month No 8

Order by Invoices Entered

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
								5700	21	6.85	fuel
								6491	32	13.10	postage
								6325	40	12.00	facebook ad
								6325	40	9.00	facebook ad
								6325	40	12.00	facebook ads
								6101	31	16.67	LL ipad
								6013	30	6.67	cleaning eq
								6013	30	9.04	cleaning eq
								6490	32	179.59	Santa's Grotto books
								6505	28	2.29	cafe consumables
								6505	28	4.17	cafe consumables
								6922	31	7.20	6 hearing loop signs
								6900	31	35.84	name badges x 16
								5500	30	0.83	measuring jug
								5500	30	1.50	spoons
								6200	30	1.67	scissors
								6869	32	99.95	3 rechargalbe lights
								6975	31	45.00	card fee
TOTAL INVOICES					81,193.43	10,985.88	92,179.31			81,193.43	

Purchase Ledger for Month No 9

Order by Invoices Entered

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
21/11/2022	W23441	32736	DE JAGER & SONS	DEJAG001	125.10	25.02	150.12	5340	21	125.10	bulbs
24/11/2022	SIN2252524	32737	PPL PRS	PPLPRS001	147.00	29.40	176.40	6490	32	147.00	CLSO music lic
17/11/2022	30483	32738	GEER	GEER001	95.00	19.00	114.00	5410	36	95.00	boiler service
17/11/2022	0000125535	32739	SMITH OF DERBY	SMIT003	225.00	45.00	270.00	6861	26	225.00	An Market clock service
17/11/2022	0000125534	32740	SMITH OF DERBY	SMIT003	210.00	42.00	252.00	6861	26	210.00	An Warren clock service
27/11/2022	SIA167174	32741	REACH PLC	TRM	170.00	34.00	204.00	6460	30	170.00	'In Your Area' advert
01/12/2022	INV-2534	32742	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	planning tracker support
30/11/2022	1006703	32743	KALL KWIK	KALL001	20.00	4.00	24.00	6200	31	20.00	200 climate plant labels
12/12/2022	SINV039569	32744	WORKNEST	WOR002	375.00	75.00	450.00	6922	31	375.00	Health Assesment x 1
01/12/2022	I4131403	32745	KCC KCS	KCC003	32.98	6.60	39.58	6010	50	19.99	cleaning eq
								6200	31	12.99	stationery
25/11/2022	41452	32746	RIGHT GUARD	RIGHT001	2,279.00	455.80	2,734.80	6490	32	2,279.00	CLSO security
30/11/2022	85751	32747	HERBERT & WARD	HAW001	180.00	0.00	180.00	6500	30	180.00	coffee
28/11/2022	7831015	32748	KFF	KFF001	134.59	3.08	137.67	6500	30	86.48	Goods for resale
								6505	30	6.14	cafe consumables
								5500	30	41.97	mugs x 20
28/11/2022	0003855269	32749	ELITE	EFS001	80.03	0.00	80.03	6500	30	80.03	goods for resale
18/11/2022	1006705	32750	KALL KWIK	KALL001	105.00	21.00	126.00	6460	60	105.00	2 xmas market banners
30/11/2022	RS102030	32751	RAWSTONE HIRE	RAW001	304.20	60.84	365.04	6490	32	304.20	crowd control barriers
30/11/2022	579000533	32752	THE SEVENOAKS FLORIS	SEV052	100.00	0.00	100.00	7205	42	100.00	table decorations
30/11/2022	I4130377	32753	KCC KCS	KCC003	39.55	7.91	47.46	6200	31	16.56	stationery
								6010	33	22.99	cleaning eq
28/11/2022	UKSPS00095304	32754	NEXUDUS SL	NEX001	95.56	19.11	114.67	6900	41	95.56	Nov booking chg
02/12/2022	I4132171	32755	KCC KCS	KCC003	49.99	10.00	59.99	6010	33	49.99	cleaning eq
01/12/2022	WM11994293	32756	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Nov card trans chg
03/11/2022	13290	32757	STREETLIGHTS	DIR001	105.75	21.15	126.90	6862	26	105.75	Woodside Rd photocell replacem
09/11/2022	13300	32758	STREETLIGHTS	DIR001	123.75	24.75	148.50	6862	26	123.75	Farnaby Drive column repair
02/12/2022	2078290	32759	SDC	SDC001	3,631.85	0.00	3,631.85	5421	60	2,153.77	Dec market rent

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								5420	60	1,478.08	Dec market rent
02/12/2022	000423	32760	ADRIAN CLARKE PHOTOG	ADR002	200.00	0.00	200.00	6490	32	200.00	CLSO photography
04/12/2022	00003028653-056	32761	PLUSNET	PLUS01	49.80	9.96	59.76	6101	50	49.80	Dec telephone chg
04/12/2022	00002976949-056	32762	PLUSNET	PLUS01	26.90	5.38	32.28	6101	28	26.90	Dec telephone chg
30/11/2022	19044	32763	HELIOCENTRIX	HELI001	2,181.13	436.23	2,617.36	6240	31	1,204.62	Nov IT support
								6242	31	976.51	Nov office 365
03/12/2022	00003028673-056	32764	PLUSNET	PLUS01	21.19	4.24	25.43	6101	22	21.19	Dec telephone chg
04/12/2022	I4133046	32765	BOOKER	BOOK001	270.91	54.18	325.09	6010	33	129.96	cleaning eq
								6010	41	129.96	cleaning eq
								6200	22	10.99	stationery
02/12/2022	900162110	32766	KENT COUNTY COUNCIL	KCC002	1,202.00	234.00	1,436.00	6490	32	1,202.00	lampost structural testing
02/12/2022	13345	32767	STREETLIGHTS	DIR001	16.00	3.20	19.20	6862	26	16.00	Harrison Way bulb replacement
28/11/2022	5681	32768	STAG	STAG002	525.00	105.00	630.00	5410	50	525.00	Vinyl floor installation
04/12/2022	I4133046REV	32769	BOOKER	BOOK001	-270.91	-54.18	-325.09	6010	33	-129.96	cleaning eq
								6010	41	-129.96	cleaning eq
								6200	22	-10.99	stationery
04/12/2022	I4133046A	32770	KCC KCS	KCC003	270.91	54.18	325.09	6010	33	129.96	cleaning eq
								6010	41	129.96	cleaning eq
								6200	22	10.99	stationery
08/12/2022	8/12/22	32771	TOM BELL	TOM001	211.20	0.00	211.20	6330	31	211.20	staff xmas lunch
02/12/2022	I4132172	32772	KCC KCS	KCC003	20.84	4.17	25.01	6200	31	20.84	stationery
29/11/2022	INV-3029	32773	COMMERCIAL PRESSURE	COM003	25.00	5.00	30.00	6010	28	25.00	window cleaning
30/11/2022	T2558	32774	HELIOCENTRIX	HELI001	328.20	65.64	393.84	6101	31	141.50	Nov wifi chg
								6101	21	10.25	Nov wifi chg
								6105	41	141.50	Nov wifi chg
								6105	22	10.00	Nov wifi chg
								6105	21	24.95	Nov wifi chg
06/12/2022	2078494	32775	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	bin collection 07/11-04/12
06/12/2022	2078495	32776	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	bin collection 07/11-04/12

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06/12/2022	2078496	32777	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	bin collection 07/11-04/12
06/12/2022	2078503	32778	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	bin collection 07/11-04/12
06/12/2022	2078504	32779	SDC DIRECT SERVICES	SDC002	211.80	0.00	211.80	6935	28	211.80	bin collection 07/11-04/12
04/10/2022	2022/1125	32780	LISTENING ROOM	LIST001	150.00	0.00	150.00	6490	32	150.00	CLSO Compere
30/11/2022	INV339818	32781	COUNTRY STYLE RECYCL	COU001	22.47	4.49	26.96	6935	36	22.47	Nov bin collection
09/12/2022	I4135835	32782	KCC KCS	KCC003	117.55	23.51	141.06	6013	30	117.55	cleaning eq
09/12/2022	I4135836	32783	KCC KCS	KCC003	39.99	8.00	47.99	6010	50	39.99	cleaning eq
12/10/2022	25668853	32784	NISBETS	NIS001	100.55	12.64	113.19	6500	30	37.34	Goods for resale
								6013	30	36.97	cleaning eq
								6505	30	26.24	cafe consumables
05/12/2022	7837234	32785	KFF	KFF001	120.08	1.90	121.98	6505	30	9.49	cafe consumables
								6500	30	110.59	goods for resale
08/12/2022	152404	32786	CONNECTAPHONE	CON001	403.57	80.71	484.28	6101	36	47.47	Nov phone chg
								6101	30	73.67	Nov phone chg
								6101	22	16.59	Nov phone chg
								6101	31	265.84	Nov phone chg
30/11/2022	VC/31.11.2022	32787	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	Nov market set up chg
02/12/2022	34514575	32788	INITIAL WASHROOMS	INIT001	613.77	122.75	736.52	110	0	72.44	washroom bin maint Apr-Dec23
								110	0	236.96	washroom bin maint Apr-Dec23
								110	0	150.93	washroom bin maint Apr-Dec23
								6935	33	24.15	washroom bin maint Dec-Mar23
								6935	30	78.98	washroom bin maint Dec-Mar23
								6935	36	50.31	washroom bin maint Dec-Mar23
16/11/2022	1006706	32789	KALL KWIK	KALL001	45.00	9.00	54.00	6200	42	45.00	Mayor Business cards
09/12/2022	15846	32790	VISION ICT	VISICT001	149.97	29.99	179.96	6241	31	149.97	sevenoaks.fund domain renewal
01/12/2022	000013917233	32791	EDF ENERGY	EDF002	1,057.82	211.56	1,269.38	6011	36	1,057.82	Nov electric chg
06/12/2022	0046	32792	SSE	SSE008	516.30	103.26	619.56	6011	30	516.30	Nov electric chg
06/12/2022	0016A	32793	SSE	SSE014	127.48	6.37	133.85	6012	30	127.48	Nov gas chg
06/12/2022	0020	32794	SSE	SSE013	169.75	8.48	178.23	6012	36	169.75	Nov gas chg

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07/12/2022	003797	32795	PERFECT CUISINE CATE	PER001	270.00	0.00	270.00	6410	31	270.00	xmas council lunch catering
13/12/2022	714055	32796	LISTER WILDER	LIST002	240.18	48.04	288.22	5525	21	240.18	Honda HRH536 service
23/11/2022	92124	32797	JS TAYLOR	TAYL001	330.00	0.00	330.00	5230	22	330.00	SWA cable installation
24/11/2022	SVO/366382	32798	BREWERS	BREW001	26.63	5.33	31.96	5410	21	26.63	paint
23/11/2022	92125	32799	JS TAYLOR	TAYL001	70.00	0.00	70.00	5410	33	70.00	Light switch supply&install
02/12/2022	92136	32800	JS TAYLOR	TAYL001	80.00	0.00	80.00	5410	28	80.00	heater repair
24/11/2022	1446548-01	32801	MC TRUCK&BUS	MCT002	15.62	3.12	18.74	5525	21	15.62	lens for Isuzu
25/11/2022	0063/03495291	32802	FAIRALLS	FAIR001	4.45	0.89	5.34	5410	21	4.45	box of nails
06/12/2022	143062	32803	PALMSTEAD	PALM002	602.30	120.46	722.76	6802	22	96.10	Adopt A Tree plants
								5340	21	506.20	Adopt A Tree plants
04/12/2022	11124733	32804	SHELL	SHEL001	157.03	31.40	188.43	5700	21	157.03	fuel
06/12/2022	INV519057	32805	GAZA TIMBER	GAZA001	23.26	4.65	27.91	5410	21	14.34	tape,wd40
								5500	21	8.92	saw
29/11/2022	05/121739	32806	GREENHAM	GREE001	29.75	5.95	35.70	6013	22	29.75	hand lotion x 2
07/12/2022	I030076	32807	FORGE GARAGE	FORG001	678.92	124.83	803.75	5550	21	678.92	LS55CKL service
30/11/2022	INV342251	32808	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Nov bin collection chg
30/11/2022	149585	32809	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5020	29	12.95	Nov hygiene unit clean
								5025	21	12.94	Nov hygiene unit clean
								5026	21	4.31	Nov hygiene unit clean
30/11/2022	149584	32810	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	5020	29	683.39	Nov cleaning chg
								5025	21	683.40	Nov cleaning chg
								5026	21	227.80	Nov cleaning chg
								6013	30	227.80	Nov cleaning chg
24/11/2022	3582535	32811	BOOKER	BOOK001	165.03	13.10	178.13	6500	28	138.46	Goods for resale
								6010	28	26.57	cleaning eq
08/12/2022	3459063	32812	BOOKER	BOOK001	-52.45	0.00	-52.45	6500	28	-52.45	goods for resale credit
19/12/2022	INV-4858	32813	TREE ABILITY	TREE001	311.00	62.20	373.20	5410	23	311.00	Tree work at BVR
19/12/2022	INV-4856	32814	TREE ABILITY	TREE001	784.00	156.80	940.80	5070	21	784.00	Tree work
05/12/2022	INV-0068	32815	HIGH STREET SAFARI	HIG002	674.00	109.80	783.80	7607	40	674.00	xmas trail

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14/12/2022	MF/STC/943	32816	FOUR FRYS LTD	FOU002	315.00	63.00	378.00	6322	40	315.00	Artwork for programme
20/12/2022	138977	32817	MANAGED TECHNOLOGY	MAN002	129.05	25.81	154.86	6200	31	129.05	print chg
30/11/2022	234218505	32818	WORLDPAY	WOR001	106.02	13.13	119.15	6976	30	106.02	Nov card trans chg
30/11/2022	234197802	32819	WORLDPAY	WOR001	14.29	0.07	14.36	6976	31	14.29	Nov card trans chg
30/11/2022	234271719	32820	WORLDPAY	WOR001	48.76	9.29	58.05	6976	31	48.76	Nov card trans chg
30/11/2022	234288616	32821	WORLDPAY	WOR001	46.14	6.46	52.60	6976	28	46.14	Nov card trans chg
18/12/2022	004	32822	ANTHONY CHARLES WILL	ANT001	120.00	0.00	120.00	6244	40	120.00	screen fee Nov-Jan23
19/12/2022	19/12/2022	32823	ABLE DECORATORS	ABL002	375.00	0.00	375.00	6002	23	375.00	perspex window fit at QH
19/12/2022	04665GR	32824	LOCUM LOCKS	LOC003	93.72	18.74	112.46	5410	41	93.72	3 keys & lock for pod 4
15/12/2022	0063506	32825	HOLLYBUSH LAUNDRY	HOL002	178.00	0.00	178.00	6013	36	178.00	tablecloth laundry
19/12/2022	19/12/22	32826	BETTER BOUNCE LIMITE	BET001	167.98	33.60	201.58	5500	50	167.98	Dartboard eq
06/12/2022	2078617	32827	SDC	SDC001	213.00	0.00	213.00	6000	22	213.00	cesspool emptied
17/12/2022	M142QR	32828	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	Dec phone chg
19/12/2022	I4140287	32829	KCC KCS	KCC003	151.75	30.35	182.10	6013	36	151.75	cleaning eq
15/12/2022	0003864924	32830	ELITE	EFS001	109.28	0.00	109.28	6500	28	109.28	goods for resale
15/12/2022	3459171	32831	BOOKER	BOOK001	-6.99	0.00	-6.99	6500	28	-6.99	goods for resale credit
08/12/2022	000014032608	32834	EDF ENERGY	EDF004	1,050.89	210.18	1,261.07	6010	41	1,050.89	Nov electric chg
07/12/2022	1163258476	32835	KONICA MINOLTA	KMB001	682.06	136.41	818.47	6200	31	682.06	print chg Sep-Dec22
30/11/2022	000013886739	32836	EDF ENERGY	EDF003	40.32	2.02	42.34	6010	60	40.32	Nov electric chg
09/12/2022	0044	32837	SSE	SSE015	1,067.14	213.42	1,280.56	6010	33	1,067.14	Nov gas chg
15/12/2022	15/12/2022	32838	BANKLINE	BANKL01	106.70	0.00	106.70	6975	31	106.70	bank chgs
13/12/2022	INV-3057	32839	COMMERCIAL PRESSURE	COM003	25.00	5.00	30.00	6010	28	25.00	window cleaning
12/12/2022	7843641	32840	KFF	KFF001	264.24	8.21	272.45	6500	30	264.24	goods for resale
14/12/2022	26047064	32841	NISBETS	NIS001	10.40	2.08	12.48	6505	30	10.40	banquet roll
14/12/2022	3857	32842	CLEAN AIR	CLE001	437.67	87.53	525.20	6013	30	437.67	extractor clean
14/12/2022	SINV040016	32843	WORKNEST	WOR002	325.00	65.00	390.00	6922	31	325.00	OH Assessment NW
15/12/2022	2022/1209	32844	LISTENING ROOM	LIST001	500.00	0.00	500.00	6325	40	500.00	Music & Technician
22/11/2022	979345	32845	ERNEST DOE	DOE001	81.85	16.37	98.22	5525	21	81.85	trimmer head & cutter
11/12/2022	41551	32846	RIGHT GUARD	RIGHT001	171.00	34.20	205.20	6325	40	171.00	2 security officers

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14/12/2022	900162585	32847	KENT COUNTY COUNCIL	KCC002	526.50	105.30	631.80	6610	31	526.50	2022/23 2nd audit visit fee
22/11/2022	979344	32848	ERNEST DOE	DOE001	74.05	14.82	88.87	5525	21	74.05	strimmer bearing
14/11/2022	92153	32849	JS TAYLOR	TAYL001	110.00	0.00	110.00	5020	29	110.00	supply & fit light
11/12/2022	11180571	32850	SHELL	SHEL001	195.58	39.12	234.70	5700	22	195.58	fuel
01/12/2022	79074	32851	ATLAS FM/EMPRISE SVS	EMP001	445.10	89.02	534.12	6932	22	445.10	Dec lock up chg
01/12/2022	79075	32852	ATLAS FM/EMPRISE SVS	EMP001	1,150.41	230.08	1,380.49	5311	21	1,150.41	Dec lock up chg
01/12/2022	79076	32853	ATLAS FM/EMPRISE SVS	EMP001	767.25	153.45	920.70	5311	21	767.25	Dec lock up chg
08/12/2022	3582959	32854	BOOKER	BOOK001	162.97	1.82	164.79	6010	28	4.79	cleaning eq
								6505	28	4.29	consumables
								6500	28	153.89	goods for resale
21/12/2022	1006	32855	SPECS AND BEAR	SPE001	250.00	0.00	250.00	6325	40	250.00	Holly Party catering
22/12/2022	3574	32856	MICBEX	MIC001	251.65	50.33	301.98	5410	36	251.65	oven repair
22/12/2022	0788	32857	URBAN STUDIO	UIS001	2,250.00	450.00	2,700.00	9066	91	2,250.00	NDP consultancy fee Jul-Dec 22
19/12/2022	7849811	32858	KFF	KFF001	108.80	10.25	119.05	6500	30	108.80	goods for resale
15/12/2022	85921	32859	HERBERT & WARD	HAW001	183.00	9.60	192.60	6500	30	135.00	goods for resale
								6505	30	48.00	consumables
08/12/2022	3582958	32860	BOOKER	BOOK001	45.97	0.00	45.97	6500	30	22.97	Forget Me not Food
								6869	30	23.00	Forget Me not Food
19/10/2022	5208	32861	BURSLEM	BUR001	2,135.00	427.00	2,562.00	5010	29	2,135.00	Vine Memorial steam clean
20/12/2022	20/12/22	32862	MARGATE COUNCIL	MAR003	56.00	0.00	56.00	6437	42	56.00	Margate Blessing of Sea 8/1/23
22/12/2022	1972617	32863	EVERFLOW WATER	EVE002	954.69	0.00	954.69	6014	29	42.12	Water chgs 19/12-18/02
								6014	23	22.21	Water chgs 19/12-18/02
								6014	33	321.47	Water chgs 19/12-18/02
								6014	36	107.68	Water chgs 19/12-18/02
								6014	30	36.82	Water chgs 19/12-18/02
								6014	21	61.86	Water chgs 19/12-18/02
								6014	28	223.18	Water chgs 19/12-18/02
								6014	23	123.00	Water chgs 19/12-18/02
								5025	21	16.35	Water chgs 19/12-18/02

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							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/12/2022	28/DEC22/LIN	32864	ONECARD	ONE002	191.31	16.98	208.29	6490	32	22.50	gifts for volunteers
								5500	31	29.00	2 painting easels
								6865	26	4.16	twine
								6240	31	9.99	PC mouse for TC
								6325	40	43.33	Holly Party Decs
								6330	31	67.66	Staff xmas meal refreshments
								6330	31	4.92	Staff xmas meal refreshments
28/12/2022	28/DEC22/ROS	32865	ONECARD	ONE002	413.95	32.79	446.74	6330	40	9.75	Town T xmas meal refreshments
								6490	32	163.95	15 crowd control barriers
								5550	21	250.00	E Van deposit
15/12/2022	IN05492805	32866	NPOWER	NPO002	1,063.41	212.68	1,276.09	6862	26	1,063.41	Nov electric chg
27/11/2022	11056622	32867	SHELL	SHEL001	137.13	27.43	164.56	5700	21	81.74	fuel
								5700	22	55.39	fuel
23/12/2022	2004854794	32868	HM LAND REGISTRY	HML001	6.00	0.00	6.00	6630	11	6.00	Title plan & Land register
29/12/2022	INV973	32869	ROBERT POUND	POUND001	150.00	0.00	150.00	6330	31	150.00	Magician at staff xmas lunch
28/12/2022	28/DEC22/ANN	32870	ONECARD	ONE002	1,741.22	202.59	1,943.81	6500	30	35.49	Goods for resale
								6500	28	53.78	Goods for resale
								6500	50	43.05	Goods for resale
								6500	50	13.74	Goods for resale
								6500	30	75.46	Goods for resale
								6500	28	41.36	Goods for resale
								6500	50	25.83	Goods for resale
								6500	50	1.65	Goods for resale
								6500	30	114.67	Goods for resale
								6500	28	45.85	Goods for resale
								6500	28	3.04	Goods for resale
								6500	30	66.62	Goods for resale
								6013	30	4.15	cleaning eq
								6013	30	2.08	cleaning eq

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Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6013	30	11.37	cleanng eq
								6240	30	7.21	headphone jack
								6240	11	10.95	Adobe Standard Lic
								6240	31	9.16	Software design subs
								6240	50	16.64	Adobe Illustrator - HITB
								6240	31	12.64	Acrobat Pro DC
								6240	40	43.32	Creative Cloud subs
								6330	31	5.75	milk
								6104	21	5.00	O/S team ipad
								6104	21	8.34	NC mob
								6104	21	5.00	RG mob
								6104	36	8.34	KW mob
								6104	36	8.34	Caretaker mob
								6104	36	8.34	KW mob
								6104	33	8.34	caretaker mob
								6104	21	8.34	NC mob
								7607	40	12.00	Facebook ad
								7607	40	12.00	facebook ad
								7607	40	2.18	facebook ad
								5500	30	13.32	6 vases
								5500	30	62.40	3 photo frames
								5500	30	78.00	3 photo frames
								6101	31	16.67	LL ipad
								6010	28	6.00	cleaning eq
								6010	28	1.00	cleaning eq
								6505	50	21.46	tablecloths
								6505	28	1.25	cafe consumables
								5410	29	11.24	gorilla tape
								6710	31	256.09	Cllr.P conference fee

Purchase Ledger for Month No 9

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6869	30	139.50	decorative barrier rope
								6869	50	65.27	SEN party refreshments
								6869	50	21.46	SEN party refreshments
								6320	50	100.00	food safety training x 5
								6320	28	60.00	Allergen Awareness course x 3
								5700	21	5.73	fuel
								5025	21	113.85	3 soap dispensers
								5020	29	37.95	1 soap dispensers
29/12/2022	TE00388964	32871	CASTLE WATER	CAS009	33.01	0.00	33.01	6014	36	33.01	water chg Apr-Nov22
16/12/2022	8281923	32872	CASTLE WATER	CAS004	-1,080.37	-140.13	-1,220.50	6014	28	-1,080.37	water chg oct22-Mar23
29/12/2022	CWCB002920	32873	CASTLE WATER	CAS009	-271.27	0.00	-271.27	6014	36	-271.27	water credit Apr-Jun22
16/11/2022	1006666A	32874	KALL KWIK	KALL001	60.00	12.00	72.00	6200	42	60.00	Business cards
19/12/2022	1006777	32875	KALL KWIK	KALL001	29.00	5.80	34.80	6200	42	29.00	Business cards
18/12/2022	11233110	32876	SHELL	SHEL001	108.23	21.64	129.87	5700	21	60.21	fuel
								5700	22	48.02	fuel
31/12/2022	149928	32877	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	Dec cleaning chg
								5026	21	227.80	Dec cleaning chg
								5025	21	683.39	Dec cleaning chg
								5020	29	683.40	Dec cleaning chg
31/12/2022	149929	32878	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5020	29	4.31	Dec hygiene unit clean
								5025	21	12.94	Dec hygiene unit clean
								5026	21	12.95	Dec hygiene unit clean
23/12/2022	RS102523	32879	RAWSTONE HIRE	RAW001	29.05	5.81	34.86	5500	21	29.05	breaker hire
20/12/2022	0063/03539405	32880	FAIRALLS	FAIR001	31.68	6.34	38.02	5120	21	31.68	postmix x 4
30/12/2022	88406	32881	SGE	SGE001	6.48	1.30	7.78	5525	22	6.48	clips & bolts
31/12/2022	INV346450	32882	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Dec glass collection
31/12/2022	T2588	32883	HELIOCENTRIX	HELI001	327.99	65.60	393.59	6101	31	141.50	Dec wifi chg
								6101	21	10.04	Dec wifi chg
								6105	41	141.50	Dec wifi chg

Purchase Ledger for Month No 9

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6105	22	10.00	Dec wifi chg
								6105	21	24.95	Dec wifi chg
23/12/2022	44888	32884	EJPFIREPROTECT	EJPFIRE001	207.50	41.50	249.00	6930	30	207.50	rectify fire alarm fault
23/12/2022	44887	32885	EJPFIREPROTECT	EJPFIRE001	265.00	53.00	318.00	6930	36	265.00	rectify fire alarm fault
31/12/2022	1/IM7246	32886	ALTOOFFICE	ALTO001	110.00	22.00	132.00	6200	36	110.00	toner
27/12/2022	INV-3067	32887	COMMERCIAL PRESSURE	COM003	25.00	5.00	30.00	6010	28	25.00	window cleaning
TOTAL INVOICES					<u>47,167.91</u>	<u>7,066.28</u>	<u>54,234.19</u>			<u>47,167.91</u>	

List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2022	Reach Publishing	DD01NOV	9.53		Sev Chronicle Nov chg
01/11/2022	Sevenoaks District Council	DD02NOV	873.00		Nov Business rates chg
01/11/2022	Sevenoaks District Council	DD03NOV	2,320.00		Nov Business rates chg
01/11/2022	Sevenoaks District Council	DD04NOV	459.00		Nov Business rates chg
01/11/2022	Sevenoaks District Council	DD05NOV	69.00		Nov Business rates chg
01/11/2022	Sevenoaks District Council	DD06NOV	207.00		Nov Business rates chg
01/11/2022	Sevenoaks District Council	DD07NOV	324.00		Nov Business rates chg
01/11/2022	Southern Electric-381579980/St	DD08	1,115.73		electric chg 16/06-01/10
03/11/2022	BACS P/L Pymnt Page 6140	BACS Pymnt	20,379.14		BACS P/L Pymnt Page 6140
03/11/2022	Southern Electric-81619280/Kno	DDcredit	-167.52		electric credit 12/03-15/06
03/11/2022	Nexodus S.L	DD09	114.86		Oct Hub booking chg
04/11/2022	BACS P/L Pymnt Page 6142	BACS Pymnt	4,880.00		BACS P/L Pymnt Page 6142
04/11/2022	NATWEST ONE CARD	DD10	3,576.60		Ann Onecard Oct
04/11/2022	Southern Electric-481578233/Vi	DD11	183.42		electric chg 16/06-01/10
04/11/2022	Southern Electric-981648672/Vi	DD12	635.94		electric chg 30/07-01/10
04/11/2022	Payroll A/c	DD4/11	3,773.08		October L&G Tfr
07/11/2022	Shell Account	DD13	172.16		fuel
10/11/2022	Petty Cash	001939	390.38		petty cash top up
10/11/2022	Plusnet	DD14	25.43		Nov phone chg
10/11/2022	Plusnet	DD15	33.08		Nov phone chg
10/11/2022	BACS P/L Pymnt Page 6174	BACS Pymnt	-2.20		BACS P/L Pymnt Page 6174
11/11/2022	BACS P/L Pymnt Page 6145	BACS Pymnt	18,816.55		BACS P/L Pymnt Page 6145
11/11/2022	BACS P/L Pymnt Page 6150	BACS Pymnt	1,724.40		BACS P/L Pymnt Page 6150
11/11/2022	Plusnet	DD16	59.76		Nov phone chgs
14/11/2022	Shell Account	DD17	364.66		fuel
14/11/2022	Connectaphone	DD18	477.53		Oct telephone chg
15/11/2022	BACS P/L Pymnt Page 6155	BACS Pymnt	-100.00		BACS P/L Pymnt Page 6155
15/11/2022	NatWest Bankline	BLN	105.80		bank chgs
16/11/2022	BACS P/L Pymnt Page 6152	BACS Pymnt	28,499.87		BACS P/L Pymnt Page 6152
18/11/2022	BACS P/L Pymnt Page 6156	BACS Pymnt	-34.00		BACS P/L Pymnt Page 6156
18/11/2022	WorldPay	DD19	11.94		Nov card trans chg
21/11/2022	WorldPay	DD20	101.45		Oct card trans chg
21/11/2022	WorldPay	DD21	66.30		Oct card trans chg
21/11/2022	WorldPay	DD22	63.82		Oct card trans chg
21/11/2022	WorldPay	DD23	9.38		Oct card trans chg
21/11/2022	SSE-GAS/911569468/B&B Centre	DD24	113.47		Oct gas chg
21/11/2022	SSE-GAS/571774560/B&B Station	DD25	103.29		Oct electric chg
21/11/2022	Southern Electric-731774430/B&	DD26	592.72		Oct electric chg
23/11/2022	BACS P/L Pymnt Page 6159	BACS Pymnt	49.20		BACS P/L Pymnt Page 6159
23/11/2022	EDF Energy - Bat and Ball Cent	DD27	1,039.29		Oct electricity chg
24/11/2022	EDF Energy - High Street Marke	DD28	40.68		Oct electric chg
25/11/2022	BACS P/L Pymnt Page 6160	BACS Pymnt	10,891.58		BACS P/L Pymnt Page 6160
25/11/2022	V.L	BACS25/11	45.00		Allot key refund
25/11/2022	Payroll A/c	BACS25/11	53,774.13		November Salaries Tfr
28/11/2022	Country Style Recycling	DD30	114.22		Oct bin collection
28/11/2022	Payroll A/c	BACS28/11	25,213.75		November HMRC/KCC Tfr
28/11/2022	Shell Account	DD29	39.53		fuel

List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/11/2022	BACS P/L Pymnt Page 6166	BACS Pymnt	126.00		BACS P/L Pymnt Page 6166
30/11/2022	Payroll A/c	DD30/11	3,688.96		November L&G Tfr
30/11/2022	npower	DD31	1,145.00		Oct electric chg
Total Payments			<u>186,515.91</u>		

List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2022	Reach Publishing	DD01DEC22	9.53		Dec Sev Chronicle Subs
01/12/2022	Sevenoaks District Council	DD02/DEC22	873.00		Dec Business Rates chg
01/12/2022	Sevenoaks District Council	DD03DEC22	2,320.00		Dec Business Rates chg
01/12/2022	Sevenoaks District Council	DD04DEC22	459.00		Dec Business Rates chg
01/12/2022	Sevenoaks District Council	DD05DEC22	69.00		Dec Business Rates chg
01/12/2022	Sevenoaks District Council	DD06DEC22	207.00		Dec Business Rates chg
01/12/2022	Sevenoaks District Council	DD07DEC22	324.00		Dec Business Rates chg
02/12/2022	BACS P/L Pymnt Page 6169	BACS Pymnt	21,766.16		BACS P/L Pymnt Page 6169
02/12/2022	Petty Cash	001943	393.85		petty cash top up
02/12/2022	Bat and Ball Cafe	914/A	26.68		Goods for resale
02/12/2022	Bat and Ball Cafe	914/B	8.85		Goods for resale
02/12/2022	Bat and Ball Cafe	914/C	2.50		freezer bags
02/12/2022	Bat and Ball Cafe	914/D	1.99		xmas decorations
02/12/2022	Markets	915	7.60		velcro to secure cabins
02/12/2022	Vine Area	916	19.00		battery box
02/12/2022	Business Hub	917/A	16.00		keys cut
02/12/2022	Bat and Ball Station	917/B	3.00		Santa Glasses
02/12/2022	Town Team	917/C	8.00		presentation bags
02/12/2022	Bat and Ball Cafe	914/AREV	-26.68		Goods for resale
02/12/2022	Bat and Ball Cafe	914/BREV	-8.85		Goods for resale
02/12/2022	Bat and Ball Cafe	914/CREV	-2.50		freezer bags
02/12/2022	Bat and Ball Cafe	914/DREV	-1.99		xmas decs
02/12/2022	Markets	915REV	-7.60		velco for securing cabins
02/12/2022	Vine Area	916REV	-19.00		battery box
02/12/2022	Business Hub	917/AREV	-16.00		keys cut
02/12/2022	Bat and Ball Station	917/BREV	-3.00		Santa glasses
02/12/2022	Town Team	917/CREV	-8.00		presentation bags
05/12/2022	Shell Account	DD08	291.01		fuel
05/12/2022	NATWEST ONE CARD	DD09	5,478.38		Ann onecard Nov
05/12/2022	Council Offices	918	1.75		milk
05/12/2022	Establishments	919	4.00		drinks for meeting
05/12/2022	Council Offices	918REV	-1.75		milk
05/12/2022	Establishments	919REV	-4.00		drinks for meeting
06/12/2022	Nexodus S.L	DD10	114.67		Nov booking chg
08/12/2022	EDF Energy - Business Hub	DD11	825.89		Sep electric chg
08/12/2022	Royal British Legion	001942	200.00		Remembrance Day wreath
08/12/2022	Bat and Ball Station	920/A	9.00		xmas lights
08/12/2022	Bat and Ball Station	920/B	45.97		crackers, wine, paper chains
08/12/2022	Council Offices	921	11.30		Milk, coffee
08/12/2022	General	922/A	20.00		Santa's Grotto books
08/12/2022	General	922/B	1.00		shopping bag
08/12/2022	Bat and Ball Station	920/AREV	-9.00		xmas lights
08/12/2022	Bat and Ball Station	920/BREV	-45.97		crackers,wine,paper chains
08/12/2022	Council Offices	921REV	-11.30		milk, coffee
08/12/2022	General	922/AREV	-20.00		Santa's Grotto books
08/12/2022	General	922/BREV	-1.00		shopping bag
09/12/2022	BACS P/L Pymnt Page 6176	BACS Pymnt	11,620.35		BACS P/L Pymnt Page 6176

List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/12/2022	BACS P/L Pymnt Page 6180	BACS Pymnt	270.00		BACS P/L Pymnt Page 6180
09/12/2022	S.L	BACS09/12	20.00		Allot key refund
09/12/2022	P.T	BACS09-12	15.00		Allot key refund
09/12/2022	Payroll A/c	BACS9/12	150.00		December Salary Advance
12/12/2022	Plusnet	DD12	32.28		Dec telephone chg
12/12/2022	Plusnet	DD13	59.76		Dec telephone chg
12/12/2022	Plusnet	DD14	25.43		Dec telephone chg
12/12/2022	Shell Account	DD15	164.56		fuel
14/12/2022	Connectaphone	DD16	484.28		Nov phone chg
15/12/2022	NatWest Bankline	BLN	106.70		bank chgs
16/12/2022	BACS P/L Pymnt Page 6182	BACS Pymnt	5,019.28		BACS P/L Pymnt Page 6182
16/12/2022	Bat and Ball Cafe	923/A	65.93		Goods for resale
16/12/2022	Bat and Ball Cafe	923/B	1.99		xmas decorations
16/12/2022	Establishments	924	11.65		staff xmas meal refreshments
16/12/2022	Bat and Ball Centre	925	3.95		cleaning eq
16/12/2022	Bat and Ball Cafe	923/AREV	-65.93		Goods for resale
16/12/2022	Bat and Ball Cafe	923/BREV	-1.99		xmas decs
16/12/2022	Establishments	924REV	-11.65		staff xmas meal refreshments
16/12/2022	Bat and Ball Centre	925REV	-3.95		cleaning eq
19/12/2022	Business Hub	926	22.50		3 keys cut
19/12/2022	Business Hub	926REV	-22.50		3 keys cut
19/12/2022	Shell Account	DD17	188.43		fuel
20/12/2022	Open Spaces	927/A	17.55		refreshments
20/12/2022	Open Spaces	927/B	2.50		de icer
20/12/2022	General	928/A	9.70		Best Dressed refreshments
20/12/2022	Town Team	928/B	6.40		TN Card refreshments
20/12/2022	Bat and Ball Station	928/C	28.42		Santas beard
20/12/2022	Business Hub	928/D	24.00		Advertising cost
20/12/2022	Open Spaces	927/AREV	-17.55		refreshments
20/12/2022	Open Spaces	927/BREV	-2.50		de icer
20/12/2022	General	928/AREV	-9.70		Best dressed refreshments
20/12/2022	Town Team	928/BREV	-6.40		TN Card refreshments
20/12/2022	Bat and Ball Station	928/CREV	-28.42		Santa's beard
20/12/2022	Business Hub	928/DREV	-24.00		Advertising cost
20/12/2022	WorldPay	DD22	11.94		Nov card trans chg
20/12/2022	WorldPay	DD18	119.15		Nov card trans chg
20/12/2022	WorldPay	DD19	52.60		Nov card trans chg
20/12/2022	WorldPay	DD20	58.05		Nov card trans chg
20/12/2022	WorldPay	DD21	14.36		Nov card trans chg
20/12/2022	Payroll A/c	BACS20/12	52,340.31		December Salaries Tfr
21/12/2022	EDF Energy - High Street Marke	DD23	42.34		Nov electric chg
21/12/2022	Payroll A/c	BACS21/12	26,174.16		December HMRC/KCC Tfr
22/12/2022	BACS P/L Pymnt Page 6187	BACS Pymnt	4,205.36		BACS P/L Pymnt Page 6187
22/12/2022	Tom Bell Fish & Chip Bar	001945	211.20		staff xmas lunch
22/12/2022	Eynsford Concert Band	001941	250.00		Remembrance Day performance
22/12/2022	EDF Energy - Bat and Ball Cent	DD24	1,269.38		Nov electric chg
23/12/2022	SSE-GAS/911569468/B&B Centre	DD25	178.23		Nov gas chg

List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/12/2022	SSE-GAS/571774560/B&B Station	DD26	133.85		Nov gas chg
23/12/2022	Southern Electric-731774430/B&	DD27	619.56		Nov electric chg
23/12/2022	Payroll A/c	DD23/12	3,705.35		December L&G Tfr
28/12/2022	Shell Account	DD28	234.70		fuel
28/12/2022	Country Style Recycling	DD29	103.95		Nov bin collection chg
28/12/2022	SSE-GAS/231618890/Council Offi	DD30	1,280.56		Nov gas chg
29/12/2022	npower	DD31	1,276.09		Nov electric chg
29/12/2022	HM Land Registry	DD32	6.00		Title plan & Land register
30/12/2022	NatWest	02DEC A/C	75.00		Q3 Bank Charges
Total Payments			<u>143,849.70</u>		

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Receipts for Month 8

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: 04/11/2022	3,773.08						
DD4/11	Nat West - Current Account	3,773.08			201		3,773.08	October L&G Tfr
	Banked: 25/11/2022	53,774.13						
BACS25/11	Nat West - Current Account	53,774.13			201		53,774.13	November Salaries Tfr
	Banked: 28/11/2022	25,213.75						
BACS28/11	Nat West - Current Account	25,213.75			201		25,213.75	November HMRC/KCC Tfr
	Banked: 30/11/2022	3,688.96						
DD30/11	Nat West - Current Account	3,688.96			201		3,688.96	November L&G Tfr
Total Receipts for Month		86,449.92	0.00	0.00			86,449.92	
Cashbook Totals		87,449.92	0.00	0.00			87,449.92	

Payments for Month 8

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>
04/11/2022	Legal & General	DD4/11	3,773.08			516		3,773.08	October Legal & General
25/11/2022	Employees	BACS25/11	53,614.13			520		53,614.13	November Salaries Payment
25/11/2022	Councillors	BACS25/11-	160.00			520		160.00	November Cllrs Payment
28/11/2022	HMRC/KCC	BACS28/11	25,213.75			515		14,375.19	November HMRC Payment
						516	0	10,838.56	November KCC Payment
30/11/2022	Legal & General	DD30/11	3,688.96			516		3,688.96	November L&G Payment
Total Payments for Month			86,449.92	0.00	0.00			86,449.92	
Balance Carried Fwd			1,000.00						
Cashbook Totals			87,449.92	0.00	0.00			87,449.92	

Receipts for Month 9

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: 09/12/2022	150.00						
BACS9/12	Nat West - Current Account	150.00			201		150.00	December Salary Advance
	Banked: 20/12/2022	52,340.31						
BACS20/12	Nat West - Current Account	52,340.31			201		52,340.31	December Salaries Tfr
	Banked: 21/12/2022	26,174.16						
BACS21/12	Nat West - Current Account	26,174.16			201		26,174.16	December HMRC/KCC Tfr
	Banked: 23/12/2022	3,705.35						
DD23/12	Nat West - Current Account	3,705.35			201		3,705.35	December L&G Tfr
Total Receipts for Month		82,369.82	0.00	0.00			82,369.82	
Cashbook Totals		83,369.82	0.00	0.00			83,369.82	

Payments for Month 9

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>
09/12/2022	Employees	BACS9/12	150.00			520		150.00	December Salary Advance
20/12/2022	Employees	BACS20/12	52,180.31			520		52,180.31	December Wages
20/12/2022	Councillors	BACS20/12-	160.00			520		160.00	December Mayor's Allowance
21/12/2022	HMRC/KCC	BACS21/12	26,174.16			515		15,199.28	December HMRC
						516	0	10,974.88	December KCC
23/12/2022	Legal & General	DD23/12	3,705.35			516		3,705.35	December Legal & General
Total Payments for Month			82,369.82	0.00	0.00			82,369.82	
Balance Carried Fwd			1,000.00						
Cashbook Totals			83,369.82	0.00	0.00			83,369.82	

Receipts for Month 8				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 :		793.64					793.64
Banked: 10/11/2022		390.38					
001939	Nat West - Current Account	390.38			201		390.38 petty cash top up
Total Receipts for Month		390.38	0.00	0.00			390.38
Cashbook Totals		<u>1,184.02</u>	<u>0.00</u>	<u>0.00</u>			<u>1,184.02</u>

Payments for Month 8

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>
02/11/2022	Bat and Ball Station	900	8.00		1.33	5410	30	6.67	paintbrush set
04/11/2022	Bat and Ball Cafe	901/A	36.60			6500	30	36.60	goods for resale
04/11/2022	bat and Ball Cafe	901/B	1.40		0.23	6500	30	1.17	goods for resale
04/11/2022	Bat and Ball Cafe	901/C	9.38		1.56	6900	30	7.82	cake decorations
04/11/2022	Bat and Ball Cafe	901/D	8.38			6900	30	8.38	cake decorations
04/11/2022	Bat and Ball Cafe	901/E	1.00		0.17	6200	30	0.83	pens
04/11/2022	Bat and Ball Cafe	901/F	1.99			6200	30	1.99	pens
04/11/2022	Bat and Ball Cafe	901/G	30.00		5.00	5500	30	25.00	toaster
04/11/2022	Bat and Ball Cafe	901/H	2.25			6505	30	2.25	cafe consumables
08/11/2022	Establishments	902	6.85			6210	31	6.85	postage
10/11/2022	Bat and Ball Cafe	903/A	65.94			6500	30	65.94	goods for resale
10/11/2022	bat and Ball Cafe	903/B	9.06		1.51	5500	30	7.55	kitchen eq
10/11/2022	Bat and Ball Cafe	903/C	13.18			5500	30	13.18	kitchen eq
10/11/2022	Vine Cafe	904	80.10			6500	28	80.10	goods for resale
15/11/2022	In Bloom	905	14.60			6865	26	14.60	parking & train fare
18/11/2022	Bat and Ball Cafe	906/A	78.75			6500	30	78.75	goods for resale
18/11/2022	Bat and Ball Cafe	906/B	8.98		1.50	6900	30	7.48	Cake decorations
18/11/2022	Open Spaces	907	19.05			6330	21	19.05	refreshments
18/11/2022	Cemetery	908/A	19.94			6330	22	19.94	refreshments
18/11/2022	Cemetery	908/B	3.99		0.66	5410	22	3.33	tape
18/11/2022	Cemetery	908/C	10.00		1.67	6832	22	8.33	engraving
21/11/2022	Council Offices	909	8.20			6330	31	8.20	milk, coffee
24/11/2022	Youth Cafe	911	19.92		3.32	6900	50	16.60	plants
25/11/2022	Bat and Ball Station	910	66.81		11.14	5410	30	55.67	maint equip
28/11/2022	Bat and Ball Centre	912	59.50			6900	36	59.50	Christmas tree
29/11/2022	General	913	4.00			6490	32	4.00	Parking
Total Payments for Month			587.87	0.00	28.09			559.78	
Balance Carried Fwd			596.15						
Cashbook Totals			1,184.02	0.00	28.09			1,155.93	

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Petty Cash

For Month No: 9

Receipts for Month 9

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 :	596.15					596.15	
	Banked: 02/12/2022	393.85						
001943	Nat West - Current Account	393.85			201		393.85	petty cash top up
Total Receipts for Month		393.85	0.00	0.00			393.85	
Cashbook Totals		<u>990.00</u>	<u>0.00</u>	<u>0.00</u>			<u>990.00</u>	

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Petty Cash

For Month No: 9

Payments for Month 9

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>
02/12/2022	Bat and Ball Cafe	914/A	26.68			6500	30	26.68	Goods for resale
02/12/2022	Bat and Ball Cafe	914/B	8.85		1.48	6500	30	7.37	Goods for resale
02/12/2022	Bat and Ball Cafe	914/C	2.50		0.42	6505	30	2.08	freezer bags
02/12/2022	Bat and Ball Cafe	914/D	1.99		0.33	6900	30	1.66	xmas decs
02/12/2022	Markets	915	7.60			6001	60	7.60	velco for securing cabins
02/12/2022	Vine Area	916	19.00		3.17	5410	29	15.83	battery box
02/12/2022	Business Hub	917/A	16.00		2.67	5410	41	13.33	keys cut
02/12/2022	Bat and Ball Station	917/B	3.00		0.50	6900	30	2.50	Santas glasses
02/12/2022	Town Team	917/C	8.00		1.33	6323	40	6.67	presentation bags
05/12/2022	Council Offices	908	1.75			6330	31	1.75	milk
05/12/2022	Establishments	919	4.00		0.67	6330	31	3.33	drinks for meeting
08/12/2022	Bat and Ball Station	920/A	9.00			6900	30	9.00	xmas lights
08/12/2022	Bat and Ball Station	920/B	45.97		7.66	6900	30	38.31	Crackers, wine, paper chain
08/12/2022	Council Offices	921	11.30			6330	31	11.30	milk, coffee
08/12/2022	General	922/A	20.00			6490	32	20.00	books for Santa's Grotto
08/12/2022	General	922/B	1.00		0.17	6490	32	0.83	shopping bag
16/12/2022	Bat and Ball Cafe	923/A	65.93			6500	30	65.93	Goods for resale
16/12/2022	Bat and Ball Cafe	923/B	1.99		0.33	6900	30	1.66	xmas decs
16/12/2022	Establishments	924	11.65			6330	31	11.65	staff xmas meal refreshments
16/12/2022	Bat and Ball Centre	925	3.95		0.66	6013	36	3.29	cleaning eq
19/12/2022	Business Hub	926	22.50		3.75	5410	41	18.75	3 keys cut
20/12/2022	Open Spaces	927/A	17.55			6330	21	17.55	refreshments
20/12/2022	Open Spaces	927/B	2.50		0.42	5550	21	2.08	de icer
20/12/2022	General	928/A	9.70		1.62	6900	40	8.08	Best Dressed refreshments
20/12/2022	Town Team	928/B	6.40		1.07	6900	40	5.33	TN card refreshments
20/12/2022	Bat and Ball Station	928/C	28.42		4.74	6900	30	23.68	Santas beard
20/12/2022	Business Hub	928/D	24.00		4.00	6460	41	20.00	Advertising cost
Total Payments for Month			381.23	0.00	34.99			346.24	
Balance Carried Fwd			608.77						
Cashbook Totals			990.00	0.00	34.99			955.01	



INVESTMENT STRATEGY, POLICY AND RISK MANAGEMENT
for the 2023/24 financial year

1. Introduction:

- Sevenoaks Town Council (the Council) acknowledges the importance of prudently investing surplus funds held on behalf of the community.
- Statutory Powers: The Council's Investment Strategy complies with the revisions set out in:
 - the Statutory Guidance on Local Government Investments (3rd Edition) for financial years commencing 1 April 2018.
 - The Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes

2. Reporting, Approval, Review and Amendment

- 2.1. The Council is required to approve an annual Investment Strategy so that borrowing and investments remain prudent, affordable, and sustainable. The policy will be reviewed by the Responsible Finance Officer for consideration and approval annually.
- 2.2. The Annual Strategy for the coming financial year will be prepared by the RFO and presented for approval to the Finance and General Purposes Committee before the start of the financial year
- 2.3. The Council reserves the right to make variation to the Strategy at any time subject to the approval of Full Council. Any variations will be made available to the public.
- 2.4. Fund balances and Investment activity is to be reported at every Finance and General Purposes Committee.

3. Investment Objectives

- 3.1 The Council's investment priorities are as follows:
 - Security of reserves i.e. protecting the capital sums invested from loss,
 - Liquidity of its investments i.e. ensuring that funds invested are available for expenditure when needed. Cash available from the current account should be judged as adequate to cover the Council's commitments during the period of the investment(s).
 - Yield i.e. the return on investment is considered once the first two objectives are satisfied.
 - All investments will be made in sterling.

4. Policy

- 4.1. The Council's strategy requires investment in Bodies with high credit ratings i.e. ratings of UK clearing banks and building societies should be at least A- or equivalent short term.
- 4.2. The Council will only invest in 'Specified' investments as per the criteria defined below.
- 4.3. The Council's policy is to retain not less than 3 months estimated working capital (defined as precept) and capital requirements in current and deposit accounts giving immediate access.
- 4.4. Amounts representing the balance on Revenue Reserves at the beginning of the financial year to be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements;

Finance & General Purposes Committee – 16th January 2023

- 4.5. Other funds to be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements.
- 4.6. The Council policy is to invest for the best income return having regard to the Statutory Guidance and the absolute requirement to avoid a capital loss.

5. Investment Risk

5.1. Risk Management:

Limits

Not more than 40% of the funds are to be placed with any one institution, however authorised officers may use their discretion to increase this to 50%.

Categories

Funds only to be deposited or invested in the following categories of specified investments (as defined by the 2003 Local Government Act):

- a) UK clearing banks or their subsidiaries, together with those former major building societies now banks;
- b) The Treasury Departments of building societies which are members of BSA with assets over £2bn;
- c) Non-UK financial institutions approved by the Finance and General Purposes Committee;
- d) UK Government stocks;
- e) UK local authority stocks or bonds;
- f) The money-market management operations of a UK public body or authority¹, where the council's funds are pooled and invested on the money markets under the name of such UK public body or authority.

Monitoring of Investment Counterparties

In the case of (a) and (b) above, for investments with maturity of 6 months or less the receiving body of investment scheme should generally have a short term credit rating of not less than A2 or equivalent as indicated by Standard and Poors, Moody's Investors Services or Fitch Ratings.

For investments with maturities over 6 months, the long-term credit rating should be A- or equivalent. The Committee may take other information into account in assessing the creditworthiness (e.g. sovereign support).

In the case of (c) and (f) above, where ratings are available, such credit ratings should be equivalent to A or above, and subject to prior approval by the Finance and General Purposes Committee.

Ratings are to be monitored not less than quarterly and if the rating of any Council investment has fallen below the appropriate rating, the Council will take the earliest opportunity to withdraw the investment and re-invest the proceeds appropriately depending on the best rates of return on offer at the time.

Category (f) should include any investment via Sevenoaks District Council of deferred payment of the half-yearly precept.

¹ For example the Public Works Loans Board, or the treasury departments of a county or district local authority.

Finance & General Purposes Committee – 16th January 2023**5.2. Treasury Management Advice**

Within the limited range of potential investments identified it is not considered necessary to engage the services of a treasury management adviser. Independent research including internet research has been considered adequate.

5.3. Investment Training

The Guidance recommends that the Strategy should state the process adopted for reviewing and addressing the needs of the authority's treasury management staff for training in investment management.

5.4. Investment of money borrowed in advance of need

- The Guidance maintains that authorities must not borrow more than or in advance of their needs purely in order to profit from the investment of the extra sums borrowed.

6. Investment strategy review**6.1. Specified Investments**

The Council currently has 6 approved institutions, which are sufficient for it to keep within the 40-50% maximum investment limit for any one institution. Short term investments will be with any of the following, depending on the interest yield at the time of the investment.

Most of STC's investments currently fall within the 'specified investments' category.

Credit ratings are from all three rating agencies but Standard and Poor ratings are listed. Ratings are assessed at least on a quarterly basis. The last review listed was as at December 2022.

Name of Institution	Investment Period	Short Term Credit Rating	Long Term Credit Rating	Yield
Bank of Scotland	1 month rolling	A1	A+	0.10%
Handelsbanken	35 Day notice	A1+	AA-	1.9%
Nationwide	Instant access	A1	A+	0.95%
HSBC	Instant access	A1	A+	0.85%
Virginmoney	95 Day notice	A-3	BBB-	1.60%
CCLA-Public Sector Deposit Fund (PSDF)			AAA (Fitch)	3.31%

As at 1st April 2023, the Council will continue to hold its money in a current account with the NatWest bank (A1, A) and receive interest at the current applicable rate.

CCLA Fund - Public Sector Deposit Fund

It is an FCA regulated qualified money market fund with an AAA Fitch rating. The fund is instant access (although access does involve the selling of income shares) with interest paid at the end of each month. It aims to maximise net asset value of the Fund by investing in deposits with a range of highly rated sterling denominated deposits and instruments. The PSDF is a "Qualifying Money Market Fund" (QMMF) which is classed as a "low volatility net asset value" (LVNAV) short-term money market fund under the EU Money Market Funds Regulation. The weighted average maturity of the PSDF's investments will not exceed 60 days. The weighted average life of the PSDF's investments will not exceed 120 days.

Finance & General Purposes Committee – 16th January 2023

It offered a dividend yield of 3.31% net of fees as at December 2022.

Owing to capital projects and related spending, funds will continue to be invested at maturities of no more than one year.

Overall, funds invested will be reviewed continually and aligned with both cashflow and projects. Maturities of a longer duration will only be considered after consideration of security and the absolute requirement to avoid capital loss.

6.2. Consideration of alternative investments

The Council may wish to introduce additional investments as requirements change so that funds can be spread more widely (but within reason) in order to minimise financial risk.

Consideration may be given to unspecified investments, CCLA funds and investing through a broker.

CCLA Funds - Local Authorities Property Fund

Aims to provide investors with a high level of income and long-term capital appreciation. Fund invests in UK commercial properties. Capital growth is achieved while property prices continue to increase – but fund values would decrease in the event that property prices fall (e.g. in the event of a significant rise in interest rates).

It offered a dividend yield of 3.39% at the end of September 2022. Fund size is £1.451m at 30/9/22 – only open to local authorities.

The investment is regarded as for the long term. Councillors should bear in mind the Council's current investment strategy which has an absolute requirement to avoid capital loss.

Investments through a broker

Investing through a broker would allow access to building society and money market funds which may not be accessible directly. Brokers furnish an introduction to available funds, and provide information and facilitate the administration of opening accounts. No funds are provided to them, and there are no charges associated with their services – they charge the borrower.

Minimum investments are generally £1m for money market funds, but building societies will accept investments down to £500,000. While this would not be appropriate in normal circumstances for STC, information may be sought should the opportunity arise.

6.3. 2023/24 Budget

- 2023/24 Budget includes income from interest of £18,000.
- This budget was set in the anticipation that the bank base rate would rise. Based on the current Bank of England interest rate of 3.5%, this would require over £515K to be invested for the full year. STC's bank balance (as at 31 December 2022) is £2.037M.

RECOMMENDATION:

Having carefully considered the current guidance, the council's cash flow and investment requirements, and considering the ongoing covid situation & the requirement for flexibility, it is recommended that:

- Members adopt the existing strategy document.



Reserves Policy 2023/24

Introduction

The Town Council is required by statute to maintain financial reserves sufficient to meet the needs of the organisation and in addition has statutory limitations on how it spends certain receipts which it must ensure are accounted for separately to the council's general funds.

Whilst there is no statutory minimum (or maximum) level of reserves, the council should only hold revenue reserves for reasonable working capital needs or specific earmarked purposes.

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure. Net revenue expenditure is defined as precept, less amounts included in precept for loan repayment, capital projects & transfers to reserves. For an authority of the council's size, it states that the lower end (three months, or 25%) is appropriate.

The council's Internal and External Auditors review the council's reserves and their justification annually.

This policy sets out how the council will manage its reserves and is separate to the council's Investments Policy which sets out how the council will hold its reserves.

General Reserve

The general reserve is not ringfenced (earmarked) for any specific expenditure, but is intended to cover the following working capital needs:

- to smooth the impact of uneven cashflow
- cover unexpected/emergency expenditure
- act in an agile manner

The general reserve will be replenished as part of the budget process in any year where it has been utilised for unexpected/emergency expenditure.

The council is increasing its general reserve by £20,000 a year as part of the medium-term plan, working towards a general reserves fund of 6 months of precept.

Earmarked Reserves

The council may establish ringfenced (earmarked) reserves for any reason where it reasonably believes it may incur expenditure in the future. The council's current earmarked reserves are detailed at the end of this policy.

Consideration of Short-term Financial Risks

To assess the adequacy of the general reserve, the Council has considered the strategic, operational, and financial risks faced. The short-term risks that the Town Council faces, with reference to its current plans include:

Lower than expected income

- Grant income - In previous years the net expenditure of the Town Council has been slightly lower than the precept, with the result that the Council has been able to boost the level of the general reserve fund. Since net expenditure is stated after deducting revenue grants received from third parties, the savings partly reflect successful grant applications. Conversely if grant income were not received for any reason then a surplus of net expenditure over precept could result, with the balance being funded by the general reserves fund.
- Other income - the revenue estimates forming the basis of the precept includes predicted income from a range of sources, such as cemetery income, café income, and letting and hiring income, particularly from new facilities such as Bat & Ball centre, Business Hub and Bat & Ball Station. It is difficult to predict with accuracy (particularly, for new venues such as the Bat & Ball station). If income received were to fall below the budgeted level, then the balance could be funded from general reserves.
- Calculations for Band D and non-collection allowances giving a lower than expected precept base. Precept is usually set after the final Band D number is received.
- Other risks – eg Inflation and cost of living crisis may impact on availability of grants and other income sources, as well as customers and spending habits.

Higher than expected costs due to:

- Inflation increases, in particular the energy sector;
- unexpected professional fees;
- shortage of staff resources;
- Other risks – eg Coronavirus has resulted in higher expenditure in recent years

Consideration of Longer-term Financial Risks

Longer term financial risks faced by the Council include:

- Funding the repairs or replacement of assets;
- Changes to legislation e.g. uncertainties created by the income to be generated from CIL

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Current Level of Financial Reserves

As at December 2022, the General and Earmarked reserves held are as follows:

<u>General Funds</u>	£	
Revenue Reserves	410,126	
<u>Earmarked/Designated Funds</u>		
Youth Council Reserve	1,727	Youth council unspent budget rolled forward for future projects
Council Offices Reserve	1,548	To cover Council Offices maintenance works not covered in annual budget
Pension Reserve	2,814	For unexpected Pension related costs
Rolling Capital Prog Revenue Reserve	33,433	Major maintenance and other non-annual work on outside services & leisure facilities
Street Lighting Reserve	3,755	For major work on streetlighting - eg upgrades
Stag Winding Up Reserve	9,000	To cover potential costs should the Stag theatre be wound up, increased by £1K pa
Planning Fees Reserve	12,500	To cover future planning fees
Youth Activities Reserve	1,269	To cover future Youth activities
STP Activities Reserve	538	Town team unspent budget rolled forward for future projects
Non-annual commitments reserve	10,100	To cover known non-annual commitments, eg elections, Investors in People.
Staff training reserve	2,890	To cover additional training (spend has been lower due to COVID restrictions)
Capital Receipts Quaker Hall	58,462	Capital reserve - legally restricted to capital expenditure only
Capital Receipts Reserve	365,863	Capital reserve - legally restricted to capital expenditure only
Bat & Ball Station Management & Maintenance reserve	230,800	Part of HLF grant, to underwrite Bat & Ball station during initial years of opening
Vehicle/ Machinery replacement reserve	18,054	Replacent of OSL vehicles and machinery
Environmental reserve	8,500	To fund Environmental officer
Bat & Ball Center Maintenance reserve	10,578	To fund floor repairs in Bat & Ball center
CIL Earmarked Reserve	342,179	Subject to statutory restrictions. Infrastructure related expenditure
No 8 bus Reserve	78,808	Funding to be spent on Number 8 bus
QH Allotments Key Reserves	4,115	Key deposits
Mayor's Charity Reserve	655	Charity funds raised by current and prior Mayors
	1,197,587	
	1,607,713	

RECOMMENDATION:

That Members consider and adopt the Reserves Policy for financial year 2023/24 with the emphasis on continuing to build revenue reserves up to a level of 6 months of precept, as part of the medium-term plan.

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Finance & General Purposes Committee – 16th January 2023

Additional Bankline Approver

Background

Sevenoaks Town Council's Finance Regulations require every bank payment to be authorised by 2 of the following officers: Town Clerk, Deputy Clerk, Responsible Finance Officer.

There may be occasions when payments need to be made, but only 1 officer is available (e.g. due to sickness).

It would be prudent to have a 4th officer who is an authorised bank payment approver, for exceptional occasions only.

Exceptional occasions would have to meet all 3 of the following 3 conditions:

- Only 1 of the original bank payment approvers is available
- Payment is time critical (e.g. contractual)
- 2 councillors have approved use of the 4th officer as bankline approver

RECOMMENDATION

That members approve the Finance Officer to be the 4th Bank payment (bankline) approver for use on exceptional occasions as described above.

That the Finance Regulations be updated to reflect this.

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FINANCE AND GENERAL PURPOSES COMMITTEE**REVENUE ESTIMATES AND PRECEPT PROPOSAL FOR 2023 – 2024**

The proposed precept is **£1,370,074**, and is based on the Revenue Budget presented at the Finance & General Purposes Committee on 21st November 2022, with the following change:

- Contingency increased by £4,879 to £69,888, being 5.1% of precept, in line with the Council's intention to work towards a contingency of 10% of precept.

Band D equivalents are **9844.68**.

The following Key Assumptions/ inclusions remain as per the precept draft presented to Finance & General Purposes Committee on 21st November 2022:

- September CPI inflation 10.1% - costs inflated by category, ranging from 20.2% - 2.4%. (CPI Oct 11.1%, Nov 10.7%, Dec released on 18th Jan)
- Staff payrise in line with National Settlement (per FTE) £1,925 (£577 from Dec 2022)
- Merit rise 1%
- Real Living Wage casual staff £10.90 per hour (10.1% rise)
(£10.21 per hour from Dec 2022)
- Fees & income 5% (with some exceptions)
- Increase in general (revenue) reserves £20,000
- PWLB repayments £72,000
- Vine Café agreed subsidy £20,000 per annum
- Cemetery agreed subsidy 4.4% of precept

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

RECOMMENDATION

Sevenoaks Town Council is asked to agree the precept of £1,370,074 which is a 4.9% increase to the 2022/23 precept for a Band D resident.

This represents a cost of £139.17 per Band D per year, equating to £2.68 per week, and 13p increase per week.

Draft Revenue Estimates Sevenoaks Town Council 2023/ 2024 PROPOSED BUDGET	Ref.	Actual	Actual	Budget	SeptYTD			Budget V2
		2020/21	2021/22	2022/23	Actual	Forecast	Forecast	
		£	£	£	2022/23	Next 6 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	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)	-			-	
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)

Draft Revenue Estimates Sevenoaks Town Council 2023/ 2024 PROPOSED BUDGET		Actual	Actual	Budget	SeptYTD				Budget V2
					Actual	Forecast	Forecast		
		2020/21	2021/22	2022/23	2022/23	Next 6 months	2022/23		
		263,269	254,799	297,454	131,992	140,283	272,275		2023/24
		(2,780)	(1,885)		(1,610)	(3,739)	(5,349)		
Movement to/ From EMR									
% 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
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		101							-97%

Draft Revenue Estimates		Actual	Actual	Budget	SeptYTD Actual	Forecast Next 6 months	Forecast	Budget V2
Sevenoaks Town Council		2020/21	2021/22	2022/23	2022/23		2022/23	2023/24
2023/ 2024 PROPOSED BUDGET								
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
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)

Draft Revenue Estimates Sevenoaks Town Council 2023/ 2024 PROPOSED BUDGET		Actual	Actual	Budget	SeptYTD Actual	Forecast Next 6 months	Forecast 2022/23	Budget V2 2023/24
		2020/21	2021/22	2022/23	2022/23			
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	4,214	7,221	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	44,053	96,170	94,243
Trf Management & Maintenance Plan	340	(41,099)	(49,004)	(59,888)		(96,170)	(96,170)	(94,243)
		0	0	0	52,114	(52,117)	0	0
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	50103		-		-	-	0

Draft Revenue Estimates		Actual	Actual	Budget	SeptYTD Actual	Forecast Next 6 months	Forecast 2022/23	Budget V2 2023/24
Sevenoaks Town Council		2020/21	2021/22	2022/23	2022/23	months	2022/23	2023/24
2023/ 2024 PROPOSED BUDGET		2020/21	2021/22	2022/23	2022/23	months	2022/23	2023/24
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	-	-	-	69888
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	679,070
% 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
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	104	10,983	-			-	-

Draft Revenue Estimates		Actual	Actual	Budget	SeptYTD			Budget V2
					Actual	Forecast	Forecast	
		2020/21	2021/22	2022/23	2022/23	Next 6 months	2022/23	2023/24
Sevenoaks Town Council								
2023/ 2024 PROPOSED BUDGET		2020/21	2021/22	2022/23	2022/23	months	2022/23	
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	6,044	11,258	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
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)	(100,106)
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)	(4,946)
Other Income	1990	(6,319)	(10,126)	0	(24,357)		(24,357)	
		(2,131)	(6,020)	(23,343)	(16,683)	(408)	(17,088)	(16,056)
% Mvmt on previous budget								-31%
Transfer from EMR			-6136		10578		10,578	
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	5,493
Grant subsidies for Council Chamber	6938	29	600	1,000	170	170	340	340
Local Organisations and Youth Grants	7500	6,220	13,309	12,000	9,880	2,120	12,000	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	1,000

Draft Revenue Estimates		Actual	Actual	Budget	SeptYTD			Budget V2
Sevenoaks Town Council					Actual	Forecast	Forecast	
2023/ 2024 PROPOSED BUDGET		2020/21	2021/22	2022/23	2022/23	Next 6 months	2022/23	2023/24
Youth Outreach	7552	-	500	3,887	600	3,287	3,887	3,887
Stag Community Arts Centre	7556	152,000	27,000	27,000	27,000	-	27,000	27,000
Community Rail Partnership	7557	6,000	3,000	3,000	3,000	-	3,000	3,000
		169,753	56,309	57,720	43,974	13,746	57,720	52,720
% 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)	(5,933)
Capital Expenditure	B/S							
		(6,476)	(5,997)	(5,933)	(3,824)	(2,109)	(5,933)	(5,933)
% Mvmt on previous budget								0%
SEVENOAKS TOWN PARTNERSHIP Cost Centre 40								
Telephone	6101	-	139	105		139	139	108
Printing & Stationery	6200	-	100	105		100	100	110
Computer/Database and other costs	6240	784	893	808	392	390	782	827
Website costs	6241		442	275	55	-	55	282
Information Screens	6244	1,275	1,275	1,313	240	60	300	1,345
Business Awards	6322	-	519	8,116	3,102	235	3,337	8,116
Business Show	6323	-	2,988	2,992	-	3,527	3,527	2,992
Welfare/Hospitality	6330			-		277	277	-
Publicity	6460		11,053	-	277	260	537	-
Banner costs	6461				260	-	260	807
Conference Fees & Exps	6710	-		735		-	-	-
Subscriptions	6730	545	545	561		570	570	589
Special Events	6869	-		-			-	
Sundry expenses	6900	1,207	1,166	749	100	100	200	786
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)	(7,426)
Business Show	1207	-	(4,250)	(4,377)	(4,595)	(335)	(4,930)	(4,377)
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	2,561	1,243	828	2,071	2,489
Light Heat & Cleaning	6010	592	7,467	1,657	2,400	11,438	13,838	15,150
Telephone & Broadband	6101	35	489	-			-	
Broadband wifi	6105		2,830	1,749	849	849	1,698	1,739
Printing & Stationery	6200		677	500	-	-	-	-
Website costs	6241		133	133			-	
Sales commission	6511		739	2,599	866	931	1,797	2,075
Legal expenses	6620		750	-	-	-	-	-
Bad debts	6650		242		-	-	-	-
Sundry Expenses	6900		716	1,236	573	576	1,149	1,206
Health & Safety/Risk Assessments	6922	106	245	-	158	-	158	164

Draft Revenue Estimates Sevenoaks Town Council 2023/ 2024 PROPOSED BUDGET		Actual	Actual	Budget	SeptYTD			Budget V2
					Actual	Forecast	Forecast	
		2020/21	2021/22	2022/23	2022/23	Next 6 months	2022/23	
Alarm Maintenance	6930	230	553	286	231	-	231	243
CCTV Maintenance	6931			-	146	-	146	153
Credit card charges	6976		143	401	158	162	320	320
Hire of Facilities	1022		(379)	(1,738)	(476)	(435)	(911)	(1,052)
Hot desking facility	1026		(1,988)	(7,357)	(1,446)	(2,024)	(3,470)	(4,008)
Dedicated Desk x 12	1027		-	(4,944)		-	-	-
Office pod	1029		(5,299)	(11,948)	(7,160)	(6,848)	(14,008)	(15,687)
Chamber of Commerce	1031		(4,000)	(4,944)	(2,448)	(2,472)	(4,920)	(5,191)
		2,928	10,137	(13,365)	(2,087)	6,125	4,039	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
		-	45	500	500	-	500	500
% Mvmt on previous budget								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

Draft Revenue Estimates Sevenoaks Town Council 2023/ 2024 PROPOSED BUDGET		Actual	Actual	Budget	SeptYTD Actual	Forecast Next 6 months	Forecast	Budget V2 2023/24
		2020/21	2021/22	2022/23	2022/23		2022/23	
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)
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	679,070
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)	(408)	(6,510)	(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)	6,125	4,039	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)	-	

Draft Revenue Estimates				Actual	Actual	Budget	SeptYTD Actual	Forecast Next 6 months	Forecast		Budget V2	
Sevenoaks Town Council 2023/ 2024 PROPOSED BUDGET				2020/21	2021/22	2022/23	2022/23	2022/23	2022/23		2023/24	
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	377,843	851,002		890,398	
% 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	377,843	851,002				890,398	
				1,210,707	1,166,053	1,275,680	680,401	586,570	1,266,975		1,350,076	
Revenue Reserves Movement							-				20,000	
Precept				1,215,276	1,239,898	1,295,675	647,837	647,837	1,295,674		1,370,074	
% Mvmt on previous budget											5.7%	
(Surplus)/ deficit				(4,569)	(73,845)	(19,995)	32,564	(61,267)	(28,699)		(19,998)	
Council Tax Base												9,845
ie. Band D Equivalents												
AnnualCouncil Tax												£139.17
% increase												4.9%
Increase in Council Tax per year												£6.50
Council Tax per week												£2.68
Increase in Council Tax per week												£0.13

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Sevenoaks Town Team Executive Board Meeting

6:30pm: Wednesday 14th December 2022

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

Meeting started 6.30 p.m.

Meeting concluded: 8.05pm

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	Apologies
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	Apologies
Dawn Blee	Chamber of Commerce	Absent
Steve Butler	Workman (Blighs)	Absent
Sevenoaks Chronicle	Vacant	Absent
Geraldine Tucker	Sevenoaks Society	Present
Maxine Morgan, V Chairman	Specsavers	Present
Elizabeth Dolding	Warners Solicitors	Apologies
Roberta Ware	Francis Jones Jewellers	Present
Glenn Ball	Local Architect	Present
Helen O'Sullivan	Eardley Road RA	Apologies
Elizabeth Purves	Hollybush RA	Apologies
Byron Brown	Bradbourne RA	Apologies
Mike Williams	Round Table	Absent
Police	Vacant	Absent

In attendance: CLlr Dr Canet, Jim Hughes, Dennis Glasspool, CLlr Richard Parry.

1. Apologies for Absence

Cllr Avril Hunter
Elizabeth Purves
Elizabeth Dolding
Helen O'Sullivan
Byron Brown

2. Declarations of Interest

None expressed

3. Minutes

The minutes of the Town Team Annual General Meeting and Board Meeting of 26th October 2022 were agreed, subject to some corrections on the attendance list.

4. Update on 20mph proposals and consultation process

Cllr Richard Streatfield explained that the public consultation had resulted in an overall good number of responses to the proposed scheme. The Sevenoaks Joint Transportation Board believe that the scheme would have been more acceptable in principle, subject to changes in the design. A small working group is now considering the detail of the objections and to make changes in order to bring the matter back for further consultation.

5. Sevenoaks Business Hub

The contract for the day-to-day management of the hub expired in September and this function has now reverted back to STC.

As reported previously the pods have almost 100% occupancy, and while there is reasonable uptake of the hot desks, there is plenty of capacity and efforts will be made in the New Year to attract more users.

TT members asked for an overview report on the type of businesses and their origins, and this will be presented at the next Board meeting.

6. Public realm

KCC have agreed to paint the blue street railings at the junction of Seal Hollow Road/High Street and Pembroke Road/London Road in the Spring.

While the major part of this project is complete, this is ongoing, and the Chairman asked that the Town Team Facilitator continue with efforts to secure further improvements when possible

7. Wayfinding project

It had been hoped that Thomas Heatherwick might assist with the design of this project, but that has come to nought.

Alan Stevenson, who used to be an owner All Points West (APW) has closed that business with the agreement of his former business partner. He is now working for a design consultancy with the express agreement that he completes his existing projects under his own banner. A meeting had subsequently been held with him, and a revised proposal had been received and considered by the design group which includes Cllr Richard Streatfeild of KCC, Peter Fleming of SDC, Andrew Eyre of TT and Cllr Shea, Linda Larter and Mike Reid of STC, with no comments raised.

The draft APW proposals have already been seen by the Board and these are now being worked up into a more detailed plan for discussion with all parties. It is hoped that the project can move to the tendering stage around Easter time 2023 at which point funding will need to be negotiated and secured.

It was unanimously agreed that this work should continue.

Requests were made that the Board and other interested parties such as those with mobility or sensory difficulties be involved in the design process. It was confirmed that DDA considerations and ideas for keeping the signage fresh are already included in the process and that the scheme will be open for discussion with a range of stakeholders before any firm decisions are made. Having expressed an interest in the design process, subsequent to the Board meeting, Cllr Granville-Baxter has been invited to participate in it.

8. Christmas Lights Switch On



CLSO took place on Friday 25th November. Many members were complimentary about the whole event.

In particular, the marshals (provided by Rightguard Security) were praised for the way they had quietly and effectively managed a very large teenage crowd which had collected at The Vine, moving it from the road into a safer area.

9. Sevenoaks Business Awards and Business Show

At the AGM it was reported that SDC are/were considering holding an Awards evening for the whole District. Town Team has since been informed that no progress has been made on that event, so will hold both its own events in 2023. Recognising that the Town Team event does attract interest from outside the STC boundary consideration will be given to creating a new award for “out of area”.

It was reported that SDC are looking to save money and in consequence will not be sponsoring Town Team events, at least for 2023.

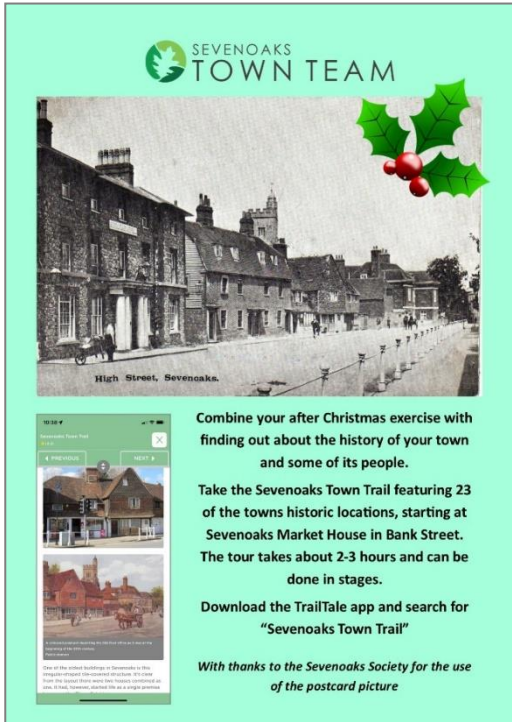
At the 2022 Business Show gifts of an oak tree were presented to the speakers, Tom Simmonds of Gretel and Chief Inspector Elizabeth Jones of Kent Police. Neither has a site for their tree and so they have been planted as the centrepieces of the Queens Canopy at Littlewood. A plaque was offered to both recipients and while Tom declined, a plaque will be sourced for the Police tree, and a presentation held.

There was discussion on when to hold the events, resulting in The Business Awards being on a Friday in June(avoiding the Coronation on 6th May) and Business Show being on a Friday in October.

10. Town Trail

The trail has been accessed 196 times.

As reported at the AGM the trail needs ongoing promotion. As a start, from Boxing Day 2022 this ad will feature on social media.



SEVENOAKS TOWN TEAM

High Street, Sevenoaks.

Combine your after Christmas exercise with finding out about the history of your town and some of its people.

Take the Sevenoaks Town Trail featuring 23 of the towns historic locations, starting at Sevenoaks Market House in Bank Street. The tour takes about 2-3 hours and can be done in stages.

Download the TrailTale app and search for “Sevenoaks Town Trail”

With thanks to the Sevenoaks Society for the use of the postcard picture

11. Sevenoaks Best Dressed Christmas Window

The competition was judged by Mayor, Cllr Rachel Parry, Dawn Blee and Mike Reid. The winners were:

Retail – Sevenoaks Haberdashery (winner) and Oxfam (runner-up)

Non-retail – NFU Mutual (winner) and Jackson Stops (runner up)



The owners and/or staff and sometimes customers at each business were delighted with their accolade.

12. Children's High Street Safari

The safari is in progress, closing on 31st December. It has been sponsored by Sencio who have given a superb prize, being six months family swimming membership.

13. The Holly Party

This was an inaugural function, and much was learned from it. 50 people attended which was less than anticipated, but largely they enjoyed it, and are likely to return in 2023.

The concept was to provide a shared staff party at minimal cost to the customer. Tickets were just £12. To achieve this, it was decided to have street food, which in itself was fine, but the party was held on a freezing cold night, and each time the doors opened for arrivals to the Centre or for people ordering and collecting their food very cold air came in, and many guests spent the evening wearing their coats.

Music and lighting were arranged by The Listening Room Music Agency, and for the greater part of the evening dancing was popular.

14. Spring Vegan Market

The next market will take place on Saturday 1st April 2023. Invitations are to be made to “ancillary” uses such as wellness, yoga, body conditioning etc for them to attend and in some cases, to do demonstrations.

15. Events Committee

No report or discussion

16. Reports from Town Team Members

Cllr Raikes

Attendance at the Sevenoaks Players Centenary was low which seems to be common for entertainment at the moment

Geraldine Tucker

The Sevenoaks Society is busy at the moment, largely in participating in planning application consultations. There is also a residents forum meeting coming up.

Cllr Richard Streatfeild

If the 20 mph scheme progresses there will be no need to replace the Bank Street illuminated signage and alter the power supply which serves the Christmas lights.

Austin Blackwell

More service cuts across the County are on their way. Go2 has already lost 2/3 of its coverage in the wider area which means that it is concentrating on the greater Sevenoaks area. There is a benefit to this in that those services can be improved. In places there will be no Sunday services and running hours will be reduced. All Go-Coach services will be up for re-tender in July 2023. The company's main problem is in relation to sickness and child care with higher numbers of employees taking time off than ever before.

Roberta Ware

Her grievances with the police, both in relation to the burglary at her shop, and currently in relation to the lack of response to thefts from town centre shops, both large and small continues.

Many of the questions raised have been supported by the TT Chairman and Laura Trott MP both of whom are trying to elicit clear and positive written answers from Kent Police. As the last minutes were not clear, Roberta clarified that the while they state that the police radio is “not on”, that refers to the office radio and not that worn by individuals.

Roberta is though very happy with the service and support provided by the Town Centre PC. It was suggested and agreed that future correspondence with the police (at whatever level), about these performance issues would be appended to TT minutes as a matter of public record.

All businesses must be encouraged to report all crime, regardless of the anticipated outcome, as only then will such crimes move up the police agenda.

Dennis Glasspool

Dennis is the Coordinator of the Safer Sevenoaks and District Business Crime Reduction Partnership and echoed some of the discussion that was raised by Roberta. He showed the meeting the radio used by many town centre businesses for their use in reporting crime or suspicious behaviour. Those businesses which subscribe to the scheme communicate directly with each other, the police, CCTV camera operators and SDC.

Jim Hughes

Jim reported that the public WCs at the bus station are closed and appear to have been vandalised. Linda Larter said she would contact SDC asking that until they are re-opened that a sign is put up informing the public of the alternative WCs at The Stag and Vine.

Linda Larter

Linda showed the meeting a pack of greetings cards that have been prepared by the Darent Valley Rail Partnership and which are now for sale at the Bat & Ball Station café.

The Inspectors comments about the Neighbourhood Development Plan were very supportive and positive. STC needs to respond in a final version before Christmas.

At the Bat & Ball Station a “Forget me Not” café has just opened. The station is also providing a “Warm Space” and many winter coats have been contributed. Some of them have gone to food banks for wider distribution.

Linda echoed the experience that staff sickness and absence is at a higher level than previously seen.

Hannah Kaye sent a report about Knole. It explained that the house will be closed to the public for much of January and February as will be used for filming a period drama.

Andrew Eyre

The Stag's business is recovering from the pandemic but very slowly. The 2022 panto is booking well though with figures up on 2021 but still down pre-Covid. He is encouraged that there are many big films about to be released and that should boost numbers.

While upbeat about the number of new businesses which are opening in Sevenoaks, like others in the room, Andrew is wary about the economic situation in the town as the cost of living continues to increase.

17. Date of Next Meeting

Wednesday 22nd February 2023

Sevenoaks Town Council
Finance & General Purposes Committee – 16th January 2023

Current Matters

Item	Minute No		Status	Latest update																				
1	08 – F&GP 3.4.2017 263 – F&GP 18.9.2017 222 - OSL 3.9.18 197 – F&GP 05.08.19	Street Lighting	Ongoing	<p>Invoices were sent prior to the financial year end (March).</p> <p>Upgrades to streetlights in Linden Chase (PROW) have been completed.</p> <p>197. Streetlighting The Committee received and considered the report from the Responsible Financial Officer and note the Town Council’s policy as set out in Minute No. 61 of the Finance & General Purposes Committee held on 15th June 2015.</p> <p>The following private roads had adopted their streetlights:</p> <table><tr><td>Clarendon Road</td><td>St Botolphs Avenue</td></tr><tr><td>Quarry Hill</td><td>St James Road</td></tr><tr><td>Yeomans Meadow</td><td>The Glade</td></tr><tr><td>Heathfield Road</td><td>South Park</td></tr><tr><td>Garvock Drive</td><td>Harrison Way</td></tr><tr><td>Wilderness Mount</td><td>Farnaby Drive</td></tr><tr><td>Wood Drive</td><td>Wilderness Avenue</td></tr></table> <p>The following private roads had not adopted their streetlights:</p> <table><tr><td>Coombe Avenue</td><td>Woodside Road</td></tr><tr><td>Pineneedle Lane</td><td>Lyle Park</td></tr><tr><td>Heathfield Road</td><td>Kincraig Drive</td></tr></table> <p>RESOLVED:</p> <p>i) To proceed with LED upgrade option 3 i.e. LED upgrade plus match existing heritage style lighting on Rectory Land and Judd’s Piece at a cost of £17,790 noting that the Sevenoaks Town Council shortfall of £11,717 to be met from Capital Reserves.</p> <p>ii) To write to remaining private roads who have chosen to not adopt their streetlights providing one month’s notice that the Town Council intends to proceed as per Minute No.61 F&GP 15th June 2015 for removal of all lights on all private roads with unadopted lights at a cost of £12,978. Noted</p>	Clarendon Road	St Botolphs Avenue	Quarry Hill	St James Road	Yeomans Meadow	The Glade	Heathfield Road	South Park	Garvock Drive	Harrison Way	Wilderness Mount	Farnaby Drive	Wood Drive	Wilderness Avenue	Coombe Avenue	Woodside Road	Pineneedle Lane	Lyle Park	Heathfield Road	Kincraig Drive
Clarendon Road	St Botolphs Avenue																							
Quarry Hill	St James Road																							
Yeomans Meadow	The Glade																							
Heathfield Road	South Park																							
Garvock Drive	Harrison Way																							
Wilderness Mount	Farnaby Drive																							
Wood Drive	Wilderness Avenue																							
Coombe Avenue	Woodside Road																							
Pineneedle Lane	Lyle Park																							
Heathfield Road	Kincraig Drive																							

Sevenoaks Town Council
Finance & General Purposes Committee – 16th January 2023

Item	Minute No		Status	Latest update
	280 F&GP 16.09.19			<p>that the projected budget shortfall of £7,978 would be met from Revenue Reserves.</p> <p>iii) To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.</p> <p>F&GP Committee 16.09.19 (Minute 280):</p> <p>RESOLVED:</p> <p>i) That residents of Woodside Road, Coombe Avenue and Heathfield Road be advised that the decision whether to pay for the street lights, together with payment, was required by 31st October 2019 latest or the Town Council would proceed to removal of the lights;</p> <p>ii) That residents of Lyle Park and Pineneedle Lane be advised that the response date to request to pay for the lights be extended to 30th November 2019; and</p> <p>iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights.</p> <p>F&GP Committee 25.11.19 (Minute 377):</p> <p>RESOLVED that:</p> <p>1) It be noted that residents of Pineneedle and Lyle Park had agreed to adopt their lights and discussions were therefore concluded;</p> <p>2) Following notification by residents of Kincaig Drive that they would not adopt their lights, the lights be removed;</p> <p>3) That the lights in Coombe Avenue be removed, subject to local ward members ascertaining whether one light needs to be retained for safety purposes;</p> <p>4) The 15 households in Woodside Road be asked whether they would form a group to administer payments to the Town Council; and</p> <p>5) That the Council be asked to rescind the following Resolution, removing the requirement for residents of Heathfield Road to pay outstanding charges for the last two years:</p> <p style="padding-left: 40px;">“To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.” (Minute 197 (iii) 05.08.19 refers)</p>
	377 – F&GP 25.11.19			

Sevenoaks Town Council
Finance & General Purposes Committee – 16th January 2023

Item	Minute No		Status	Latest update
	407 <i>Council</i> 09.12.19			Council 09.12.19 (Minute 407) RESOLVED: That the following Resolution 197(iii) of the Finance and General Purposes Committee held on 5 th August 2019 be rescinded: “To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.”
	199 – <i>F&GP</i> 14.09.20			199. Streetlighting Update RESOLVED: <ol style="list-style-type: none"> 1) That residents of Woodside Road be advised of a deadline by which this matter needed to be resolved, including providing a single point of contact for the road for the Town Council to invoice, after which time the lights would be removed; and 2) That the light at the eastern end of Coombe Avenue be retained while officers investigate whether the footpath is a Public Right of Way or whether the light could be retained under the Town Council’s current policy.
	320 - <i>F&GP</i> 23.11.20			Update: Coombe Ave – Western end light to be removed as per previous decision. Residents have been contacted. 1 resident has replied to say they are unhappy. Resident on Cramptons Road is being kept updated as the light is to the rear of their property. Eastern end – Councillors were to investigate whether we could treat this as a footpath light or keep light within council policy.
				Woodside Road – Residents all contacted with deadline of end Nov to form a single party to receive streetlighting charges. RFO has received contact from 3 households who are unhappy with this decision.
	382 - <i>F&GP</i> 18.01.21			Update : Kippington Lane footpath SU21 – at the edge of the footpath between Kippington Meadow & no 67 Oakhill Road. Repairs have been paid for by STC. Light is not SDC or KCC.
	193 – <i>F&GP</i> 02.08.21			RESOLVED: The residents of Woodside Road be asked to communicate their intentions about the streetlighting in the private road by the end of September. If no agreement

Sevenoaks Town Council
Finance & General Purposes Committee – 16th January 2023

Item	Minute No		Status	Latest update
	<p>Email update 19.04.22</p> <p>Email update 06.07.22</p>			<p>can be reached the Town Council would remove the streetlights as communicated over the past six years.</p> <p><i>Woodside Road -2 new directors have been appointed to the road committee, and the residents are holding a meeting to discuss streetlighting at the end of April.</i></p> <p>Unfortunately, the meeting scheduled for 20th April was postponed.</p> <p>We have been advised that following a consultation by email amongst residents of Woodside Road, 29 positive responses had been received indicating a willingness to contribute towards the upgrade and maintenance of lights on Woodside Road. The Responsible Finance Officer will be in touch with the resident co-ordinating this to move to next steps.</p>
2	361 – F&GP 26.11.18	Markets	Ongoing	<p>RESOLVED: unanimously to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include:</p> <ul style="list-style-type: none"> • reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income • the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces. <p>Sevenoaks District Council wrote to the Town Council on 5th March 2019: -</p> <p>Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that our options are tightly regulated. The invitation to tender was originally advertised nationally and across the EU. The EU procurement rules set out some principles to make sure that it is an even playing field for all and that favourable contracts are not granted to particular companies. Changes to a contract should only be allowed where all companies know this beforehand and are given a chance to bid on that basis.</p> <p>Regulation 72 of the 2015 Regulations explains the limited circumstances in which we can modify an existing contract. Tenderers were asked to submit bids for the Sevenoaks Markets based on entering the draft contract which was attached. the Heads of Terms clearly sets out the location of the Wednesday market. Changes are not permitted unless they are explicitly allowed for in the contract</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 16th January 2023

Item	Minute No		Status	Latest update
	225 F&GP 18.07.22			<p>documents, where the changes are below a certain value threshold, or the changes fall within some specific other categories. In this case, the contract did not explicitly allow for reductions in the rent. The change in rent would also be larger than what is permitted under the regulations. In order to reduce the rent for the Town Council, we would have to make all bidders aware of this before we awarded the contract. If we make a modification to the contract that is not compliant with the rules, then we would be required to carry out a completely new procurement process for this revised contract (reg. 72 (9)). Therefore, for this reason, it is not open to the District Council to agree to the Town Council's proposals. The Town Council has been informed by the Market Traders that they submitted a petition on this topic to Sevenoaks District Council.</p> <p>Sevenoaks Town Council continue to request SDC for permission to move Wednesday Market to the High Street identifying this as a solution to the long-term viability of the market and potential for additional revenue for SDC for 40+ car parking spaces becoming available. Meeting took place with SDC 17th February 2020. SDC considering temporary relocation of Wednesday market.</p> <p>No further information received.</p> <p>225. Review of Wednesday and Saturday Markets The Committee reviewed the position with the Wednesday Buckhurst Lane Market and Saturday High Street Market. The Town Council has held a licence from Sevenoaks District Council (SDC) to run these markets since 2013. The current 5-year licence would expire in March 2023, with an option to extend for a year.</p> <p>Consideration was given to the performance of the two markets.</p> <p>RESOLVED: that</p> <ol style="list-style-type: none"> 1) Sevenoaks Town Council does not take the option to automatically renew the licence from SDC for an additional year when the current agreement ceases (31 March 2023) and provides relevant notice to SDC 2) Sevenoaks Town Council intends to re-tender for both the Saturday High Street and Wednesday Markets at a more reasonable rate. Tender to be based on achieving a breakeven position over 5 years,

Sevenoaks Town Council
Finance & General Purposes Committee – 16th January 2023

Item	Minute No		Status	Latest update
	Email update from SDC 08.08.22	Wednesday Market temporary relocation		<p>considering current market conditions, costs relating to the markets, and enabling competitive rates for market traders to maintain a vibrant market.</p> <p>3) An annual review of market stall rents be established, in line with any new lease signed, with new rents to be charged with effect from 1st April 2023</p> <p>4) Sevenoaks Town Council explore with SDC the location of the Wednesday Market</p> <p>I have looked at your request and consulted on changing the location of the Wednesday market to the same location as the chartered market on a Saturday for the remainder of the contract (31 March 2023). Unfortunately for a number of reasons this is not possible, however we could consult on this suggestion as part of any new street market tender going forward.</p> <p>09.01.2023 The District Council has advised that the market tenders should be listed on Mytenders by the end of January 2023</p>
3	223 F&GP 18.07.22	Cyber Security	<i>Ongoing</i>	Sevenoaks Town Council Risk Assessment: Annual Review The Town Council reviewed the updated Risk Assessment. Notedidentifiable risks 1) Cyber Security and that the Town Council was working towards Cyber Essentials accreditation.
4	260.3 - F&GP 13.09.21	Pension Deficit	<i>Ongoing</i>	Responsible Financial Officer, Chairman, and Vice-Chairman of Finance and General Purposes Committee to meet Kent County Council to discuss deficit.
5	319 – F&GP 29.06.22	Provision of IT Equipment for Councillors		<p>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.</p> <p>RESOLVED that:</p> <p>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</p> <p>2) Quotations be obtained for supplying Councillors with either laptops or tablets, to be reported to a future meeting of this Committee.</p>

PRIORITY ONE

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

Finance & General Purposes Committee –16th January 2023
Sevenoaks Town Council Priorities

Agenda Item 9(b)

No	Project	Details	Proposed target timescale	£	Update / comment
					<p>STC held Green Initiative Meeting 06.11.21 Green Community Investment Plan produced setting Aims and Objectives. December 2021, STC Green Community Investment Plan adopted.</p> <p>Climate Change Project Officer appointed and monthly reports on Action Plan being provided.</p> <p>Priorities identified:</p> <ol style="list-style-type: none"> 1. Seek quotes for a Pedestrian Audit* Awaiting information from SDC 2. Continue to support and encourage progress with the SDC Cycling Strategy Including audit of cycle parking, including appropriate for electric bikes* Ongoing 3. Progress with development of Car Club* Report to Community Infrastructure Committee on 30.01.2023 4. Continue with Tree Planting Ongoing 5. Progress with providing information to residents and businesses* Initial document provided. Climate Fair being arranged. 6. Create the School's Green Liaison Group Now held 4 per year <p>*Items marked with an asterisk subject to verifying with Sevenoaks District Council its progress on the topics to avoid a duplicate of use of resources.</p>

Finance & General Purposes Committee –16th January 2023
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No	Project	Details	Proposed target timescale	£	Update / comment
					Detailed monthly update report from Climate Project Officer submitted to Community Infrastructure Committee.
2	Bat & Ball Centre	Construction of new multipurpose community centre	December 2020	£3,078,805	Completed.
3	Bat & Ball Station building	STC acquire station building on long peppercorn lease. Use as community building.	December 2019	£1,500,000 approx.	Completed.
4	Neighbourhood Development Plan (NDP) for Sevenoaks Includes: <ul style="list-style-type: none"> • Northern Sevenoaks Masterplan • Cultural Quarter • Transport Strategy • Sports Strategy 	To provide a long-term sustainable plan for the Sevenoaks	December 2020	£100,000 (initial budget)	<p>The Independent Examiner, appointed by SDC to review whether the Plan conforms with Basic Conditions and existing planning legislation, has provided his report on 21st December 2022 and recommended that the Plan go to Referendum with 17 proposed modifications.</p> <p>The Plan as modified needs to be signed off by SDC's Development & Conservation Advisory Committee (next meeting 2nd March 2023) and Cabinet (next meeting 16th March 2023). They will then need to arrange and advertise the Referendum for a Statutory 28 working days.</p> <p>SDC propose to hold the Referendum at the same time as the May 2023 elections and are looking into the feasibility of this. STC plan on printing 2,000 copies of the NDP document prior to this and have received a Grant for £10,000 from Groundwork to help cover the costs. Printing quotes will be obtained closer to the time of</p>

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					<p>printing and presented to the Finance and General Purposes Committee on 27th February 2023.</p> <p>If more than half of those voting vote in favour of the Neighbourhood Plan, the plan comes into force as part of the statutory development plan for Sevenoaks Town.</p>
5	Business Hub	Convert old Red cross building to Business Hub for new start-up of small businesses	June 2020	£373,000	<p>Finance department relocation completed.</p> <p>Completed</p>
6	Business Improvement District (BID)	To progress a BID to ensure that Sevenoaks remains a competitive environment to do business.	Tbc	Tbc	<p>Referendum to be on hold until after the NDP referendum</p> <p>Postponed due to Covid-19</p>
7	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	Unknown	£1,500,000	<p>Football Club submitting planning application for new pavilion and seeking funding. Consultation needed with football club(s) and residents. GRA prefer this ambitions scheme and are submitting scheme for pre-planning advice to have separate building to replace current portacabins, current pavilion adjacent to pitch 2 refurbished to accommodate public toilets, café and community space for hire. Consideration to be given to joint management of facility.</p> <p>Would release current pavilion building, adjacent to pitch 2 for alternative use.</p> <p>Planning application due to be submitted. STC agreed current pavilion to be retained by STC as Community Hub.</p>

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					<p>Planning permission granted.</p> <p>STC & STFC to work on Football Foundation funding application.</p>
8	3G Pitch at Knole Paddock	Identifies as part of the Sevenoaks Sports Strategy.	Tbc	Tbc	<p>Refused planning permission 2019. Appeal process not successful.</p> <p>Project ceased.</p>
9	Community Right to Bid.	To nominate assets of community value to Sevenoaks District Council which Sevenoaks Town Council would be interested in purchasing if they were to be sold.			<p>Cllrs to be asked to provide information of such buildings within their wards</p> <p>Registration process for Stag: completed.</p> <p>Registration process for Bradbourne Lakes: completed.</p> <p>To Register Kaleidoscope (Library)</p> <p>‘Assets of Community Value’ - re-registration of the following confirmed:</p> <ul style="list-style-type: none"> • Stag Community Arts Centre • Bradbourne Lakes • Kaleidoscope Centre (comprising the library, gallery and museum)

PRIORITY TWO

No	Project	Details	Proposed target timescale	£	Update / comment
1	South East in Bloom	Provide action plan for obtaining gold award.			<p>2021 Judging took place 15th July. Sevenoaks Town and two of its parks have been awarded Gold in this year's South & South East in Bloom Awards. Rockdale Housing Association and the Incredible Edible team at West Kent Housing got special praise from the judges. Special thanks given to all the businesses, organisations and volunteers who help and make the town such a success, including Sevenoaks Soroptimists and Sevenoaks Living Landscapes.</p> <p>South & South East In Bloom 2022 The results of the South & South East In Bloom 2022, were Sevenoaks' best results to date, a reflection of the incredible amount of work put into the project.</p> <p>National Competition 2022 Sevenoaks was selected as a finalist in the 2022 RHS National In Bloom competition and was awarded Silver Gilt, a great result on its first time entering.</p>
2	MUGA Multi Use Games Area	Install to replace facility at Community centre	September 2020	£139,000	Completed.

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3	Tarmac Site	Develop community facility provision as part of the NDP / Local Plan	Tbc	Tbc	<p>Ensure community facilities are delivered as outlined in the Northern Sevenoaks Masterplan.</p> <p>Invest in feasibility and project design where appropriate particularly in relation to Oast House.</p> <p>Tarmac presented to Planning Committee 13th January 2020.</p> <p>Tarmac to provide STC with update on its progress, planning application expected end of 2021.</p> <p>STC provided holding objection to outline planning application.</p>
4	Markets	Long term aim for Sevenoaks Town Council to take over control of the markets.	Tbc	Tbc	Currently 'owned' by Sevenoaks District Council
5	St John's car park public toilets	Refurbish	2020	£10,000	<p>Potentially from future CIL receipts.</p> <p>Following consideration of lower cost option, OS&L Committee on 06.07.2020 RESOLVED THAT:</p> <ol style="list-style-type: none"> 1) The Open Spaces & Leisure Committee use £7,608.52 [CIL allocation] towards the refurbishment and adaption of the St John's Public Toilets to create two unisex, accessible toilet (one on Radar key). 2) A request be made to the Finance & General Purposes Committee for the remaining £2,391.48 to be met from Sevenoaks Town Council's Capital Reserves.

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					<p>F&GP Committee on 20.02.2020 RESOLVED: That £2,391.48 be allocated to the St John's Public Toilets Refurbishment from Capital Reserves.</p> <p>Permission provided by Sevenoaks District Council who lease the public toilets to Town Council.</p> <p>STC staff to commence this project when resources permit.</p> <p>Further quotations being sought.</p> <p>£22519 of CIL & £2391 of Capital receipts reserve have been set aside to fund this project. £24,910 in total.</p>
6	Electric Bus	To convert No.8 bus to meet sustainable agenda	2020	£300,000	To initially seek grant funding.
7	Darent Valley Community Rail Partnership	Support and be involved in the development.	2019	£3,000 p.a.	<p>Launched in September 2019, working in partnership with Sevenoaks District Council, representatives from six stations, Southeastern and GTR.</p> <p>SDC recruited member of staff. To create a Community Interest Company with STC as 'accountable body' when resources permit. STC agreed to defer Community Interest Company for the time being.</p>

PRIORITY THREE

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bradbourne Lakes	To seek continued improvements with facility			<p>To work with SDC to achieve this.</p> <p>Bradbourne Residents Association had started to create a plan. SDC agreed at Town Forum 10.03.2014 to involve STC.</p> <p>SDC produced Consultation document.</p> <p>Town Clerk met with SDC on 26.02.2019 to discuss potential joint working.</p> <p>Asset to remain in SDC ownership.</p> <p>Town Clerk initially asked to participate in stakeholder group working on funding application but not involved in meeting or application. SDC submitted HLF Funding application – decision due 2023. Grant application unsuccessful.</p>
2	Night-time economy	To seek to develop night-time economy via Sevenoaks Town Partnership initiatives, entertainment on the Vine one evening per week			<p>Programme being put in place for bands on Vine Bandstand. Long term, evening bands to be funded by presence of arts and craft stalls, now premises licence in place.</p> <p>Preparing application for Purple Flag Award. To be considered within proposed BID.</p>
3	Library (Kaleidoscope)	Research feasibility for taking over the management of facility and operating with volunteers like the Stag.	Ongoing		<p>To liaise with KCC and register as a Community Asset (see Priority 1).</p>

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4	Stag	Freehold and Capital Improvements	Tbc	Tbc	Aspirations to buy lease if it becomes available. 15 years left on current lease. Improvements to building (Fly Tower, 4 th Storey, Walkway from front to back enabling additional basement area, Nightclub?) subject to funding, planning permission and ownership. Linked to Cultural Quarter – improved walkway from London Road to South Park car park.
5	Nightclub for Sevenoaks	Support provision of nightclub in Sevenoaks	Tbc	Tbc	
6	Community Events	Continue to promote the town to residents and visitors via community events.	Tbc	Tbc	Regular programme of events now in place post Covid.
7	Cafes	Continue to operate and promote	Ongoing		Noted the benefits of ongoing community service and crime reduction.
8	Youth Provision	HitB Youth Café Partners New provision if viable Youth Council	Ongoing		To continue to provide the HitB Youth Café facilities To work with partners to provide youth provision – House in the Basement working with SAYT, West Kent, Kenward Trust, SDC and We are Beams. If viable to extend youth provision. Facilities in Northern Sevenoaks being reviewed. Increased detached and school work happening. Pilot project held Autumn 2022. To continue to support the development of the Youth Council.