

21st February 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 27th February 2023 at the conclusion of the Town Council Meeting which commences 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://youtube.com/live> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

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

Town Clerk

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

Committee Members:

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

AGENDA

PUBLIC QUESTIONS

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

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

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2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	-
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	—
4	<u>MINUTES OF MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE – 16TH JANUARY 2023</u> To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 16 th January 2023 as a true record.	Attached
5	<u>FINANCE REPORTS</u> To receive and consider the Responsible Finance Officer's reports	Attached
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 January 2023. Including: Appendix 1 - Income and Expenditure by cost centre Appendix 2 – Variance Appendix 3 - Working Capital Appendix 4 - Statement of Funds Appendix 5 - Capital Expenditure & Funds	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 31st January 2023 	Attached
5.3	<u>List of Payments</u> To note list of payments for: <ul style="list-style-type: none"> • Sevenoaks Town Council Nat West Account: 1st to 31st January 2023 • Mayor's Charity Account: 1st to 31st January 2023 	Attached Attached
5.4	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for periods: <ul style="list-style-type: none"> • 1st to 31st January 2023 	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 31st January 2023 	Attached

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 to 31 st January 2023: None	—
6	<u>REVIEW OF INTERNAL CONTROLS</u> To review and adopt updated Financial Regulations 2023/24	Attached
7	<u>STAG THEATRE REQUEST FOR CIL FUNDING</u> To consider request for funding for solar batteries.	Attached
8	<u>PROVISION OF IT EQUIPMENT FOR COUNCILLORS</u> To consider recommendation.	Attached
9.	<u>GRANT APPLICATIONS</u>	
9.1	To receive and note grant reports received from recipients of grants awarded during 2022/23	Circulated as separate document
9.2	Review of grant application form and guidance notes, to include green credentials criteria	Attached
9.3	To consider grant applications received	Circulated as separate document
10	<u>KENT COUNTY COUNCIL CONSULTATION ON ITS COMMUNITY SERVICES</u> a) To receive notice that Kent County Council has launched a consultation on proposed changes to how it delivers its Community Services. This will close on 26 th March 2023. b) To note that <u>full</u> details on the consultation, as well as opportunity to comment may be found via the following link: https://letstalk.kent.gov.uk/community-services-consultation (Please note that you can click on the Sevenoaks link in the How to Get Involved section to access the specific document just for Sevenoaks proposals) c) To receive copy of the consultation questionnaire (attached) and to discuss and agree whether STC provide comment.	Attached
11	<u>NOTES OF MEETING - CELEBRATION OF THE CORONATION OF KING CHARLES III</u> To receive and note the notes of the meeting held on 8 th February 2023	Attached
12	<u>SEVENOAKS TOWN TEAM</u> To receive and note the minutes of the Town Team meeting held on 22 nd February 2022.	To follow

13	<u>CURRENT MATTERS & PRIORITIES</u> To receive and note list of: a) Current Matters b) Priorities of the Town Council	Attached Attached
14	<u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release.	–
15	To Resolve under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.	–
16	<u>TENDERS FOR THE OPERATION AND MANAGEMENT OF TWO SEVENOAKS MARKETS</u>	Circulated separately

Sevenoaks Town Council

Minutes of the meeting of the Finance & General Purposes Committee Held on 16th January 2023 in the Council Chamber, Town Council Offices, TN13 3QG

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

<https://youtu.be/safWM3wIMsY>

Meeting commenced: 7.00 pm

Meeting Concluded: 7.30 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 Clare Shea	Present	Cllr Sue Camp

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

Present: Cllr Richard Streatfeild, Kent County Council

Representation received from Member of the Public: None

514. Apologies for Absence

As noted above.

515. Dispensations

There were no requests for dispensations.

516. Declarations of Interest

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

517. Minutes of the Finance & General Purposes Committee on 21st November 2022

RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 21st November 2022 as a true record.

518. Finance Reports

518.1 Management Accounts to 31st December 2022

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

Sevenoaks Town Council

It was noted that the year-to-date position at the end of December 2022 gave a revenue deficit of £28,735. 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 £72,648, the adjusted position was a surplus of £43,913.

The Responsible Finance Officer commented that inflation was continuing to impact Council spend, most recently with new energy contract rates commencing; she did however still anticipate a surplus at year end to increase general reserves.

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

518.2 The Committee received and noted:

Suppliers Accounts for:

- 1st to 30th November 2022, total invoices £81,193.43
- 1st to 31st December 2022, total invoices £47,167.91

List of Payments Sevenoaks Town Council Nat West Account

- 1st to 30th November 2022, total £186,515.91
- 1st to 31st December 2022, total £143,849.70

List of Payments Mayor's Charity Account: None

Payroll Accounts for:

- 1st to 30th November 2022, total payments £86,449.92
- 1st to 31st December 2022, total payments £82,369.82

Petty Cash Accounts for:

- 1st to 30th November 2022, total payments £596.15
- 1st to 31st December 2022, total payments £608.77

518.3 Hospitality and Gifts Register

The Committee noted the following hospitality/gifts received during the period 1st November to 31st December 2022:

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

519 Review of Internal Controls

519.1 Investment Strategy, Policy & Risk Management 2023-2024

The Committee received and considered the policy. It was noted that Virginmoney had been added to the list of approved institutions.

RESOLVED: That the Investment Strategy, Policy & Risk Management 2023-2024 be approved and adopted.

519.2 Reserves Policy 2023-24

The Committee received and considered the policy.

RESOLVED: That the Reserves Policy 2023-24 be approved and adopted subject to the amendment of the final sentence to read:

“The Town Council aims to increase its general reserves by a minimum of £20k per year as part of a long-term plan working towards a general reserve fund of 6 months of precept. This will be dependent on working capital needs.”

519.3 Additional Bankline Approver

The Committee considered a request for the Finance Officer to be authorised as the fourth bank payment (Bankline) approver, on exceptional occasions. The operational reasons for this were noted.

RESOLVED that:

- 1) the Finance Officer be authorised as the fourth bank payment (Bankline) approver for use on exceptional occasions when the following criteria is met:
 - Only one of the original bank payment approvers is available
 - Payment is time critical (e.g., contractual)
 - Two councillors have approved use of the fourth officer as Bankline approver
- 2) Sevenoaks Town Council’s Finance Regulations be updated to reflect this

520 Revenue Estimates & Precept Proposal for 2023-24

The Committee received and considered the report of the Responsible Finance Officer setting out the proposed precept for 2023-24, based on the Revenue Budget considered at this Committee on 21st November 2022 [*Minute 450.3 refers*], with one 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.

The key assumptions in the preparation of the budget were noted.

RESOLVED: That the Town Council approve the precept recommendation of £1,370,074 for 2023-2024 which is a 4.9% increase to the 2022-23 precept per Band D equivalent, and a Band D equivalent household rate of £139.17 per year, equating to £2.68 per week and 13p increase per week.

Sevenoaks Town Council

521 Minutes of Town Team Meeting held on 14th December 2022

RESOLVED: That the minutes of the meeting of the Town Team held on 14th December 2022 be received and noted.

522 Current Matters and Sevenoaks Town Council Priorities

The Committee considered the updates received.

It was noted that the Town Council's licence to operate the Wednesday and Saturday markets would expire on 31 March 2023 and that the District Council had advised that the tenders would be listed on Mytenders by the end of January. Given the timescale, it was agreed that authority to approve and submit a bid be delegated as stated below.

RESOLVED that:

- 1) the updates on the Current Matter and Town Council Priorities be received and noted
- 2) Authority be delegated to the Chairman, Vice-Chairman, Town Clerk and Responsible Finance Officer to approve and submit the tender bid for the Wednesday and Saturday Markets on behalf of the Town Council.

523 Press Release: None.

There being no further business the Chairman closed the Meeting.

Signed

Dated

Chairman

Sevenoaks Town Council

Finance Officer's Report

Financial report for the period ended 31 January 2023

1. Summary

The year-to-date position at the end of January gives a revenue deficit of £52,128. Allowing for the Bat & Ball Station reserves movement to be actioned at year end, which offsets the Bat & Ball Station £80,019 year-to-date deficit, the adjusted position is a £27,891 surplus.

Inflation is continuing to take an impact on some council spend, most recently with new Energy contract rates commencing. Energy is the cost with the biggest increase, estimated at c£25K higher than budget. Capital improvements to buildings (eg: double glazing, solar panels) would reduce consumption.

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 £19,408 adverse to budget year-to-date, which is mainly due to phasing. Full year surplus is expected to be in the region of £20K.

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

- £2.4K 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.
- £5.5K 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	32,150 (F)
23	Allotments	7,040 (A)

26	Streetlighting/ Gen	8,657 (A)
29	Vine Ground	14,449 (A)
30	Bat & Ball Station	29,223 (A)
33	Council Offices	7,341 (F)
36	Bat & Ball Ctr	13,604 (A)
38	Grants	5,537 (A)
40	Business Hub	9,496 (A)
60	HITB	8,702 (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 £98,934 to leave a year-to-date balance of £1,578,706. Revenue (general) reserves have decreased by £52,128 leaving a year-to-date balance of £386,733. Earmarked Reserves have decreased by £46,806 leaving a year-to-date balance of £1,191,973.

This includes:

1. A year-to-date net deficit of £52,128.
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 £28K 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 January 2023 totals £1,888,518 (31st March 2022 £1,710,009).

£1,098,962 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 0.8% to 3.53%. Sub ratings reviewed 31st January 2023.

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

Month No: 10

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	2,176	2,160	(16)	19,469	21,600	2,131	25,914		6,445	
4270 Employers Pension Contribution	80	92	12	718	920	202	1,105		387	
6240 Computer/ Data Base/WP's	21	68	47	548	815	267	948		400	
6630 Professional Fees	0	0	0	428	84	(344)	111		(317)	
6730 Subscriptions	0	0	0	198	395	198	395		198	
Planning - General :- Indirect Expenditure	2,277	2,320	43	21,360	23,814	2,454	28,473	0	7,113	0
Net Expenditure	(2,277)	(2,320)	(43)	(21,360)	(23,814)	(2,454)	(28,473)			
21 O/ Spaces & Leisure - General										
1022 Letting & Hire of Facilities	1,852	3,016	1,164	19,289	27,144	7,855	33,179		0	
1030 Electricity recharge	1,187	0	(1,187)	1,600	0	(1,600)	0		0	
1316 Raleys 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	310	0	(310)	432	1,305	873	1,305		0	
1853 Adopt a Tree income	0	0	0	83	0	(83)	0		0	
1990 Other Income	0	92	92	1,853	920	(933)	1,099		0	
O/ Spaces & Leisure - General :- Income	3,349	3,108	(241)	34,317	31,119	(3,198)	37,333			0
4010 Gross Pay	11,886	15,801	3,915	124,809	158,010	33,201	189,608		64,799	
4011 Mileage	0	0	0	616	0	(616)	0		(616)	
4012 Expenses	0	0	0	52	0	(52)	0		(52)	
4270 Employers Pension Contribution	755	1,042	287	7,924	10,420	2,496	12,498		4,574	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

Month No: 10

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	24	149	125	1,250	745	(505)	893		(357)	
5025 Lower St Johns Toilets	399	919	520	10,941	9,190	(1,751)	11,031		90	
5026 Greatness Rec Convenience	241	263	22	2,565	2,630	65	3,152		587	
5050 Seats And Litter Bins	298	0	(298)	4,078	2,190	(1,888)	2,921		(1,157)	
5060 Sevenoaks Common	0	0	0	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	0	932	932	2,068	3,728	1,660	3,726		1,658	
5110 Knole Paddock & Pavilion	7	415	408	8	3,320	3,312	4,151		4,143	
5120 Knole Paddock Pitch & Grnd Mt	32	0	(32)	1,952	2,449	497	3,677		1,725	
5310 Miscellaneous Open Spaces	136	190	54	14,937	1,900	(13,037)	2,277		(12,660)	
5311 Security Open Spaces	1,918	1,767	(151)	18,929	17,670	(1,259)	21,202		2,273	
5316 Skatepark Maintenance	0	0	0	927	2,706	1,779	2,706		1,779	
5317 Raleys Car Park	165	0	(165)	366	525	159	525		159	
5320 Fertilizers	0	0	0	140	756	616	1,009		869	
5330 Grass Seed	0	0	0	2,274	0	(2,274)	2,206		(68)	
5340 Plants	0	0	0	3,201	1,971	(1,230)	2,627		(574)	
5410 Repairs & General Maintenance	72	131	59	428	1,310	882	1,576		1,148	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	253	578	325	4,825	5,780	955	6,934		2,109	1,610
5525 Equipment Maintenance	1,818	890	(928)	4,251	7,120	2,869	7,564		3,313	
5550 Vehicle Expenses	85	320	235	2,610	3,200	590	19,500		16,890	
5700 Fuel	415	434	19	4,483	4,340	(143)	5,211		728	
6010 Light Heat & Cleaning	668	0	(668)	3,832	1,965	(1,867)	2,621		(1,211)	
6014 Water	(101)	0	101	878	1,030	152	1,030		152	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

Month No: 10

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	201	180	(21)	210		9	
6104 Mobile Telephone	10	18	8	377	180	(197)	210		(167)	
6105 Broadband wi-fi service	25	0	(25)	103	0	(103)	0		(103)	
6210 Postage & Courier	0	0	0	3	0	(3)	0		(3)	
6320 Staff Training	0	0	0	580	2,364	1,784	3,152		2,572	
6330 Welfare/Hospitality	12	18	6	232	180	(52)	210		(22)	
6730 Subscriptions	0	0	0	164	145	(19)	145		(19)	
6812 Road Dues	0	150	150	0	150	150	1,077		1,077	
6851 Bus Shelter Maintenance	0	15	15	0	150	150	184		184	
6900 Sundry Expenses	0	8	8	45	80	35	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	536	536	0	536	536	536		536	
6934 Waste Bin Collection-Dog Bins	655	0	(655)	1,966	2,025	59	2,699		733	
6935 Waste Bin Disposal-Waste Bins	245	335	90	2,103	3,350	1,247	4,023		1,920	
6952 Protective Clothing	178	127	(51)	1,090	1,270	180	1,523		433	
O/ Spaces & Leisure - General :- Indirect Expenditure	20,206	25,056	4,850	233,471	260,813	27,342	334,787	0	101,316	1,610
Net Income over Expenditure	(16,857)	(21,948)	(5,091)	(199,154)	(229,694)	(30,540)	(297,454)			
8001 plus Transfer from EMR	0			1,610						
Movement to/(from) Gen Reserve	(16,857)			(197,544)						

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

Month No: 10

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	4,306	7,298	2,992	55,625	72,980	17,355	87,577		0	
O/ Spaces & Leisure - Cemetery :- Income	4,306	7,298	2,992	57,265	72,980	15,715	87,577			0
4010 Gross Pay	6,791	7,657	866	67,731	76,570	8,839	91,885		24,154	
4011 Mileage	0	0	0	8	0	(8)	0		(8)	
4012 Expenses	0	0	0	26	0	(26)	0		(26)	
4270 Employers Pension Contribution	486	618	132	4,913	6,180	1,267	7,412		2,499	
5210 Cemetery Chapel & Office	390	0	(390)	430	216	(214)	216		(214)	
5230 Cemetery Wshop/Messroom Mtce	170	116	(54)	1,133	356	(777)	356		(777)	
5320 Fertilizers	0	0	0	73	0	(73)	0		(73)	
5410 Repairs & General Maintenance	6	88	82	727	880	153	1,051		324	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	0	280	280	1,407	2,800	1,393	3,362		1,955	
5525 Equipment Maintenance	952	263	(689)	1,610	2,630	1,020	9,152		7,542	
5700 Fuel	128	108	(20)	1,018	1,080	62	1,302		284	
6000 Rent & Rates	660	873	213	8,733	8,733	1	8,733		1	
6010 Light Heat & Cleaning	1,025	108	(917)	2,979	1,080	(1,899)	1,303		(1,676)	
6014 Water	282	37	(245)	1,359	412	(947)	489		(870)	
6101 Telephone	44	66	22	462	660	198	788		326	
6104 Mobile Telephone	0	11	11	8	105	97	126		118	
6105 Broadband wi-fi service	10	34	24	100	340	240	412		312	
6200 Printing & Stationery	0	4	4	11	40	29	52		41	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

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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
6240 Computer/ Data Base/WP's	0	0	0	566	420	(146)	420		(146)	
6320 Staff Training	0	0	0	580	1,575	995	2,101		1,521	
6330 Welfare/Hospitality	0	15	15	119	150	31	178		59	
6460 Publicity & Democratic notices	207	0	(207)	207	0	(207)	0		(207)	
6500 Goods for Resale	0	18	18	325	180	(145)	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	0	0	0	1,972	2,364	392	3,152		1,180	
6822 Roads Path & Boundaries	0	0	0	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	40	40	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	548	417	(131)	4,553	4,170	(383)	5,002		449	
6935 Waste Bin Disposal-Waste Bins	161	109	(52)	1,039	1,090	51	1,310		271	
6952 Protective Clothing	0	66	66	358	660	302	788		430	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	11,858	10,892	(966)	103,477	116,078	12,601	145,274	0	41,797	0
Net Income over Expenditure	(7,552)	(3,594)	3,958	(46,212)	(43,098)	3,114	(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	32	0	(32)	6,860	7,512	652	7,512		0	
O/ Spaces & Leisure- Allotment :- Income	32	0	(32)	8,142	8,893	751	8,893			0

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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
4010 Gross Pay	294	443	149	3,049	4,430	1,381	5,313		2,264	
4270 Employers Pension Contribution	12	18	6	132	180	48	213		81	
5410 Repairs & General Maintenance	0	315	315	1,836	1,260	(576)	1,261		(575)	
6002 QH Allotments Costs	312	0	(312)	7,250	1,302	(5,948)	1,735		(5,515)	
6014 Water	21	0	(21)	2,583	989	(1,594)	989		(1,594)	
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	640	776	136	14,862	8,572	(6,290)	9,979	0	(4,883)	0
Net Income over Expenditure	(608)	(776)	(168)	(6,719)	321	7,040	(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	(1)	0	1	573	2,292	1,719	3,055		2,482	
6862 Street Lighting	2,556	1,174	(1,382)	19,009	11,740	(7,269)	14,092		(4,917)	
6865 In Bloom Costs	0	0	0	16,604	13,709	(2,895)	13,710		(2,894)	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	2,555	1,174	(1,381)	36,186	27,741	(8,445)	30,857	0	(5,329)	0
Net Income over Expenditure	(2,555)	(1,174)	1,381	(35,986)	(27,329)	8,657	(21,081)			

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

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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
<u>28 O/ Spaces & Leisure-Vine Cafe</u>										
1211 Sale of Goods	1,061	3,659	2,598	49,736	73,997	24,261	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	1,061	3,659	2,598	52,207	77,761	25,554	85,082			0
4010 Gross Pay	1,881	3,610	1,729	32,467	50,849	18,382	58,071		25,604	
4270 Employers Pension Contribution	109	143	34	1,497	2,011	514	2,294		797	
5410 Repairs & General Maintenance	0	108	108	772	1,080	308	1,301		529	
5500 Equipment Hired and New	3	116	114	2,256	1,160	(1,096)	1,396		(860)	
5525 Equipment Maintenance	313	100	(213)	638	1,000	362	1,207		569	
6000 Rent & Rates	69	69	0	686	686	(0)	686		(0)	
6010 Light Heat & Cleaning	1,021	1,068	47	5,402	4,272	(1,130)	4,271		(1,131)	
6014 Water	(284)	40	324	1,849	400	(1,449)	480		(1,369)	
6101 Telephone	27	24	(3)	279	240	(39)	284		5	
6200 Printing & Stationery	0	10	10	68	100	32	124		56	
6210 Postage & Courier	0	0	0	28	30	2	38		10	
6240 Computer/ Data Base/WP's	0	0	0	0	90	90	118		118	
6320 Staff Training	0	0	0	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	0	0	0	99	99	131		131	
6500 Goods for Resale	574	1,235	661	16,840	24,969	8,129	27,437		10,597	
6505 Cafe consumables	54	322	268	1,083	3,220	2,137	3,859		2,776	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

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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	70	34	(36)	740	340	(400)	403		(337)	
6900 Sundry Expenses	0	26	26	20	260	240	316		296	
6922 Health&Safety/Risk Assessments	0	177	177	986	1,770	784	2,129		1,143	
6930 Alarm Maintenance	0	0	0	465	541	76	541		76	
6935 Waste Bin Disposal-Waste Bins	321	144	(177)	2,150	1,440	(710)	1,730		(420)	
6976 Credit card charges	35	100	65	1,221	1,000	(221)	1,195		(26)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	4,192	7,326	3,134	69,506	95,911	26,405	108,404	0	38,898	0
Net Income over Expenditure	(3,131)	(3,667)	(536)	(17,299)	(18,150)	(851)	(23,322)			
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	69	69	1,340	690	(650)	824		0	
1451 Kickstart funding	0	0	0	1,985	2,824	839	2,823		0	
1805 Tea Kiosk Rental & Pavilion	0	0	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	0	69	69	8,192	7,379	(813)	7,512			0
4010 Gross Pay	1,507	1,058	(449)	16,184	10,580	(5,604)	12,703		(3,481)	
4270 Employers Pension Contribution	56	51	(5)	588	510	(78)	613		25	
5010 Vine Area General Maintenance	370	389	19	8,613	3,890	(4,723)	4,670		(3,943)	
5015 Vine Pavilion maintenance	0	0	0	127	0	(127)	0		(127)	
5020 Vine Public Convenience	688	744	56	8,509	7,440	(1,069)	8,930		421	
5410 Repairs & General Maintenance	17	0	(17)	781	0	(781)	0		(781)	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

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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	(24)	45	69	357	450	93	541		184	
6460 Publicity & Democratic notices	0	0	0	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)	706	0	(706)	0		(706)	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	2,678	2,287	(391)	44,134	27,262	(16,872)	31,917	0	(12,217)	1,610
Net Income over Expenditure	(2,678)	(2,218)	460	(35,942)	(19,883)	16,059	(24,405)			
8001 plus Transfer from EMR	0			1,610						
Movement to/(from) Gen Reserve	(2,678)			(34,332)						
30 F&G P - Bat & Ball Station										
1022 Letting & Hire of Facilities	287	838	551	7,602	8,380	778	10,052		0	
1208 Other Events Income	0	0	0	200	0	(200)	0		0	
1211 Sale of Goods	3,609	3,215	(394)	31,466	32,150	684	38,578		0	
1213 Event catering	197	599	402	5,563	5,990	427	7,190		0	
1350 Revenue Grant income	0	0	0	1,000	0	(1,000)	0		0	
1550 Insurance Claims	1,310	0	(1,310)	1,310	0	(1,310)	0		0	
1990 Other Income	8	0	(8)	8	0	(8)	0		0	
F&G P - Bat & Ball Station :- Income	5,411	4,652	(759)	47,150	46,520	(630)	55,820			0

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

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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
4010 Gross Pay	7,288	5,186	(2,102)	72,071	51,860	(20,211)	62,227		(9,844)	
4011 Mileage	0	0	0	30	0	(30)	0		(30)	
4270 Employers Pension Contribution	192	224	32	1,927	2,240	313	2,686		759	
5340 Plants	0	0	0	113	0	(113)	0		(113)	
5410 Repairs & General Maintenance	5	139	134	6,913	1,390	(5,523)	1,667		(5,246)	
5500 Equipment Hired and New	862	131	(731)	5,022	1,310	(3,712)	1,576		(3,446)	
5525 Equipment Maintenance	228	0	(228)	228	0	(228)	0		(228)	
6000 Rent & Rates	324	324	0	3,244	3,244	1	3,244		1	
6011 Electricity	451	466	15	4,950	4,660	(290)	5,595		645	
6012 Gas	249	0	(249)	1,059	1,623	564	2,164		1,105	
6013 Cleaning	272	280	8	3,420	2,800	(620)	3,360		(60)	
6014 Water	(2,379)	8	2,387	589	80	(509)	97		(492)	
6020 Insurance Cost	0	84	84	0	840	840	1,004		1,004	
6101 Telephone	48	75	27	725	750	25	903		178	
6200 Printing & Stationery	2	12	10	140	120	(20)	142		2	
6210 Postage & Courier	0	0	0	37	0	(37)	0		(37)	
6240 Computer/ Data Base/WP's	0	0	0	7	0	(7)	0		(7)	
6241 Website Costs	0	0	0	335	422	87	422		87	
6320 Staff Training	0	0	0	0	102	102	137		137	
6330 Welfare/Hospitality	0	32	32	694	320	(374)	390		(304)	
6340 Staff Uniforms	0	0	0	32	0	(32)	0		(32)	
6460 Publicity & Democratic notices	225	88	(137)	449	880	431	1,051		602	
6500 Goods for Resale	1,696	1,724	28	15,084	17,240	2,156	20,690		5,606	
6505 Cafe consumables	159	168	9	1,025	1,680	655	2,017		992	

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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
6630 Professional Fees	0	0	0	1,280	0	(1,280)	0		(1,280)	
6635 Professional Fees Licensing	0	0	0	570	410	(160)	410		(160)	
6869 Special Events	285	0	(285)	991	0	(991)	0		(991)	
6900 Sundry Expenses	1,800	88	(1,712)	2,102	880	(1,222)	1,055		(1,047)	
6922 Health&Safety/Risk Assessments	0	276	276	1,172	1,104	(68)	1,104		(68)	
6930 Alarm Maintenance	575	666	91	575	1,331	756	1,331		756	
6931 CCTV Maintenance	174	0	(174)	279	0	(279)	0		(279)	
6935 Waste Bin Disposal-Waste Bins	242	109	(133)	1,264	1,090	(174)	1,312		48	
6976 Credit card charges	84	94	10	843	940	97	1,126		283	
F & G P - Bat & Ball Station :- Indirect Expenditure	12,782	10,174	(2,608)	127,169	97,316	(29,853)	115,710	0	(11,459)	0
Net Income over Expenditure	(7,371)	(5,522)	1,849	(80,019)	(50,796)	29,223	(59,890)			
31 F & G P - Establishments										
1115 Interest on Deposits	1,694	864	(830)	10,999	8,640	(2,359)	10,369		0	
1231 Banner Income	0	170	170	78	1,700	1,622	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	170	324	154	2,774	3,240	466	3,889		0	
1990 Other Income	17	0	(17)	669	13	(656)	13		0	
F & G P - Establishments :- Income	1,881	1,358	(523)	14,870	16,686	1,816	19,494			0
4010 Gross Pay	26,545	26,210	(335)	270,759	262,100	(8,659)	314,524		43,765	
4011 Mileage	0	0	0	337	0	(337)	0		(337)	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

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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
4012 Expenses	0	0	0	156	0	(156)	0		(156)	
4270 Employers Pension Contribution	2,700	3,094	394	27,517	30,940	3,423	37,122		9,605	
4271 Pension Deficiency	6,917	6,917	0	69,167	69,170	3	83,000		13,833	
5410 Repairs & General Maintenance	0	0	0	12	0	(12)	0		(12)	
5500 Equipment Hired and New	30	142	112	1,754	1,420	(334)	1,708		(46)	
6020 Insurance Cost	1,090	1,361	271	15,321	16,331	1,010	19,051		3,730	
6101 Telephone	418	444	27	4,127	4,440	313	5,333		1,206	
6104 Mobile Telephone	0	0	0	8	0	(8)	0		(8)	
6200 Printing & Stationery	606	1,093	487	9,579	10,930	1,351	13,116		3,537	
6210 Postage & Courier	5	538	533	1,563	5,380	3,817	6,452		4,889	
6240 Computer/ Data Base/WP's	1,285	1,280	(5)	13,302	12,800	(502)	15,359		2,057	
6241 Website Costs	0	0	0	556	283	(273)	283		(273)	
6242 I.T. Infrastructure	3,500	944	(2,556)	11,223	9,440	(1,783)	11,327		104	
6300 Computer Software	745	365	(380)	5,268	3,650	(1,618)	4,384		(884)	
6315 Recruitment Costs	0	167	167	525	1,670	1,145	2,000		1,475	
6320 Staff Training	50	263	213	2,735	2,630	(105)	3,152		417	
6321 Investors in People	0	0	0	3,813	0	(3,813)	865		(2,948)	1,664
6330 Welfare/Hospitality	143	234	91	3,484	2,340	(1,144)	2,812		(672)	
6410 Civic Exps/Annual Reception	0	0	0	1,099	1,839	740	1,839		740	
6415 Gifts/hospitality	15	106	91	594	1,060	466	1,273		679	
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	2,190	1,866	2,627		2,303	

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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
6461 Banner Costs	0	88	88	822	880	58	1,057		235	
6610 Audit Fees	0	0	0	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	2,200	0	(2,200)	5,753	3,553	(2,200)	3,553		(2,200)	
6635 Professional Fees Licensing	(979)	0	979	178	1,406	1,228	1,406		1,228	
6710 Conference Fees & Expenses	131	180	49	2,296	1,800	(496)	2,164		(132)	
6720 Books and Periodicals	0	22	22	0	220	220	267		267	
6730 Subscriptions	730	202	(528)	4,640	4,954	314	5,259		619	
6889 Waste Sacks	0	327	327	2,034	3,270	1,236	3,922		1,888	
6900 Sundry Expenses	8	44	36	443	440	(3)	525		82	
6922 Health&Safety/Risk Assessments	0	0	0	5,659	4,743	(916)	4,743		(916)	
6952 Protective Clothing	0	0	0	244	0	(244)	0		(244)	
6975 Bank Charges	97	109	12	1,359	1,090	(269)	1,308		(51)	
6976 Credit card charges	71	129	58	673	1,290	617	1,547		874	
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	35,801	35,802	1	71,602	71,604	2	71,603		1	
F & G P - Establishments :- Indirect Expenditure	82,107	80,280	(1,827)	551,882	553,215	1,333	682,821	0	130,939	1,664
Net Income over Expenditure	(80,225)	(78,922)	1,303	(537,013)	(536,529)	484	(663,327)			
8001 plus Transfer from EMR	0			1,664						
Movement to/(from) Gen Reserve	(80,225)			(535,349)						

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

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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	(215)	0	215	30,209	27,316	(2,893)	27,316		(2,893)	5,330
6491 Remembrance Day/Civic Serv.	617	0	(617)	5,039	3,752	(1,287)	3,752		(1,287)	
6869 Special Events	0	552	552	16,470	5,520	(10,950)	6,630		(9,840)	10,000
F & G P - General :- Indirect Expenditure	402	552	150	51,717	36,588	(15,129)	37,698	0	(14,019)	15,330
Net Income over Expenditure	(402)	(552)	(150)	(44,964)	(30,408)	14,556	(31,518)			
8001 plus Transfer from EMR	5,330			15,330						
Movement to/(from) Gen Reserve	4,928			(29,634)						
33 F & G P - Council Offices										
1022 Letting & Hire of Facilities	448	798	350	8,157	7,980	(177)	9,579		0	
F & G P - Council Offices :- Income	448	798	350	8,157	7,980	(177)	9,579			0
4010 Gross Pay	370	2,344	1,974	15,894	23,440	7,546	28,123		12,229	
4011 Mileage	0	0	0	141	0	(141)	0		(141)	
4270 Employers Pension Contribution	17	65	48	663	650	(13)	781		118	
5410 Repairs & General Maintenance	0	212	212	618	2,120	1,502	2,542		1,924	
5500 Equipment Hired and New	244	0	(244)	414	0	(414)	0		(414)	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

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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	23,204	23,204	1	23,204		1	
6010 Light Heat & Cleaning	1,413	541	(872)	6,972	5,410	(1,562)	6,492		(480)	
6014 Water	37	296	259	1,271	2,960	1,689	3,552		2,281	
6104 Mobile Telephone	17	0	(17)	50	0	(50)	0		(50)	
6340 Staff Uniforms	0	0	0	48	0	(48)	0		(48)	
6510 Catering Expenses	0	8	8	0	80	80	102		102	
6635 Professional Fees Licensing	0	0	0	295	0	(295)	0		(295)	
6900 Sundry Expenses	0	8	8	0	80	80	102		102	
6922 Health&Safety/Risk Assessments	0	0	0	1,180	306	(874)	306		(874)	
6930 Alarm Maintenance	65	0	(65)	861	873	12	873		12	
6935 Waste Bin Disposal-Waste Bins	131	67	(64)	1,003	670	(333)	808		(195)	
6952 Protective Clothing	0	0	0	16	0	(16)	0		(16)	
F & G P - Council Offices :- Indirect Expenditure	4,614	5,861	1,247	52,629	59,793	7,164	66,885	0	14,256	0
Net Income over Expenditure	(4,166)	(5,063)	(897)	(44,472)	(51,813)	(7,341)	(57,306)			
36 F & G P - Bat & Ball Centre										
1022 Letting & Hire of Facilities	7,175	7,497	322	79,400	74,970	(4,430)	89,968		0	
1030 Electricity recharge	0	0	0	67	0	(67)	0		0	
1032 Linen and table hire	0	24	24	0	240	240	284		0	
1213 Event catering	0	0	0	40	0	(40)	0		0	
1445 Outdoor Activities	38	55	17	43	550	507	662		0	
1451 Kickstart funding	0	0	0	747	1,432	685	1,433		0	
1457 Indoor Activities	451	397	(54)	4,196	3,970	(226)	4,760		0	

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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
1990 Other Income	0	0	0	24,357	0	(24,357)	0		0	10,578
F & G P - Bat & Ball Centre :- Income	7,664	7,973	309	108,849	81,162	(27,687)	97,107			10,578
4010 Gross Pay	4,780	3,575	(1,205)	43,909	35,750	(8,159)	42,899		(1,010)	
4012 Expenses	0	0	0	10	0	(10)	0		(10)	
4270 Employers Pension Contribution	202	188	(14)	1,965	1,880	(85)	2,260		295	
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	733	0	(733)	14,018	261	(13,757)	347		(13,671)	
5500 Equipment Hired and New	33	324	291	562	1,296	734	1,298		736	
6000 Rent & Rates	459	459	0	4,591	4,591	0	4,591		0	
6011 Electricity	1,257	629	(628)	9,173	6,290	(2,883)	7,545		(1,628)	
6012 Gas	365	474	109	1,363	1,896	533	1,894		531	
6013 Cleaning	185	66	(119)	1,744	660	(1,084)	795		(949)	
6014 Water	(189)	199	388	1,952	1,990	38	2,395		443	
6101 Telephone	74	48	(26)	508	480	(28)	581		73	
6104 Mobile Telephone	17	31	14	209	310	102	371		163	
6200 Printing & Stationery	110	0	(110)	112	192	80	255		143	
6240 Computer/ Data Base/WP's	0	0	0	1,338	0	(1,338)	0		(1,338)	
6330 Welfare/Hospitality	0	33	33	403	330	(73)	396		(7)	
6460 Publicity & Democratic notices	0	0	0	0	387	387	515		515	
6520 Refreshments for Resale	210	206	(4)	1,962	2,060	98	2,472		510	
6620 Legal Expenses	0	0	0	1,650	0	(1,650)	0		(1,650)	
6630 Professional Fees	999	0	(999)	999	0	(999)	0		(999)	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

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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	999	0	(999)	1,507	505	(1,002)	505		(1,002)	
6842 Grounds Maintenance	0	41	41	0	410	410	492		492	
6900 Sundry Expenses	0	34	34	1,638	340	(1,298)	406		(1,232)	
6922 Health&Safety/Risk Assessments	0	0	0	750	520	(230)	520		(230)	
6930 Alarm Maintenance	360	0	(360)	758	896	138	896		138	
6931 CCTV Maintenance	0	0	0	0	330	330	330		330	
6935 Waste Bin Disposal-Waste Bins	156	84	(72)	1,483	840	(643)	1,003		(480)	
6952 Protective Clothing	0	0	0	387	166	(221)	332		(55)	
F & G P - Bat & Ball Centre :- Indirect Expenditure	10,749	6,391	(4,358)	93,759	63,046	(30,713)	73,764	0	(19,995)	0
Net Income over Expenditure	(3,085)	1,582	4,667	15,090	18,116	3,026	23,343			
8002 less Transfer to EMR	0			10,578						
Movement to/(from) Gen Reserve	(3,085)			4,512						
38 F & G P - Grants										
6937 Annual Subsidy-Comm Centre	497	403	(94)	5,554	4,030	(1,524)	4,833		(721)	
6938 Annual Subsidy-Council Chamber	70	83	13	363	830	467	1,000		637	
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	567	486	(81)	46,397	40,860	(5,537)	57,720	0	11,323	0
Net Expenditure	(567)	(486)	81	(46,397)	(40,860)	5,537	(57,720)			

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

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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
<u>39 F & G P - Property</u>										
1469 O/S Ground Rents & Wayleaves	60	0	(60)	6,068	4,933	(1,135)	5,933		0	
F & G P - Property :- Income	60	0	(60)	6,068	4,933	(1,135)	5,933			0
Net Income	60	0	(60)	6,068	4,933	(1,135)	5,933			
<u>40 Town Team</u>										
1204 Holly Party	40	0	(40)	252	0	(252)	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	40	0	(40)	10,534	14,986	4,452	14,986			0
6101 Telephone	0	9	9	0	90	90	105		105	
6200 Printing & Stationery	0	8	8	0	80	80	105		105	
6240 Computer/ Data Base/WP's	67	67	(0)	657	670	13	808		151	
6241 Website Costs	30	0	(30)	85	275	190	275		190	
6244 Information Screens	0	0	0	360	1,313	953	1,313		953	
6322 Business Awards	0	0	0	3,652	8,116	4,464	8,116		4,464	
6323 Business Show	0	0	0	3,533	2,992	(541)	2,992		(541)	
6325 Holly Party Expense	6	0	(6)	1,051	0	(1,051)	0		(1,051)	
6330 Welfare/Hospitality	0	0	0	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 31/01/2023

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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
6710 Conference Fees & Expenses	0	61	61	0	610	610	735		735	
6730 Subscriptions	0	0	0	570	561	(9)	561		(9)	
6900 Sundry Expenses	0	62	62	113	620	507	749		636	
7000 Reinvestment	0	0	0	0	0	0	549		549	
7607 Christmas events	20	0	(20)	720	0	(720)	0		(720)	
7608 Friends of Bat & Ball	0	88	88	0	880	880	1,051		1,051	
7616 Wellbeing show	0	0	0	0	2,627	2,627	2,627		2,627	
Town Team :- Indirect Expenditure	123	295	172	11,312	18,834	7,522	19,986	0	8,674	0
Net Income over Expenditure	(83)	(295)	(212)	(778)	(3,848)	(3,070)	(5,000)			
<u>41 Business Hub</u>										
1022 Letting & Hire of Facilities	455	145	(310)	1,115	1,450	335	1,738		0	
1026 Hot Desking Facility	911	613	(298)	3,637	6,130	2,493	7,357		0	
1027 Dedicated Desk x12	0	412	412	0	4,120	4,120	4,944		0	
1029 Office Pods	1,246	996	(250)	12,487	9,960	(2,527)	11,948		0	
1031 Chamber of Commerce	412	412	0	4,096	4,120	24	4,944		0	
Business Hub :- Income	3,024	2,578	(446)	21,335	25,780	4,445	30,931			0
4010 Gross Pay	433	429	(4)	4,417	4,290	(127)	5,152		735	
4270 Employers Pension Contribution	0	17	17	0	170	170	206		206	
5410 Repairs & General Maintenance	0	68	68	201	680	479	822		621	
5500 Equipment Hired and New	50	22	(28)	239	220	(19)	264		25	
6000 Rent & Rates	207	207	0	2,071	2,071	0	2,071		0	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

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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
6010 Light Heat & Cleaning	1,989	138	(1,851)	8,840	1,380	(7,460)	1,657		(7,183)	
6014 Water	0	40	40	0	400	400	490		490	
6105 Broadband wi-fi service	142	146	5	1,415	1,460	45	1,749		334	
6200 Printing & Stationery	0	42	42	0	420	420	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	30	0	(30)	50	0	(50)	0		(50)	
6511 Sales commission	0	216	216	866	2,160	1,294	2,599		1,733	
6900 Sundry Expenses	96	103	7	859	1,030	171	1,236		377	
6922 Health&Safety/Risk Assessments	0	0	0	158	0	(158)	0		(158)	
6930 Alarm Maintenance	95	0	(95)	326	286	(40)	286		(40)	
6931 CCTV Maintenance	0	0	0	146	0	(146)	0		(146)	
6976 Credit card charges	35	33	(2)	301	330	29	401		100	
Business Hub :- Indirect Expenditure	3,076	1,461	(1,615)	20,081	15,030	(5,051)	17,566	0	(2,515)	0
Net Income over Expenditure	(52)	1,117	1,169	1,254	10,750	9,496	13,365			
<u>42 Sevenoaks Town Mayor</u>										
1500 Fundraising	100	0	(100)	1,817	0	(1,817)	0		0	
1752 Quiz Night Income	544	0	(544)	574	0	(574)	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	
1756 Int'l Women's Day Event Income	865	0	(865)	865	0	(865)	0		0	
Sevenoaks Town Mayor :- Income	1,509	0	(1,509)	8,650	0	(8,650)	0			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
6200 Printing & Stationery	89	0	(89)	134	0	(134)	0		(134)	
6433 Mayors Allowance 2021/22	0	0	0	1,003	0	(1,003)	0		(1,003)	1,003
6437 Mayors Allowance 2022/23	641	484	(157)	4,260	4,356	97	5,805		1,546	
6438 Mayors Car Allowance 2022/23	0	216	216	25	1,944	1,919	2,586		2,561	
6900 Sundry Expenses	0	0	0	34	0	(34)	0		(34)	
7100 Mayoral Charity Donations	0	0	0	4,530	0	(4,530)	0		(4,530)	3,962
7202 Quiz Night Expenditure	0	0	0	40	0	(40)	0		(40)	
7204 Knole Tour Expenditure	0	0	0	327	0	(327)	0		(327)	
7205 Chevening Visit Expenditure	0	0	0	3,565	0	(3,565)	0		(3,565)	
7206 Int'l Women's Day Event Exp.	287	0	(287)	287	0	(287)	0		(287)	
Sevenoaks Town Mayor :- Indirect Expenditure	1,016	700	(316)	14,205	6,300	(7,905)	8,391	0	(5,814)	4,965
Net Income over Expenditure	493	(700)	(1,193)	(5,556)	(6,300)	(744)	(8,391)			
8001 plus Transfer from EMR	0			4,965						
Movement to/(from) Gen Reserve	493			(590)						
<u>43 Youth Council</u>										
5500 Equipment Hired and New	0	0	0	608	0	(608)	0		(608)	108
7555 Youth Council Support	0	42	42	7	420	413	500		493	
Youth Council :- Indirect Expenditure	0	42	42	615	420	(195)	500	0	(115)	108
Net Expenditure	0	(42)	(42)	(615)	(420)	195	(500)			
8001 plus Transfer from EMR	0			108						
Movement to/(from) Gen Reserve	0			(507)						

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

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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
44 Public Realm										
4010 Gross Pay	0	0	0	1,267	0	(1,267)	0		(1,267)	1,267
5001 Public Realm signs & panels	285	0	(285)	7,939	0	(7,939)	0		(7,939)	7,339
5410 Repairs & General Maintenance	0	0	0	12,404	0	(12,404)	0		(12,404)	12,225
Public Realm :- Indirect Expenditure	285	0	(285)	21,610	0	(21,610)	0	0	(21,610)	20,831
Net Expenditure	(285)	0	285	(21,610)	0	21,610	0			
8001 plus Transfer from EMR	285			20,831						
Movement to/(from) Gen Reserve	0			(779)						
50 Youth Cafe										
1022 Letting & Hire of Facilities	236	183	(53)	2,117	1,830	(287)	2,200		0	
1211 Sale of Goods	244	30	(214)	1,901	300	(1,601)	358		0	
1350 Revenue Grant income	0	0	0	2,375	0	(2,375)	0		0	
Youth Cafe :- Income	480	213	(267)	6,393	2,130	(4,263)	2,558			0
4010 Gross Pay	2,798	2,631	(167)	32,116	26,310	(5,806)	31,572		(544)	
4011 Mileage	0	0	0	55	0	(55)	0		(55)	
4270 Employers Pension Contribution	100	105	5	748	1,050	302	1,263		515	
5410 Repairs & General Maintenance	0	72	72	3,535	720	(2,815)	863		(2,672)	
5500 Equipment Hired and New	14	0	(14)	2,521	0	(2,521)	0		(2,521)	75
6010 Light Heat & Cleaning	16	0	(16)	153	31	(122)	31		(122)	
6101 Telephone	50	39	(11)	499	390	(109)	470		(29)	

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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
6200 Printing & Stationery	0	26	26	209	260	51	309		100	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	
6240 Computer/ Data Base/WP's	39	34	(5)	269	340	71	404		135	
6281 Furnishings,Furniture/Eqpt	0	0	0	214	369	155	493		279	
6320 Staff Training	0	0	0	100	206	106	206		106	
6330 Welfare/Hospitality	10	0	(10)	11	31	20	31		20	
6340 Staff Uniforms	0	0	0	75	78	3	103		28	
6460 Publicity & Democratic notices	0	10	10	7	100	93	124		117	
6500 Goods for Resale	257	30	(227)	2,169	300	(1,869)	358		(1,811)	
6505 Cafe consumables	0	0	0	53	0	(53)	0		(53)	
6635 Professional Fees Licensing	0	72	72	423	288	(135)	286		(137)	
6869 Special Events	0	0	0	2,467	0	(2,467)	0		(2,467)	2,200
6900 Sundry Expenses	0	21	21	211	210	(1)	252		41	
6922 Health&Safety/Risk Assessments	0	0	0	931	872	(59)	870		(61)	
Youth Cafe :- Indirect Expenditure	3,284	3,040	(244)	46,795	31,555	(15,240)	37,635	0	(9,160)	2,275
Net Income over Expenditure	(2,804)	(2,827)	(23)	(40,402)	(29,425)	10,977	(35,077)			
8001 plus Transfer from EMR	0			2,275						
Movement to/(from) Gen Reserve	(2,804)			(38,127)						
<u>60 Markets</u>										
1017 Rental Income Sat Market	1,630	1,477	(153)	16,785	14,770	(2,015)	17,724		0	
1018 Rental Income Wed Market	825	1,211	386	9,615	12,110	2,495	14,536		0	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

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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
1019 Rental Income Blighs Market	425	1,233	808	14,064	12,730	(1,334)	15,200		0	
1033 Rental income Christmas Market	0	0	0	1,930	2,700	770	2,700		0	
Markets :- Income	2,880	3,921	1,041	42,394	42,310	(84)	50,160			0
4010 Gross Pay	140	144	4	1,377	1,440	63	1,731		354	
5410 Repairs & General Maintenance	841	0	(841)	851	81	(770)	105		(746)	
5420 Saturday market charges	1,182	1,443	261	13,007	12,702	(305)	15,011		2,004	
5421 Wednesday Market charges	2,154	2,629	475	23,153	23,134	(19)	27,341		4,188	
5426 Christmas Market	1,168	0	(1,168)	1,168	0	(1,168)	0		(1,168)	
6001 Blighs Market Charges	167	962	795	9,209	9,620	411	11,547		2,338	
6010 Light Heat & Cleaning	63	32	(31)	434	128	(306)	130		(304)	
6210 Postage & Courier	0	0	0	8	0	(8)	0		(8)	
6460 Publicity & Democratic notices	0	0	0	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	5,715	5,210	(505)	49,981	47,290	(2,691)	56,124	0	6,143	0
Net Income over Expenditure	(2,835)	(1,289)	1,546	(7,587)	(4,980)	2,607	(5,964)			
<u>70 Precept</u>										
1995 Precept	107,973	107,973	0	1,079,729	1,079,730	1	1,295,675		0	
Precept :- Income	107,973	107,973	0	1,079,729	1,079,730	1	1,295,675			0
Net Income	107,973	107,973	0	1,079,729	1,079,730	1	1,295,675			

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

Month No: 10

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	140,118	143,600	3,482	1,521,205	1,526,941	5,736	1,824,596			
Expenditure	169,125	164,323	(4,802)	1,611,148	1,530,438	(80,710)	1,864,491	0	253,343	
Net Income over Expenditure	(29,008)	(20,723)	8,285	(89,943)	(3,497)	86,446	(39,895)			
plus Transfer from EMR	5,615			48,393						
less Transfer to EMR	0			10,578						
Movement to/(from) Gen Reserve	(23,393)			(52,128)						

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January 2023 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	(21,360)	(23,814)	(2,454)	(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	(197,544)	(229,694)	(32,150)	(297,454)	Lower sports income than budget to date, in part due to adverse winter weather & drought effecting pitch. 2 Raleys permits remain unsold. Insurance payout received for damage to Buckhurst Gateway, offset by replacement purchase in Misc Open Spaces. Other income relates to 2 memorial benches. £35K favourable pay related, mainly due to staff vacancy. Higher Lower St John's toilets cost is partly due to higher electricity cost, the majority of which is recharged to Enterprise. 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 tree 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	(46,212)	(43,098)	3,114	(57,696)	Lower cemetery income than budget (£17.3K). YTD monthly income is now below the 5 year monthly average, with each year lower than the previous. £8.8K favourable pay related, mainly 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 due to break in is offset with new Equipment purchase. £1.9k adverse variance in Light Heat & Cleaning primarily driven by increased electric costs.
Allotments	(6,719)	321	7,040	(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 BVR allotments water, under investigation
Street lighting/ general	(35,986)	(27,329)	8,657	(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.

January 2023 Year to date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Vine Grounds	(34,332)	(19,883)	14,449	(24,405)	<p>Higher other events income due to Vegan Market held in April, and second market in September Kickstart employee left in April. Higher weekly staff hours on Vine gardening (12 hours pw higher than budget) due to change in OSL team working locations. £2135 spend in December 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.</p>

January 2023 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	(17,299)	(18,150)	(851)	(23,322)	<p>Sale of Goods and catering income is £21.8K 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 (Nov - Jan)now 60% lower than prior year. Lower sales are partially offset by the £10.2K lower goods for resale and cafe consumables. Staff costs are £18.8K lower than budget, partly due to a Kickstart position being withdrawn (£3.8K funding unavailable), and alternative staff not recruited.</p> <p>YTD income is at 89% of the prior year to date level, while staff costs are at 70% of the prior year level.</p> <p>Equipment hired & new includes a new drinks chiller (£600), water boiler (£490) and 4 parasols (£776).</p> <p>New energy tariff has impacted Light Heat & Cleaning.</p> <p>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	(80,019)	(50,796)	29,223	(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.</p> <p>Hire income is broadly in line with budget. Hire income had been building, however Jan saw low number of events. It is hoped that hire income will increase again as further HEO events happen.</p> <p>Sales of Goods & Event catering are £1.1K below budget to date. This offset by £2.8K lower Goods for resale and cafe consumables expense.</p> <p>Gross Pay is £20K above budget in part due to agreed temporary hire of HEO officer.</p> <p>Repairs and General maintenance includes water boiler repair (£4.8K) vacuum tanker service (£1K) & sewage pump repair (£400).</p> <p>Equipment hired and new includes 50% new bench deposit (£1.9K), a new freezer (£460), fridge (£230) & feature period telephone (£600).</p> <p>Water bills are being shown seperately from Business Rates.</p> <p>Cleaning included £437 extractor clean in December.</p> <p>Professional fees is for an acoustic assessment £1.23K</p> <p>The overspend on Sundry expenses is related to a DVCRP Mural (£1.8k), to be reimbursed.</p>

January 2023 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	(535,349)	(536,529)	(1,180)	(663,327)	<p>Interest rate rises mean interest is now £2.3k above budget YTD.</p> <p>KCC are no longer allowing Railing Banner advertising, so this income is reducing significantly, and we have had to refund bookings.</p> <p>Kickstart employee wasn't recruited due to funding not being available.</p> <p>Other income mostly relates to a payment received re prior year Business Show.</p> <p>Gross pay is higher in part due to ongoing environmental project, to be covered by reserves at year end.</p> <p>Equipment overspend is mainly due to new office Furniture (Desk/Filing Cabinet/Chairs)</p> <p>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. YTD costs are below budget as of January.</p> <p>Computer software overspend is an annual fee from August, re moving to Cloud for accounting software.</p> <p>Investors in People is £1.3K higher than was expected in the past 3 years budget. Next year's budget has been increased accordingly.</p> <p>Welfare/ Hospitality includes £445 staff Christmas event.</p> <p>Professional fees relates to removal of encampment at Greatness (£1.4K), carbon footprint audit (£2.15K) & Land Access (£2.2k)</p> <p>Health & Safety includes occupational health assessment.</p> <p>Casual Vacancy election expense of £6.8K invoiced by SDC.</p> <p>Other variances are due to phasing at this stage, with reserves movements planned in month 12.</p>
General	(29,634)	(30,408)	(774)	(31,518)	<p>£3K overspend on Christmas lights switch on due to normal provision being unavailable. New lights funded from CIL.</p> <p>Remembrance day £1.3K over budget.</p> <p>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.</p>
Council Offices	(44,472)	(51,813)	(7,341)	(57,306)	<p>Chamber bookings are just above budget (budget was reduced to a more realistic level following the low number of bookings last financial year).</p> <p>Lower Gross Pay is due to facilities manager vacancy.</p> <p>Light heat & cleaning includes new electricity tariff.</p> <p>The extra expenses under Health and Safety relate to an increase in Fire Safety equipment, signage and testers.</p>
Bat & Ball Centre	4,512	18,116	13,604	23,343	<p>Hire income YTD is in excess of budget expectations.</p> <p>Kickstart recruitment didn't occur due to funding being unavailable.</p> <p>Muga paid-for use is very low.</p> <p>Contribution towards flooring repair has been received in advance of the repair cost (accrued), legal fees have been paid.</p> <p>Pay now includes a gardener. Other overspend to date is mainly due to out of hours costs following late night bookings.</p> <p>Electricity is higher than expected due to inflation.</p> <p>Cleaning costs were higher in July due to contractor being used while short staffed. Cleaning costs also include tablecloth laundry.</p> <p>Water costs are being shown separately to business rates. Water meter reading has driven a catch up in cost.</p> <p>Computer expenses include the purchase of a new projector (£1.2K)</p> <p>Professional Fees relates to Architect fees. £1K correction to be made in P11 to professional fees licensing.</p> <p>Sundry includes £1.6K Christmas Garlands</p>
Grants	(46,397)	(40,860)	5,537	(57,720)	<p>Phasing of Grants.</p> <p>Free of charge use of Bat & Ball centre exceeds budget, while Chamber use is below budget. Free of charge Bat & Ball station to be added.</p>

January 2023 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
	£	£	£	£	
Property	6,068	4,933	(1,135)	5,933	Slightly above expected annual income from Rent & Wayleaves. Positive variance mainly due to phasing of budget.

January 2023 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	(778)	(3,848)	(3,070)	(5,000)	Business Awards happened in June. £1.7K gross surplus achieved. Business Show happened in October, the current surplus is £1.4K. Wellbeing show is not expected to happen this year. Holly party happened in December. £800 loss, final income & expenses being reviewed. £720 spent on Christmas trail including advertising.
Business Hub	1,254	10,750	9,496	13,365	January has seen the highest income to date. All 5 pods are let, and the meeting room saw the highest usage this month. Hot desk usage continues to grow and was above budget for the month. Electricity is above budget due to no prior data to base energy use on, & higher energy tariff. December included a usage catch up and December/ January reflects high electricity for heating. Sales commission has ceased due to promotion & management of hub hires moving back to STC.
Sevenoaks Town Mayor	(590)	(6,300)	(5,710)	(8,391)	IWD and Quiz Night have started to come through this month.
Youth Council	(507)	(420)	87	(500)	£500 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. To be funded from CIL.
Youth Cafe	(38,127)	(29,425)	8,702	(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 £5.5K higher than budget due to increased staffing levels, 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	(7,587)	(4,980)	2,607	(5,964)	Wednesday market is £2.5K worse than budget, Blighs has performed £1.7k better than budget, and Saturday £1.7K better than budget. To date, Wednesday market has made £13.5K loss. Blighs (£4.8k) & Saturday (£3.7k) 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	1,079,729	1,079,730	1	1,295,675	
Revenue Surplus/ (Deficit) Total	(52,128)	(3,497)	48,631	(39,895)	
Transfer from Bat & Ball Management & Maintenance Reserve	80,019	50,796	(29,223)	59,890	
Adjusted Revenue Surplus/ (Deficit) Total	27,891	47,299	19,408	19,995	

January 2023 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	(143,570)	-	143,570	-	Capital Receipts are moved to reserves & capital spend covered by CIL, Capital Receipts Reserve, and grants.
Total inc Capital	(115,679)	47,299	162,978	19,995	

Summary by Committee:

Planning	(21,360)	(23,814)	(2,454)	(28,473)
Open spaces & Leisure	(320,793)	(319,683)	1,110	(401,722)
Vine Café	(17,299)	(18,150)	(851)	(23,322)
Bat Ball Station	(80,019)	(50,796)	29,223	(59,890)
Finance & General Purpose	(692,386)	(670,784)	21,602	(822,162)
Precept	1,079,729	1,079,730	1	1,295,675
Capital Infrastructure	(143,570)	-	143,570	-

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Sevenoaks Town Council
Working Capital Summary as at 31st January 2023

	B/fwd 01-Apr-22 £	Movement* £	C/fwd 31-Jan-23 £	31-Jan-22 £
<u>Current Assets</u>				
Stock	2,061	-	2,061	2,109
Trade debtors	32,096	(10,704)	21,391	22,881
VAT	19,728	291	20,020	28,942
Prepayments and other debtors	53,799	(44,164)	9,635	8,958
Total Cash at Bank	1,710,009	178,509	1,888,518	1,930,063
	1,817,693	123,932	1,941,625	1,992,953
<u>Current Liabilities</u>				
Trade creditors	46,100	(32,785)	13,315	47,909
Accruals and other creditors	70,881	36,386	107,268	78,898
Precept received in advance of budget	-	215,946	215,946	206,648
Receipts in advance (rent, hall hire, cemetery)	23,073	3,318	26,391	11,020
	140,054	222,866	362,919	344,476
<u>Net Current Assets</u>	1,677,639	(98,934)	1,578,706	1,648,478
<u>Represented by:</u>				
<u>General Funds</u>				
Revenue Reserves	438,861	(52,128)	386,733 Note 1	428,586
<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	444,812
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	107,046	336,564 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	(46,806)	1,191,973	1,219,891
	1,677,639	(98,934)	1,578,706	1,648,478

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

Note 1 YTD movement is a net deficit of £52K

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 YTD spend on public realm and stonework cleaning

Note 6 £1664 spent on Investors in People triennial 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, public realm and Christmas lights

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

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Sevenoaks Town Council

Statement of Fund Balances as at 31st January 2023

£ (2021/22)		S&P Rating 31/01/2023		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			29,970			
1,000	Current Account			448,736			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			6,908	497,563	26.35%	
50,506	<u>HSBC</u>	A+	A1				
	Business money manager			50,578	50,578	2.68%	1.05%
64,375	<u>Handelsbanken</u>	AA-	A1+				
260,005	Deposit account			64,844			1.60%
	35 day notice account			260,530	325,374	17.23%	1.90%
502,367	<u>Nationwide</u>	A+	A1				
10,168	Instant Saver			2,835			1.25%
	Sevenoaks Fund Instant Saver			10,186	13,020	0.69%	1.25%
500,000	<u>CCLA</u>						
	Public Sector Deposit	AAA (Fitch only)		500,000	500,000	26.48%	3.53%
1	<u>Clydesdale</u>						
	Current account	A-	A2	0	0		
	<u>Virginmoney</u>						
	Current account			1			
	95 Day Notice			501,228	501,229	26.54%	1.60%
916	<u>Petty Cash</u>				675	0.04%	
0	<u>Cashbook suspense</u>				80	0.00%	
1,710,009					1,888,518	100.00%	

Instant access funds

1,098,962

Three months precept (equivalent to working capital)

323,919

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

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Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

Month No: 10

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	0	0	0	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>0</u>	<u>0</u>	<u>0</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>0</u>	<u>0</u>	<u>0</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>0</u>			<u>(96,052)</u>						
Grand Totals:- Income	0	0	0	224,579	0	(224,579)	0			
Expenditure	0	0	0	233,570	0	(233,570)	0	0	(233,570)	
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</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>0</u>			<u>(96,052)</u>						

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Purchase Ledger for Month No 10

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
05/01/2023	I4142716	32905	KCC KCS	KCC003	76.92	15.38	92.30	6200	31	76.92	stationery
01/01/2023	WM12016871	32906	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Dec credit card subs
04/01/2023	2079008	32907	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	Dec bin collection chg
04/01/2023	2079016	32908	SDC DIRECT SERVICES	SDC002	175.25	0.00	175.25	6935	28	175.25	Dec bin collection chg
04/01/2023	2079007	32909	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	Dec bin collection chg
04/01/2023	2079015	32910	SDC DIRECT SERVICES	SDC002	60.45	0.00	60.45	6935	36	60.45	Dec bin collection chg
04/01/2023	2079006	32911	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	Dec bin collection chg
03/01/2023	INV006797	32912	LIMELITE LIGHTING	LIM001	3,333.75	666.75	4,000.50	6490	32	3,333.75	stage & equip
01/01/2023	INV-2564	32913	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	planning tracker support
03/01/2023	03/01/23	32914	KENT COUNTY COUNCIL	KCC002	45.00	0.00	45.00	6437	42	45.00	Mayor to KCC Ladies Lunch 17th
03/01/2023	00003028673-057	32915	PLUSNET	PLUS01	21.19	4.24	25.43	6101	22	21.19	Jan phone chgs
04/01/2023	00002976949-057	32916	PLUSNET	PLUS01	26.90	5.38	32.28	6101	28	26.90	Jan phone chgs
04/01/2023	00003028653-057	32917	PLUSNET	PLUS01	49.80	9.96	59.76	6101	50	49.80	Jan phone chgs
03/01/2023	000014184842	32918	EDF ENERGY	EDF003	63.36	3.17	66.53	6010	60	63.36	Dec electric chg
03/01/2023	000014180074	32919	EDF ENERGY	EDF002	1,257.39	251.48	1,508.87	6011	36	1,257.39	Dec electric chg
06/01/2023	2079183	32920	SDC DIRECT SERVICES	SDC002	655.20	131.04	786.24	6934	21	655.20	bin collection oct-Dec22
05/01/2023	5515125189	32921	KALC	KALC	50.00	10.00	60.00	6320	31	50.00	Training course for Cllr.A
03/01/2023	7856096	32922	KFF	KFF001	178.47	10.68	189.15	6500	30	178.47	goods for resale
04/01/2023	116169	32923	GODFREYS	GOD001	79.00	15.80	94.80	5700	21	63.00	fuel
								5525	21	16.00	nozzle
06/01/2023	000014292703	32925	EDF ENERGY	EDF004	1,121.40	224.28	1,345.68	6010	41	1,121.40	Dec electric chg
02/01/2023	02/01/23	32926	AMEX	AME001	0.06	0.00	0.06	6976	31	0.06	credit card chg
06/01/2023	0047	32927	SSE	SSE008	450.75	90.15	540.90	6011	30	450.75	Dec electric chg
06/01/2023	0017A	32928	SSE	SSE014	249.17	49.83	299.00	6012	30	249.17	Dec gas chg
06/01/2023	0021	32929	SSE	SSE013	302.70	60.54	363.24	6012	36	302.70	Dec gas chg
31/12/2022	238217508	32930	WORLDPAY	WOR001	84.29	11.05	95.34	6976	30	84.29	Dec card trans chg
31/12/2022	238163098	32931	WORLDPAY	WOR001	12.39	0.04	12.43	6976	31	12.39	Dec card trans chg
31/12/2022	238183407	32932	WORLDPAY	WOR001	48.14	9.30	57.44	6976	31	48.14	Dec card trans chg

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01/01/2023	INV15928481	32934	SAGE	SAGE001	2,978.50	595.70	3,574.20	6300	31	745.00	Sage subscription 2022-23
								110	0	2,233.50	Sage subscription 2022-23
10/01/2023	152504	32935	CONNECTAPHONE	CON001	395.15	79.03	474.18	6101	36	73.62	Dec phone chgs
								6101	22	13.81	Dec phone chgs
								6101	30	48.39	Dec phone chgs
								6101	31	259.33	Dec phone chgs
31/12/2022	238370659	32936	WORLDPAY	WOR001	34.81	5.47	40.28	6976	28	34.81	Dec card trans chg
12/01/2023	2305	32937	ULTRALITE	ULTRA001	13,200.00	2,640.00	15,840.00	6490	32	13,200.00	Light installation & dismantle
12/01/2023	2306	32938	ULTRALITE	ULTRA001	1,246.00	249.20	1,495.20	6490	32	1,246.00	14 snowflakes
12/01/2023	12/01/23	32939	MAYOR OF BEXLEY	BEX001	76.00	0.00	76.00	6437	42	76.00	Bexley's West End Night 20/01
06/01/2023	0003873543	32940	ELITE	EFS001	87.72	4.92	92.64	6500	30	76.10	goods for resale
								6505	30	11.62	consumables
09/01/2023	7860761	32941	KFF	KFF001	128.22	9.08	137.30	6505	30	6.14	consumables
								6500	30	122.08	goods for resale
10/01/2023	INV-3078	32942	COMMERCIAL PRESSURE	COM003	25.00	5.00	30.00	6010	28	25.00	window cleaning
16/01/2023	16/01/23	32943	TOWN CRIER	TOW001	44.90	0.00	44.90	6869	30	44.90	Town Crier appearance fee
13/01/2023	I4148183	32944	KCC KCS	KCC003	7.90	1.58	9.48	6900	31	7.90	batteries
15/01/2023	I4149355	32945	KCC KCS	KCC003	61.65	12.33	73.98	6010	33	59.70	cleaning eq
								6200	31	1.95	stationery
09/01/2023	2079232	32946	SDC	SDC001	3,336.23	0.00	3,336.23	5421	60	2,153.77	Jan market rent
								5420	60	1,182.46	Jan market rent
10/01/2023	8347377	32947	CASTLE WATER	CAS005	-630.91	-79.40	-710.31	5025	21	-630.91	Water credit Mar-Dec22
10/01/2023	8347254	32948	CASTLE WATER	CAS003	-163.49	0.00	-163.49	6014	29	-163.49	Water credit Aug-Jan23
10/01/2023	8347324	32949	CASTLE WATER	CAS002	-443.54	0.00	-443.54	6014	33	-443.54	Water credit Aug-Jan23
04/01/2023	8331873	32950	CASTLE WATER	CAS006	-458.79	-91.77	-550.56	6014	21	-458.79	Water credit Oct-Mar23
05/01/2023	0063507	32951	HOLLYBUSH LAUNDRY	HOL002	131.00	0.00	131.00	6013	36	131.00	table cloth laundry
03/01/2023	7857800	32952	KFF	KFF001	-13.45	-2.69	-16.14	6500	30	-13.45	goods for resale credit
04/01/2023	2078902	32953	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	Dec bin collection
01/01/2023	204492	32954	PREMIER ALARMS	PREM001	272.66	54.53	327.19	6930	30	272.66	An security maint

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01/01/2023	204567	32955	PREMIER ALARMS	PREM001	173.66	34.73	208.39	6931	30	173.66	An CCTV maint
11/01/2023	013693	32956	RHINO ALUMINIUM	RHI001	650.00	130.00	780.00	5410	36	650.00	repairs to Centre door
12/01/2023	I4147113	32957	KCC KCS	KCC003	167.94	33.59	201.53	6200	31	167.94	stationery
23/12/2022	I4141047	32958	KCC KCS	KCC003	11.99	2.40	14.39	6013	36	11.99	cleaning eq
05/01/2023	379	32959	BGOLDFORD	BGO001	780.00	0.00	780.00	5500	30	780.00	50% balance of bench
31/12/2022	10842	32960	HARDWARE CENTRE	HARD001	7.63	1.52	9.15	5525	22	1.66	Hardware bits
								5410	22	5.97	Hardware bits
17/11/2022	88025	32961	SGE	SGE001	18.60	3.72	22.32	5525	22	18.60	broom & shovel handles
06/01/2023	2177	32962	A CHAILI	CHAI001	80.00	0.00	80.00	5410	36	80.00	burst pipe repair
31/12/2022	714722	32963	LISTER WILDER	LIST002	799.25	159.85	959.10	5525	21	799.25	Buffalo service
04/01/2023	1333239408	32964	SCREWFIX	SCREW001	110.22	6.05	116.27	6952	21	79.98	boots
								5525	21	30.24	drill bits
31/12/2022	79812	32965	ATLAS FM/EMPRISE SVS	EMP001	76.80	15.36	92.16	6932	22	76.80	Dec lock up chg
03/12/2022	9120014718	32966	SPEEDY	SPEED001	390.00	78.00	468.00	5525	21	292.50	LOLER inspections
								5525	22	97.50	LOLER inspections
08/01/2023	92159	32967	JS TAYLOR	TAYL001	560.00	0.00	560.00	5210	22	390.00	3KW heater
								5230	22	170.00	light repair
19/01/2023	001947	32968	FRIENDS OF RHEINBACH	FRIE002	15.00	0.00	15.00	6730	31	15.00	Friends Of Rheinach subs
20/01/2023	102	32969	GLENN BALL	GLE001	999.04	0.00	999.04	6635	36	999.04	Arcitect fees
16/01/2023	8362379	32970	CASTLE WATER	CAS002	-991.31	0.00	-991.31	6014	33	-991.31	water credit 01/02/22-31/07/22
17/01/2023	8372113	32971	CASTLE WATER	CAS002	1,326.43	0.00	1,326.43	6014	33	1,326.43	water chg 01/02-22-18/12/22
17/01/2023	8372582	32972	CASTLE WATER	CAS004	695.55	91.10	786.65	6014	28	695.55	water chg 01/10/22-18/12/22
17/01/2023	8372677	32973	CASTLE WATER	CAS005	39.08	3.87	42.95	5025	21	39.08	water chg 29/7/22-18/12/22
16/01/2023	8362287	32974	CASTLE WATER	CAS005	585.24	74.78	660.02	5025	21	585.24	water chg 01/03/22-28/7-22
06/01/2023	8336355	32975	CASTLE WATER	CAS006	331.16	66.25	397.41	6014	21	331.16	water chg 01/10/22-18/12/22
16/01/2023	8362346	32976	CASTLE WATER	CAS007	-704.64	0.00	-704.64	6014	23	-704.64	water credit 01/10/22-31/3/23
17/01/2023	8372641	32977	CASTLE WATER	CAS007	690.71	0.00	690.71	6014	23	690.71	water chg 01/10/22-18/12/22
16/01/2023	8362485	32978	CASTLE WATER	CAS010	-2,465.88	-493.18	-2,959.06	6014	30	-2,465.88	water credit 21/3/22-31/12/22
17/01/2023	8372097	32979	CASTLE WATER	CAS010	152.08	30.42	182.50	6014	30	152.08	water chg 01/04/22-18/12/22

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16/01/2023	8362494	32980	CASTLE WATER	CAS010	12.76	2.56	15.32	6014	30	12.76	water chg 21/3/22-31/3/22
16/01/2023	3147283	32981	CASTLE WATER	CAS010	-95.50	0.00	-95.50	6014	30	-95.50	water credit
18/01/2023	418	32982	DEBBIE LEE DESIGN	DEB001	26.10	0.00	26.10	6500	30	26.10	cards & prints
16/01/2023	16/01/23	32983	BANKLINE	BANKL01	97.30	0.00	97.30	6975	31	97.30	bank chgs
19/01/2023	19/12/22	32984	PWLB	PUBL001	35,800.76	0.00	35,800.76	7617	31	35,800.76	PWLB repayment
16/01/2023	000014347695	32985	EDF	EDF005	2,219.21	443.84	2,663.05	5020	29	2,219.21	Electric chg 1stOct-6thJan
25/12/2022	11290305	32986	SHELL	SHEL001	140.78	28.16	168.94	5700	21	140.78	fuel
15/01/2023	11456204	32987	SHELL	SHEL001	50.29	10.06	60.35	5700	22	50.29	fuel
16/01/2023	000014347670	32988	EDF	EDF006	1,301.57	260.31	1,561.88	5025	21	1,301.57	electric chg 01/10/22-06/01/23
17/01/2023	045	32989	SSE	SSE015	-1,067.14	-213.42	-1,280.56	6010	33	-1,067.14	gas chg 17/8/22-8/12/22
17/01/2023	0046	32990	SSE	SSE015	994.11	198.82	1,192.93	6010	33	994.11	gas chg 17/8/22-8/12/22
31/01/2023	19353	32991	HELIOCENTRIX	HELI001	1,943.36	388.67	2,332.03	6240	31	1,047.30	Dec IT support
								6242	31	896.06	Dec office 365
12/01/2023	26161307	32992	NISBETS	NIS001	88.28	17.65	105.93	5500	30	12.42	kitchen eq
								6505	30	54.73	cafe consumables
								6013	30	21.13	cleaning eq
18/01/2023	CIN-001	32993	SEV ENTERTAINERS	SEV018	100.00	0.00	100.00	6869	30	100.00	Ad in Cinderella programme
16/01/2023	7865887	32994	KFF	KFF001	158.62	0.00	158.62	6500	30	158.62	goods for resale
16/01/2023	FPO-A10583	32995	FLASHPARK	FLASH001	165.00	33.00	198.00	5317	21	165.00	6 replacement signs
18/01/2023	I4150988	32996	KCC KCS	KCC003	3.95	0.79	4.74	6013	36	3.95	mop
18/01/2023	I4150987	32997	KCC KCS	KCC003	3.95	0.79	4.74	6013	36	3.95	mop
20/01/2023	I4152617	32998	KCC KCS	KCC003	39.94	7.99	47.93	6200	31	39.94	stationery
13/01/2023	I4148184	32999	KCC KCS	KCC003	71.29	14.26	85.55	6013	22	23.89	cleaning eq
								6935	21	47.40	black sacks
15/01/2023	I4149354	33000	KCC KCS	KCC003	29.99	6.00	35.99	6013	22	29.99	cleaning eq
19/01/2023	I4151809	33001	KCC KCS	KCC003	32.68	6.54	39.22	5500	36	32.68	snow shovel
13/01/2023	26492	33002	SEV GLAZING	SEV001	237.47	47.49	284.96	5010	29	105.00	pane toughened glass
								5310	21	132.47	pane toughened glass
12/01/2023	0063/03561082	33003	FAIRALLS	FAIR001	15.11	3.02	18.13	5310	21	3.79	nuts, washers, tape

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								5410	21	11.32	nuts, washers, tape
11/01/2023	0063/03558954	33004	FAIRALLS	FAIR001	118.80	23.76	142.56	5010	29	118.80	postmix x 15
12/01/2023	I030310	33005	FORGE GARAGE	FORG001	85.40	17.08	102.48	5550	21	85.40	GU14XKZ new tyre
16/01/2023	I030336	33006	FORGE GARAGE	FORG001	36.00	7.20	43.20	6935	21	36.00	dispose 12 tyres
17/01/2023	117020	33007	LANDSCAPE SUPPLY CO	LAND001	167.97	33.59	201.56	5500	21	69.67	spades, saw
								6952	21	98.30	helmet, pruner
18/01/2023	SI855168	33008	GLASDON	GLAS001	584.24	116.86	701.10	5500	33	243.68	salt bin & spreaders
								5050	21	340.56	litter bin & liners
19/01/2023	04735GR	33009	LOCUM LOCKS	LOC003	175.95	35.19	211.14	5410	60	175.95	5 market cabin locks
17/01/2023	M143UD	33010	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	Jan phone chg
13/01/2023	2079262	33011	SDC	SDC001	617.00	123.40	740.40	6491	32	617.00	Marking out parade
04/12/2022	SIA175621	33012	REACH PLC	TRM	50.00	10.00	60.00	6869	30	50.00	forget me not ad
17/01/2023	15979	33013	VISION ICT	VISICT001	30.00	0.00	30.00	6241	40	30.00	website host & supp 2023
17/01/2023	17/01/23	33014	MAYOR OF MAIDSTONE	MAI001	80.00	0.00	80.00	6437	42	80.00	Maidstone cruise on 26/04/23
17/01/2023	17/01/23	33015	MAYOR OF REIGATE	REI001	130.00	0.00	130.00	6437	42	130.00	Mayor of Reigates Ball on 13/5
01/01/2023	80282	33016	ATLAS FM/EMPRISE SVS	EMP001	445.10	89.02	534.12	6932	22	445.10	Jan lock up chg
01/01/2023	80283	33017	ATLAS FM/EMPRISE SVS	EMP001	1,150.41	230.08	1,380.49	5311	21	1,150.41	Jan lock up chg P.Close
01/01/2023	80284	33018	ATLAS FM/EMPRISE SVS	EMP001	767.25	153.45	920.70	5311	21	767.25	Jan lock up chg Upper H.St
23/12/2022	714612	33019	LISTER WILDER	LIST002	424.46	84.90	509.36	5525	21	424.46	Toro service
12/01/2023	38788	33020	TELESHORE UK	TELE003	827.51	165.50	993.01	5525	22	827.51	Grave shoring eq inspection
11/01/2023	SVO/366917	33021	BREWERS	BREW001	24.15	4.83	28.98	5013	21	24.15	paint & brushes
31/12/2022	INV-21388	33022	PRESTIGE	PREST001	1,334.40	266.88	1,601.28	5426	60	1,167.60	xmas market security
								6001	60	166.80	xmas market security
20/01/2023	3015028	33023	WARNERS SOLICITORS	WARN001	2,220.00	444.00	2,664.00	6635	31	2,220.00	L.B Lane right of way legal cg
16/12/2022	1006775	33024	KALL KWIK	KALL001	207.00	30.00	237.00	6460	22	207.00	Open Day promotion
28/01/2023	28/JAN22/ANN	33025	ONECARD	ONE002	1,693.90	82.06	1,775.96	6500	28	62.33	Goods for resale
								6500	30	115.88	Goods for resale
								6500	28	3.67	Goods for resale
								6500	28	42.35	Goods for resale

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								6500	50	39.60	Goods for resale
								6500	50	45.05	Goods for resale
								6500	50	24.72	Goods for resale
								6500	50	25.55	Goods for resale
								6500	30	118.93	Goods for resale
								6500	28	58.72	Goods for resale
								6500	28	6.04	Goods for resale
								6500	30	138.06	Goods for resale
								6500	30	6.67	Goods for resale
								6500	28	-0.30	Goods for resale refund
								6500	50	62.70	Goods for resale
								6500	50	1.83	Goods for resale
								6500	28	43.49	Goods for resale
								6500	28	3.29	Goods for resale
								6500	30	138.64	Goods for resale
								6500	30	91.50	Goods for resale
								6500	30	42.80	Goods for resale
								6500	30	-6.00	Goods for resale refund
								6460	41	6.00	facebook ad
								6460	41	6.00	facebook ad
								6460	41	6.00	facebook ad
								6460	41	12.00	facebook ad
								7607	40	6.00	facebook ad
								7607	40	6.00	facebook ad
								7607	40	6.00	facebook ad
								7607	40	2.10	facebook ad
								6104	21	5.00	o/s team ipad
								6104	36	8.34	KW mobile
								6104	21	5.00	RG mobile

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								6104	36	8.34	B&B Centre mob
								6104	33	8.34	caretaker mob
								6104	33	8.34	caretaker mob
								6240	11	10.95	Acrobat Standard Lic
								6240	31	9.16	software design subs
								6240	50	16.64	Adobe Illustrator
								6240	31	12.64	Acrobat Pro DC
								6240	40	43.32	Creative cloud subs
								6013	30	5.42	cleaning eq
								6013	30	8.62	cleaning eq
								6013	30	9.33	cleaning eq
								6013	30	-1.96	cleaning eq refund
								6013	36	34.32	cleaning eq
								6010	28	5.50	cleaning eq
								6010	50	15.52	cleaning eq
								6010	28	2.07	cleaning eq
								6010	28	2.42	cleaning eq
								5410	29	17.48	2 rolls of tape
								6101	31	16.67	LL ipad
								6505	30	3.62	cafe consumables
								6505	30	4.83	cafe consumables
								5500	30	4.17	kitchen eq
								5500	50	5.00	kitchen eq
								5500	28	2.50	kitchen eq
								6200	30	2.42	stationery
								6869	30	12.49	bunting
								6730	31	290.00	Chamber of Commerce subs
								5700	21	1.79	fuel
28/01/2023	28/JAN23/LIN	33026	ONECARD	ONE002	405.60	1.37	406.97	6710	31	39.32	train ticket

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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
								6710	31	65.31	train ticket
								6710	31	6.83	station parking
								299	0	7.35	mistaken purchase
								7206	42	226.79	IWD event pack
								7206	42	60.00	IWD wine
28/01/2023	28/JAN23/ROS	33027	ONECARD	ONE002	351.50	50.30	401.80	6010	33	9.15	cleaning eq
								6010	41	17.07	cleaning eq
								6010	33	21.00	cleaning eq
								5500	41	50.00	10 key fobs
								5500	21	154.28	Stein catapolt
								5500	31	30.00	2 A3 photo frames
								6437	42	70.00	Dep Mayor Bromley whisky event
13/01/2023	6217	33028	FOOTPRINT	FOO002	285.00	57.00	342.00	5001	44	285.00	repairs to Public Realm poster
25/01/2023	1340066831	33029	SCREWFIX	SCREW001	34.95	6.99	41.94	5010	29	34.95	CCTV sign
26/01/2023	0001/00147501	33030	OBM	OBM001	70.61	14.12	84.73	5010	29	70.61	cement
08/01/2023	11406580	33031	SHELL	SHEL001	91.15	18.23	109.38	5700	21	91.15	fuel
22/01/2023	11508926	33032	SHELL	SHEL001	87.46	17.49	104.95	5700	22	29.25	fuel
								5700	21	58.21	fuel
19/01/2023	INV520771	33033	GAZA TIMBER	GAZA001	36.90	7.38	44.28	5010	21	36.90	wood & screws
17/01/2023	INV520627	33034	GAZA TIMBER	GAZA001	3.91	0.78	4.69	5010	21	3.91	wood
27/01/2023	I4157260	33035	KCC KCS	KCC003	32.69	6.54	39.23	6010	33	23.84	cleaning eq
								6010	41	8.85	cleaning eq
27/01/2023	I4157259	33036	KCC KCS	KCC003	211.04	42.21	253.25	6010	22	211.04	cleaning eq
31/01/2023	2079571	33037	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	Jan bin collection
31/01/2023	2079578	33038	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	Jan bin collection
31/01/2023	2079579	33039	SDC DIRECT SERVICES	SDC002	146.20	0.00	146.20	6935	28	146.20	Jan bin collection
31/01/2023	2079570	33040	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	Jan bin collection
31/01/2023	2079466	33041	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	Jan bin collection
30/01/2023	19375	33042	HELIOCENTRIX	HELI001	2,604.39	520.88	3,125.27	6242	31	2,604.39	An Microsoft Windows software

Purchase Ledger for Month No 10

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
17/01/2023	8372305	33043	CASTLE WATER	CAS003	120.40	0.00	120.40	6014	29	120.40	Water chg 01/08-18/12/22
13/01/2023	3583842	33044	BOOKER	BOOK001	168.04	10.34	178.38	6505	28	5.99	consumables
								6010	28	13.28	cleaning eq
								6500	28	148.77	goods for resale
17/01/2023	01020952	33045	YU ENERGY	YUE001	44.34	2.22	46.56	6862	26	44.34	Dec electric chg
16/01/2023	01015724	33046	YU ENERGY	YUE001	2,511.72	502.34	3,014.06	6862	26	2,511.72	Dec electric chg
24/01/2023	INV-3101	33047	COMMERCIAL PRESSURE	COM003	25.00	5.00	30.00	6010	28	25.00	window cleaning
27/01/2023	86329	33048	HERBERT & WARD	HAW001	185.50	5.60	191.10	6500	30	157.50	goods for resale
								6505	30	28.00	consumables
25/01/2023	0000727475	33049	MAWS FINE FOODS	MAW001	56.82	0.00	56.82	6500	28	56.82	goods for resale
26/01/2023	7874415	33050	KFF	KFF001	86.42	5.55	91.97	6500	30	84.90	goods for resale
								6013	30	1.52	goods for resale
23/01/2023	7871275	33051	KFF	KFF001	86.14	1.85	87.99	6500	30	86.14	goods for resale
04/01/2023	26119733	33052	NISBETS	NIS001	10.99	2.19	13.18	5500	30	10.99	napkin holder
18/11/2022	25889730	33053	NISBETS	NIS001	49.92	9.98	59.90	6505	30	49.92	consumables
24/01/2023	169067	33054	HW COLDBREATH	COL003	115.20	0.00	115.20	6500	30	115.20	goods for resale
16/12/2022	1163386484	33055	KONICA MINOLTA	KMB001	215.49	43.10	258.59	6240	31	215.49	bizhub 19/02-18/03/23
25/01/2023	69340	33056	REPOSS LTD	REP001	228.13	45.62	273.75	5525	30	228.13	Annual till maint
25/01/2023	69339	33057	REPOSS LTD	REP001	312.51	62.50	375.01	5525	28	312.51	Annual till maint
25/01/2023	25/01/23	33058	SOROPTIMIST INTERNAT	SOR001	39.50	0.00	39.50	6437	42	39.50	Soroptimist Lunch on 07/03
18/01/2023	1094681	33059	EXPRESS FACTORS	EXPR001	30.44	6.09	36.53	5525	21	30.44	oil
20/01/2023	80571	33060	ATLAS FM/EMPRISE SVS	EMP001	25.60	5.12	30.72	6932	22	25.60	Jan add lock up chg
21/01/2023	92165	33061	JS TAYLOR	TAYL001	665.00	0.00	665.00	5410	60	665.00	cabin electric repair
31/12/2022	714352	33062	LISTER WILDER	LIST002	201.28	40.26	241.54	5525	21	201.28	Toro 550 service
18/01/2023	1094795	33063	EXPRESS FACTORS	EXPR001	23.80	4.76	28.56	5525	21	23.80	5L oil
19/01/2023	0063/03572644	33064	FAIRALLS	FAIR001	14.29	2.86	17.15	5410	21	14.29	screws, nuts
19/01/2023	2031653	33065	EVERFLOW WATER	EVE002	1,146.20	0.00	1,146.20	6014	23	213.72	water chg 19/12-18/02
								6014	33	321.47	water chg 19/12-18/02
								6014	36	107.68	water chg 19/12-18/02

Purchase Ledger for Month No 10

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
								6014	30	36.82	water chg 19/12-18/02
								6014	21	61.86	water chg 19/12-18/02
								6014	28	223.18	water chg 19/12-18/02
								6014	29	42.12	water chg 19/12-18/02
								6014	23	123.00	water chg 19/12-18/02
								5025	21	16.35	water chg 19/12-18/02
20/01/2023	210665	33066	EVERFLOW WATER	EVE002	-954.69	0.00	-954.69	6014	29	-42.12	water credit
								6014	23	-22.21	water credit
								6014	33	-321.47	water credit
								6014	36	-107.68	water credit
								6014	30	-36.82	water credit
								6014	21	-61.86	water credit
								6014	28	-223.18	water credit
								6014	23	-123.00	water credit
								5025	21	-16.35	water credit
19/01/2023	000014364702	33067	EDF ENERGY	EDF003	4.79	0.24	5.03	6861	26	4.79	000014364707
19/01/2023	2079315	33068	SDC	SDC001	70.00	0.00	70.00	6635	28	70.00	premises lic chg
24/01/2023	14154518	33069	KCC KCS	KCC003	29.99	6.00	35.99	6200	31	29.99	stationery
25/01/2023	44991	33070	EJPFIREPROTECT	EJPFIRE001	95.00	19.00	114.00	6930	30	95.00	fire alarm maint
25/01/2023	44990	33071	EJPFIREPROTECT	EJPFIRE001	95.00	19.00	114.00	6930	36	95.00	fire alarm maint
25/01/2023	44992	33072	EJPFIREPROTECT	EJPFIRE001	65.00	13.00	78.00	6930	33	65.00	fire alarm maint
25/01/2023	44993	33073	EJPFIREPROTECT	EJPFIRE001	95.00	19.00	114.00	6930	41	95.00	fire alarm maint
20/01/2023	1/01/2023	33074	OLA INTU	OLG001	1,800.00	0.00	1,800.00	6900	30	1,800.00	Deposit for dvcrp mural
24/01/2023	2033821	33075	EVERFLOW WATER	EVE002	521.00	0.00	521.00	6014	23	98.69	water chg 19/02-18/03
								6014	33	145.00	water chg 19/02-18/03
								6014	36	49.62	water chg 19/02-18/03
								6014	30	17.07	water chg 19/02-18/03
								6014	21	26.52	water chg 19/02-18/03
								6014	28	100.60	water chg 19/02-18/03

Purchase Ledger for Month No 10

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
								6014	29	18.84	water chg 19/02-18/03
								6014	23	57.27	water chg 19/02-18/03
								5025	21	7.39	water chg 19/02-18/03
24/01/2023	2033821A	33076	EVERFLOW WATER	EVE002	0.01	0.00	0.01	6014	23	0.01	water chg 19/02-18/03
TOTAL INVOICES					<u>99,964.25</u>	<u>10,045.45</u>	<u>110,009.70</u>			<u>99,964.25</u>	

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List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2023	Reach Publishing	DD01/JAN	9.53		Sev Chronicle subs
03/01/2023	Sevenoaks District Council	DD03/JAN	873.00		Jan Business Rates
03/01/2023	Sevenoaks District Council	DD04/JAN	2,320.00		Jan Business Rates
03/01/2023	Sevenoaks District Council	DD05/JAN	459.00		Jan Business Rates
03/01/2023	Sevenoaks District Council	DD06/JAN	69.00		Jan Business Rates
03/01/2023	Sevenoaks District Council	DD07/JAN	207.00		Jan Business Rates
03/01/2023	Sevenoaks District Council	DD08/JAN	324.00		Jan Business Rates
03/01/2023	Shell Account	DD02	129.87		fuel
03/01/2023	South East Water - now Water C	DD09	425.34		Water chg 17/05-11/11
04/01/2023	BACS P/L Pymnt Page 6194	BACS Pymnt	18,159.16		BACS P/L Pymnt Page 6194
04/01/2023	Everflow Water	DD10	954.69		Water chgs 19/12-18/02
04/01/2023	NATWEST ONE CARD	DD11	2,598.84		Ann Onecard Dec
06/01/2023	Petty Cash	001946	387.53		petty cash top up
06/01/2023	Nexodus S.L	DD12	114.62		Jan Hub booking chg
06/01/2023	Southern Electric-121812498/Pu	DD13	12.48		electric chg 16/6-8/9/22
09/01/2023	Initial Washroom Solutions	DD14	736.52		washroom bin maint Dec22-23
09/01/2023	EDF Energy - Business Hub	DD16	1,261.07		Nov electric chg
09/01/2023	Shell Account	DD15	168.94		fuel
10/01/2023	Plusnet	DD17	25.43		Jan phone chgs
11/01/2023	BACS P/L Pymnt Page 6202	BACS Pymnt	10,087.19		BACS P/L Pymnt Page 6202
11/01/2023	Plusnet	DD18	32.28		Jan phone chgs
11/01/2023	Plusnet	DD19	59.76		Jan phone chgs
16/01/2023	American Express Payment Servi	DD21	0.06		credit card chg
16/01/2023	Sage (UK) Ltd	DD22	3,574.20		Sage subscription 2022-23
16/01/2023	Public Works Loan Board	DD20	35,800.76		PWLB repayment
16/01/2023	NatWest Bankline	BLN	97.30		bank chgs
17/01/2023	Connectaphone	DD23	474.18		Dec phone chgs
18/01/2023	BACS P/L Pymnt Page 6205	BACS Pymnt	8,355.80		BACS P/L Pymnt Page 6205
19/01/2023	WorldPay	DD24	95.34		Dec card trans chg
19/01/2023	WorldPay	DD25	40.28		Dec card trans chg
19/01/2023	WorldPay	DD26	57.44		Dec card trans chg
19/01/2023	WorldPay	DD27	12.43		Dec card trans chg
19/01/2023	Mayors Charity Account	KA donatio	100.00		Kent Assoc Donation to Mayors
23/01/2023	SSE-GAS/911569468/B&B Centre	DD30	363.24		Dec gas chg
23/01/2023	SSE-GAS/571774560/B&B Station	DD31	299.00		Dec gas chg
23/01/2023	Southern Electric-731774430/B&	DD32	540.90		Dec electric chg
23/01/2023	WorldPay	DD33	11.94		Dec credit card subs
23/01/2023	Shell Account	DD28	109.38		fuel
23/01/2023	YU ENERGY	DD29	3,014.06		Dec electric chg
23/01/2023	EDF Energy - Bat and Ball Cent	DD34	1,508.87		Dec electric chg
24/01/2023	YU ENERGY	DD35	46.56		Dec electric chg
24/01/2023	EDF Energy - High Street Marke	DD37	66.53		Dec electric chg
24/01/2023	YU ENERGY	DD36	170.11		Purchase Ledger DDR Payment
25/01/2023	BACS P/L Pymnt Page 6211	BACS Pymnt	37,387.75		BACS P/L Pymnt Page 6211
25/01/2023	Payroll A/c	BACS25/1	50,557.00		January '23 Wages Tfr
26/01/2023	Payroll A/c	BACS26/1	24,990.69		January '23 HMRC'KCC Tfr
30/01/2023	Shell Account	DD38	60.35		fuel

List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/01/2023	Country Style Recycling	DD39	94.97		Dec glass collection
31/01/2023	Everflow Water	DD40	712.52		water chg 19/02-18/03
31/01/2023	Payroll A/c	DD31/1	3,582.13		January '23 L&G Tfr
Total Payments			<u>211,539.04</u>		

List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/01/2023	Nat West - Current Account	KA Donatio	100.00		Cashbook Correction
Total Payments			100.00		

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Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 25/01/2023	50,557.00						
BACS25/1	Nat West - Current Account	50,557.00			201		50,557.00	January '23 Wages Tfr
	Banked: 26/01/2023	24,990.69						
BACS26/1	Nat West - Current Account	24,990.69			201		24,990.69	January '23 HMRC'KCC Tfr
	Banked: 31/01/2023	3,582.13						
DD31/1	Nat West - Current Account	3,582.13			201		3,582.13	January '23 L&G Tfr
Total Receipts for Month		79,129.82	0.00	0.00			79,129.82	
Cashbook Totals		<u>80,129.82</u>	<u>0.00</u>	<u>0.00</u>			<u>80,129.82</u>	

Date: 09/02/2023

Sevenoaks Town Council

Page: 2

Time: 15:57

Cashbook 5

User: 6700.M.BABBAGE

Payroll A/c

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/01/2023	Employees	BACS25/1	50,397.00			520		50,397.00	January '23 Wages payment
25/01/2023	Councillors	BACS25/1-	160.00			520		160.00	January '23 Mayor's Allowance
26/01/2023	HMRC/KCC	BACS26/1	24,990.69			515		14,194.41	January '23 HMRC Payment
						516	0	10,796.28	January '23 HMRC Payment
31/01/2023	Legal & General	DD31/1	3,582.13			516		3,582.13	January '23 L&G Payment
Total Payments for Month			79,129.82	0.00	0.00			79,129.82	
Balance Carried Fwd			1,000.00						
Cashbook Totals			80,129.82	0.00	0.00			80,129.82	

Receipts for Month 10				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 :		608.77					608.77
Banked: 06/01/2023		387.53					
001946	Nat West - Current Account	387.53			201		387.53 petty cash top up
Total Receipts for Month		387.53	0.00	0.00			387.53
Cashbook Totals		<u>996.30</u>	<u>0.00</u>	<u>0.00</u>			<u>996.30</u>

Payments for Month 10				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>
04/01/2023	Bat and Ball Station	929	6.30		1.05	5410	30	5.25	cup hooks
06/01/2023	Bat and Ball Station	930/A	52.91			6869	30	52.91	books & toys for event
06/01/2023	Bat and Ball Station	930/B	14.00		2.33	6869	30	11.67	decorations for event
09/01/2023	Council Offices	931	5.65			6330	31	5.65	milk
12/01/2023	Youth Cafe	932/A	1.79			6330	50	1.79	xmas cards
12/01/2023	Youth Cafe	932/B	6.45			6500	50	6.45	Goods for resale
12/01/2023	Youth Cafe	932/C	9.00			5500	50	9.00	toy gun
12/01/2023	Bat and Ball Cafe	933/A	57.82			6500	30	57.82	Goods for resale
12/01/2023	Bat and Ball Cafe	933/B	33.98		5.66	5500	30	28.32	cake stands
16/01/2023	Establishments	934	20.00			6710	31	20.00	LOTY Awards taxi
16/01/2023	Bat and Ball Centre	935	3.22		0.54	5410	36	2.68	picture fixing
18/01/2023	Bat and Ball Station	936	31.56		5.26	5500	30	26.30	eye plates
19/01/2023	Youth Cafe	937/A	22.25			6240	50	22.25	ps4 game
19/01/2023	Youth Cafe	937/B	10.00		1.67	6330	50	8.33	gift for volunteer
19/01/2023	Open Spaces	938/A	11.75			6330	21	11.75	refreshments
19/01/2023	Open Spaces	938/B	8.48		1.41	5110	21	7.07	Ball cock
19/01/2023	Establishments	939	5.35			6210	31	5.35	postage for DVCRP poster
19/01/2023	Open Spaces	940	4.49		0.75	5410	21	3.74	paint
24/01/2023	Town Team	941/A	4.75		0.79	6325	40	3.96	cleaning eq
24/01/2023	Town Team	941/B	1.75			6325	40	1.75	milk
31/01/2023	Sacks Takings	CORRECTION	10.00			1889	31	10.00	Reverse Float as Income
Total Payments for Month			321.50	0.00	19.46			302.04	
Balance Carried Fwd			674.80						
Cashbook Totals			996.30	0.00	19.46			976.84	



FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council for the financial year 2023/24 at its
meeting held on27/02/2023.....

Signed by the Chairman
.....

SEVENOAKS TOWN COUNCIL

FINANCIAL REGULATIONS

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Finance & General Purposes Committee – 27th February 2023

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for Members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.
- 1.9. The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;

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- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. Any decision regarding the following shall be a matter for the full Council only:
- setting the final budget or the precept (Council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors.
- 1.14. In addition, the Council must:

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- determine and keep under regular review the bank mandate for all Council bank accounts;
 - approve any grant or a single commitment in excess of £5,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Town Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. At least once in each quarter, and at each financial year end, a member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance & General Purposes Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or Member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Council;

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- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of the Finance & General Purposes Committee any correspondence or report from internal or external auditors.
- 3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**
- 3.1. Each committee (in consultation with the Responsible Finance Officer) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO (in consultation with the Town Clerk) must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance & General Purposes Committee. In turn, the Committee shall consider these estimates and submit recommendations to the Council no later than the end of January each year and shall recommend the Precept to be levied for the ensuing financial year.
- 3.3. The Council shall consider annual budget proposals in relation to the Council’s three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

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3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved committee budget. This authority is to be determined by:

- the Council for all items over [£5,000];
- a duly delegated committee of the Council for items over [£500]; or
- the Town Clerk

such authority is to be evidenced by a purchase order and financial report to the Finance & General Purposes Committee.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the Town Clerk may authorise revenue expenditure on behalf of the Council in liaison with Chairman/Vice Chairman of Finance & General Purposes Committee which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£5,000]. The Town Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.

4.6. For delegated decisions exceeding £5,000, or decisions where the effect is to grant a permission or license or affect the right of an individual, written records of the date, decision, alternative options considered, and associated background papers are retained in a file available to the public for 6 years

- 4.7. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained. A proposal to incur expenditure, which is not included in the budget or is in excess of the budget, shall be promptly drawn to the attention of the Finance and General Purposes Committee for approval. Following approval, this may be funded from existing reserves and if deemed appropriate, added to any future Precept.
- 4.8. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.9. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of [£1000] or [15%] of the budget.
- 4.10. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. All accounts will be clearly identified with Sevenoaks Town Council as part of the title. Arrangement shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall be authorised to maintain bank accounts with financial institutions that have been approved by the Finance and General Purposes Committee and that he/she considers necessary for the Council's financial administration. No account may be opened or closed without the prior approval of the Finance and General Purposes Committee and the Town Clerk.

No monies shall be paid out of or transferred to or from any account without the authority of the Town Clerk, his/her authorised Deputy or the Responsible Finance Officer.

- 5.3. All bank payment instructions shall be ordered and issued only on the authority of the Town Clerk, his/her designated Deputy, the Responsible Finance Officer, (or the Finance Officer and only when they are satisfied that the appropriate checks per below have been satisfactorily carried out.
 - All bank payment instructions shall show a designated space for two signatories authorised by the Finance and General Purposes Committee.

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- All cheques shall be issued in sequential order and not more than two books of cheques per account shall be in use at any one time.
 - All cheques/cash received shall be banked at the earliest opportunity and at the very least within 5 working days of receipt.
 - A register of cheques/cash received shall be maintained at the point of receipt by a Member of the Finance team and compared to the paying in book by a different Member of the Finance team on a regular basis.
 - Bank reconciliations shall be performed promptly on a monthly basis and reviewed by the Responsible Finance Officer and Town Clerk.
- 5.4. All invoices for payment shall be examined, verified and certified by the RFO, with counter signature from a manager, to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.5. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order.
- 5.6. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and General Purposes Committee];
 - b) An expenditure item relating to a continuing contract and obligation, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and General Purposes Committee]; or
 - c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and General Purposes Committee].
- 5.7. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.8. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

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- 5.9. The Council will aim to rotate the duties of Members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.

- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.

For all payments other than petty cash:

- All invoices must be authorised by two Officers of the Council
- two bank signatories must review the supporting documentation and sign/initial the invoices to evidence their review prior to payment.
- Invoices exceeding £5,000 must additionally be authorised prior to payment by at least two Members of the Council.

- 6.3. All payments shall be effected by BACS, cheque or other instructions to the Council's bankers, or otherwise, in accordance with these regulations

- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be evidenced by two bank signatories initialling the cheque stubs. Approval of BACS payments shall be evidenced by two bank signatories initialling computer-generated payments listings.

A Member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.5. Payment for utility supplies (energy, telephone and water), any National Non-Domestic Rates and any other main service providers may be made by variable Direct Debit provided that the instructions are signed by two bank signatories and reported to the Finance and General Purposes Committee. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

- 6.6. If thought appropriate by the Responsible Finance Officer, payment for certain items may be made by Banker's Standing Order provided that the instructions are signed by two bank signatories and reported to the Finance and General Purposes Committee. All Standing Orders are to be reviewed and reapproved at least every 2 years.

- 6.7. The final authorisation for BACS payments shall be made by any two Officers on the bank mandate to include the Town Clerk, Deputy Town Clerk or Responsible Finance Officer, or the Finance Officer in the following exceptional circumstances:

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

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- 6.8. Cards and card readers for the purposes of internet banking payments shall be PIN and password protected and kept in the safe when not in use. Passwords shall be changed regularly. No employee, bank signatory or Councillor shall disclose any personal identification number (PIN) or other password relevant to the working of the Council or its bank accounts to any person not authorised in writing by the Council or Finance and General Purposes Committee. Access to any internet banking accounts will be directly to the access page, and not through a search engine or email link. Remembered or saved passwords facilities should not be used on any computer.
- 6.9. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.11. The Council, and any Members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.12. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.13. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and must be retained as supporting evidence. A programme of regular checks of standing data with suppliers will be followed.
- 6.15. Any Debit Card issued for use will be specifically restricted to the Clerk, Deputy Clerk, and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 6.16. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and General Purposes Committee. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall be at the discretion of the relevant committee.

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- 6.17. Any corporate credit card account opened by the Council will be specifically restricted to use by the Town Clerk, his/her Deputy or the Responsible Finance Officer and shall be subject to automatic payment in full at each month end. Other Members of the Finance team will have access to the corporate credit card for making payments on line or over the telephone but only upon instructions from either the Town Clerk, his/her Deputy or the Responsible Finance Officer. Officers' personal credit or debit card should not be used. Continuous payment authorities whereby regular payments are charged to the corporate credit card may be established where required (e.g. for mobile phone/iPad/Adobe software contracts) provided that the authorities are approved by two bank signatories and reported to the Finance and General Purposes Committee on the Schedule of payments referred to in Regulation 5.
- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. The total aggregate amount of petty cash float across all committees must not exceed £1,000.
- a) Vouchers for payments made shall be forwarded to the Finance Department with a claim for reimbursement.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Cheque payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above. The schedule shall be accompanied by a breakdown of the expenditure incurred since the last payment
 - d) Petty cash reconciliation of movements shall be prepared by a designated Member of the Finance team and reviewed by the RFO on a regular basis (at least quarterly) prior to presentation at the next available Finance & General Purposes Committee meeting for formal approval and authorisation.
- 6.19. The Finance team will take all possible steps to settle invoices submitted, and which are in order, within the period stipulated in the suppliers' terms of trade and wherever a discount is offered for prompt or early settlement, he/she shall ensure that the discount is taken.
- 6.20. A Schedule summarising all the payments made shall be prepared by the Finance team and reviewed by the Responsible Finance Officer each month and presented at the next available Finance and General Purposes Committee meeting for formal approval and authorisation.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules

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of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

Payments shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

- 7.3. The Town Clerk or his/her authorised Deputy shall notify the Finance Department of all relevant information for the purpose of keeping the above records i.e. appointments, resignations, dismissals, absence through sickness or other reason. All new appointments must be approved by the Chair of Personnel Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported to the Finance and General Purposes Committee (for formal authorisation and approval) with all other payments as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff the Council must consider a full business case.

8. LOANS AND INVESTMENTS

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- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained by the Finance department in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the Finance Department and the RFO shall ultimately be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Town Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Finance & General purposes Committee and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be forwarded to the Finance Department, and banked intact on a weekly basis (or soon after) by a Member of staff as directed by the RFO. In between banking, all receipts shall be deposited in the safe, recorded on the safe contents listing and a Member of the Finance team notified.

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- 9.6. The origin of each receipt shall be entered in the banking book.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Approved grants shall be notified to the Finance Department upon approval in order that an up to date grants register can be maintained.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A Member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:

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- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the Finance & General Purposes Committee); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more inclusive of VAT, the Council shall comply with the relevant requirements of the Regulations¹.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations (which may change from time to time)².
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

¹ The Regulations require Councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a. For public supply and public service contracts £213,477 inclusive of VAT
- b. For public works contracts £5,336,937 inclusive of VAT

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- f. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one Member of Council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders[20], and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Town Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Town Clerk to the contractor in writing, the appropriate committee being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

Finance & General Purposes Committee – 27th February 2023

- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council and shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No property shall be sold, leased or otherwise disposed of without the prior approval of the Town Clerk, his/her Deputy or the Responsible Finance Officer save where the estimated value of any one item does not exceed £1,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ultimately be responsible for the maintenance of an accurate Fixed Asset Register of the Council's plant, equipment and machinery recording the location, purchase details, serial number and other distinguishing features, and disposal details of all such assets with an original cost of £1,000 or more. In addition, all chattels with an original cost of £250 or more are to be recorded in the Fixed Asset Register.
- 14.7. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

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Managers will be provided with a copy of their department's fixed asset register annually to verify existence of assets within their control.

- 14.8. The Responsible Finance Officer shall ensure that Council property is properly and fully insured, subject to an agreed excess, against material damage and loss, and shall review replacement values at least annually to ensure that adequate cover is maintained.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers [in consultation with the Town Clerk].
- 15.2. The Town Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate Members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the Council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the Council is sole managing trustee of a charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk [with the RFO] shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

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- 17.2. When considering any new activity, the Town Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council.

Sevenoaks Town Council**Stag Theatre request for CIL funding towards SolaX battery units installation**

Sevenoaks Town Council have received a CIL request from the Stag Theatre for £30,086.04 to fund:

- The cost and installation of 4 SolaX 5.8 kWh battery units - £28,724.52
- An extended warranty of 20 years (standard is 10 years) - £1,361.52

STC holds the lease for The Stag, meaning The Stag is ultimately an STC asset.

Investment in solar power is in keeping with STC's current No 1 Priority: Climate change initiatives, as set out in its Green Community Investment Plan.

Following previous successful CIL application, The Stag has purchased solar panels to harvest solar power.

Installing batteries will enable The Stag to store excess electricity harvested on sunny days and utilise the power during busy evenings. Without the batteries, unused power would be passed back to the grid at a low rate.

Any spare battery capacity can also be used to store night-time electricity (at a cheaper rate) to be used during the day rather than more expensive day-time rate electricity.

The total battery capacity of 23.2kWh, with a 'Depth of Discharge' of 90%, equates to 20.88 kWh.

There is a current price differential of 11.69p per kWh between the current day & night tariffs. The batteries would enable £2.44 of saving by storing 20.88 kWh energy overnight for use during the day. On sunny days, fully charged batteries used in the evening would save £8.68 per day based on current rates, in addition to the night energy storage.

CIL unallocated to projects is currently £68,947.97. If the funding request of £30,086.04 is granted, the unallocated CIL balance will be £38,861.93.

Recommendation:

To approve the Stag Theatre's request for £30,086.04 CIL funding to enable the purchase and installation of the SolaX battery units and 20-year warranty.

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**Sevenoaks Town Council
Finance & General Purposes Committee - 27th February 2023**

Provision of IT Equipment for Councillors

At the Finance & General Purposes Committee held on 26th September 2022 the following was Resolved:

F&GP 26.09.2022

319 Provision of IT Equipment for Councillors

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

RESOLVED that:

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

The Town Council's IT consultant has been seeking quotations for most appropriate hardware and software to enable all Councillors who wish to receive to have equal IT equipment.

The following is recommended:

Managed iPad Configuration

Recommended that all iPads are configured with Apple Business Manager so that they can be centrally managed, with settings deployed, to meet the government Cyber Essentials standard. Also deploy wallpapers/backgrounds, password settings, etc to STC preference.

16 x iPad Wi-Fi for the councillors, and 1 x iPad Wi-Fi and Town Clerk iPad (needs upgrading). All iPads are the standard 10.2" iPad, and include rugged yet slim cases, and tempered glass screen protectors which will all be pre-fitted during setup and configuration. Heliocentrix will utilise the IT Support hours purchased each month by the council to setup these iPads and also pre-install the screen protectors and cases for ease.

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Hardware (One-Off Cost)

Description	Cost	Qty	Sub
Apple iPad 10.2" 9th Gen Wi-Fi	£294.17	16	£4706.72
Otterbox React Case (Clear/Black, Rugged yet lightweight & thin)	£17.58	16	£281.28
Screen Protectors (Tempered Glass, Twin Pack)	£13.99	9	£125.91
Total			£5,113.91

**APPLICATION FOR GRANT AID 2023/2024**

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 11th March 2024 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION**ORGANISATION**

NAME OF CONTACT

ADDRESS OF CONTACT

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

ARE YOU A REGISTERED CHARITY?

<input type="text"/>	<input type="text"/>
----------------------	----------------------

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	
	B) VOLUNTEERS	
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]		

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£

PLEASE DESCRIBE YOUR PROJECT

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES / NO

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

YES / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES / NO

IF YES, PLEASE GIVE DETAILS

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	
Form signed	
Audited accounts for the last two years	
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/NO
---	--------

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE

DATE

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank
Sort Code
Account No.

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

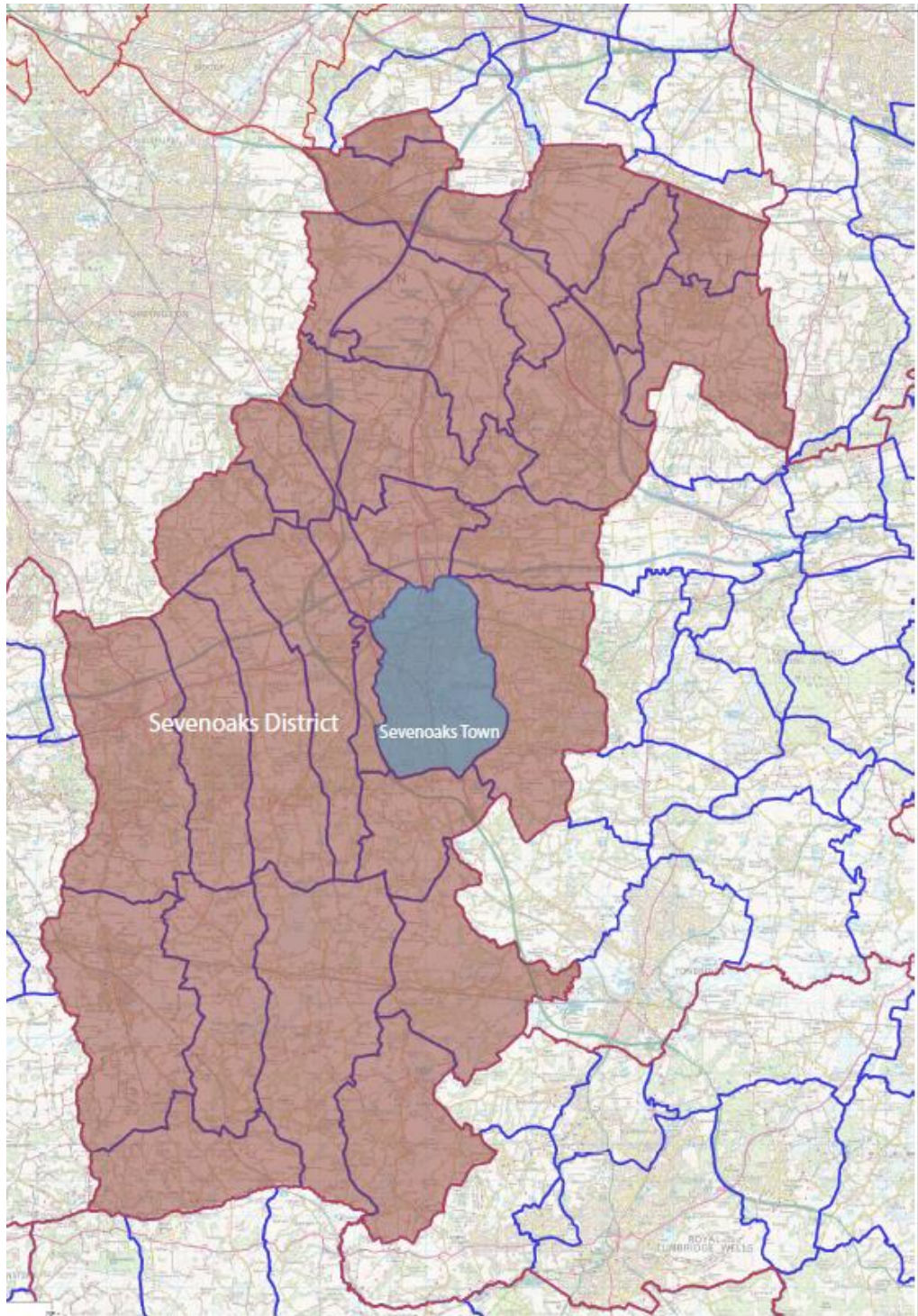
- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

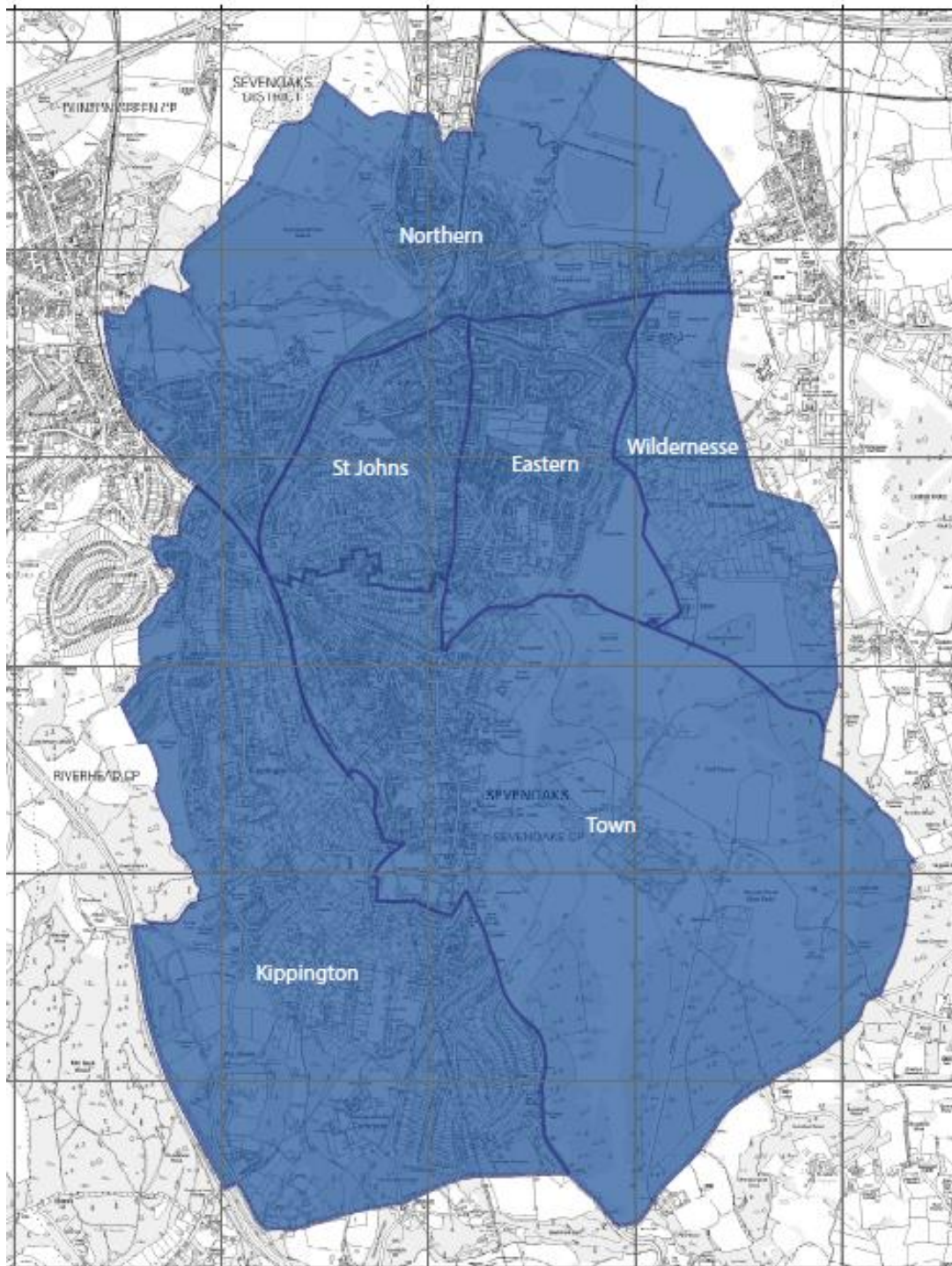
NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.





Sevenoaks Town Council Wards



GRANTS TO LOCAL VOLUNTARY OR CHARITABLE ORGANISATIONS GUIDANCE NOTES FOR APPLICANTS

Please read these notes carefully when completing the form. It will help to ensure that all the necessary information has been supplied.

ABOUT THE GRANT SCHEME

The Town Council wishes to assist approved Local Voluntary or Charitable Bodies which provide services to residents within the Parish of Sevenoaks Town by making them grants or loans. Applications must be supported by financial statements and/or balance sheets over the previous two years, or business plan as appropriate.

The Council has various powers under which it can fund organisations by way of a grant. The Council can also make grants at its discretion to various organisations provided that **the grant will be spent for the benefit of Sevenoaks Town area or its residents**. Please refer to the maps attached to the application form. **The amount of the grant must be in proportion to that benefit.**

Aims of the Grant Scheme

- To encourage and support the activities of voluntary organisations within Sevenoaks Town
- To promote new community initiatives where real additional benefits are offered to the community

The Grant Scheme is to support projects at local level so applications benefiting the town area will be given priority.

Terms and Conditions of Grant Awards:

Our terms and conditions for grant awards are that:

- grant monies are used for the specific purpose approved only
- grant recipients submit a report to us by the second Friday in January 2024 detailing funds spent on residents of Sevenoaks Town Wards of Wildernes, Town, Northern, St John's, Eastern and Kippington
- the Town Council's logo is used to advertise and promote our support
- a representative attend next year's Annual Town Meeting, scheduled for 7pm on 11th March 2024 at Bat & Ball Centre, Sevenoaks. Grant recipients will be asked to provide a stand to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

Where to get further information and an application pack

Application Forms and Guidance Notes are available on our website

www.sevenoakstown.gov.uk/Grant

Or on request from: council@sevenoakstown.gov.uk

COMPLETING THE APPLICATION FORM

PART 1

Who can apply?

Any organisation which:

- Provides services that will directly benefit the area and residents of Sevenoaks Town Wards: Town, Kippington, St Johns, Eastern, Wilderness and Northern.
- Is independently established for charitable, benevolent, or philanthropic purposes.
- Has a constitution or written document setting out its aims and objectives
- Has a bank or building society account in its own name
- Can provide audited or, for smaller organisations, signed accounts for the last two financial years
- If starting up, has a feasible project or business plan

We will not grant aid

- National organisations, or local bodies with access to funds from national 'umbrella' or 'parent' bodies unless funds are not available from their national bodies, or funds available are inadequate
- Private concerns operated as a business
- Charitable trusts seeking capital to add to their investments
- "Upward funders", i.e. local groups whose total fund raising is sent to their Central HQ for redistribution
- Church Councils or Faith Groups although applications from voluntary groups linked to a church or religious body will be considered
- Individuals seeking sponsorship. [There is a separate Youth Services grant scheme which may be able to assist]
- Parent teacher organisations

Environmental Impact

The Town Council is committed to climate change initiatives, seeking to use practical methods to reduce its carbon footprint within its general operation, including changes to its buildings and assets. The Council would like to hear how your organisation's activities seek to make a positive impact on the environment, and whether you adopt environmental policies for reducing greenhouse gas emissions and/or increasing biodiversity.

Membership/Beneficiaries

Please give the number of people who live in the Sevenoaks Town area only (exclude those living in the surrounding villages e.g., Riverhead, Seal, Otford, Kemsing etc.) Please refer to the maps within the application forms.

PART 2

The Grant Scheme could support the following types of expenditure:

- Equipment
- Training
- Hire of premises
- Information or publicity
- Other project costs
- Start-up or development costs for new community groups

Please note that:

- Grants are not made retrospectively.
- The Town Council would not normally support funding the core costs of any organisation.
- Any grant that is not used for the purpose for which it has been made must be repaid

PART 3

If your group benefits people from the surrounding area, please apply to the appropriate Parish Council for assistance and give details on the application form.

The application form asks - Does your Project:

- Cover a geographical area beyond the parish of Sevenoaks Town Council?
- If the answer on the application form is yes, have you also contacted the respective parish councils for grant funding?
- Please provide details of which other parish councils you have contacted.

PART 4

The Council will not normally fund organisations who have reserves in excess of twelve months operating costs.

The Council requires recipients of grants to submit a brief report within six months confirming how the money has been spent and explaining what difference the grant made. Photographs of the project would also be appreciated.

SUBMITTING YOUR APPLICATION

Timetable

Applications will normally be considered only in September and February/March.

- Please advise which tax year the money is to be used by you in.
- The deadline for applications is the **second Friday in August**, for the September meeting and the **second Friday in January**, for the February/March meeting.
NB Late applications received after these dates will be reviewed at the following grants meeting.

All applications must be signed: electronic signature is acceptable.

Applications may be submitted by email to: council@sevenoakstown.gov.uk

or by post to:

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

If you are not sure whether you meet the criteria, please phone Alison Futtit on 01732 459953 or via email to council@sevenoakstown.gov.uk

Sevenoaks Town Council
Finance & General Purposes Committee – 27th February 2023

Grant Budget Update and Grant Applications from Local Community Groups

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

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

Budget	2022/23	Jan 2022/23
	Budget	Balance
	£	£
Grant Subsidies Sevenoaks Community Centre	4,833	-721
Grant Subsidies Chamber *	1,000	637
Local Organisations F & GP & Youth Support Services <i>Of which Play Days £2,000</i>	12,000	2,120
Sevenoaks Summer Festival	5,000	5,000
Community Resilience Fund *	0	
Twinning Support	1,000	1,000
Youth Outreach	3,887	3,287
Youth Council Support	500	493
Stag	27,000	0
Community Rail Partnership	3,000	0
Total	57,720	11,816

2. Applications for Consideration

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

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grant history	Grants 2021/22	Current Grant Application
45	Hi Kent	To continue to run free hearing aid users support clinics at Hollybush Day Centre for another year.	£1000- 2016 £500 - 2017 £1000 - 2019	£1,000	£1,000

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Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grant history	Grants 2021/22	Current Grant Application
2	Sevenoaks Voluntary Transport Group	To help cover costs in 2023/24 to enable SVTG to continue to provide low cost local transport to elderly and disabled users.	2009 – 2020 £500 per annum £750 from Community Resilience Fund 2021/22	£750	£750
17	West Kent Mediation	Contribution to costs: volunteer training, supervision & expenses; hall hire; publicity.	2010 to 2021 between 300 & 900 annually	£750	£800
5	Friends of Pontoise	To build & expand on links between Sevenoaks & Pontoise, promote understanding of French life & culture ,and of English life & culture amongst French counterparts.	2000 to 2012 - £500/£600 2013 to 2020 - £250	£250	£250-500
6	Sevenoaks Three Arts Festival	Hire of performance space for competition and cup winners concert.	2007 to 2021 (Spring) £600 per year for hire of piano and performance space	£600	£600
3	Sevenoaks Literary Festival	To support annual schools event which takes place during the Festival at start of Autumn term	£250 - 2017 £350 – 2018 £350 – 2019 £350 – 2020 – rolled forward to 2021	£500	£500
68	Baby Umbrella	Cost of specialist support practitioner fees and venue costs.	March 22 -£500 Sept 21 - £500	Sept 2022 – £1,380	£1,418
12	South East Open Studios	To produce posters and hire (STC) roadside advertising sites for 2 weeks.	£250 per year 2013 to 2016, £200 in 2017	£250	£250
72	Art in June Open Studios	Towards publishing cost of guide booklets	£250 - 2019 £500 -2020 – rolled forward to 2021	£250	£500

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Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grant history	Grants 2021/22	Current Grant Application
73	Kent Youth Jazz Orchestra	Contribution to costs of Youth Jazz Workshop to be held in June. No charge to participants.	£500 -2010 - 2019 £500 -2020 – rolled forward to 2021	£500	£500
74	Youth Resilience UK	To run series of mental health awareness workshops (combination of online and face-to face) and Youth Mental First Aid two-day courses.	New applicant		£1,600
75	Sevenoaks PHAB	Contribute to venue and running costs of group/activities for adults with either a learning disability and/or physical disability	New applicant		£450
56	The Children's Workshop	Purchase of items to enhance preschool garden area	2019 - £720		£540
Total grant funding requested					£9,158

Application forms have been circulated in a separate document.

RECOMMENDATION

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

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Section 2 – Designing the new way of delivering services

Q6. We have designed the proposals by looking at where people have the highest need for our services. How much do you agree or disagree with this approach?

*Please select **one** option.*

<input type="checkbox"/>	Strongly agree
<input type="checkbox"/>	Tend to agree
<input type="checkbox"/>	Neither agree nor disagree
<input type="checkbox"/>	Tend to disagree
<input type="checkbox"/>	Strongly disagree
<input type="checkbox"/>	Don't know

Community Services Consultation

Public consultation 17 January to 26 March 2023



We have used a lot of data and information to help us understand where need for our services is highest across Kent. This is shown in the consultation document.

Q7. If you think we have missed out any data that should be used, please tell us what it is below.

We propose to co-locate services from more of our buildings. This means people will be able to access more than one KCC service from some of our buildings. Proposed co-locations are shown in the consultation document.

Q8. How much do you agree or disagree with the proposal to co-locate some of our services, as explained in the consultation document?

Please select **one** option.

<input type="checkbox"/>	Strongly agree
<input type="checkbox"/>	Tend to agree
<input type="checkbox"/>	Neither agree nor disagree
<input type="checkbox"/>	Tend to disagree
<input type="checkbox"/>	Strongly disagree
<input type="checkbox"/>	Don't know

Q9. What do you think is important for us to consider when co-locating services?

'Outreach' is the delivery of a service which does not take place from a dedicated or permanent space. Examples could include using a village hall, community centre or other building on a temporary basis when there is a need for a service. We already deliver some of our services by outreach.

Q10. If you have any comments you would like to make about delivering services through outreach, please tell us below.

Section 3 – Buildings

Our work so far has led us to propose working from fewer permanent buildings, meaning that some of our buildings would close. This is because we need to reduce our costs and reduce our carbon emissions. Using the Needs Framework to design where and how we deliver services means we will be able to meet community needs with fewer permanent buildings.

Q13. How much do you agree or disagree with the proposal to have fewer buildings?

Please select **one** option.

<input type="checkbox"/>	Strongly agree
<input type="checkbox"/>	Tend to agree
<input type="checkbox"/>	Neither agree nor disagree
<input type="checkbox"/>	Tend to disagree
<input type="checkbox"/>	Strongly disagree
<input type="checkbox"/>	Don't know

The consultation document provides information on the buildings we propose to no longer use.

We'd like you to tell us which buildings you have comments about and then tell us what impact you think the proposed changes would have on you or someone in your household.

The next questions about buildings are in **four parts**. You can make comments about all the services in this consultation, or just the one(s) that impact you. **Please skip the questions that are not relevant to you.**

Part A

Children's Centres and Youth Hubs (Open Access)

Q14. Please use the box below to write in the name(s) of the building(s) (and district) you would like to tell us about regarding Children's Centres and Youth Hubs (Open Access).

Q14a. Please tell us how you think you or the people in your household will be impacted by the proposal for the building(s) you have identified.

Health Visiting Service (Public Health)

Q14b. Please use the box below to write in the name(s) of the building(s) (and district) you would like to tell us about regarding the Health Visiting Service (Public Health).

Q14c. Please tell us how you think you or the people in your household will be impacted by the proposal for the building(s) you have identified.

Children and Young People's Counselling Service (Public Health)

Q14d. Please use the box below to write in the name(s) of the building(s) (and district) you would like to tell us about regarding the Children and Young People's Counselling Service (Public Health).

Q14e. Please tell us how you think you or the people in your household will be impacted by the proposal for the building(s) you have identified.

The new Family Hubs Model

As explained in the consultation document, we have recently taken a key decision to accept Transformation Status from the Department for Education which means significant investment will be provided by Government to enable the change to the Family Hub model.

In a Family Hub, several different organisations and their services work in partnership together. The Government's guidance on Family Hubs suggests the provision that should be linked together to create the 0–19-year-old offer, or 0-25 for those with special education needs or disabilities (such as children's centre services, youth services and Public Health provision such as Health Visiting). However, our proposals about where to locate Family Hubs, where to provide outreach, and where to co-locate with other KCC services have been informed by the Needs Framework we have developed.

Q15. What do you think is important for us to consider when we transition to the Family Hub model?

Part B

Community Services for Adults with Learning Disabilities

Q16. Please use the box below to write in the name(s) of the building(s) (and district) you would like to tell us about regarding Community Services for Adults with Learning Disabilities.

Q16a. Please tell us how you think you or someone in your household will be impacted by the proposal for the building(s) you have identified.

Part C

Community Learning and Skills (Adult Education)

Q17. Please use the box below to write in the name(s) of the building(s) (and district) you would like to tell us about regarding Community Learning and Skills (Adult Education).

Q17a. Please tell us how you think you or someone in your household will be impacted by the proposal for the building(s) you have identified.

Part D

Gateways

Q18. Please use the box below to write in the name(s) of the building(s) (and district) you would like to tell us about regarding Gateways.

Q18a. Please tell us how you think you or someone in your household will be impacted by the proposal for the building(s) you have identified.

Section 4 – Other options and comments

Q19. Please tell us if there are any other options you think we should consider, or if you have any other comments you wish to make about the proposals in this consultation.

Section 5 – Equality Analysis

To help ensure that we are meeting our obligations under the Equality Act 2010 we have prepared a set of Equality Impact Assessments (EqIAs) on the proposals.

An EqIA is a tool to assess the impact any proposals would have on the protected characteristics: age, disability, sex, gender identity, sexual orientation, race, religion or belief, and carer's responsibilities. The EqIAs are available online at www.kent.gov.uk/communityservicesconsultation or on request.

Q20. We welcome your views on our equality analysis and if you think there is anything we should consider relating to equality and diversity. Please add any comments below.

Finance & General Purposes Committee – 27th February 2023

**NOTES OF MEETING TO DISCUSS ARRANGEMENTS FOR HM THE KING CORONATION
CELEBRATIONS - 8TH FEBRUARY 2023 AT 3.30 – 4.30PM**

1. WELCOME

The Mayor welcomed everybody to the meeting commenting on the excellent turn out.

Linda Larter, Town Clerk, explained the proposals for arrangements for the Coronation weekend, emphasising how important it was that the community worked together. Following the discussion at today's meeting it was hoped that ideas, offers of help and details of community activities would be shared as soon as possible.

Whilst the Town Council was planning to host a Big Lunch event in the High Street on Sunday 7th May, resident's associations and local communities were also encouraged to hold their own street parties on that day.

2. CORONATION WEEKEND, BANK HOLIDAY MONDAY

Following arrangements noted:

Saturday 6th May Coronation takes place at Westminster Abbey

Sunday 7th May The Big Lunch

Monday 8th May The Big Help Out

3. THE BIG LUNCH CELEBRATION – SUNDAY 7TH MAY

Agreed proposal to hold a bring your own food lunch/street party in the High Street. Tables to be provided, set out over the whole length of the High Street

	Item	Action required	By whom
1	ROAD CLOSURE	Application to be submitted	Town Council
2	FIRST AID	To be booked	Town Council
3	SECURITY	To be booked	Town Council
4	TABLES	Local organisations/schools / churches etc to be contacted about loaning tables for event	All
		Hiring of tables to be explored as a back up	Town Council
		Logistics to be worked out re collection and storage of tables the day before and after event	All
		Volunteers required to help set up and dismantle tables	All
		Cadet groups to be asked to assist	Town Council
5	CHAIRS	People to bring their own chairs, e.g., fold up / festival chairs (though some to be provided for those that may not be able to)	All Town Council

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6	STALLS	Organisations be invited to run stalls of interest to the public, including games for children if possible. Own gazebos and tables to be provided	Local organisations wishing to book a stall pitch to contact Town Council asap
7	PARKING	Noted parking in the Town Centre was free on Sundays (except Bligh's) Sevenoaks School had offered free parking for the event	–
8	SHOPS AND BUSINESSES	It was hoped that local shops and businesses would be open and engaged with the event High Street market traders to be asked if they would like to open on the day	Town Team Facilitator to liaise Open Spaces Clerk
9	TOILETS	Consideration to be given to whether additional temporary toilets would be required	Town Council
10	FOOD	It was suggested that food banks be contacted to enquire how best to ensure that the event is inclusive Suggested that people be invited to bring food to share with friends old and new Major stores to be approached for donations of food e.g., Waitrose & Marks and Spencer Perhaps volunteers could bake cakes for the event	Town Council All Town Council All

DESIGN AND DECORATIONS

	Item	Action required	By whom
11		Noted that additional flags had been purchased for the High Street and London Road and that the hanging flower baskets were hoped to be in place from end of April	Town Council
12	DESIGN	Requested that local artists help with design of posters/promotional material	Cllr Granville-Baxter & SVAF
13	SOCIAL MEDIA	Requested that advertising item for social media be prepared for groups to share	Cllr Granville-Baxter & SVAF

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14	CROWN BANNERS	It was suggested that the designs/banners for the Crowns used at the Jubilee celebration last summer could be reused as part of the table decorations	Town Council
15	SHOP WINDOWS	Noted that there would be a best dressed shop window competition for the coronation	Town Team Facilitator

ENTERTAINMENT

	Item	Action required	By whom
16	MUSIC & ENTERTAINERS	Roaming entertainers and music to be provided along the High Street Town Council requested that any ideas or contacts for entertainers be forwarded. Stag Panto team to be asked to be involved	Town Council All Town Council
17	TREASURE TRAIL	St Nicholas Church asked to consider running treasure trail for children, as it had been so popular at the Christmas Lights event	St Nicholas' Church
18	FANCY DRESS	People be invited to create and wear a crown (other dressing up/ royal fancy dress, hats/jewels welcomed) – include in promotional material	All
19	LOCAL SINGERS	Suggested that singing groups could get together and do something like a flash mob	Local singing groups
20	YOUNG MUSICIAN OF THE YEAR	Suggestion that the Sevenoaks Young Musician of the Year could play	tbc

HISTORICAL RECORD/COMMEMORATION

	Item	Action required	By whom
21	SCULPTURE	Consideration to be given to a small sculpture to commemorate the event, possibly recording names of babies born since the accession of King Charles, perhaps to be located in a public venue e.g., Bat & Ball Centre	Town Council
22	ORAL HISTORY	Volunteers could record memories from people who remember the last coronation, perhaps local film makers	All

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		or youth theatre at the Stag could be involved, advice be sought from local historians on best way to record and preserve the memories	
23	TIME CAPSULE	Suggested that this might be best as a project for schools Ask for photos and details of what is being buried in the time capsule	-
24	DISPLAY/EXHIBITION	Lots of pictures of previous coronation available, perhaps a display could be provided, maybe at the Stag	Stag
25	MENTOS	The possibility of mementos for children was considered but noted that items such as mugs would be too expensive The Mayor had given out badges at the Jubilee event, this could be done again It was suggested that flags on sticks could be placed on tables for children to keep Potential sponsorship to be sought for mugs, coins etc.	Town Council All

OTHER

	Item	Action required	By whom
26	WEATHER	In case of extreme weather, the event would be cancelled, but would proceed in case of wet weather	–
27	RAFFLE	Suggested that raffle/prize draw could be held	All
28	LOCAL RESIDENTS' EVENTS	Noted that Bradbourne Lakes Residents Association were planning to hold an event, possibly on Monday 8 th	–

4. BIG HELP OUT MONDAY 8TH MAY

Noted that aim was to promote and encourage local organisations, charities, and churches to organise volunteering activities to support the local area.

The Town Council would be able to help promote activities, but the emphasis is on residents and local organisations to arrange the events and activities.

The following thoughts were put forward at the meeting, for consideration by all.

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	Item	Action required	By whom
29	PROJECTS	Contact organisations in town that might like help with a project on the day i.e. churches, MENCAP etc People to give this topic more thought and send in ideas	All All
30	VOLUNTEERS	Inform volunteers of volunteering opportunities re above.	All
31	COORDINATION	Information to be collated and shared, connections to be made between volunteers and projects	All
32	INSECT HOTELS	Sevenoaks Hospital League of friends had built a new garden and would like to hold competition in schools to build insect hotels	Sevenoaks Hospital League of friends
33	MILLPOND WOOD	Volunteers needed for project in Millpond Wood, Hillingdon Avenue area	Town Council, Open Spaces Clerk
34	STAG AREA TIDY UP	Project to be considered	All
35	LITTER PICKING	It was suggested that a volunteering opportunity that children can do would be a good idea Noted that litter collection was popular with volunteers, including children	All

5. SOUVENIR TOWN CRIER

Noted that a souvenir Town Crier magazine was to be produced.

Anyone wanting to have an item included was asked to let the Town Council know as soon as possible. For example, events being held by Residents Associations, Rockdale's 75th anniversary, special church services, children's competition.

The Town Council would be seeking advertising to help with the costs.

6. NEXT STEPS

Notes/action arising from the meeting would be circulated, highlighting the areas where support and volunteers were required.

Future meetings:

Wednesday 22nd March 2023 at 3.15pm

Wednesday 12th April 2023 at 3.15pm

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Attendees:

Cllr Rachel Parry	Mayor		Glenn Ball	Local Architect
Cllr Claire Shea	Deputy Mayor		Cllr Elizabeth Purves	Sevenoaks District Council & Hollybush Residents Association
Linda Larter	Town Clerk		Geraldine Tucker	The Sevenoaks Society
Ann White	Deputy Town Clerk		Chris Conlon	Sevenoaks Town Crier
John Levett	Sevenoaks Summer Festival		Byron R Brown	Bradbourne Residents Association
Ken Brown	U3a		Margaret Nicholas	Bradbourne Residents Association
Dwayne Engelbrecht	Sevenoaks Air Cadet Force		Cllr Nick Busvine	Sevenoaks Town Council
Michael Pearsall	Sevenoaks Royal British Legion		David Green	The Sevenoaks Society
Cllr Victoria Granville-Baxter	Sevenoaks Town Council		Patrick Pascall	The Sevenoaks Society
Susan Evans and 2 others	Sevenoaks Visual Artists Forum, Kaleidoscope Art Gallery		Cllr Irene Collins	Sevenoaks District Council
Barbara Ropek	The Arts Society Sevenoaks		Cllr Sue Camp	Sevenoaks Town Council
Geraldine Tucker	Sevenoaks Society		John Khnana	St Nicholas' Church
Denise Tucker	Rockdale		Dawn Blee	CEO, Sevenoaks District Chamber of Commerce
Andrew Pembroke	St Thomas' Church		Cllr Richard Parry	Sevenoaks Town Council
Sandie Higgs	Soroptimists		Theo Michael	Sevenoaks Labour Party
Nicholas Cave	Cemetery & Open Spaces Manager		Tracey Hussain	6 th Sevenoaks Brownies
Gordon Crouchman	William Sennocke Masonic Lodge		Alison Futtit	Senior Committee Clerk, STC
Cllr Simon Raikes	Sevenoaks Town Council		Ben Thornewell	Social Media, Design & Events Officer, STC
Cllr Avril Hunter	Chairman, Sevenoaks District Council		Iona Green	Heritage Engagement officer, STC
Margaret Knight	Hollybush Residents' Association		Ieuan Chandler-Wilson	Committee Clerk, STC
Roger Hope	Lions Club and Hospital League of Friends		Jo Brookbank	Sevenoaks Scouts
Tina Milman	St John's Residents Association		Alan Wolvey	William Sennocke Masonic Lodge

Sevenoaks Town Council
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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																							
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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 – 27th February 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> <ul style="list-style-type: none"> i) That residents of Woodside Road, Coombe Avenue and Heathfield Road be advised that the decision whether to pay for the street lights, together with payment, was required by 31st October 2019 latest or the Town Council would proceed to removal of the lights; ii) That residents of Lyle Park and Pineneedle Lane be advised that the response date to request to pay for the lights be extended to 30th November 2019; and iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights. <p>F&GP Committee 25.11.19 (Minute 377):</p> <p>RESOLVED that:</p> <ul style="list-style-type: none"> 1) It be noted that residents of Pineneedle and Lyle Park had agreed to adopt their lights and discussions were therefore concluded; 2) Following notification by residents of Kincaig Drive that they would not adopt their lights, the lights be removed; 3) That the lights in Coombe Avenue be removed, subject to local ward members ascertaining whether one light needs to be retained for safety purposes; 4) The 15 households in Woodside Road be asked whether they would form a group to administer payments to the Town Council; and 5) That the Council be asked to rescind the following Resolution, removing the requirement for residents of Heathfield Road to pay outstanding charges for the last two years: <ul style="list-style-type: none"> “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)
	377 – F&GP 25.11.19			

Sevenoaks Town Council
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Item	Minute No		Status	Latest update
	407 Council 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 – F&GP 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 - F&GP 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.
	382 - F&GP 18.01.21			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.
	193 – F&GP 02.08.21			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. 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

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Item	Minute No		Status	Latest update
	<p>Email update 19.04.22</p> <p>Email update 06.07.22</p> <p>Update from RFO 21.02.23</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> <p><i>Residents have agreed to pay the current and prior years streetlighting cost, and are funding the upgrade to LED</i></p>
2	361 – F&GP 26.11.18	Markets	Ongoing	<p>RESOLVED: unanimously to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include:</p> <ul style="list-style-type: none"> • reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income • the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces. <p>Sevenoaks District Council wrote to the Town Council on 5th March 2019: -</p> <p>Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that out options are tightly regulated. The invitation to tender was originally advertised nationally and across the EU. The EU procurement rules set out some principles to make sure that it is an even playing field for all and that favourable contracts are not granted to particular companies. Changes to a contract should only be allowed where all companies know this beforehand and are given a chance to bid on that basis.</p> <p>Regulation 72 of the 2015 Regulations explains the limited circumstances in which we can modify an existing contract.</p>

Sevenoaks Town Council
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Item	Minute No		Status	Latest update
	225 F&GP 18.07.22			<p>Tenderers were asked to submit bids for the Sevenoaks Markets based on entering the draft contract which was attached. the Heads of Terms clearly sets out the location of the Wednesday market. Changes are not permitted unless they are explicitly allowed for in the contract documents, where the changes are below a certain value threshold, or the changes fall within some specific other categories. In this case, the contract did not explicitly allow for reductions in the rent. The change in rent would also be larger than what is permitted under the regulations. In order to reduce the rent for the Town Council, we would have to make all bidders aware of this before we awarded the contract. If we make a modification to the contract that is not compliant with the rules, then we would be required to carry out a completely new procurement process for this revised contract (reg. 72 (9)). Therefore, for this reason, it is not open to the District Council to agree to the Town Council's proposals. 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> <p>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</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 27th February 2023

Item	Minute No		Status	Latest update
	Email update from SDC 08.08.22	Wednesday Market temporary relocation		<p>2) Sevenoaks Town Council intends to re-tender for both the Saturday High Street and Wednesday Markets at a more reasonable rate. Tender to be based on achieving a breakeven position over 5 years, considering current market conditions, costs relating to the markets, and enabling competitive rates for market traders to maintain a vibrant market.</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>The District Council advised that the market tenders should be listed on Mytenders by the end of January 2023</p> <p>RESOLVED that: Authority be delegated to the Chairman, Vice-Chairman, Town Clerk and Responsible Finance Officer to approve and submit the tender bid for the Wednesday and Saturday Markets on behalf of the Town Council.</p> <p>See Agenda item 16</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		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

Sevenoaks Town Council
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Item	Minute No		Status	Latest update
		for Councillors		<p>and could help in the move towards reducing reliance on paper copies of agendas.</p> <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) The supply of suitable IT equipment to all Town Councillors be agreed in principle, on a similar basis to Members Allowance and optional for Councillors to accept; and 2) Quotations be obtained for supplying Councillors with either laptops or tablets, to be reported to a future meeting of this Committee. <p>See Agenda Item 8</p>

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PRIORITY ONE

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

No	Project	Details	Proposed target timescale	£	Update / comment
					<p>STC held Green Initiative Meeting 06.11.21 Green Community Investment Plan produced setting Aims and Objectives. December 2021, STC Green Community Investment Plan adopted.</p> <p>Climate Change Project Officer appointed and monthly reports on Action Plan being provided.</p> <p>Priorities identified:</p> <ol style="list-style-type: none"> 1. Seek quotes for a Pedestrian Audit* <i>Awaiting information from SDC</i> 2. Continue to support and encourage progress with the SDC Cycling Strategy Including audit of cycle parking, including appropriate for electric bikes* <i>Ongoing</i> 3. Progress with development of Car Club* <i>Community Infrastructure Committee on 30.01.2023 Resolved that the Town Council review the financial viability of the Enterprise Car Club, also enquiring if it could be operated on non-electric vehicles and with a small trial of two cars based at a Town Council site.</i> 4. Continue with Tree Planting <i>Ongoing</i> 5. Progress with providing information to residents and businesses* <i>Initial document provided. Climate Fair being arranged.</i> 6. Create the School's Green Liaison Group <i>Now held 4 per year</i>

Finance & General Purposes Committee –27th February 2023
Sevenoaks Town Council Priorities

Agenda Item 13(b)

No	Project	Details	Proposed target timescale	£	Update / comment
					<p>*Items marked with an asterisk subject to verifying with Sevenoaks District Council its progress on the topics to avoid a duplicate of use of resources.</p> <p>Detailed monthly update report from Climate Project Officer submitted to Community Infrastructure Committee.</p>
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><i>The Independent Examiner provided his final Report on the Sevenoaks Town Neighbourhood Plan (STNP) on 21st December 2022, which was received and accepted by the Planning Committee on 9th January 2023. The Report confirmed that the STNP as modified* conforms with Basic Conditions and existing planning legislation and made the recommendation that the STNP proceed to Referendum.</i></p> <p><i>*17 Plan Modifications were proposed by the IE, which have been incorporated into the February 2023 Referendum Draft of the STNP alongside 13 Minor Modifications as proposed by STC with agreement from SDC.</i></p> <p><i>The February 2023 Referendum Draft was provided to and received by Sevenoaks District Council's Cabinet on 9th February 2023. The decision to approve the STNP as modified for Referendum was publicised on 10th February 2023, and the Referendum date</i></p>

Finance & General Purposes Committee –27th February 2023
Sevenoaks Town Council Priorities

Agenda Item 13(b)

No	Project	Details	Proposed target timescale	£	Update / comment
					<p><i>announced for 4th May 2023. This to coincide with the 2023 District and Parish elections, with the hope that it will encourage a larger number of people to engage with the document and respond to the Referendum.</i></p> <p><i>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 have been requested from SDC's printing department, KallKwik, and Urban Initiatives Studio (STC's consultant on the NDP). Due to these having not yet been provided, and the grant expiring on 31st March 2023, printing costs will need to be presented to an emergency/additional Finance and General Purposes Committee.</i></p> <p><i>An Information Statement will be publicised by the District Council 28 working days prior to 4th May 2023 to announce the Referendum, and banners to be displayed by Sevenoaks Town Council in the High Street from 9th April 2023. Following a count of votes received and should the Plan receive more than 50% votes in its support, the Plan will be made and become a Statutory document in SDC making planning decisions.</i></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	Tbc	Tbc	<p>Referendum to be on hold until after the NDP referendum</p> <p>Postponed due to Covid-19</p>

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No	Project	Details	Proposed target timescale	£	Update / comment
		environment to do business.			
7	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	Unknown	£1,500,000	<p>Football Club submitting planning application for new pavilion and seeking funding. Consultation needed with football club(s) and residents. GRA prefer this ambitions scheme and are submitting scheme for pre-planning advice to have separate building to replace current portacabins, current pavilion adjacent to pitch 2 refurbished to accommodate public toilets, café and community space for hire. Consideration to be given to joint management of facility.</p> <p>Would release current pavilion building, adjacent to pitch 2 for alternative use.</p> <p>Planning application due to be submitted. STC agreed current pavilion to be retained by STC as Community Hub.</p> <p>Planning permission granted.</p> <p>STC & STFC to work on Football Foundation funding application.</p>
8	3G Pitch at Knole Paddock	Identifies as part of the Sevenoaks Sports Strategy.	Tbc	Tbc	Refused planning permission 2019. Appeal process not successful. Project ceased.
9	Community Right to Bid.	To nominate assets of community value to Sevenoaks District Council which Sevenoaks Town Council would be interested in purchasing if they were to be sold.			<p>Cllrs to be asked to provide information of such buildings within their wards</p> <p>Registration process for Stag: completed. Registration process for Bradbourne Lakes: completed. To Register Kaleidoscope (Library)</p> <p>‘Assets of Community Value’- re-registration of the following confirmed:</p>

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No	Project	Details	Proposed target timescale	£	Update / comment
					<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> <p><i>Planning for Sevenoaks' entry in South & South East In Bloom 2023 has begun.</i></p>
2	MUGA Multi Use Games Area	Install to replace facility at Community centre	September 2020	£139,000	Completed.

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No	Project	Details	Proposed target timescale	£	Update / comment
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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No	Project	Details	Proposed target timescale	£	Update / comment
					<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		To liaise with KCC and register as a Community Asset (see Priority 1).

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4	Stag	Freehold and Capital Improvements	Tbc	Tbc	<p>Aspirations to buy lease if it becomes available. 15 years left on current lease.</p> <p>Improvements to building (Fly Tower, 4th Storey, Walkway from front to back enabling additional basement area, Nightclub?) subject to funding, planning permission and ownership.</p> <p>Linked to Cultural Quarter – improved walkway from London Road to South Park car park.</p>
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	<p>HitB Youth Café</p> <p>Partners</p> <p>New provision if viable</p> <p>Youth Council</p>	Ongoing		<p>To continue to provide the HitB Youth Café facilities</p> <p>To work with partners to provide youth provision – House in the Basement working with SAYT, West Kent, Kenward Trust, SDC and We are Beams.</p> <p>If viable to extend youth provision. Facilities in Northern Sevenoaks being reviewed. Increased detached and school work happening. Pilot project held Autumn 2022.</p> <p>To continue to support the development of the Youth Council.</p>