

18th April 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 24th April 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/iYgvj4QhKWU> 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.	-
---	---	---

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	-
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	-
4	<u>MINUTES OF MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE – 27 FEBRUARY 2023</u> To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 27 th February 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 28 th February 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	Insurance Renewal documents	Attached
5.3	Internal Audit Third Visit Report 2022/23	Attached
5.4	<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 28th February 2023 	Attached
5.5	<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 28th February 2023 Mayor's Charity Account: 1st to 28th February 2023: None 	Attached -
5.6	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for period: <ul style="list-style-type: none"> 1st to 28th February 2023 	Attached

5.7	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the period • 1st to 28th February 2023	Attached
5.8	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 st to 28 th February 2023: None	—
6	<u>COMMUNITY INFRASTRUCTURE LEVY (CIL) REPORT</u> To note the report.	Attached
7	<u>CYBER ESSENTIALS</u> To note that Sevenoaks Town Council has been accredited with the Cyber Essentials Certificate of Assurance.	Attached
8	<u>WEDNESDAY & SATURDAY MARKETS</u> To note that Sevenoaks Town Council has been successful in its tenders to Sevenoaks District Council to operate the two markets	To note
9	<u>SENCIO FUNDING AGREEMENT</u> To note Sevenoaks Town Council's process relating to the recent Sencio insolvency.	Attached
10	<u>PROVISION OF ELECTRIC VEHICLE CHARGING BOLLARDS AT RALEYS CAR PARK</u> To consider proposal regarding the installation of EV Charging bollards at Raleys Car Park.	Attached
11	<u>NOTES OF MEETINGS - CELEBRATION OF THE CORONATION OF KING CHARLES III</u> To receive and note the notes of the meetings held on 22 nd March 2023 and 12 th April 2023.	Attached
12	<u>SEVENOAKS TOWN TEAM</u> To receive and note the minutes of the Town Team meeting held on 5 th April 2023.	Attached
13	<u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release.	—
14	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.	
15	<u>TOWN CLERK'S REPORT RELATING TO RECRUITMENT</u>	Circulated separately

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council

Minutes of the meeting of the Finance & General Purposes Committee Held on 27th February 2023 in the Council Chamber, Town Council Offices, TN13 3QG

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

<https://youtube.com/live>

Meeting commenced: 7.11pm

Meeting Concluded: 9.16 pm

Present:

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

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

Representation received from Member of the Public: See Minute 615 below

609 Apologies for Absence

As noted above.

610. Dispensations

There were no requests for dispensations.

611. Declarations of Interest

Cllr Eyre declared a pecuniary interest in respect of Agenda Item 7, Stag Theatre Request for CIL Funding.

Cllr Raikes declared a pecuniary interest in respect of street lighting matters included in Agenda Item 13 Current Matters, insofar as they related to Woodside Road.

Cllr Clayton declared a non-pecuniary interest in respect of Agenda Item 9.3, insofar as it related to the grant application from Friends of Pontoise.

The Town Clerk declared a non-pecuniary interest in respect of Agenda Item 9.3, insofar as it related to the grant application from Sevenoaks PHAB.

612. Minutes of the Finance & General Purposes Committee on 16th January 2023

RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 16th January 2023 as a true record.

613. Finance Reports

613.1 Management Accounts to 31st January 2023

The Committee received and noted, for the period ended 31st January 2023, the Responsible Finance Officer's Report with Variance Analysis, Income and Expenditure, Working Capital Summary, Statement of Fund Balances and Capital Expenditure and funds.

It was noted that the year-to-date position at the end of December 2022 gave a revenue deficit of £52,128. 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 £80,019, the adjusted position was a surplus of £27,891.

The Responsible Finance Officer commented that performance was in line with budget, and she anticipated a year end surplus in the region of £20,000, after planned movement to reserves.

The Chairman congratulated officers for keeping the budget on track given the substantial challenges during the year.

RESOLVED: To accept the Management Accounts 1st to 31st January 2023.

613.2 The Committee received and noted:

Suppliers Accounts for:

- 1st to 31st January 2023, total invoices £99,964.25

List of Payments Sevenoaks Town Council Nat West Account

- 1st to 31st January 2023, total £211,539.04

List of Payments Mayor's Charity Account:

- 1st to 31st January 2023, total £100.00

Payroll Accounts for:

- 1st to 31st January 2023, total payments £79,129.82

Petty Cash Accounts for:

- 1st to 31st January 2023, total payments £674.80

613.3 Hospitality and Gifts Register: None received.

614 Review of Internal Controls: Financial Regulations 2023/24

RESOLVED: To adopt the updated Financial Regulations 2023/2024.

615 Suspension of Standing Orders at 7.36pm

RESOLVED that: in accordance with Standing Order 28, standing orders be suspended to enable the Deputy Chief Executive of the Stag Theatre to speak in respect of Agenda Item 7, Stag Theatre Request for CIL Funding.

Tony McEwen, Deputy Chief Executive at the Stag Community Arts Centre, addressed the meeting and responded to queries in relation to the Stag Theatre's request for Community Infrastructure Levy (CIL) funding for the purchase and installation of batteries to store excess solar energy and night-time electricity.

616 Reconvening of the Meeting at 7.43pm

The Chairman reconvened the meeting at 7.43pm.

617 Stag Theatre Request for CIL Funding

The Committee considered a request from the Stag Community Arts Centre (Stag Theatre) for Community Infrastructure Levy (CIL) funding for the installation of SolaX battery units to store excess solar energy harvested on sunny days and night-time electricity, available at a cheaper rate.

Cllr Eyre took no part in the discussion and abstained from the vote.

RESOLVED: That the Stag Community Arts Centre request for £30,086.04 of Community Infrastructure Levy funding to enable the purchase of 4 SolaX battery units and a 20-year warranty be approved.

618 Provision of IT Equipment for Councillors

Further to the decision taken by this Committee (*Minute 319, F&GP 26.09.2022 refers*) to agree in principle the supply of suitable IT equipment to all Town Councillors, quotations had been obtained by the Town Council's IT consultant for the most appropriate hardware and software.

It was noted that the proposed iPads would be configured with Apple Business Manager so that they can be centrally managed, with settings deployed, to meet the government Cyber Essentials standard.

RESOLVED: that approval be given for the purchase of (if required by all Councillors):

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

619 Grants to Local Organisations

619.1 Reports Received from Grant Recipients 2022/23

RESOLVED: That the reports received from recipients of grants awarded during 2022/23 be received and noted.

619.2 Review of Grant Application Form

Noted that, in keeping with the Town Council's priority to promote affordable and practical initiatives with long-term green benefits for the local community, the grant application form and guidance notes had been updated to include green credentials criteria.

RESOLVED: That the updated Grant Application Form and Guidance Notes be approved.

619.3 Grant Budget Update & Grant Applications Received

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

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

Grant Ref No.	Organisation	Purpose of Award	Grant Application	Grant Approved
45	Hi Kent	To continue to run free hearing aid users support clinics at Hollybush Day Centre for another year.	£1,000	£1,000
2	Sevenoaks Volunteer 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.	£750	£750
17	West Kent Mediation	Contribution to costs: volunteer training, supervision & expenses; hall hire; publicity.	£800	£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.	£250-500	£350

Sevenoaks Town Council

Grant Ref No.	Organisation	Purpose of Award	Grant Application	Grant Approved
6	Sevenoaks Three Arts Festival	Hire of performance space for competition and cup winners concert.	£600	£600
3	Sevenoaks Literary Festival	To support annual schools event which takes place during the Festival at start of Autumn term	£500	£500
68	Baby Umbrella	Cost of specialist support practitioner fees and venue costs.	£1,418	Not awarded
12	South East Open Studios	To produce posters and hire (STC) roadside advertising sites for 2 weeks.	£250	£250
72	Art in June Open Studios	Towards publishing cost of guide booklets	£500	£250
73	Kent Youth Jazz Orchestra	Contribution to costs of Youth Jazz Workshop to be held in June. No charge to participants.	£500	£500
74	Youth Resilience UK	To run series of mental health awareness workshops and youth mental First Aid two-day courses	£1,600	£1,600
75	Sevenoaks PHAB	Contribution towards running costs of group/activities for adults with either learning disability and/or physical disability	£450	£450
56	The Children's Workshop	Purchase of items to enhance preschool garden area	£540	£540

It was noted that the Sevenoaks Youth Council had identified youth mental health as its key priority: it was suggested that Youth Resilience UK be asked to consider working with the Youth Council.

620 Kent County Council Consultation on its Community Services

The Committee noted that Kent County Council had launched a consultation on proposed changes to how it delivers its Community Services. This would close on 26th March 2023. The impact on Sevenoaks Town was set out in the Design Handbook for the Sevenoaks Locality.

It was agreed that the proposals be considered in relation to the Sevenoaks Town Neighbourhood Plan and the Town Council's youth services.

RESOLVED that:

- 1) Councillors be asked to send their comments to officers who will consolidate the response on behalf of the Town Council, and

Sevenoaks Town Council

- 2) The draft response be considered by the Planning Committee on 20th March 2023

621 Notes of Meeting regarding Celebration of the Coronation of King Charles III

Town Councillors expressed their concern that Kent County Council (KCC) would not approve the road closure of the High Street for the proposed celebration event for the King's coronation.

RESOLVED:

- 1) to receive and note the notes of the meeting regarding the celebration of the Coronation of King Charles III held on 8th February 2023; and
- 2) to request the Town Clerk to write to David Brazier at KCC, regarding the disappointment that KCC was not supporting the historic celebration event by refusing the road closure request, and to seek his support for KCC to be asked to reconsider this decision.

622 Minutes of Town Team meeting held on 22nd February 2022

RESOLVED: That the minutes of the meeting of the Town Team held on 22nd February 2023 be received and noted.

623 Current Matters and Sevenoaks Town Council Priorities

The Committee considered the updates received.

RESOLVED that the updates on the Current Matters and Town Council Priorities be received and noted.

624 Press Release

Agreed to issue press releases regarding the grant awards to local community organisations and the award of CIL funding to The Stag for the installation of SolaX battery units.

625 Exclusion of Public and Press

RESOLVED: under the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press for the following item by reason of the confidential nature of the business.

626 Tenders for the Operation and Management of two Sevenoaks Markets

RESOLVED: That Sevenoaks Town Council re-tender for both the Saturday High Street and Wednesday Markets on the basis set out in the Officer's report.

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 28 February 2023

1. Summary

The year-to-date position at the end of February gives a revenue deficit of £55,052. Allowing for the Bat & Ball Station reserves movement to be actioned at year end, which offsets the Bat & Ball Station £87,492 year-to-date deficit, the adjusted position is a £32,440 surplus.

Inflation is continuing to take an impact on some council spend, with energy the cost with the biggest increase, estimated at c£27K higher than budget. Capital improvements to buildings (eg: double glazing, solar panels) would reduce consumption.

The 2022/23 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 £43,209 favourable to budget year-to-date, which is mainly due to phasing. Full year surplus is expected to be in the region of £20K after planned movements to reserves.

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

- £5.3K 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)
- £5.8K repairs at Bat & Ball station (boiler repairs including new heat exchanger, vacuum tanker service & sewage pump repairs & service - (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 £2.8K charge re cistern water leak
- £19.1K purchase of new eVan (£16K in budget, £3.1K from reserves)
- £3K higher spend on Christmas Lights switch on due to usual provider being unavailable.
- £15K repairs to Letterbox Lane, fully covered by contributions

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	20,555 (F)
23	Allotments	7,743 (A)
26	Streetlighting/ Gen	10,079 (A)
29	Vine Ground	14,751 (A)
30	Bat & Ball Station	32,440 (A)
33	Council Offices	9,143 (F)
36	Bat & Ball Ctr	19,509 (A)
38	Grants	13,539 (A)
40	Business Hub	12,722 (A)
60	HITB	8,702 (A)

3.0 Use of Contingency

There is £33,230 contingency budget remaining. £27K is required to offset higher energy costs, this would leave c£6K for other purposes.

5.0 Working Capital (Appendix 3)

The net current assets have decreased by £125,243 to leave a year-to-date balance of £1,552,397. Revenue (general) reserves have decreased by £55,052 leaving a year-to-date balance of £383,809. Earmarked Reserves have decreased by £70,190 leaving a year-to-date balance of £1,168,588. This is before movements from Bat & Ball Management & Maintenance reserves and other planned year end reserves movements.

This includes:

1. A year-to-date net deficit of £55,052.
2. £108 released from Youth council reserves to fund the purchase of table football. (£759 correction to be processed in March).
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. £3,100 release from Vehicle & machinery replacement reserve to part-fund new van (total cost £19.1K, £16K balance in revenue budget)
8. £253,095 year to date spend on capital projects (Vine Area £69K, Play Areas £88K, Knole Paddock pitch drainage/ floodlighting £52K, Stag solar panels £19.4K, NDP £13K, Business Hub final retention payment £7K, also Bat & Ball Centre, and Cemetery).
9. £10K grant towards the cost of NDP printing.
10. £80K of grants towards play areas.
11. Bat & Ball Centre Maintenance reserve £10,578 created.
12. 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 28th February 2023 totals £1,789,256 (31st March 2022 £1,710,009).

£994,919 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.

This page has been left blank intentionally

This page has been left blank intentionally

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	2,220	2,160	(60)	21,690	23,760	2,070	25,914		4,224	
4270 Employers Pension Contribution	82	92	10	800	1,012	212	1,105		305	
6240 Computer/ Data Base/WP's	22	68	46	569	883	314	948		379	
6630 Professional Fees	0	0	0	428	84	(344)	111		(317)	
6720 Books and Periodicals	28	0	(28)	28	0	(28)	0		(28)	
6730 Subscriptions	0	0	0	198	395	198	395		198	
Planning - General :- Indirect Expenditure	2,352	2,320	(32)	23,712	26,134	2,422	28,473	0	4,761	0
Net Expenditure	(2,352)	(2,320)	32	(23,712)	(26,134)	(2,422)	(28,473)			
21 O/ Spaces & Leisure - General										
1022 Letting & Hire of Facilities	3,318	3,016	(302)	22,607	30,160	7,553	33,179		0	
1030 Electricity recharge	0	0	0	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	110	0	(110)	541	1,305	764	1,305		0	
1853 Adopt a Tree income	583	0	(583)	667	0	(667)	0		0	
1990 Other Income	15,438	92	(15,346)	17,291	1,012	(16,279)	1,099		0	
O/ Spaces & Leisure - General :- Income	19,449	3,108	(16,341)	53,766	34,227	(19,539)	37,333			0
4010 Gross Pay	11,812	15,801	3,989	136,621	173,811	37,190	189,608		52,987	
4011 Mileage	45	0	(45)	661	0	(661)	0		(661)	
4012 Expenses	0	0	0	52	0	(52)	0		(52)	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4270 Employers Pension Contribution	739	1,042	303	8,663	11,462	2,799	12,498		3,835	
5013 Graffiti Removal	0	0	0	1,250	745	(505)	893		(357)	
5025 Lower St Johns Toilets	(628)	919	1,547	10,313	10,109	(204)	11,031		718	
5026 Greatness Rec Convenience	0	263	263	2,565	2,893	328	3,152		587	
5050 Seats And Litter Bins	0	0	0	4,078	2,190	(1,888)	2,921		(1,157)	
5060 Sevenoaks Common	29	0	(29)	7,200	4,470	(2,730)	4,470		(2,730)	
5065 Tree Safety Survey	0	0	0	0	2,000	2,000	3,992		3,992	
5070 Other Woodlands	2,874	0	(2,874)	4,942	3,728	(1,214)	3,726		(1,216)	
5110 Knole Paddock & Pavilion	231	415	184	239	3,735	3,496	4,151		3,912	
5120 Knole Paddock Pitch & Grnd Mt	0	0	0	1,952	2,449	497	3,677		1,725	
5310 Miscellaneous Open Spaces	93	190	97	15,030	2,090	(12,940)	2,277		(12,753)	
5311 Security Open Spaces	1,732	1,767	35	20,661	19,437	(1,224)	21,202		541	
5316 Skatepark Maintenance	0	0	0	927	2,706	1,779	2,706		1,779	
5317 Raleys Car Park	626	0	(626)	991	525	(466)	525		(466)	
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	18	0	(18)	3,219	1,971	(1,248)	2,627		(592)	
5410 Repairs & General Maintenance	15,483	131	(15,352)	15,911	1,441	(14,470)	1,576		(14,335)	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	0	578	578	4,825	6,358	1,533	6,934		2,109	1,610
5525 Equipment Maintenance	7	445	438	4,258	7,565	3,307	7,564		3,306	
5550 Vehicle Expenses	19,100	300	(18,800)	21,710	3,500	(18,210)	19,500		(2,210)	3,100
5700 Fuel	493	434	(59)	4,976	4,774	(202)	5,211		235	
6010 Light Heat & Cleaning	0	0	0	3,832	1,965	(1,867)	2,621		(1,211)	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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
6014 Water	(61)	0	61	817	1,030	213	1,030		213	
6101 Telephone	10	18	8	211	198	(13)	210		(1)	
6104 Mobile Telephone	110	18	(92)	487	198	(289)	210		(277)	
6105 Broadband wi-fi service	25	0	(25)	128	0	(128)	0		(128)	
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	19	18	(1)	251	198	(53)	210		(41)	
6730 Subscriptions	0	0	0	164	145	(19)	145		(19)	
6812 Road Dues	1,510	927	(583)	1,510	1,077	(433)	1,077		(433)	
6851 Bus Shelter Maintenance	0	15	15	0	165	165	184		184	
6900 Sundry Expenses	0	8	8	45	88	43	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	520	0	(520)	520	536	16	536		16	
6934 Waste Bin Collection-Dog Bins	0	0	0	1,966	2,025	59	2,699		733	
6935 Waste Bin Disposal-Waste Bins	0	335	335	2,103	3,685	1,582	4,023		1,920	
6952 Protective Clothing	0	127	127	1,090	1,397	307	1,523		433	
O/ Spaces & Leisure - General :- Indirect Expenditure	54,787	23,751	(31,036)	288,258	284,564	(3,694)	334,787	0	46,529	4,710
Net Income over Expenditure	(35,338)	(20,643)	14,695	(234,492)	(250,337)	(15,845)	(297,454)			
8001 plus Transfer from EMR	3,100			4,710						
Movement to/(from) Gen Reserve	(32,238)			(229,782)						

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	7,711	7,298	(413)	63,335	80,278	16,943	87,577		0	
O/ Spaces & Leisure - Cemetery :- Income	7,711	7,298	(413)	64,976	80,278	15,302	87,577			0
4010 Gross Pay	6,463	7,657	1,194	74,194	84,227	10,033	91,885		17,691	
4011 Mileage	0	0	0	8	0	(8)	0		(8)	
4012 Expenses	0	0	0	26	0	(26)	0		(26)	
4270 Employers Pension Contribution	457	618	161	5,369	6,798	1,429	7,412		2,043	
5210 Cemetery Chapel & Office	0	0	0	430	216	(214)	216		(214)	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	1,133	356	(777)	356		(777)	
5320 Fertilizers	0	0	0	73	0	(73)	0		(73)	
5410 Repairs & General Maintenance	13	88	75	740	968	228	1,051		311	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	0	280	280	1,407	3,080	1,673	3,362		1,955	
5525 Equipment Maintenance	0	263	263	1,610	2,893	1,283	9,152		7,542	
5700 Fuel	103	108	5	1,121	1,188	67	1,302		181	
6000 Rent & Rates	0	0	0	8,733	8,733	1	8,733		1	
6010 Light Heat & Cleaning	226	108	(118)	3,206	1,188	(2,018)	1,303		(1,903)	
6014 Water	69	37	(32)	1,428	449	(979)	489		(939)	
6101 Telephone	45	66	21	507	726	219	788		281	
6104 Mobile Telephone	0	10	10	8	115	107	126		118	
6105 Broadband wi-fi service	10	34	24	110	374	264	412		302	
6200 Printing & Stationery	105	4	(101)	116	44	(72)	52		(64)	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	36	15	(21)	155	165	10	178		23	
6460 Publicity & Democratic notices	0	0	0	207	0	(207)	0		(207)	
6500 Goods for Resale	0	18	18	325	198	(127)	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	49	0	(49)	2,021	2,364	343	3,152		1,131	
6822 Roads Path & Boundaries	80	0	(80)	93	552	460	735		643	
6832 Lawn/Wall of Remembrance	0	105	105	58	105	47	105		47	
6900 Sundry Expenses	0	4	4	0	44	44	53		53	
6922 Health&Safety/Risk Assessments	0	584	584	39	2,336	2,297	2,338		2,299	
6930 Alarm Maintenance	0	0	0	682	840	158	840		158	
6932 Cemetery Security	445	417	(28)	4,999	4,587	(412)	5,002		4	
6935 Waste Bin Disposal-Waste Bins	81	109	28	1,119	1,199	80	1,310		191	
6952 Protective Clothing	0	66	66	358	726	368	788		430	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	8,183	10,591	2,408	111,660	126,669	15,009	145,274	0	33,614	0
Net Income over Expenditure	(472)	(3,293)	(2,821)	(46,684)	(46,391)	293	(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	29	0	(29)	6,889	7,512	623	7,512		0	
O/ Spaces & Leisure- Allotment :- Income	29	0	(29)	8,171	8,893	722	8,893			0

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	219	443	224	3,268	4,873	1,605	5,313		2,045	
4270 Employers Pension Contribution	10	18	8	142	198	56	213		71	
5410 Repairs & General Maintenance	794	0	(794)	2,630	1,260	(1,370)	1,261		(1,369)	
6002 QH Allotments Costs	0	0	0	7,250	1,302	(5,948)	1,735		(5,515)	
6014 Water	168	0	(168)	2,751	989	(1,762)	989		(1,762)	
6300 Computer Software	0	0	0	13	128	115	128		115	
6730 Subscriptions	0	0	0	0	0	0	57		57	
6922 Health&Safety/Risk Assessments	0	0	0	0	283	283	283		283	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	1,192	461	(731)	16,054	9,033	(7,021)	9,979	0	(6,075)	0
Net Income over Expenditure	(1,163)	(461)	702	(7,883)	(140)	7,743	(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	0	0	0	573	2,292	1,719	3,055		2,482	
6862 Street Lighting	2,596	1,174	(1,422)	21,604	12,914	(8,690)	14,092		(7,512)	
6865 In Bloom Costs	0	0	0	16,604	13,709	(2,895)	13,710		(2,894)	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	2,596	1,174	(1,422)	38,782	28,915	(9,867)	30,857	0	(7,925)	0
Net Income over Expenditure	(2,596)	(1,174)	1,422	(38,582)	(28,503)	10,079	(21,081)			

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	1,593	3,659	2,066	51,328	77,656	26,328	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	1,593	3,659	2,066	53,800	81,420	27,620	85,082			0
4010 Gross Pay	1,977	3,610	1,633	34,444	54,459	20,015	58,071		23,627	
4270 Employers Pension Contribution	92	143	51	1,589	2,154	565	2,294		705	
5410 Repairs & General Maintenance	470	108	(362)	1,242	1,188	(54)	1,301		59	
5500 Equipment Hired and New	564	116	(448)	2,821	1,276	(1,545)	1,396		(1,425)	
5525 Equipment Maintenance	0	100	100	638	1,100	462	1,207		569	
6000 Rent & Rates	0	0	0	686	686	(0)	686		(0)	
6010 Light Heat & Cleaning	(569)	0	569	4,833	4,272	(561)	4,271		(562)	
6014 Water	113	40	(73)	1,962	440	(1,522)	480		(1,482)	
6101 Telephone	28	24	(4)	307	264	(43)	284		(23)	
6200 Printing & Stationery	11	10	(1)	79	110	31	124		45	
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	778	1,235	457	17,618	26,204	8,586	27,437		9,819	
6505 Cafe consumables	31	322	291	1,114	3,542	2,428	3,859		2,745	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6635 Professional Fees Licensing	0	34	34	740	374	(366)	403		(337)	
6900 Sundry Expenses	0	26	26	20	286	266	316		296	
6922 Health&Safety/Risk Assessments	0	177	177	986	1,947	961	2,129		1,143	
6930 Alarm Maintenance	19	0	(19)	484	541	57	541		57	
6935 Waste Bin Disposal-Waste Bins	146	144	(2)	2,296	1,584	(712)	1,730		(566)	
6976 Credit card charges	41	100	59	1,262	1,100	(162)	1,195		(67)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	3,702	6,189	2,487	73,208	102,100	28,892	108,404	0	35,196	0
Net Income over Expenditure	(2,109)	(2,530)	(421)	(19,408)	(20,680)	(1,272)	(23,322)			
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	69	69	1,340	759	(581)	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	7,448	(744)	7,512			0
4010 Gross Pay	1,628	1,058	(570)	17,812	11,638	(6,174)	12,703		(5,109)	
4270 Employers Pension Contribution	59	51	(8)	647	561	(86)	613		(34)	
5010 Vine Area General Maintenance	276	389	113	8,889	4,279	(4,610)	4,670		(4,219)	
5015 Vine Pavilion maintenance	77	0	(77)	205	0	(205)	0		(205)	
5020 Vine Public Convenience	80	744	664	8,590	8,184	(406)	8,930		340	
5410 Repairs & General Maintenance	96	0	(96)	877	0	(877)	0		(877)	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	23	45	23	380	495	115	541		161	
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	200	0	(200)	332	0	(332)	0		(332)	
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	80	0	(80)	786	0	(786)	0		(786)	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	2,520	2,287	(233)	46,654	29,549	(17,105)	31,917	0	(14,737)	1,610
Net Income over Expenditure	(2,520)	(2,218)	302	(38,462)	(22,101)	16,361	(24,405)			
8001 plus Transfer from EMR	0			1,610						
Movement to/(from) Gen Reserve	(2,520)			(36,852)						
30 F&G P - Bat & Ball Station										
1022 Letting & Hire of Facilities	253	838	585	7,855	9,218	1,363	10,052		0	
1208 Other Events Income	0	0	0	200	0	(200)	0		0	
1211 Sale of Goods	4,010	3,215	(795)	35,476	35,365	(111)	38,578		0	
1213 Event catering	575	599	24	6,138	6,589	451	7,190		0	
1350 Revenue Grant income	0	0	0	1,000	0	(1,000)	0		0	
1550 Insurance Claims	0	0	0	1,310	0	(1,310)	0		0	
1990 Other Income	0	0	0	8	0	(8)	0		0	
F&G P - Bat & Ball Station :- Income	4,838	4,652	(186)	51,988	51,172	(816)	55,820			0

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	7,434	5,186	(2,248)	79,505	57,046	(22,459)	62,227		(17,278)	
4011 Mileage	0	0	0	30	0	(30)	0		(30)	
4270 Employers Pension Contribution	190	224	34	2,117	2,464	347	2,686		569	
5340 Plants	0	0	0	113	0	(113)	0		(113)	
5410 Repairs & General Maintenance	449	139	(310)	7,361	1,529	(5,832)	1,667		(5,694)	
5500 Equipment Hired and New	365	131	(234)	5,387	1,441	(3,946)	1,576		(3,811)	
5525 Equipment Maintenance	0	0	0	228	0	(228)	0		(228)	
6000 Rent & Rates	0	0	0	3,244	3,244	1	3,244		1	
6011 Electricity	1,020	466	(554)	5,971	5,126	(845)	5,595		(376)	
6012 Gas	95	0	(95)	1,154	1,623	469	2,164		1,010	
6013 Cleaning	117	280	163	3,537	3,080	(457)	3,360		(177)	
6014 Water	17	8	(9)	606	88	(518)	97		(509)	
6020 Insurance Cost	0	84	84	0	924	924	1,004		1,004	
6101 Telephone	74	75	1	798	825	27	903		105	
6200 Printing & Stationery	24	12	(12)	164	132	(32)	142		(22)	
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	352	(342)	390		(304)	
6340 Staff Uniforms	0	0	0	32	0	(32)	0		(32)	
6460 Publicity & Democratic notices	0	88	88	449	968	519	1,051		602	
6500 Goods for Resale	2,107	1,724	(383)	17,191	18,964	1,773	20,690		3,499	
6505 Cafe consumables	168	168	(0)	1,193	1,848	655	2,017		824	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	55	0	(55)	1,046	0	(1,046)	0		(1,046)	
6900 Sundry Expenses	19	88	69	2,122	968	(1,154)	1,055		(1,067)	
6922 Health&Safety/Risk Assessments	0	0	0	1,172	1,104	(68)	1,104		(68)	
6930 Alarm Maintenance	0	0	0	575	1,331	756	1,331		756	
6931 CCTV Maintenance	0	0	0	279	0	(279)	0		(279)	
6935 Waste Bin Disposal-Waste Bins	81	109	28	1,344	1,199	(145)	1,312		(32)	
6976 Credit card charges	97	94	(3)	939	1,034	95	1,126		187	
F & G P - Bat & Ball Station :- Indirect Expenditure	12,312	8,908	(3,404)	139,480	106,224	(33,256)	115,710	0	(23,770)	0
Net Income over Expenditure	(7,474)	(4,256)	3,218	(87,492)	(55,052)	32,440	(59,890)			
31 F & G P - Establishments										
1115 Interest on Deposits	3,804	864	(2,940)	14,803	9,504	(5,299)	10,369		0	
1231 Banner Income	0	170	170	78	1,870	1,792	2,039		0	
1232 Town Crier Advertising	0	90	90	350	360	10	361		0	
1451 Kickstart funding	0	0	0	0	2,823	2,823	2,823		0	
1889 Waste Sacks Income	354	324	(30)	3,128	3,564	436	3,889		0	
1990 Other Income	0	0	0	669	13	(656)	13		0	
F & G P - Establishments :- Income	4,158	1,448	(2,710)	19,027	18,134	(893)	19,494			0
4010 Gross Pay	26,964	26,210	(754)	297,724	288,310	(9,414)	314,524		16,800	
4011 Mileage	25	0	(25)	362	0	(362)	0		(362)	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	39	0	(39)	195	0	(195)	0		(195)	
4270 Employers Pension Contribution	2,737	3,094	357	30,254	34,034	3,780	37,122		6,868	
4271 Pension Deficiency	6,917	6,917	0	76,083	76,087	4	83,000		6,917	
5410 Repairs & General Maintenance	0	0	0	12	0	(12)	0		(12)	
5500 Equipment Hired and New	0	142	142	1,754	1,562	(192)	1,708		(46)	
6020 Insurance Cost	1,090	1,361	271	16,411	17,692	1,281	19,051		2,640	
6101 Telephone	554	444	(110)	4,681	4,884	203	5,333		652	
6104 Mobile Telephone	0	0	0	8	0	(8)	0		(8)	
6200 Printing & Stationery	3,053	1,093	(1,960)	12,632	12,023	(609)	13,116		484	
6210 Postage & Courier	100	538	438	1,663	5,918	4,255	6,452		4,789	
6240 Computer/ Data Base/WP's	1,176	1,280	104	14,478	14,080	(398)	15,359		881	
6241 Website Costs	0	0	0	556	283	(273)	283		(273)	
6242 I.T. Infrastructure	896	944	48	12,119	10,384	(1,735)	11,327		(792)	
6300 Computer Software	0	365	365	5,268	4,015	(1,253)	4,384		(884)	
6315 Recruitment Costs	0	167	167	525	1,837	1,312	2,000		1,475	
6320 Staff Training	0	263	263	2,735	2,893	158	3,152		417	
6321 Investors in People	0	0	0	3,813	0	(3,813)	865		(2,948)	1,664
6330 Welfare/Hospitality	288	234	(54)	3,773	2,574	(1,199)	2,812		(961)	
6410 Civic Exps/Annual Reception	0	0	0	1,099	1,839	740	1,839		740	
6415 Gifts/hospitality	0	106	106	594	1,166	572	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	138	219	81	462	2,409	1,947	2,627		2,165	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	968	146	1,057		235	
6610 Audit Fees	527	0	(527)	3,980	4,948	969	4,947		968	
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	494	0	(494)	6,247	3,553	(2,694)	3,553		(2,694)	
6635 Professional Fees Licensing	0	0	0	178	1,406	1,228	1,406		1,228	
6710 Conference Fees & Expenses	0	180	180	2,296	1,980	(316)	2,164		(132)	
6720 Books and Periodicals	51	22	(29)	51	242	191	267		216	
6730 Subscriptions	8	303	295	4,648	5,257	609	5,259		611	
6889 Waste Sacks	0	327	327	2,034	3,597	1,563	3,922		1,888	
6900 Sundry Expenses	0	44	44	443	484	41	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	101	109	8	1,460	1,199	(261)	1,308		(152)	
6976 Credit card charges	82	129	47	754	1,419	665	1,547		793	
7010 Election Expenses	0	0	0	6,818	6,817	(1)	12,070		5,252	
7611 Contingency provision	0	0	0	0	0	0	33,230		33,230	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	
7617 PWLB Loan Repayment	0	0	0	71,602	71,604	2	71,603		1	
F & G P - Establishments :- Indirect Expenditure	45,241	44,579	(662)	597,123	597,794	671	682,821	0	85,698	1,664
Net Income over Expenditure	(41,083)	(43,131)	(2,048)	(578,096)	(579,660)	(1,564)	(663,327)			
8001 plus Transfer from EMR	0			1,664						
Movement to/(from) Gen Reserve	(41,083)			(576,432)						

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>32 F & G P - General</u>										
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,753</u>	<u>6,180</u>	<u>(573)</u>	<u>6,180</u>			<u>0</u>
6490 Christmas Lights Switch On	107	0	(107)	30,316	27,316	(3,000)	27,316		(3,000)	5,330
6491 Remembrance Day/Civic Serv.	0	0	0	5,039	3,752	(1,287)	3,752		(1,287)	
6869 Special Events	91	552	461	16,561	6,072	(10,489)	6,630		(9,931)	10,000
F & G P - General :- Indirect Expenditure	<u>199</u>	<u>552</u>	<u>353</u>	<u>51,916</u>	<u>37,140</u>	<u>(14,776)</u>	<u>37,698</u>	<u>0</u>	<u>(14,218)</u>	<u>15,330</u>
Net Income over Expenditure	<u>(199)</u>	<u>(552)</u>	<u>(353)</u>	<u>(45,163)</u>	<u>(30,960)</u>	<u>14,203</u>	<u>(31,518)</u>			
8001 plus Transfer from EMR	0			15,330						
Movement to/(from) Gen Reserve	<u>(199)</u>			<u>(29,833)</u>						
<u>33 F & G P - Council Offices</u>										
1022 Letting & Hire of Facilities	535	798	263	8,691	8,778	87	9,579		0	
F & G P - Council Offices :- Income	<u>535</u>	<u>798</u>	<u>263</u>	<u>8,691</u>	<u>8,778</u>	<u>87</u>	<u>9,579</u>			<u>0</u>
4010 Gross Pay	525	2,344	1,819	16,419	25,784	9,365	28,123		11,704	
4011 Mileage	0	0	0	141	0	(141)	0		(141)	
4270 Employers Pension Contribution	19	65	46	682	715	33	781		99	
5410 Repairs & General Maintenance	7	212	205	624	2,332	1,708	2,542		1,918	
5500 Equipment Hired and New	0	0	0	414	0	(414)	0		(414)	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	0	0	0	23,204	23,204	1	23,204		1	
6010 Light Heat & Cleaning	683	541	(142)	7,655	5,951	(1,704)	6,492		(1,163)	
6014 Water	161	296	135	1,432	3,256	1,824	3,552		2,120	
6104 Mobile Telephone	17	0	(17)	67	0	(67)	0		(67)	
6340 Staff Uniforms	0	0	0	48	0	(48)	0		(48)	
6510 Catering Expenses	0	8	8	0	88	88	102		102	
6635 Professional Fees Licensing	0	0	0	295	0	(295)	0		(295)	
6900 Sundry Expenses	0	8	8	0	88	88	102		102	
6922 Health&Safety/Risk Assessments	0	0	0	1,180	306	(874)	306		(874)	
6930 Alarm Maintenance	0	0	0	861	873	12	873		12	
6935 Waste Bin Disposal-Waste Bins	66	67	1	1,069	737	(332)	808		(261)	
6952 Protective Clothing	0	0	0	16	0	(16)	0		(16)	
F & G P - Council Offices :- Indirect Expenditure	1,476	3,541	2,065	54,105	63,334	9,229	66,885	0	12,780	0
Net Income over Expenditure	(941)	(2,743)	(1,802)	(45,413)	(54,556)	(9,143)	(57,306)			
36 F & G P - Bat & Ball Centre										
1022 Letting & Hire of Facilities	5,475	7,497	2,022	84,874	82,467	(2,407)	89,968		0	
1030 Electricity recharge	0	0	0	67	0	(67)	0		0	
1032 Linen and table hire	0	24	24	0	264	264	284		0	
1213 Event catering	37	0	(37)	77	0	(77)	0		0	
1445 Outdoor Activities	69	55	(14)	111	605	494	662		0	
1451 Kickstart funding	0	0	0	747	1,432	685	1,433		0	
1457 Indoor Activities	483	397	(86)	4,679	4,367	(312)	4,760		0	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	6,063	7,973	1,910	114,912	89,135	(25,777)	97,107			10,578
4010 Gross Pay	5,778	3,575	(2,203)	49,686	39,325	(10,361)	42,899		(6,787)	
4012 Expenses	0	0	0	10	0	(10)	0		(10)	
4270 Employers Pension Contribution	238	188	(50)	2,203	2,068	(135)	2,260		57	
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	75	0	(75)	14,093	261	(13,832)	347		(13,746)	
5500 Equipment Hired and New	84	0	(84)	646	1,296	650	1,298		652	
6000 Rent & Rates	0	0	0	4,591	4,591	0	4,591		0	
6011 Electricity	1,579	629	(950)	10,752	6,919	(3,833)	7,545		(3,207)	
6012 Gas	350	0	(350)	1,713	1,896	183	1,894		181	
6013 Cleaning	92	66	(26)	1,836	726	(1,110)	795		(1,041)	
6014 Water	60	199	139	2,012	2,189	177	2,395		383	
6101 Telephone	48	48	0	556	528	(28)	581		25	
6104 Mobile Telephone	17	31	14	225	341	116	371		146	
6200 Printing & Stationery	0	0	0	112	192	80	255		143	
6240 Computer/ Data Base/WP's	25	0	(25)	1,364	0	(1,364)	0		(1,364)	
6330 Welfare/Hospitality	0	33	33	403	363	(40)	396		(7)	
6460 Publicity & Democratic notices	0	0	0	0	387	387	515		515	
6520 Refreshments for Resale	209	206	(3)	2,171	2,266	96	2,472		302	
6620 Legal Expenses	0	0	0	1,650	0	(1,650)	0		(1,650)	
6630 Professional Fees	0	0	0	999	0	(999)	0		(999)	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	420	0	(420)	1,927	505	(1,422)	505		(1,422)	
6842 Grounds Maintenance	0	41	41	0	451	451	492		492	
6900 Sundry Expenses	53	34	(19)	1,691	374	(1,317)	406		(1,285)	
6922 Health&Safety/Risk Assessments	0	0	0	750	520	(230)	520		(230)	
6930 Alarm Maintenance	0	0	0	758	896	138	896		138	
6931 CCTV Maintenance	0	0	0	0	330	330	330		330	
6935 Waste Bin Disposal-Waste Bins	103	84	(19)	1,586	924	(662)	1,003		(583)	
6952 Protective Clothing	0	0	0	387	166	(221)	332		(55)	
F & G P - Bat & Ball Centre :- Indirect Expenditure	9,130	5,134	(3,996)	102,888	68,180	(34,708)	73,764	0	(29,124)	0
Net Income over Expenditure	(3,066)	2,839	5,905	12,024	20,955	8,931	23,343			
8002 less Transfer to EMR	0			10,578						
Movement to/(from) Gen Reserve	(3,066)			1,446						
<u>38 F & G P - Grants</u>										
6937 Annual Subsidy-Comm Centre	868	403	(465)	6,422	4,433	(1,989)	4,833		(1,589)	
6938 Annual Subsidy-Council Chamber	31	83	52	394	913	519	1,000		606	
7500 Local Organisations Grants	7,240	0	(7,240)	17,120	6,000	(11,120)	12,000		(5,120)	
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000	
7520 Twinning Support	350	0	(350)	350	0	(350)	1,000		650	
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	8,488	486	(8,002)	54,885	41,346	(13,539)	57,720	0	2,835	0
Net Expenditure	(8,488)	(486)	8,002	(54,885)	(41,346)	13,539	(57,720)			

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	0	0	0	6,068	4,933	(1,135)	5,933		0	
F & G P - Property :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,068</u>	<u>4,933</u>	<u>(1,135)</u>	<u>5,933</u>			<u>0</u>
Net Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,068</u>	<u>4,933</u>	<u>(1,135)</u>	<u>5,933</u>			
<u>40 Town Team</u>										
1204 Holly Party	0	0	0	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	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,534</u>	<u>14,986</u>	<u>4,452</u>	<u>14,986</u>			<u>0</u>
6101 Telephone	0	9	9	0	99	99	105		105	
6200 Printing & Stationery	0	8	8	0	88	88	105		105	
6240 Computer/ Data Base/WP's	67	67	(0)	724	737	13	808		84	
6241 Website Costs	0	0	0	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	0	0	0	1,051	0	(1,051)	0		(1,051)	
6330 Welfare/Hospitality	0	0	0	10	0	(10)	0		(10)	
6460 Publicity & Democratic notices	3	0	(3)	304	0	(304)	0		(304)	
6461 Banner Costs	0	0	0	260	0	(260)	0		(260)	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	671	671	735		735	
6730 Subscriptions	0	0	0	570	561	(9)	561		(9)	
6900 Sundry Expenses	34	62	28	148	682	534	749		601	
7000 Reinvestment	0	0	0	0	0	0	549		549	
7607 Christmas events	0	0	0	720	0	(720)	0		(720)	
7608 Friends of Bat & Ball	0	88	88	0	968	968	1,051		1,051	
7616 Wellbeing show	0	0	0	0	2,627	2,627	2,627		2,627	
Town Team :- Indirect Expenditure	104	295	191	11,416	19,129	7,713	19,986	0	8,570	0
Net Income over Expenditure	(104)	(295)	(191)	(882)	(4,143)	(3,261)	(5,000)			
<u>41 Business Hub</u>										
1022 Letting & Hire of Facilities	79	145	66	1,194	1,595	401	1,738		0	
1026 Hot Desking Facility	352	613	261	3,989	6,743	2,754	7,357		0	
1027 Dedicated Desk x12	0	412	412	0	4,532	4,532	4,944		0	
1029 Office Pods	1,246	996	(250)	13,733	10,956	(2,777)	11,948		0	
1031 Chamber of Commerce	412	412	0	4,508	4,532	24	4,944		0	
Business Hub :- Income	2,089	2,578	489	23,424	28,358	4,934	30,931			0
4010 Gross Pay	432	429	(3)	4,849	4,719	(130)	5,152		303	
4270 Employers Pension Contribution	0	17	17	0	187	187	206		206	
5410 Repairs & General Maintenance	0	68	68	201	748	547	822		621	
5500 Equipment Hired and New	0	22	22	239	242	3	264		25	
6000 Rent & Rates	0	0	0	2,071	2,071	0	2,071		0	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6010 Light Heat & Cleaning	3,032	138	(2,894)	11,872	1,518	(10,354)	1,657		(10,215)	
6014 Water	0	40	40	0	440	440	490		490	
6105 Broadband wi-fi service	142	146	5	1,557	1,606	50	1,749		193	
6200 Printing & Stationery	0	42	42	0	462	462	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	0	0	0	50	0	(50)	0		(50)	
6511 Sales commission	0	216	216	866	2,376	1,510	2,599		1,733	
6900 Sundry Expenses	118	103	(15)	977	1,133	156	1,236		259	
6922 Health&Safety/Risk Assessments	0	0	0	158	0	(158)	0		(158)	
6930 Alarm Maintenance	0	0	0	326	286	(40)	286		(40)	
6931 CCTV Maintenance	0	0	0	146	0	(146)	0		(146)	
6976 Credit card charges	23	33	10	324	363	39	401		77	
Business Hub :- Indirect Expenditure	3,746	1,254	(2,492)	23,826	16,284	(7,542)	17,566	0	(6,260)	0
Net Income over Expenditure	(1,657)	1,324	2,981	(403)	12,074	12,477	13,365			
<u>42 Sevenoaks Town Mayor</u>										
1500 Fundraising	1,050	0	(1,050)	2,867	0	(2,867)	0		0	
1752 Quiz Night Income	960	0	(960)	1,534	0	(1,534)	0		0	
1754 Knole Tour Income	470	0	(470)	1,182	0	(1,182)	0		0	
1755 Chevening Visit Income	0	0	0	4,682	0	(4,682)	0		0	
1756 Int'l Women's Day Event Income	375	0	(375)	1,240	0	(1,240)	0		0	
Sevenoaks Town Mayor :- Income	2,855	0	(2,855)	11,505	0	(11,505)	0			0

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6200 Printing & Stationery	(134)	0	134	0	0	0	0		0	
6433 Mayors Allowance 2021/22	0	0	0	1,003	0	(1,003)	0		(1,003)	1,003
6437 Mayors Allowance 2022/23	730	484	(246)	4,989	4,840	(149)	5,805		816	
6438 Mayors Car Allowance 2022/23	0	216	216	25	2,160	2,135	2,586		2,561	
6900 Sundry Expenses	(34)	0	34	0	0	0	0		0	
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.	0	0	0	287	0	(287)	0		(287)	
Sevenoaks Town Mayor :- Indirect Expenditure	562	700	138	14,767	7,000	(7,767)	8,391	0	(6,376)	4,965
Net Income over Expenditure	2,293	(700)	(2,993)	(3,263)	(7,000)	(3,737)	(8,391)			
8001 plus Transfer from EMR	0			4,965						
Movement to/(from) Gen Reserve	2,293			1,703						
43 Youth Council										
5500 Equipment Hired and New	0	0	0	608	0	(608)	0		(608)	108
7555 Youth Council Support	753	42	(711)	760	462	(298)	500		(260)	760
Youth Council :- Indirect Expenditure	753	42	(711)	1,367	462	(905)	500	0	(867)	867
Net Expenditure	(753)	(42)	711	(1,367)	(462)	905	(500)			
8001 plus Transfer from EMR	760			867						
Movement to/(from) Gen Reserve	7			(500)						

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
44 Public Realm										
4010 Gross Pay	0	0	0	1,267	0	(1,267)	0		(1,267)	1,267
5001 Public Realm signs & panels	0	0	0	7,939	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	0	0	0	21,610	0	(21,610)	0	0	(21,610)	20,831
Net Expenditure	0	0	0	(21,610)	0	21,610	0			
8001 plus Transfer from EMR	0			20,831						
Movement to/(from) Gen Reserve	0			(779)						
50 Youth Cafe										
1022 Letting & Hire of Facilities	76	183	107	2,193	2,013	(180)	2,200		0	
1211 Sale of Goods	317	30	(287)	2,218	330	(1,888)	358		0	
1350 Revenue Grant income	550	0	(550)	2,925	0	(2,925)	0		0	
Youth Cafe :- Income	943	213	(730)	7,336	2,343	(4,993)	2,558			0
4010 Gross Pay	3,999	2,631	(1,368)	36,116	28,941	(7,175)	31,572		(4,544)	
4011 Mileage	0	0	0	55	0	(55)	0		(55)	
4270 Employers Pension Contribution	134	105	(29)	882	1,155	273	1,263		381	
5410 Repairs & General Maintenance	3,152	72	(3,080)	6,687	792	(5,895)	863		(5,824)	
5500 Equipment Hired and New	5	0	(5)	2,526	0	(2,526)	0		(2,526)	75
6010 Light Heat & Cleaning	19	0	(19)	172	31	(141)	31		(141)	
6101 Telephone	50	39	(11)	548	429	(119)	470		(78)	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6200 Printing & Stationery	0	26	26	209	286	77	309		100	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	
6240 Computer/ Data Base/WP's	17	34	17	286	374	88	404		118	
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	0	0	0	11	31	20	31		20	
6340 Staff Uniforms	0	0	0	75	78	3	103		28	
6460 Publicity & Democratic notices	0	10	10	7	110	103	124		117	
6500 Goods for Resale	281	30	(251)	2,450	330	(2,120)	358		(2,092)	
6505 Cafe consumables	0	0	0	53	0	(53)	0		(53)	
6635 Professional Fees Licensing	0	0	0	423	288	(135)	286		(137)	
6869 Special Events	0	0	0	2,467	0	(2,467)	0		(2,467)	2,200
6900 Sundry Expenses	13	21	8	223	231	8	252		29	
6922 Health&Safety/Risk Assessments	48	0	(48)	979	872	(107)	870		(109)	
Youth Cafe :- Indirect Expenditure	7,717	2,968	(4,749)	54,513	34,523	(19,990)	37,635	0	(16,878)	2,275
Net Income over Expenditure	(6,774)	(2,755)	4,019	(47,177)	(32,180)	14,997	(35,077)			
8001 plus Transfer from EMR	0			2,275						
Movement to/(from) Gen Reserve	(6,774)			(44,902)						
60 Markets										
1017 Rental Income Sat Market	1,828	1,477	(351)	18,613	16,247	(2,366)	17,724		0	
1018 Rental Income Wed Market	800	1,211	411	10,415	13,321	2,906	14,536		0	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
1019 Rental Income Blighs Market	1,333	1,233	(100)	15,397	13,963	(1,434)	15,200		0	
1033 Rental income Christmas Market	0	0	0	1,930	2,700	770	2,700		0	
Markets :- Income	3,961	3,921	(40)	46,355	46,231	(124)	50,160			0
4010 Gross Pay	140	144	4	1,518	1,584	66	1,731		213	
5410 Repairs & General Maintenance	0	0	0	851	81	(770)	105		(746)	
5420 Saturday market charges	1,182	1,155	(27)	14,190	13,857	(333)	15,011		821	
5421 Wednesday Market charges	2,154	2,103	(51)	25,307	25,237	(70)	27,341		2,034	
5426 Christmas Market	0	0	0	1,168	0	(1,168)	0		(1,168)	
6001 Blighs Market Charges	397	962	565	9,606	10,582	976	11,547		1,941	
6010 Light Heat & Cleaning	47	0	(47)	481	128	(353)	130		(351)	
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	3,921	4,364	443	53,902	51,654	(2,248)	56,124	0	2,222	0
Net Income over Expenditure	40	(443)	(483)	(7,547)	(5,423)	2,124	(5,964)			
<u>70 Precept</u>										
1995 Precept	107,973	107,973	0	1,187,702	1,187,703	1	1,295,675		0	
Precept :- Income	107,973	107,973	0	1,187,702	1,187,703	1	1,295,675			0
Net Income	107,973	107,973	0	1,187,702	1,187,703	1	1,295,675			

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	162,195	143,690	(18,505)	1,683,400	1,670,631	(12,769)	1,824,596			
Expenditure	168,979	119,596	(49,383)	1,780,127	1,650,034	(130,093)	1,864,491	0	84,364	
Net Income over Expenditure	(6,784)	24,094	30,878	(96,727)	20,597	117,324	(39,895)			
plus Transfer from EMR	3,860			52,252						
less Transfer to EMR	0			10,578						
Movement to/(from) Gen Reserve	(2,924)			(55,052)						

This page has been left blank intentionally

This page has been left blank intentionally

February 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	(23,712)	(26,134)	(2,422)	(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	(229,782)	(250,337)	(20,555)	(297,454)	Lower sports income than budget to date, in part due to adverse winter weather & drought effecting pitch, also lower numbers playing rugby. 2 Raleys permits remain unsold. £15K other income this month relates to contributions towards repairs to Letterbox lane - offset in Repairs & Gen maintenance (5410) Insurance payout received for damage to Buckhurst Gateway, offset by replacement purchase in Misc Open Spaces. £56K favourable pay related, mainly due to staff vacancy, also offset with cc29 Vine Area re higher percent of staff time spent at the Vine. Seats & Litter bins (5050) includes £2146 spent on 4 new recycling bins in July, & 2 memorial benches (contribution received in other income). Sevenoaks Common (5060) spend is tree work, mainly in July & August, partly covered by a provision made in prior years. Other Woodlands(5070) is treework on the Vine. 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 Raley's car park relates to lighting repairs at the site. Plants includes trees to be adopted. Equipment includes £1610 cil funded picnic table in greatness park. Vehicle expenses relates to the purchase of a new e-Van, partially funded from reserves.
Cemetery	(46,684)	(46,391)	293	(57,696)	Lower cemetery income than budget (£16.9K). YTD monthly income is now below the 5 year monthly average, with each year lower than the previous. £19K favourable pay related, mainly driven by there being one cemetery gardener being 0.68FTE while the budget was for full time. 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	(7,883)	(140)	7,743	(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, expected to be £1.2K full year. Water now being invoiced monthly, and tanks fitted in March. BVR maintenance includes tree work.

February 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
	£	£	£	£	
Street lighting/ general	(38,582)	(28,503)	10,079	(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. Electricity costs have increased due to higher tariff. Unmetered Supply data under review with supplier.
Vine Grounds	(36,852)	(22,101)	14,751	(24,405)	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. Special event is bandstand show in September.

February 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	(19,408)	(20,680)	(1,272)	(23,322)	<p>Sale of Goods and catering income is £24K 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 - March)now 62% lower than prior year. Lower sales are partially offset by the £11K lower goods for resale and cafe consumables.</p> <p>Staff costs are £24K lower than budget, partly due to a Kickstart position being withdrawn (£3.8K funding unavailable), and alternative staff not recruited.</p> <p>Equipment hired & new includes a new drinks chiller (£600), water boiler (£490) and 4 parasols (£776) & display freezer (£534). Repair includes £445 oven repair.</p> <p>New energy tariff has impacted Light Heat & Cleaning, previous billing error corrected.</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	(87,492)	(55,052)	32,440	(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 & Feb saw low number of events. March has increased and it is hoped that hire income will increase further as HEO events happen.</p> <p>Sales of Goods & Event catering are in line with budget. £2.4K lower Goods for resale and cafe consumables expense.</p> <p>Gross Pay is £22K 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) & sewage pump serving (£395).</p> <p>Equipment hired and new includes 50% new bench deposit (£1.9K), a new freezer (£460), fridge (£230) & feature period telephone (£600) & toilet sign (£321).</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>

February 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	(576,432)	(579,660)	(3,228)	(663,327)	Interest rate rises & investment decisions mean interest is now £5.3k above budget YTD. KCC are no longer allowing Railing Banner advertising, so this income is reducing significantly, and we have had to refund bookings. Kickstart employee wasn't recruited due to funding not being available. Other income mostly relates to a payment received re prior year Business Show. Gross pay is higher in part due to ongoing environmental project, to be covered by reserves at year end. Equipment overspend is mainly due to new office Furniture (Desk/Filing Cabinet/Chairs) Printing & Stationery is mainly driven by Town Crier printing & delivery. Computer software overspend is an annual fee from August, re moving to Cloud for accounting software. Investors in People is £1.3K higher than was expected in the past 3 years budget. Next year's budget has been increased accordingly. Welfare/ Hospitality includes £445 staff Christmas event. Professional fees relates to removal of encampment at Greatness (£1.4K), carbon footprint audit (£2.15K) & Land Access (£2.2k). £400 to move to legal fees. Health & Safety includes occupational health assessment. Casual Vacancy election expense of £6.8K invoiced by SDC. Other variances are due to phasing at this stage, with reserves movements planned in month 12.
General	(29,833)	(30,960)	(1,127)	(31,518)	£3K overspend on Christmas lights switch on due to normal provision being unavailable. New lights funded from CIL. Remembrance day £1.3K over budget. Overspend on Special events is due to Jubilee Events. £10K earmarked reserve created at the end of 2021/22 has been released to partially fund the events.
Council Offices	(45,413)	(54,556)	(9,143)	(57,306)	Chamber bookings are in line with budget (budget was reduced to a more realistic level following the low number of bookings last financial year). Lower Gross Pay is due to facilities manager vacancy, to offset with Bat & Ball centre where facilities manager is now based. Light heat & cleaning includes new electricity tariff. The extra expenses under Health and Safety relate to an increase in Fire Safety equipment, signage and testers.
Bat & Ball Centre	1,446	20,955	19,509	23,343	Hire income YTD is in excess of budget expectations. Kickstart recruitment didn't occur due to funding being unavailable. Muga paid-for use is very low. Contribution towards flooring repair has been received in advance of the repair cost (accrued), legal fees have been paid. Pay now includes a gardener & facilities manager. Other overspend to date is mainly due to out of hours costs following late night bookings. Electricity is higher than expected due to inflation & high consumption over winter. Cleaning costs were higher in July due to contractor being used while short staffed. Cleaning costs also include tablecloth laundry. Water costs are being shown separately to business rates. Computer expenses include the purchase of a new projector (£1.2K) Professional Fees relates to Architect fees. Sundry includes £1.6K Christmas Garlands

February 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
	£	£	£	£	
Grants	(54,885)	(41,346)	13,539	(57,720)	Phasing of Grants. 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.
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.

February 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	(882)	(4,143)	(3,261)	(5,000)	Business Awards happened in June. £1.7K gross surplus achieved. Business Show happened in October, surplus is £1.4K. Wellbeing show is not expected to happen this year. Holly party happened in December. £800 loss, disappointing but accepted as first year of event. £720 spent on Christmas trail including advertising.
Business Hub	(403)	12,074	12,477	13,365	Hub continues to perform well. All 5 pods are let. Electricity is above budget due to no prior data to base energy use on, electricity use being difficult to control, & higher energy tariff. Sales commission has ceased due to promotion & management of hub hires moving back to STC.
Sevenoaks Town Mayor	1,703	(7,000)	(8,703)	(8,391)	IWD, Quiz Night & Knole Tour events income have started to come through this month, as well as additional fundraising. Amounts will be reconciled & carried to reserves in new year for distribution to charity. Gloria Hunniford event planned in May.
Youth Council	(500)	(462)	38	(500)	£500 contribution towards inflatable dartboard at HITB, & £108 spend on table football (funded from reserves). Christmas light competitin to be funded from youth grant rather than youth council (£753)
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	(44,902)	(32,180)	12,722	(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 £7K 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) & water wastage due to cistern. £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	(7,547)	(5,423)	2,124	(5,964)	Wednesday market is £2.9K worse than budget, and Saturday £2K better than budget. To date, Wednesday market has made £15K loss. Blighs (£5.8k) & Saturday (£4k) markets are both making a surplus. New tenders signed which should stop the Weds market deficit. 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	1,187,702	1,187,703	1	1,295,675	
Revenue Surplus/ (Deficit) Total	(55,052)	20,597	75,649	(39,895)	
Transfer from Bat & Ball Management & Maintenance Reserve	87,492	55,052	(32,440)	59,890	

February 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
	£	£	£	£	
Adjusted Revenue Surplus/ (Deficit) Total	32,440	75,649	43,209	19,995	
Capital Infrastructure	(47,827)	-	47,827	-	Capital Receipts are moved to reserves & capital spend covered by CIL, Capital Receipts Reserve, and grants.
Total inc Capital	(15,387)	75,649	91,036	19,995	

Summary by Committee:

Planning	(23,712)	(26,134)	(2,422)	(28,473)
Open spaces & Leisure	(359,783)	(347,472)	12,311	(401,722)
Vine Café	(19,408)	(20,680)	(1,272)	(23,322)
Bat Ball Station	(87,492)	(55,052)	32,440	(59,890)
Finance & General Purpose	(752,359)	(717,768)	34,591	(822,162)
Precept	1,187,702	1,187,703	1	1,295,675
Capital Infrastructure	(47,827)	-	47,827	-

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council
Working Capital Summary as at 28th February 2023

	B/fwd 01-Apr-22 £	Movement* £	C/fwd 28-Feb-23 £	28-Feb-22 £
<u>Current Assets</u>				
Stock	2,061	-	2,061	2,109
Trade debtors	32,096	13,613	45,709	18,751
VAT	19,728	(6,670)	13,059	17,475
Prepayments and other debtors	53,799	(42,615)	11,184	8,888
Total Cash at Bank	1,710,009	79,247	1,789,256	1,825,944
	1,817,693	43,576	1,861,269	1,873,168
<u>Current Liabilities</u>				
Trade creditors	46,100	(11,243)	34,856	24,962
Accruals and other creditors	70,881	54,620	125,501	84,236
Precept received in advance of budget	-	107,973	107,973	103,324
Receipts in advance (rent, hall hire, cemetery)	23,073	17,470	40,542	7,708
	140,054	168,819	308,873	220,230
Net Current Assets	1,677,639	(125,243)	1,552,397	1,652,937
Represented by:				
<u>General Funds</u>				
Revenue Reserves	438,861	(55,052)	383,809	Note 1 437,498
<u>Earmarked/Designated Funds</u>				
Youth Council Reserve	1,835	(867)	967	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 0
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	(47,827)	461,605	Note 7 440,360
Bat & Ball Station Management & Maintenance reserve	230,800	-	230,800	279,804
Vehicle/ Machinery replacement reserve	18,054	(3,100)	14,954	-
Environmental reserve	8,500	-	8,500	-
Bat & Ball Center Maintenance reserve	-	10,578	10,578	Note 8 -
CIL Earmarked Reserve	229,518	(8,222)	221,296	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	(70,190)	1,168,588	1,215,439
	1,677,639	(125,242)	1,552,397	1,652,937

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

Note 1 YTD movement is a net deficit of £55K
Note 2 £108 spent on table football for HITB; Christmas light design competition £759
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 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, Christmas lights, Vine Area (£69K), Stag solar pa
Note 10 Previous Mayor's charity donation from fundraising, & remaining use of allowance.

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council

Statement of Fund Balances as at 28th February 2023

£ (2021/22)		S&P Rating 28/02/2023		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			31,834			
1,000	Current Account			342,769			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			9,598	396,150	22.14%	
50,506	<u>HSBC</u>	A+	A1				
	Business money manager			50,578	50,578	2.83%	1.05%
64,375	<u>Handelsbanken</u>	AA-	A1+				
260,005	Deposit account			64,904			1.60%
	35 day notice account			261,258	326,162	18.23%	1.90%
502,367	<u>Nationwide</u>	A+	A1				
10,168	Instant Saver			2,835			1.25%
	Sevenoaks Fund Instant Saver			10,204	13,038	0.73%	1.25%
500,000	<u>CCLA</u>						
	Public Sector Deposit	AAA (Fitch only)		500,000	500,000	27.94%	3.53%
1	<u>Clydesdale</u>						
	Current account	A-	A2	0	0		
	<u>Virginmoney</u>	A-	A2				
	Current account			1			
	95 Day Notice			502,688	502,689	28.09%	1.60%
916	<u>Petty Cash</u>				601	0.03%	
0	<u>Cashbook suspense</u>				39	0.00%	
1,710,009					1,789,256	100.00%	

Instant access funds

994,919

Three months precept (equivalent to working capital)

323,919

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

This page has been left blank intentionally

This page has been left blank intentionally

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	134,579
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>134,579</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)	26,500
9053 Vine Area	0	0	0	69,368	0	(69,368)	0		(69,368)	69,368
9063 New Community Centre	0	0	0	1,650	0	(1,650)	0		(1,650)	
9064 Stag Capital upgrades	19,400	0	(19,400)	19,400	0	(19,400)	0		(19,400)	19,400
9066 Northern Masterplan	125	0	(125)	12,988	0	(12,988)	0		(12,988)	
9071 Business Hub	0	0	0	6,948	0	(6,948)	0		(6,948)	
Capital Infrastructure Budget :- Indirect Expenditure	<u>19,525</u>	<u>0</u>	<u>(19,525)</u>	<u>253,095</u>	<u>0</u>	<u>(253,095)</u>	<u>0</u>	<u>0</u>	<u>(253,095)</u>	<u>115,268</u>
Net Income over Expenditure	<u>(19,525)</u>	<u>0</u>	<u>19,525</u>	<u>(28,516)</u>	<u>0</u>	<u>28,516</u>	<u>0</u>			
8001 plus Transfer from EMR	115,268			115,268						
8002 less Transfer to EMR	0			134,579						
Movement to/(from) Gen Reserve	<u>95,743</u>			<u>(47,827)</u>						

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

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	0	0	0	224,579	0	(224,579)	0			
Expenditure	19,525	0	(19,525)	253,095	0	(253,095)	0	0	(253,095)	
Net Income over Expenditure	<u>(19,525)</u>	<u>0</u>	<u>19,525</u>	<u>(28,516)</u>	<u>0</u>	<u>28,516</u>	<u>0</u>			
plus Transfer from EMR	115,268			115,268						
less Transfer to EMR	0			134,579						
Movement to/(from) Gen Reserve	<u>95,743</u>			<u>(47,827)</u>						



Mrs Ros Shaw
 Sevenoaks Town Council
 Town Council Offices
 Bradbourne Vale Road
 Sevenoaks
 Kent
 TN13 3QG

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720405273
Insured	Sevenoaks Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st April 2023
To	31 st March 2024

and any other period for which cover has been agreed.

Renewal Premium	£ 13,903.84
-----------------	-------------

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	110063013
Long term agreement active until	01 st April 2025
Preparation Date	05 th March 2023
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACF07

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. The Pavilion, Address, The Vine Pavilion, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£1,540,800.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. , Address, Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG	£1,387,200.00	N/A	£79,274.35	£0.00	£32,945.57	£1,056.64	£0.00	£0.00	£0.00
3. Vine Cafe, Address, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£273,600.00	N/A	£0.00	£0.00	£0.00	£21,075.59	£0.00	£0.00	£0.00
4. Vine Bandstand, Address, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£168,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Knole Paddock Pavilion (including SRFC Veranda) and Groundsmans store. (Plus Loss of Rent for Sevenoaks Rugby Club at the same	£693,600.00	N/A	£7,453.04	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

location), Address, Plymouth Drive, Sevenoaks, Kent, TN13 3RP									
6. St Johns Toilets, Address, St. Johns Hill, Sevenoaks, Kent, TN13 3PF	£146,400.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
7. Chapel, Address, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£728,400.00	N/A	£5,219.72	£0.00	£1,222.97	£0.00	£0.00	£0.00	£0.00
8. Workshop/Mess Room, Address, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£87,600.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
9. Lock Up Garages, Address, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£103,200.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
10. Bat and Ball Centre, Address, Otford Road, Sevenoaks, Kent, TN14 5DN	£3,420,000.00	N/A	£116,966.96	£6,266.52	£0.00	£129,590.63	£0.00	£0.00	£0.00
11. Kraftmeier Mausoleum, Address, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£152,400.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
12. Youth Cafe, Address, London Road, Sevenoaks, Kent, TN13 1ZZ	£0.00	N/A	£11,683.97	£479.92	£7,525.85	£2,343.49	£0.00	£0.00	£0.00
13. Quaker Allotment Timber Hut & Blocks, Address, Sevenoaks Allotment Association, Allotment Lane, Sevenoaks, Kent, TN13 3UZ	£138,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

14. Business Hub, Address, Bradbourne Vale Road, Sevenoaks, TN13 3QG	£654,000.00	N/A	£15,347.22	£0.00	£4,853.77	£0.00	£0.00	£0.00	£0.00
15. Address, Bat & Ball Railway Station, Chatham Hill Road, Sevenoaks, Kent, TN14 5AP	£1,738,800.00	N/A	£46,043.47	£7,335.66	£5,751.11	£4,558.37	£0.00	£0.00	£0.00
16. Greatness Football Pavilion, Address, Greatness Football Pavilion, Mill Lane, Sevenoaks, Kent, TN14 5BU	£717,600.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
17. Address, Greatness Recreation Public Toilets, Mill Lane, Sevenoaks, Kent, TN14 5BU	£49,200.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
18. Address, Vine Public Toilets, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£93,600.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 12, 16, 17, 18

Insured Perils applicable to Material Damage : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17 & 18

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Excesses Applicable to Premises 12

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
-------------------	------

Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	N/A		N/A		£1,734,923	12

For Premises: 12, 16, 17, 18

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Tractors & Off-Road Vehicles as per Open Spaces Fixed Asset Register	£51,912.00	£100
Tools as per Open Spaces Fixed Asset Register	£120,452.46	£100
Metal Seats & Benches as per Open Spaces Fixed Asset Register	£19,232.92	£100
Rugby Posts as per Open Spaces Fixed Asset Register	£6,282.65	£100
Cricket Screen as per Open Spaces Fixed Asset Register	£3,667.74	£100
CCTV at Vine	£6,067.50	£100
Flags & Flagpoles	£2,761.31	£100
TV, A/V and Tools as per Cemetery Fixed Asset Register	£48,761.51	£100
Assets listed as All Risks on Bat & Ball Centre Fixed Asset Register	£3,708.00	£100
Assets listed as 'All Risks' on Council Offices Fixed Asset Register	£13,648.69	£100
Civic Regalia including cover away from premises Europe	£15,377.53	£100
LCD Screens as per Town Partnership Asset Register	£7,871.45	£100
Computer Equipment as per Town Partnership Asset Register	£1,943.99	£100
Information Pods	£13,768.36	£100
Tea Kiosk, Holly Bush Lane, Sevenoaks TN13 3UH	£70,800.00	£100
Twinning Signs	£3,348.20	£100
Beacon and Stand	£3,299.82	£100
Stone Obelisks	£7,676.68	£100
Public Clock	£14,164.28	£100
War Memorial	£88,800.00	£100
Cemetery walls of remembrance	£50,359.22	£100
7 wooden bus shelters	£62,380.92	£100
Temporary hire tools - annual limit	£19,096.20	£100
Play equipment	£539,626.79	£100
Portable Market Stalls	£18,783.02	£100
Marquee	£3,125.41	£100
Kippington Railings	£116,400.00	£100

Ragstone, Stone & all other Walls, Railings, Gates, Boundaries & Fences	£1,374,000.00	£100
Worldpay credit card terminals	£1,909.62	£100
Assets listed as All Risks on Vine Cafe Fixed Asset Register	£884.80	£100
Rustic Timber Bridge at Vine Gardens	£17,527.76	£100
Tool Lockers at Allotment Lane	£5,564.63	£100
Allotment Hut	£6,956.11	£100
Silent Soldier	£337.37	£100
Streetlights	£277,531.44	£100
Speed Indication Device on Bradbourne Vale Road	£8,000.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander**Sum Insured**

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

Part N – Fidelity Guarantee

Persons Guaranteed:
All members and employees

Sum Guaranteed
£2,000,000

Excess: £100 each and every loss

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital Sum	£50,000.00
Weekly Sum	£250.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Volunteers

Capital Sum	£50,000.00
Weekly Sum	£250.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£50,000.00
Weekly Sum	£250.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsement:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
 - i) any settlement payable under an insurance policy
 - ii) any lease, licence or tenancy of land or buildings
 - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	farnboroughpropertyclaims@uk.zurich.com
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	fnlc@uk.zurich.com (new claims)
Personal assault under Money			zmflc@uk.zurich.com (subsequent correspondence)
Personal accident		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Financial and administrative liability			
Professional negligence			
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock			
Business travel			
Motor	Motor Claims	Tel:	0800 916 8872 (new motor claims) 0800 232 1913 (customer damage)
		Email:	zmmotorclaimsoffice@uk.zurich.com
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes. © Copyright – Zurich Insurance Company Ltd. All rights reserved. Reproduction, adaptation, or translation without prior written permission is prohibited except as allowed under copyright laws.

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council

INTERNAL AUDIT REPORT

Date: 27th February 2023

Report Author: Sam Heaver

Reviewed by: Louise Taylor

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

1 SUMMARY

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

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

In accordance with the agreed audit plan (Appendix A) and following Internal Audit's visit to you on 10th February 2023, testing of the following areas has been completed.

- Income – Café on the Vine and Bat & Ball Cafe
- Investments
- VAT
- Cemeteries
- Allotments
- Risk Assessments
- Progress on Previous Issues Raised

2 FINDINGS

Income - Cafes

Control: Where bar or catering facilities (& shops) are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings.

Finding:

Internal Audit tested till reconciliations for the period 1st April 2022 to 19th January 2023 for the Vine Café and the Bat & Ball Café. Persistent discrepancies were identified between daily takings and the till end of day report. This issue was also highlighted last year (visit 2, 2021/22). In comparison to the overall takings, the cumulative discrepancies at the Vine Café from April to January 2023 were -£345.53 compared to £58,902.16 (banked total) which equates to less than 1% of takings. At the Bat & Ball Café the total gross takings were £36,039.37(banked total), with a recorded discrepancy of £7.88.

It is noted that the reasons for these discrepancies are being recorded, but the action taken to remedy disparities are proving ineffective. (Issue 1)

We were able to trace all income received through the bank account and the general ledger.

Investments

Control: Full accurate and complete records are held of all investments and kept securely. The investments are reviewed regularly and all instructions are agreed by full council and minuted.

Finding:

Investment records are held securely and the Council has an Investment Strategy. The investment position is reviewed and reported regularly and agreed by the Full Council.

VAT

Control: VAT returns are completed accurately and timely. VAT reimbursements are subsequently received and shown within the accounts.

Finding:

VAT returns are completed quarterly, and reimbursements are received promptly from HMRC.

Internal Audit have tested quarters 1, 2 and 3 to date. Quarter 4 will be tested at the end of year visit.

Cemeteries

Control: Fees and charges for cemeteries are reviewed annually and all elements of cemetery accounts payments can be reconciled.

Finding:

Fees and charges for 2022/2023 were agreed at Finance & General Purposes Committee 22nd November 2021.

Internal Audit tested a sample of six cemetery income transactions. The correct fees have been charged and the monies received could be reconciled to the bank account for each of the transactions tested.

Allotments

Control: Fees and charges for allotments have been reviewed annually and charges have been invoiced accurately with all expected income received.

Finding:

Allotment charges for 2022/23 (from October 2022) were agreed at the F&GP Committee held 2nd August 2021.

Allotment charges for 2023/24 (from October 2023) were agreed at the F&GP Committee held 18th July 2022.

Sample testing of seven allotments found that plot holders had been invoiced accurately, and the income received could be traced through the bank account and the general ledger.

Risk Register/Assessments

Control: The Council has undertaken a risk assessment and is managing the resultant risks identified.

Finding:

The Risk Register is reviewed annually in accordance with the Financial Regulations. The Town Council have identified risk owners, mitigating actions and controls for each risk on the register.

3 ISSUES IDENTIFIED

New Issue raised	Date raised
Café Till Reconciliations - Issue 1 Cafe till reconciliations have identified persistent discrepancies against daily takings. The reasons for these discrepancies are now being recorded but no effective action has been taken to remedy the ongoing daily discrepancies.	Visit 3 2022/2023

Progress on Previous Issues Raised

Original Issue raised	Date raised	Progress
Purchase Cards - Issue 1 Ensure all purchase card transactions are authorised and supported by a signed purchase order prior to payment.	Visit 2 2022/2023	To be re-tested Visit 4
Expenditure - Issue 2 All expenditure should be certified by two signatories and include a dated purchase order as specified in the Financial Regulations.	Visit 2 2022/2023	To be re-tested Visit 4

Appendix A – Audit Plan 2022/23

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

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

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

17/04/2023

Sevenoaks Town Council

Page 1

14:40

PURCHASE LEDGER INVOICE LISTING

User: 6700.R.SHAW

Purchase Ledger for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2023	5793	33078	STAG	STAG002	2,771.98	554.40	3,326.38	5410	50	2,771.98	water usage from leak
31/01/2023	3015315	33079	WARNERS SOLICITORS	WARN001	494.40	0.00	494.40	6630	31	494.40	solicitor fees
09/02/2023	86424	33080	HERBERT & WARD	HAW001	135.00	0.00	135.00	6500	28	135.00	goods for resale
06/02/2023	7882015	33081	KFF	KFF001	113.72	2.84	116.56	6505	30	6.14	consumables
								6500	30	107.58	goods for resale
06/02/2023	0003886382	33082	ELITE	EFS001	84.45	0.00	84.45	6500	30	84.45	goods for resale
09/01/2023	168993	33083	HW COLDBREATH	COL003	70.01	0.00	70.01	6500	30	70.01	goods for resale
28/11/2022	168731	33084	HW COLDBREATH	COL003	69.49	0.00	69.49	6500	30	69.49	goods for resale
01/02/2023	14159346	33085	KCC KCS	KCC003	69.44	13.89	83.33	6900	36	41.99	cups
								6013	36	27.45	cleaning eq
31/01/2023	26256772	33086	NISBETS	NIS001	23.24	4.64	27.88	5500	36	23.24	kitchen eq
03/02/2023	ORD508770-1	33087	SLCC	SLCC001	79.00	1.40	80.40	6720	11	28.00	planning book
								6720	31	51.00	Clerk manual
03/02/2023	2079714	33088	SDC	SDC001	3,336.23	0.00	3,336.23	5421	60	2,153.77	Feb market rent
								5420	60	1,182.46	Feb market rent
31/01/2023	000014427493	33089	EDF ENERGY	EDF003	47.35	2.37	49.72	6010	60	47.35	Jan electric chg
01/02/2023	000014456198	33090	EDF ENERGY	EDF002	1,409.66	281.93	1,691.59	6011	36	1,409.66	Jan electric chg
03/02/2023	00003028673-058	33091	PLUSNET	PLUS01	21.19	4.24	25.43	6101	22	21.19	Feb phone chgs
17/10/2022	INV-2966	33092	COMMERCIAL PRESSURE	COM003	25.00	5.00	30.00	6010	28	25.00	window cleaning - 7th Sep
17/10/2022	INV-2964	33093	COMMERCIAL PRESSURE	COM003	25.00	5.00	30.00	6010	28	25.00	window cleaning - 12th Aug
17/10/2022	INV-2967	33094	COMMERCIAL PRESSURE	COM003	25.00	5.00	30.00	6010	28	25.00	window cleaning - 22nd Sep
17/10/2022	INV-2965	33095	COMMERCIAL PRESSURE	COM003	25.00	5.00	30.00	6010	28	25.00	window cleaning - 24th Aug
01/02/2023	WM12039156	33096	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Feb card trans chgs
01/02/2023	INV-2588	33097	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
31/01/2023	1/IM7787	33098	ALTOOFFICE	ALTO001	105.40	21.08	126.48	6200	22	105.40	print chgs
31/01/2023	T2618	33099	HELIOCENTRIX	HELI001	327.99	65.60	393.59	6101	31	141.50	Jan wifi chg
								6101	21	10.04	Jan wifi chg
								6105	41	141.50	Jan wifi chg

Purchase Ledger for Month No 11

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6105	22	10.00	Jan wifi chg
								6105	21	24.95	Jan wifi chg
01/02/2023	01037089	33100	YU ENERGY	YUE001	2,433.81	486.76	2,920.57	6862	26	2,433.81	Jan electric chg
27/01/2023	9066665970	33101	ROYAL MAIL	ROYA002	99.90	19.98	119.88	6210	31	99.90	Response services licence
30/11/2022	10832	33102	HARDWARE CENTRE	HARD001	36.72	7.34	44.06	5410	21	26.26	hardware bits
								5410	22	10.46	hardware bits
01/02/2023	16026	33103	VISION ICT	VISICT001	285.00	57.00	342.00	110	0	285.00	TP website host & sup Apr23-24
30/01/2023	26249351	33104	NISBETS	NIS001	10.32	2.06	12.38	6013	30	10.32	cleaning eq
30/01/2023	7876764	33105	KFF	KFF001	122.08	0.00	122.08	6500	30	122.08	goods for resale
13/02/2023	13/02/23	33106	WOODSIDE ROAD	WOOD001	145.00	0.00	145.00	6812	21	145.00	Woodside Road dues
07/12/2022	NEREODBS9038	33107	NEREO	NER001	48.00	2.00	50.00	6490	32	48.00	M.R DBS check
07/12/2022	NEREODBS9041	33108	NEREO	NER001	48.00	2.00	50.00	6922	50	48.00	H.B DBS check
07/02/2023	2079746	33109	SDC	SDC001	262.50	52.50	315.00	6200	31	225.00	purchase order pads
								6200	42	37.50	Cllr P business cards
13/02/2023	13/02/23	33110	STAG	STAG002	19,400.00	0.00	19,400.00	9064	91	19,400.00	Solar panel project
16/01/2023	000014347695REV	33111	EDF ENERGY	EDF005	-2,219.21	-443.84	-2,663.05	5020	29	-2,219.21	electric chg 1stOct-6thJan
16/01/2023	000014347695A	33112	EDF ENERGY	EDF005	2,219.21	443.84	2,663.05	6010	28	2,219.21	electric chg 1stOct-6thJan
19/02/2023	2090044	33113	EVERFLOW WATER	EVE002	486.96	0.00	486.96	6014	23	106.87	water chg 19/03-18/04
								6014	33	160.73	water chg 19/03-18/04
								6014	36	57.68	water chg 19/03-18/04
								6014	30	17.46	water chg 19/03-18/04
								6014	21	-60.99	water chg 19/03-18/04
								6014	28	113.02	water chg 19/03-18/04
								6014	29	22.50	water chg 19/03-18/04
								6014	23	61.51	water chg 19/03-18/04
								5025	21	8.18	water chg 19/03-18/04
31/01/2023	242481621	33114	WORLDPAY	WOR001	40.62	5.98	46.60	6976	28	40.62	Jan card chgs
31/01/2023	242255828	33115	WORLDPAY	WOR001	50.28	9.41	59.69	6976	31	50.28	Jan card chgs
31/01/2023	242446960	33116	WORLDPAY	WOR001	21.41	0.04	21.45	6976	31	21.41	Jan card chgs

17/04/2023

Sevenoaks Town Council

Page 3

14:40

PURCHASE LEDGER INVOICE LISTING

User: 6700.R.SHAW

Purchase Ledger for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2023	242299962	33117	WORLDPAY	WOR001	96.57	11.96	108.53	6976	30	96.57	Jan card chgs
09/02/2023	3584627	33118	BOOKER	BOOK001	148.15	6.31	154.46	6500	28	131.17	Goods for resale
								6505	28	16.98	consumables
27/01/2023	3460033	33119	BOOKER	BOOK001	-8.79	0.00	-8.79	6500	28	-8.79	Goods for resale
10/02/2023	3460288	33120	BOOKER	BOOK001	40.33	2.80	43.13	6500	28	26.35	Goods for resale
								6010	28	13.98	cleaning eq
19/01/2023	3584020	33121	BOOKER	BOOK001	165.68	13.34	179.02	6500	28	131.43	Goods for resale
								6505	28	7.99	consumables
								5500	28	9.98	mugs x 6
								6010	28	16.28	cleaning eq
10/02/2023	3460289	33122	BOOKER	BOOK001	-43.64	-2.66	-46.30	6500	28	-30.36	goods for resale
								6010	28	-13.28	cleaning eq
10/02/2023	3460287	33123	BOOKER	BOOK001	-164.73	-10.48	-175.21	6500	28	-144.76	goods for resale
								6010	28	-13.98	cleaning eq
								6505	28	-5.99	consumables
16/02/2023	3015580	33124	WARNERS SOLICITORS	WARN001	420.00	0.00	420.00	6635	36	420.00	contract dispute
10/02/2023	205371	33125	PREMIER ALARMS	PREM001	18.98	3.80	22.78	6930	28	18.98	2 key tags
15/02/2023	0048	33126	SSE	SSE015	446.68	22.33	469.01	6010	33	446.68	gas chg 17/08-08/12/22
15/02/2023	0047	33127	SSE	SSE015	-994.11	-198.82	-1,192.93	6010	33	-994.11	gas credit 17/08-08/12/22
17/02/2023	M144Y&	33128	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	Feb phone chgs
17/02/2023	INV000111	33129	HUNTERS PROPERTY SER	HUN001	350.00	0.00	350.00	5410	28	350.00	cooker repair
13/02/2023	92181	33130	JS TAYLOR	TAYL001	220.00	0.00	220.00	5110	21	220.00	AED cabinet
16/02/2023	26347902	33131	NISBETS	NIS001	55.93	9.91	65.84	6500	30	6.34	goods for resale
								6013	30	49.59	cleaning eq
08/02/2023	0000730165	33132	MAWS FINE FOODS	MAW001	89.72	0.00	89.72	6500	28	89.72	goods for resale
13/02/2023	7887643	33133	KFF	KFF001	114.67	6.58	121.25	6500	30	114.67	goods for resale
15/02/2023	86488	33134	HERBERT & WARD	HAW001	183.00	9.60	192.60	6500	30	135.00	goods for resale
								6505	30	48.00	consumables
14/02/2023	INV001995	33135	JAGER ELECTRICAL CON	JAG001	70.00	14.00	84.00	5410	36	70.00	electrical repair

Purchase Ledger for Month No 11

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
10/02/2023	INV-4857	33136	TREE ABILITY	TREE001	2,874.00	574.80	3,448.80	5070	21	2,874.00	Tree work
01/02/2023	81643	33137	ATLAS FM/EMPRISE SVS	EMP001	445.10	89.02	534.12	6932	22	445.10	Feb lock up chg
01/02/2023	81644	33138	ATLAS FM/EMPRISE SVS	EMP001	1,039.08	207.82	1,246.90	5311	21	1,039.08	Feb lock up chg
01/02/2023	81645	33139	ATLAS FM/EMPRISE SVS	EMP001	693.00	138.60	831.60	5311	21	693.00	Feb lock up chg
31/01/2023	0001/00147787	33140	OBM	OBM001	58.28	11.66	69.94	5010	29	58.28	sand
01/02/2023	0001/00147886	33141	OBM	OBM001	21.00	4.20	25.20	5010	29	21.00	cement
31/01/2023	INV352712	33142	COUNTRY STYLE RECYCL	COU001	80.20	16.04	96.24	6935	29	80.20	Jan glass collection
08/02/2023	SVO/367184	33143	BREWERS	BREW001	31.08	6.22	37.30	5010	29	31.08	paint eq
23/01/2023	0063/03577629	33144	FAIRALLS	FAIR001	30.89	6.18	37.07	5310	21	30.89	bolts, washers
31/01/2023	88653	33145	SGE	SGE001	62.50	12.50	75.00	5310	21	62.50	repair vandalism
15/02/2023	INV04040202	33146	LANES GROUP	LAN001	80.00	16.00	96.00	6822	22	80.00	drain unblockage
31/01/2023	10850	33147	HARDWARE CENTRE	HARD001	45.54	9.10	54.64	5010	29	22.93	hardware bits
								5410	21	19.75	hardware bits
								5410	22	2.86	hardware bits
16/02/2023	I4166795	33148	KCC KCS	KCC003	42.84	8.57	51.41	6010	33	21.42	cleaning eq
								6010	41	21.42	cleaning eq
07/02/2023	M-333185	33149	NEW HADEN PUMPS	NEW001	395.00	79.00	474.00	5410	30	395.00	pump service
15/02/2023	15/02/2023	33150	BANKLINE	BANKL01	101.40	0.00	101.40	6975	31	101.40	bank chgs
09/02/2023	5224	33151	PRIMO	PRIMO001	110.00	0.00	110.00	6330	31	110.00	coffee
14/02/2023	14/02/23	33152	MAYOR TUNBRIDGE WELL	MTW001	98.00	0.00	98.00	6437	42	98.00	Tunbridge Wells Dinner 21/04
07/02/2023	INV-3125	33153	COMMERCIAL PRESSURE	COM003	25.00	5.00	30.00	6010	28	25.00	window cleaning
06/02/2023	152602	33154	CONNECTAPHONE	CON001	532.59	106.52	639.11	6101	36	47.74	Jan telephone chgs
								6101	30	73.69	Jan telephone chgs
								6101	22	15.32	Jan telephone chgs
								6101	31	395.84	Jan telephone chgs
10/02/2023	1572	33155	YELLOW DUCK	YELL002	321.00	64.20	385.20	5500	30	321.00	toilet sign
31/01/2023	INV354759	33156	COUNTRY STYLE RECYCL	COU001	22.47	4.49	26.96	6935	36	22.47	Jan glass collection
04/02/2023	00002976949-058	33157	PLUSNET	PLUS01	28.26	5.65	33.91	6101	28	28.26	Jan phone chgs
04/02/2023	00003028653-058	33158	PLUSNET	PLUS01	49.80	9.96	59.76	6101	50	49.80	Jan phone chgs

Purchase Ledger for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2023	19564	33159	HELIOCENTRIX	HELI001	2,050.04	410.01	2,460.05	6240	31	1,153.98	Jan IT chgs
								6242	31	896.06	Jan office 365
08/02/2023	0048	33160	SSE	SSE008	502.46	100.49	602.95	6011	30	502.46	Jan electric chg
08/02/2023	000014571798	33161	EDF ENERGY	EDF004	2,924.07	584.81	3,508.88	6010	41	2,924.07	Jan electric chg
06/02/2023	0018A	33162	SSE	SSE014	351.17	70.23	421.40	6012	30	351.17	Jan gas chg
03/02/2023	000014507164	33163	EDF ENERGY	EDF007	20.39	1.02	21.41	5020	29	20.39	Electric chg 01/10/22-06/10/23
13/02/2023	000014592647	33165	EDF ENERGY	EDF006	-1,301.57	-260.31	-1,561.88	5025	21	-1,301.57	Electric ref 01/10/22-06/10/23
06/02/2023	000014520977	33166	EDF ENERGY	EDF005	-2,219.21	-443.84	-2,663.05	6010	28	-2,219.21	Electric ref 01/10/22-06/10/23
06/02/2023	000014520984	33167	EDF ENERGY	EDF005	1,472.32	294.46	1,766.78	6010	28	1,472.32	Electric chg 01/10/22-06/10/23
13/02/2023	TE00397884	33168	CASTLE WATER	CAS009	-59.30	0.00	-59.30	6014	36	-59.30	water ref 01/04/22-30/11/22
13/02/2023	TE00396619	33169	CASTLE WATER	CAS009	61.74	0.00	61.74	6014	36	61.74	water chg 01/12/22-18/12/22
08/02/2023	1447	33170	MERLIN LIGHTING	MER003	695.00	139.00	834.00	7555	43	695.00	xmas light comp winner
24/01/2023	5768	33171	STAG	STAG002	57.65	11.53	69.18	7555	43	57.65	Installation of xmas light
16/02/2023	5827	33172	STAG	STAG002	380.00	76.00	456.00	5410	50	380.00	toilet repair
13/02/2023	000014592670	33173	EDF ENERGY	EDF006	20.39	1.02	21.41	5025	21	20.39	electric chg 01/10/22-06/01/23
09/02/2023	13494	33174	STREETLIGHTS	DIR001	207.75	41.55	249.30	5317	21	207.75	replace bulb at Sev Rugby Club
21/02/2023	21/02/23	33175	TOWN CRIER	TOW001	8.50	0.00	8.50	6869	32	8.50	Town Crier Coronation meeting
15/02/2023	SVO/367220	33176	BREWERS	BREW001	18.22	3.64	21.86	5010	29	18.22	painting eq
09/02/2023	13493	33177	STREETLIGHTS	DIR001	385.25	77.05	462.30	5317	21	385.25	Sev Rugby Club lights repair
21/02/2023	INV-4936	33178	TREE ABILITY	TREE001	794.00	158.80	952.80	5410	23	794.00	Tree work at BVR
20/02/2023	0003893268	33179	ELITE	EFS001	-23.64	0.00	-23.64	6500	30	-23.64	goods for resale credit
28/01/2023	UKSPS00099727	33180	NEXUDUS SL	NEX001	99.52	19.90	119.42	6900	41	99.52	Feb booking chg
01/12/2022	01/12/22	33181	SECOND WIND	SECO001	200.00	0.00	200.00	6869	29	200.00	Bandstand show on 02/09/22
14/02/2023	INV142249460	33182	NICHOLAS CAVE	CAV001	103.07	20.61	123.68	5015	29	103.07	vandalism repair
16/02/2023	CR142253664	33183	NICHOLAS CAVE	CAV001	-25.65	-5.13	-30.78	5015	29	-25.65	vandalism repair credit
17/02/2023	1896	33184	ARNOLD TARMAC	ARN001	15,437.00	3,087.40	18,524.40	5410	21	15,437.00	L.L.L road tarmac surfacing
09/02/2023	3584627REV	33185	BOOKER	BOOK001	-148.15	-6.31	-154.46	6500	28	-131.17	Goods for resale
								6505	28	-16.98	consumables
19/01/2023	2778057088REV	33186	EDF ENERGY	EDF003	-4.79	-0.24	-5.03	6861	26	-4.79	Dec 22 Electric chg

Purchase Ledger for Month No 11

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
19/01/2023	000014364702A	33187	EDF ENERGY	EDF008	4.79	0.24	5.03	6861	26	4.79	Dec 22 electric chg
01/02/2023	01/02/2023	33188	OAKHILL ROAD	OAK001	1,365.00	0.00	1,365.00	6812	21	1,365.00	Annual Road dues
27/02/2023	2079988	33189	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	Bin collection chg 30/01-26/02
27/02/2023	2080093	33190	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	Bin collection chg 30/01-26/02
27/02/2023	2080101	33191	SDC DIRECT SERVICES	SDC002	146.20	0.00	146.20	6935	28	146.20	Bin collection chg 30/01-26/02
27/02/2023	2080100	33192	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	Bin collection chg 30/01-26/02
27/02/2023	2080092	33193	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	Bin collection chg 30/01-26/02
24/02/2023	CN220794	33194	KCC KCS	KCC003	-42.84	-8.57	-51.41	6010	33	-21.42	cleaning eq
								6010	41	-21.42	cleaning eq
17/01/2023	01020951	33195	YU ENERGY	YUE001	162.01	8.10	170.11	6862	26	162.01	Dec electric chg
06/01/2023	26132027	33196	NISBETS	NIS001	6.34	0.00	6.34	6500	30	6.34	Goods for resale
20/02/2023	7892719	33197	KFF	KFF001	83.13	1.65	84.78	6500	30	60.83	Goods for resale
								6505	30	22.30	consumables
25/01/2023	26226037	33198	NISBETS	NIS001	84.73	16.94	101.67	6200	30	10.49	stationery
								6505	30	52.26	consumables
								6013	30	21.98	cleaning eq
06/01/2023	26132028	33199	NISBETS	NIS001	58.57	11.71	70.28	5500	30	21.58	kitchen eq
								6505	30	36.99	consumables
22/02/2023	3585036	33200	BOOKER	BOOK001	159.96	4.99	164.95	6505	28	5.99	consumables
								6500	28	137.98	goods for resale
								6010	28	15.99	cleaning eq
17/02/2023	169192	33201	HW COLDBREATH	COL003	78.42	0.00	78.42	6500	30	78.42	goods for resale
20/02/2023	0003892494	33202	ELITE	EFS001	99.38	0.00	99.38	6500	30	99.38	goods for resale
20/02/2023	7892718	33203	KFF	KFF001	160.98	1.32	162.30	6500	30	160.98	goods for resale
23/02/2023	23/02/23	33204	MAYOR OF THURROCK	THU001	100.00	0.00	100.00	6437	42	100.00	Thurrock Civic Dinner 28/04/23
22/02/2023	I4169026	33205	KCC KCS	KCC003	167.94	33.59	201.53	6200	31	167.94	stationery
21/02/2023	0019A	33206	SSE	SSE014	-351.17	-70.23	-421.40	6012	30	-351.17	Jan gas credit
21/02/2023	0022	33207	SSE	SSE013	295.13	59.02	354.15	6012	36	295.13	Jan gas chg
21/02/2023	0049	33208	SSE	SSE015	211.15	10.55	221.70	6010	33	211.15	gas chg 9/12/22-1/2/23

Purchase Ledger for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
21/02/2023	0020A	33209	SSE	SSE014	94.51	4.72	99.23	6012	30	94.51	Jan gas chg
19/02/2023	0063522	33210	HOLLYBUSH LAUNDRY	HOL002	65.00	0.00	65.00	6013	36	65.00	tablecloth laundry
17/02/2023	INV000111REV	33211	HUNTERS PROPERTY SER	HUN001	-350.00	0.00	-350.00	5410	28	-350.00	cooker repair
05/02/2023	11637060	33212	SHELL	SHEL001	306.86	61.37	368.23	5700	21	255.96	fuel
								5700	22	50.90	fuel
12/02/2023	11693532	33213	SHELL	SHEL001	87.59	17.52	105.11	5700	21	87.59	fuel
16/02/2023	IUKP/37-	33214	WORKMAN	WOR003	388.90	77.78	466.68	6001	60	388.90	Blighs Market lic fee
12/05/2022	IUKP/37-	33215	SAVILLS	SAV001	388.90	77.78	466.68	6001	60	388.90	Lic fee 2022-23
21/02/2023	INV-3137	33216	COMMERCIAL PRESSURE	COM003	25.00	5.00	30.00	6010	28	25.00	window cleaning
13/02/2023	1006912	33217	KALL KWIK	KALL001	338.00	48.00	386.00	6200	31	338.00	print chgs
09/02/2023	0063/03613117	33218	FAIRALLS	FAIR001	95.04	19.01	114.05	5010	29	95.04	cement
24/02/2023	193076	33219	PROVENDER	PRO002	48.12	3.63	51.75	5340	21	18.12	stake,turf
								6802	22	30.00	plants
23/02/2023	SV333033	33220	ELS	ELS001	60.00	12.00	72.00	5020	21	60.00	bulbs
21/02/2023	INV522566	33221	GAZA TIMBER	GAZA001	55.30	11.06	66.36	5060	21	28.98	timber
								5010	29	26.32	timber
22/02/2023	SIN001994	33222	DIGITAL BARRIERS	DIG002	520.00	104.00	624.00	6931	21	520.00	Airtime renewal
23/02/2023	INV522744	33223	GAZA TIMBER	GAZA001	6.80	1.36	8.16	5525	21	6.80	saw
19/02/2023	11747178	33224	SHELL	SHEL001	201.23	40.24	241.47	5700	21	149.26	fuel
								5700	22	51.97	fuel
28/02/2023	FLK5338	33225	COMMERCIAL SERVICES	COM004	19,100.00	3,820.00	22,920.00	5500	21	19,100.00	Nissan ENV200 Van
28/02/2023	FLK5338REV	33226	COMMERCIAL SERVICES	COM004	-19,100.00	-3,820.00	-22,920.00	5500	21	-19,100.00	Nissan ENV200 Van
28/02/2023	FLK5338A	33227	COMMERCIAL SERVICES	COM004	19,100.00	3,820.00	22,920.00	5550	21	19,100.00	Nissan ENV200 Van
28/02/2023	28/FEB23/LIN	33228	ONECARD	ONE002	282.31	27.66	309.97	6460	31	138.32	QR Code Generator subs
								6330	31	32.00	flowers for A.M
								6869	32	16.99	King Charles print
								5410	28	95.00	cooker repair
28/02/2023	28/FEB23/ROS	33229	ONECARD	ONE002	1,392.06	153.01	1,545.07	6437	42	94.00	Hillingdon Battle Of Britain
								6437	42	66.44	Ashford Murder Mystery

Purchase Ledger for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	28	116.60	Goods for resale
								6500	28	14.57	Goods for resale
								6505	28	16.98	cafe consumables
								6200	31	50.84	gloss printing paper
								5317	21	32.50	parking permit x 30
								5410	29	95.70	phone box maint eq
								5410	28	350.00	cooker repair
								5500	28	19.99	plate
								5500	28	534.44	display freezer
28/02/2023	28/FEB23/ANN	33230	ONECARD	ONE002	2,579.45	283.18	2,862.63	6200	28	10.42	card macine rolls
								6200	30	10.41	card macine rolls
								6200	30	2.50	pens
								6200	28	1.04	stationery
								110	0	625.00	planning survey subs
								9066	91	125.00	planning survey subs
								6500	30	157.83	goods for resale
								6500	30	2.92	goods for resale
								6500	50	35.30	goods for resale
								6500	50	10.21	goods for resale
								6500	28	62.30	goods for resale
								6500	28	4.50	goods for resale
								6500	30	131.38	goods for resale
								6500	28	49.65	goods for resale
								6500	28	14.37	goods for resale
								6500	50	29.50	goods for resale
								6500	50	44.30	goods for resale
								6500	30	175.96	goods for resale
								6500	28	50.39	goods for resale
								6500	28	11.13	goods for resale

Purchase Ledger for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	50	82.02	goods for resale
								6500	50	22.12	goods for resale
								6500	30	165.98	goods for resale
								6500	30	17.50	goods for resale
								6500	28	80.79	goods for resale
								6500	28	4.50	goods for resale
								6500	50	18.85	goods for resale
								6500	50	21.33	goods for resale
								6500	30	107.95	goods for resale
								6013	30	1.67	cleaning eq
								6013	30	15.82	cleaning eq
								6013	30	9.50	cleaning eq
								6013	30	5.00	cleaning eq
								6104	33	8.34	caretaker mob
								6104	21	5.00	O/S team ipad
								6104	36	8.34	KW mobile
								6104	21	5.00	RG mobile
								6104	21	8.34	NC mob
								6104	33	8.34	caretaker mob
								6104	36	8.34	KW mob
								6900	30	4.57	Valentine decs
								6900	30	6.25	batteries
								5500	30	13.90	kitchen eq
								5500	30	-78.00	3 photo frames
								5500	50	5.42	kitchen eq
								5500	36	83.75	defib battery
								5500	30	6.67	kitch eq
								5500	30	78.00	3 photo frames
								6240	11	10.95	Acrobat Standard lic

Purchase Ledger for Month No 11

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
								6240	31	9.16	software design subs
								6240	50	16.64	Adobe Illustrator HITB
								6240	40	43.32	Creative Cloud subs
								6240	31	12.64	Acrobat Pro DC
								6240	36	25.11	computer cables
								6505	28	1.25	consumables
								6505	30	2.42	consumables
								6505	28	4.87	consumables
								6010	28	1.41	cleaning eq
								6010	28	3.29	cleaning eq
								6010	50	8.67	cleaning eq
								6010	28	1.41	cleaning eq
								6010	50	10.00	cleaning eq
								6010	33	18.97	cleaning eq
								6010	28	2.46	cleaning eq
								6101	31	16.67	LL ipad
								6460	40	2.73	facebook ad
								6869	30	42.47	board games
								6869	32	65.61	2 selfie frames
TOTAL INVOICES					91,962.38	12,105.84	104,068.22			91,962.38	

List of Payments made between 01/02/2023 and 28/02/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2023	Reach Publishing	DD01FEB	9.97		Feb Sev Chronicle subs
01/02/2023	SSE-GAS/231618890/Council Offi	DDcredit	-87.63		gas chg 17/8/22-8/12/22
03/02/2023	Petty Cash	01948	305.20		petty cash top up
03/02/2023	Nexodus S.L	DD02	119.42		Feb booking chg
06/02/2023	BACS P/L Pymnt Page 6220	BACS Pymnt	7,554.18		BACS P/L Pymnt Page 6220
06/02/2023	Shell Account	DD03	104.95		fuel
06/02/2023	NATWEST ONE CARD	DD04	2,584.73		Ros Onecard Jan
06/02/2023	EDF Energy - Business Hub	DD05	1,345.68		Dec electric chg
08/02/2023	YU ENERGY	DD06	2,920.57		Jan electric chg
10/02/2023	Petty Cash	001949	351.27		petty cash top up
10/02/2023	Plusnet	DD07	25.43		Feb phone chgs
13/02/2023	Plusnet	DD08	33.91		Jan phone chgs
13/02/2023	Plusnet	DD09	59.76		Jan phone chgs
13/02/2023	Connectaphone	DD10	639.11		Jan telephone chgs
15/02/2023	BACS P/L Pymnt Page 6225	BACS Pymnt	28,575.10		BACS P/L Pymnt Page 6225
15/02/2023	EDF Energy - St John's Hill	DD11	1,561.88		electric chg 01/10/22-06/01/23
15/02/2023	NatWest Bankline	bln	101.40		bank chgs
17/02/2023	Friends Of Rheinbach	001947	15.00		Friends Of Rheinach subs
20/02/2023	WorldPay	DD13	11.94		Feb card trans chgs
20/02/2023	EDF Energy - High Street Marke	DD14	5.03		000014364707
20/02/2023	Shell Account	DD12	368.23		fuel
21/02/2023	WorldPay	DD15	108.53		Jan card chgs
21/02/2023	WorldPay	DD16	46.60		Jan card chgs
21/02/2023	WorldPay	DD17	59.69		Jan card chgs
21/02/2023	WorldPay	DD18	21.45		Jan card chgs
21/02/2023	EDF Energy - High Street Marke	DD19	49.72		Jan electric chg
22/02/2023	EDF Energy - Bat and Ball Cent	DD20	1,691.59		Jan electric chg
24/02/2023	BACS P/L Pymnt Page 6230	BACS Pymnt	33,292.44		BACS P/L Pymnt Page 6230
24/02/2023	Payroll A/c	BACS24/2	52,359.06		February Salaries Tfr
27/02/2023	Everflow Water	DD21	486.96		water chg 19/03-18/04
27/02/2023	Southern Electric-731774430/B&	DD23	602.95		Jan electric chg
27/02/2023	Shell Account	DD22	105.11		fuel
27/02/2023	Payroll A/c	BACS27/2	25,545.57		February HMRC/KCC Tfr
28/02/2023	Country Style Recycling	DD24	123.20		Jan glass collection
Total Payments			161,098.00		

This page has been left blank intentionally

This page has been left blank intentionally

Receipts for Month 11

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: 24/02/2023	52,359.06						
BACS24/2	Nat West - Current Account	52,359.06			201		52,359.06	February Salaries Tfr
	Banked: 27/02/2023	25,545.57						
BACS27/2	Nat West - Current Account	25,545.57			201		25,545.57	February HMRC/KCC Tfr
Total Receipts for Month		77,904.63	0.00	0.00			77,904.63	
Cashbook Totals		<u>78,904.63</u>	<u>0.00</u>	<u>0.00</u>			<u>78,904.63</u>	

Payments for Month 11

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>
24/02/2023	Employees	BACS24/2	52,199.06			520		52,199.06	February Wages
24/02/2023	Councillors	BACS24/2-	160.00			520		160.00	February Mayor's Allowance
27/02/2023	HMRC/KCC	BACS27/2	25,545.57			515		14,760.98	February HMRC
						516	0	10,784.59	February KCC
Total Payments for Month			77,904.63	0.00	0.00			77,904.63	
Balance Carried Fwd			1,000.00						
Cashbook Totals			78,904.63	0.00	0.00			78,904.63	

Receipts for Month 11

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 :	674.80					674.80	
	Banked: 03/02/2023	305.20						
01948	Nat West - Current Account	305.20			201		305.20	petty cash top up
	Banked: 10/02/2023	351.27						
001949	Nat West - Current Account	351.27			201		351.27	petty cash top up
Markets	Banked: 28/02/2023	20.00						
Markets	Petty Cash	20.00			299		20.00	Markets Float - resolve
Total Receipts for Month		676.47	0.00	0.00			676.47	
Cashbook Totals		<u>1,351.27</u>	<u>0.00</u>	<u>0.00</u>			<u>1,351.27</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/02/2023	Open Spaces	942	109.99		18.33	6104	21	91.66	mobile phone repair
01/02/2023	General	943	59.45			6490	32	59.45	Santa outfit repair
01/02/2023	Council Offices	944	8.90			6330	31	8.90	refreshments
03/02/2023	bat and Ball Cafe	945/A	67.67			6500	30	67.67	Goods for resale
03/02/2023	Bat and Ball Cafe	945/B	1.20		0.20	6013	30	1.00	sponges
03/02/2023	Bat and Ball Cafe	945/C	0.74		0.12	6200	30	0.62	diary
03/02/2023	Bat and Ball Cafe	945/D	2.49		0.42	5500	30	2.07	canister
08/02/2023	Bat and Ball Station	946	64.28		10.71	5410	30	53.57	maint equip
09/02/2023	Open Spaces	947/A	13.50		2.25	5110	21	11.25	key cut
09/02/2023	Cemetery	947/B	22.80		3.80	6802	22	19.00	turf
10/02/2023	Bat and Ball Cafe	948/A	96.38			6500	30	96.38	Goods for resale
10/02/2023	Bat and Ball Cafe	948/B	4.25		0.71	6900	30	3.54	batteries
10/02/2023	Bat and Ball Cafe	948/C	6.00		1.00	6900	30	5.00	Tea lights
13/02/2023	Open Spaces	949	18.90			6330	21	18.90	refreshments
13/02/2023	Cemetery	950/A	34.45			6330	22	34.45	Refreshments
13/02/2023	Cemetery	950/B	1.95		0.33	6330	22	1.62	refreshments
13/02/2023	Markets	950/C	10.00		1.67	6001	60	8.33	keys
13/02/2023	Open Spaces	950/D	4.29		0.71	5010	29	3.58	hinges
13/02/2023	Council Offices	950/E	8.00		1.33	5410	33	6.67	screws
15/02/2023	Youth Cafe	951	15.47		2.58	6900	50	12.89	modelling clay
17/02/2023	Bat and Ball Cafe	952/A	37.17			6500	30	37.17	Goods for resale
17/02/2023	Bat and Ball Cafe	952/B	65.25		10.85	6500	30	54.40	Goods for resale
17/02/2023	Bat and Ball Cafe	952/C	2.99		0.50	6013	30	2.49	cleaning eq
17/02/2023	Vine Cafe	953/A	30.43			6500	28	30.43	Goods for resale
17/02/2023	Vine Cafe	953/B	2.50		0.41	6500	28	2.09	Goods for resale
17/02/2023	Vine Cafe	953/C	30.00		5.00	5410	28	25.00	keys
17/02/2023	Bat and Ball Centre	954	5.50		0.92	6900	36	4.58	batteries
20/02/2023	Bat and Ball Centre	955	5.56		0.93	5410	36	4.63	cable ties
28/02/2023	Petty Cash	REVERSE	20.00			299		20.00	Reverse Markets float
28/02/2023	Petty Cash	MARKETS	20.00			299		20.00	Petty Cash - Markets float to
Total Payments for Month			770.11	0.00	62.77			707.34	
Balance Carried Fwd			581.16						
Cashbook Totals			1,351.27	0.00	62.77			1,288.50	

Sevenoaks Town Council
Finance and General Purposes Committee – 24th April 2023

Community Infrastructure Levy (CIL) Report

Sevenoaks Town Council receives an allocation of 25% of CIL twice a year in October and April.

The current record of receipt for April 2023, representing CIL collected between October 2022 and March 2023, is £29,498.08.

The total unallocated sum to be used for infrastructure projects as at the October meeting was £68,947.97

Unallocated Funds CIC 24.10.2022	£68,947.97
Less: Stag solar panels – granted at F&GP 27/02/2023	(£30,086.04)
Add April 2023 payment (CIL collections Oct 2022 – March 2023)	£29,498.08
New Unallocated Balance	£68,360.01

Recommendation: That the Committee receive and note the report.

This page has been left blank intentionally

This page has been left blank intentionally



CERTIFICATE OF ASSURANCE

Sevenoaks Town Council

Sevenoaks Town Council Town Council Offices Sevenoaks TN13 3QG

COMPLIES WITH THE REQUIREMENTS OF THE CYBER ESSENTIALS SCHEME

NAME OF ASSESSOR : Mark Shaw

CERTIFICATE NUMBER : 554d27fa-ee35-486d-8471-43fcc55fc383

DATE OF CERTIFICATION : 2023-02-28

PROFILE VERSION : 3

RECERTIFICATION DUE : 2024-02-28

SCOPE : Whole Organisation



SCAN THIS QR CODE TO VERIFY THE AUTHENTICITY OF THIS CERTIFICATE

CERTIFICATION MARK



CERTIFICATION BODY



CYBER ESSENTIALS PARTNER



The Certificate certifies that the organisation was assessed as meeting the Cyber Essentials implementation profile and thus that, at the time of testing, the organisation's ICT defences were assessed as satisfactory against commodity based cyber attack. However, this Certificate does not in any way guarantee that the organisation's defences will remain satisfactory against a cyber attack.

This page has been left blank intentionally

This page has been left blank intentionally

**Sevenoaks Town Council
Finance & General Purposes Committee - 24th April 2023**

Sencio Funding Agreement

When Sevenoaks Town Council sold and obtained planning permission for the former Raleys site it was required in 2017 to comply with two s.106 agreements:

1. £95k to Sencio - paid to Sencio
2. £150k for future indoor cricket facilities – paid to Sevenoaks District Council

Included within the Sencio Funding Agreement was the following:

5.4.2	The facilities for the provision of gymnastics remaining at the Leisure Centre for a minimum period of ten (10) years following the completion of the project.
13.1.12	the Recipient becomes insolvent, or is declared bankrupt, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due, or
13.1.13	The Recipient fails to comply with any of the terms and conditions set out in this Agreement and fails to rectify any such failure within thirty (30) days of receiving written notice detailing the failure.
13.2.	In the event of a breach of clause 5.4.2 the Recipient shall repay the Grant to the Funder on sliding scale as follows:
Period of time following end of Grant Period when breach occurs	Amount of Grant to be repaid
3 years or less	100%
4	60%
5	50%
6	40%
7	30%
8	20%
9	10%
10	0%

Following the closure of Sencio in March 2023 due we understand to insolvency, Sevenoaks Town Council followed its fiduciary duty to the local residents to register its financial involvement relating to above to the insolvency agents, Evelyn Partners. The following reply has been received: *"I acknowledge that you are a creditor of the Company and I have checked that your details are included in the Company's creditor list."*

Town Councillors will be updated as and when further information is received. Should the Town Council receive any funds via the insolvency process it may choose to reinvest in the future leisure centre provision.

This page has been left blank intentionally

This page has been left blank intentionally

**Sevenoaks Town Council
Finance & General Purposes Committee - 24th April 2023**

Provision of Electric Vehicle Charging Bollards at Raleys Car Park

Sevenoaks Town Council's Green Community Investment Plan contains the following in relation to Electric Vehicle Charging Points:

4.6 Electric Vehicles (EV) & Charging Points

STC has purchased its first electric vehicle and will continue to invest in electrical vehicles and equipment where possible as it replaces its vehicles.

STC aims to install electric car charging points at its sites.

Electric charging points have been installed at the Bat & Ball Centre and it is hoped will soon be installed at the STC Office / Business Hub site.

STC will recommend and encourage additional vehicle charging points within new developments (current planning policy) and work with SDC & KCC on provision of these throughout the town

Sevenoaks Town Council Officers have been reviewing the viability of providing EV charging points within its asset Raleys Car Park.

It has been liaising with Ubitricity who have funding to offer the following.

- 12 parking spaces with EV charging using bollards (see photo below), but not initially restrict use to only EV chargers.
- Ubitricity will fully fund the project and help Sevenoaks Town Council with marketing.
- Sevenoaks Town Council will receive 5% of the net revenue from these chargers.
- If Sevenoaks Town Council agree the project and sign contracts, the chargers can be delivered and installed potentially within 12 weeks, though the DNO connection may take longer as this is dependent on UKPN.

Sevenoaks Town Council
Finance & General Purposes Committee - 24th April 2023

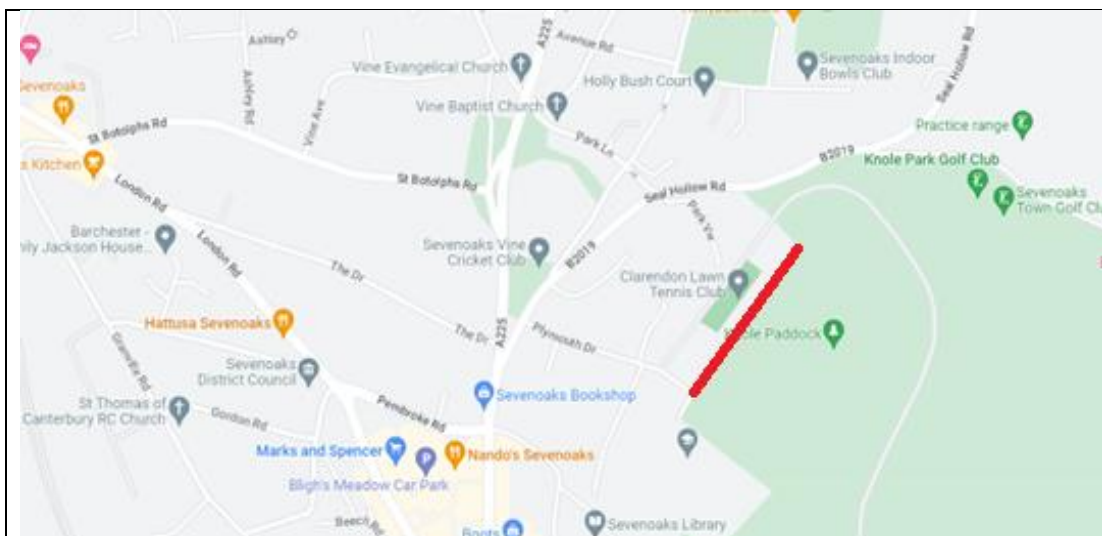


Figure 1, Location of Raleys Car Park highlighted in red



Figure 2, Example of Bollard Charge point

RECOMMENDATION: Sevenoaks Town Council proceeds with arrangements with Ubitricity for installing EV Charge bollards at Raleys Car Park.



ubitricity's offer for Sevenoaks Council, Raley's Car Park, TN13 3RP.

ubitricity, April 2023

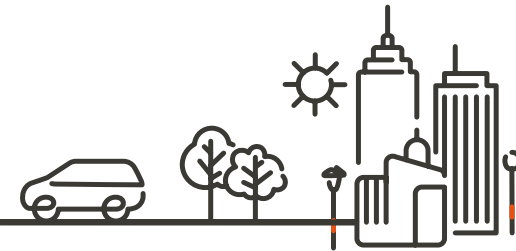


Our core beliefs

Raley's Car Park, Plymouth Drive (TN13 3RP)

Around 100 parking spaces

https://www.sevenoaks.gov.uk/directory_record/1858/plymouth_drive_sevenoaks_tn13_3rp_on_street_pay_and_display

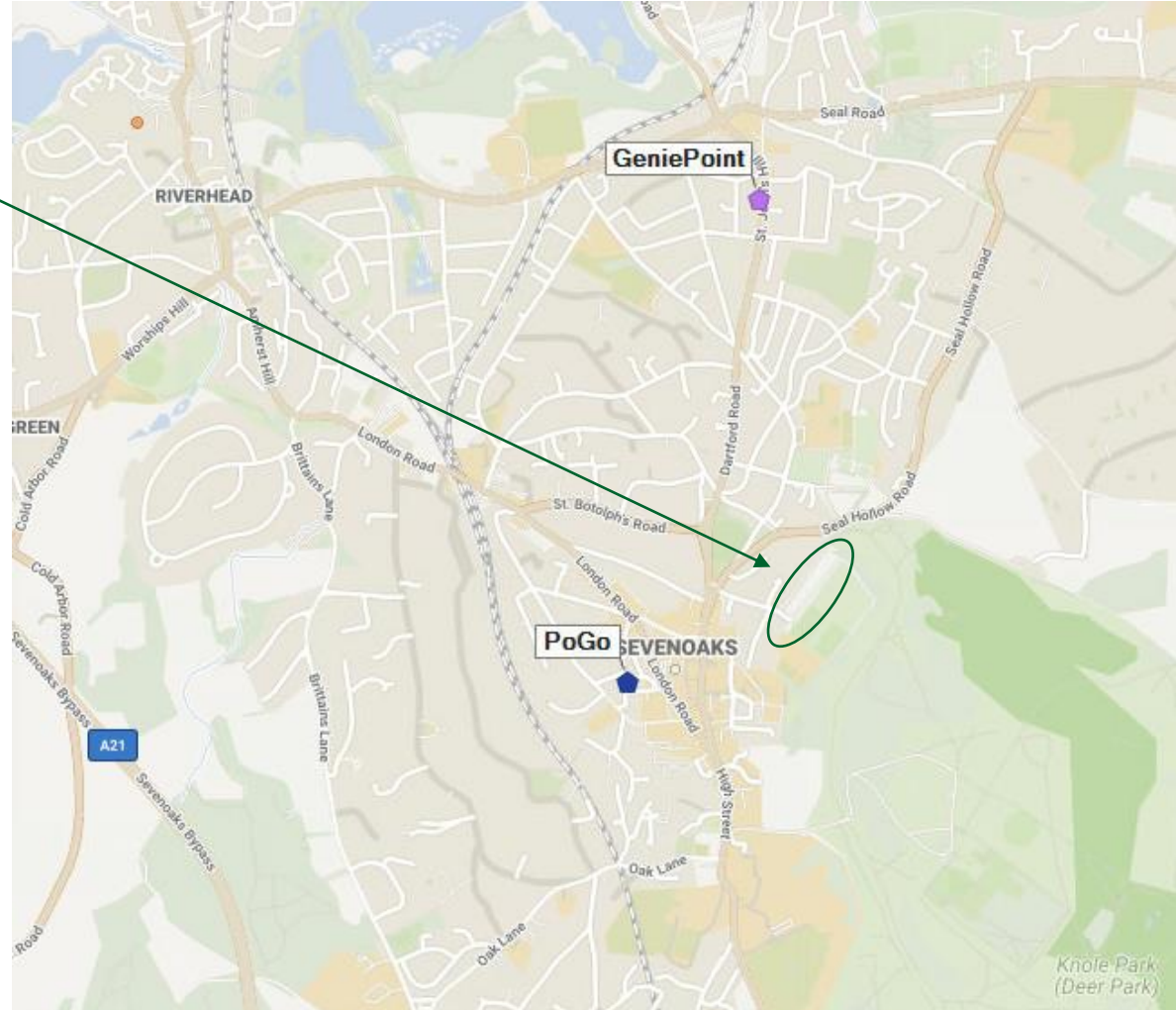


Shell IP Placement Tool (Sybil)

Proposed New ubitricity Site

Two RAPID sites (GeniePoint and PoGo)

Just off map there is an ULTRA RAPID site (Tesla)



Option 1

- Able to procure Direct (or through CCS, ESPO, Oxford DPS Frameworks)
- We are flexible to work with a variety of maintenance partners.
- 100% Renewable Energy
- Price to customers:
 - 45p per kWh + 35p connection fee
 - Reviewed quarterly to reflect changes in supply costs (price review End April 2023)
 - How much does ubitricity EV charging cost? | ubitricity pricing

Fully funded by ubitricity

12 x 5kW Bollards

15 +2 Years



Maintenance Included



Software Included



5% Net Revenue Share



Example Solution



Manchester Bollard:



Product Description: The bollard is a robust, cylindrical structure designed for use in parking lots and public spaces. It is made of high-strength steel and is painted in a durable, weather-resistant finish. The bollard is designed to be easily installed and removed, allowing for flexible use in different areas. It is also equipped with a locking mechanism to prevent unauthorized removal.

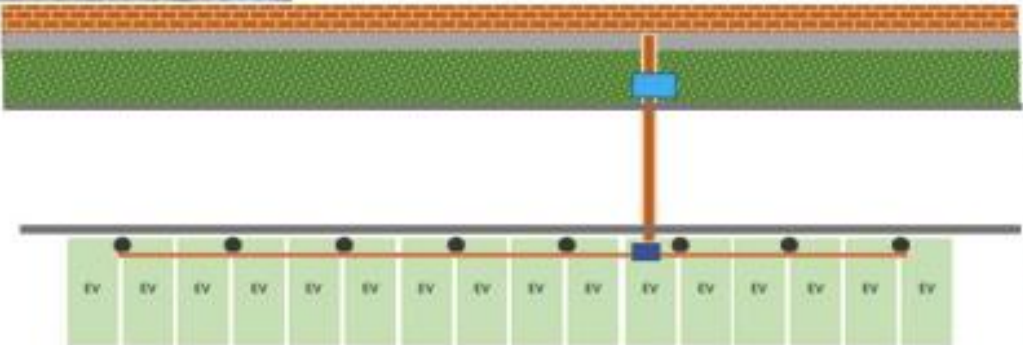
Technical Specifications: The bollard has a height of 1.2m and a diameter of 150mm. It is made of S235JR steel and is painted in a RAL 6005 grey finish. The bollard is designed to withstand a maximum impact of 10kN.

Installation: The bollard is installed by securing it to a concrete base using four M12x80mm bolts. The base is made of C25/30 concrete and has a diameter of 400mm. The bollard is designed to be easily removed by unscrewing the bolts.

Accessories: The bollard is available with a variety of accessories, including a locking mechanism, a reflective strip, and a warning sign.

Revision:	3
Date:	22-5-23
Site Postcode:	KT16 0P2

- Nal Retention Socket
- Ducts Buried
- GRP/Feeder Pillar
- EV Bays
- Duct Chamber 600mmx600mm



Charging Time (50%)

	Battery Size (kWh)	Charger Power (kW)	Charging Time (hours)
Renault Zoe	52	5kW	5h 12mins
Renault Zoe	52	7kW	3h 42mins
Tesla Model 3	70	5kW	7 hours
Tesla Model 3	70	7kW	5 hours

Battery size (kWh) ÷ Charger power (kW) = Charging time (hours)

The CPO Services included in our proposal: A flexible and complete offer to support our clients every step of the way



Consulting

Location selection based on technical conditions and usage data from previous installations



Installing

Installation of our devices and relations management with the involved parties



Operating

To give end users a smooth and effortless experience



Maintaining

Preventive and reactive (excluding vandalism) maintenance to ensure a good operation



Supporting

24/7 support to our end users



Billing and reporting

Several billing options. Periodic reports on utilisation of the charge points.

David Bagwell

07821 653802

david.Bagwell@ubitracity.com

www.ubitracity.com



ubitracity

A Member of the Shell Group



**NOTES OF MEETING TO DISCUSS ARRANGEMENTS FOR HM THE KING CORONATION
CELEBRATIONS – 22nd March 2023 AT 3.15 – 4.00PM**

1. REMINDER OF CORONATION WEEKEND, BANK HOLIDAY ARRANGEMENTS

Following arrangements noted:

Saturday 6th May Coronation takes place at Westminster Abbey
 Sunday 7th May The Sevenoaks Big Afternoon Tea
 Monday 8th May The Big Help Out

2. NOTES OF MEETING HELD ON 8TH FEBRUARY 2023

Notes of previous meeting received and noted.

3. THE BIG CORONATION AFTERNOON TEA CELEBRATION – SUNDAY 7TH MAY

Noted the change of timing for the event, which would now be an Afternoon Tea from 2.00 to 4.00pm in Sevenoaks High Street. Road closure for the High Street, from 12:00 – 17:30.

The following updates were noted:

	Item	Update	Action required	By whom
1	ROAD CLOSURE	Closure of High Street 12:00 – 17:30 agreed and would be enacted by Sevenoaks District Council under its powers.	–	SDC
2	FIRST AID	St John's Ambulance booked	–	STC
3	SECURITY	Right Guard Security booked	–	STC
4	TABLES	Local organisations/schools / churches etc to be contacted about loaning tables for event	Tables from STC, the Stag, The Drive Methodist Church & the Lions Club had been offered. Further tables needed – people asked to contact STC if they can help. Numbers to be clarified. Logistics to be worked out re collection and storage of tables the day before and after event - to be arranged once numbers clarified.	All Cllr Raikes to enquire whether St John's have can offer any tables STC STC

Sevenoaks Town Council

		Volunteers required to help set up and dismantle tables	Police Cadets & Lions Club offered help. Other cadet groups to be contacted. All offers of help welcomed.	STC All
5	CHAIRS	Confirmed - people will need to bring their own chairs, e.g., fold up / festival chairs, as they would if the event was at the Vine (though some may be provided for those that may not be able to)	–	–
6	STALLS	3 pitches booked so far: <ul style="list-style-type: none"> • Soroptomists • Sevenoaks Society • Sevenoaks Arts Society 	Local organisations wishing to book a stall pitch to contact Town Council asap. Lions Club to consider tombola stall.	All Lions Club
7	PARKING	Noted parking in the Town Centre was free on Sundays (except Bligh's)	–	–
8	SHOPS AND BUSINESSES	It was hoped that local shops and businesses would be open and engaged with the event	Town Team Facilitator circulated flyer & liaising with businesses.	STC
9	SPONSORSHIP	Following circulation of TT flyer, a few expressions of interest received.	To follow up	Town Team Facilitator
10	TOILETS	Noted that toilets available at the Bus Station, The Vine, local cafes/pubs, M&S and Waitrose.	–	–
11	FOOD	Suggested that people be invited to bring food to share with friends old and new Volunteers expressed some concerns about donating/baking cakes for the event due to allergy issues.	All Suggested that allergy warnings be displayed: Byron to provide example notice (see attached)	BB

DESIGN/DECORATION/PROMOTION

	Item	Update	Action required	By whom
12	DECORATIONS	Noted that additional flags had been purchased for the	To be installed in due course	STC

Sevenoaks Town Council

		High Street and London Road and that the hanging flower baskets were hoped to be in place from end of April. Roundels to attach to lampposts also purchased. Crochet challenge for bollard covers.	Any keen crocheters to contact Town Council.	All
13	DESIGN OF POSTER ETC	Design work almost completed.	–	STC
14	PROMOTION OF EVENT	Articles appeared in local paper. Highway banner to be installed first week of April. Posters being prepared for Noticeboards. Information in Town Crier. Promotion to start on social media. AA signs to give advance warning of road closure – booked.	Groups asked to share promotional material –	STC to share materials. All - asked to share with their contacts. –
15	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	Cllr Granville-Baxter reviewing possibility. People to be invited to bring own tablecloths in red/white/blue theme.	Cllr Granville-Baxter All
16	SHOP WINDOWS	Noted that there would be a best dressed shop window competition for the coronation	Publicity & judging arrangements	Town Team Facilitator

ENTERTAINMENT

	Item	Update	Action required	By whom
17	MUSIC & ENTERTAINERS	2 x All Round Entertainers booked. Punch & Judy show booked. Temporary Helter Skelter booked. Inflatable Dart Board	3 pubs in High Street to be asked to provide outdoor music Other offers of entertainment welcomed.	STC All

		Stalls	Cllr Raikes asking if Sevenoaks Players will dress up as characters.	Cllr Raikes
18	TREASURE TRAIL	St Nicholas Church asked to consider running treasure trail for children, as it had been so popular at the Christmas Lights event	To be confirmed	St Nicholas Church
19	FANCY DRESS	Children invited to make and wear a crown, all to wear red, white & blue.	All to share	All
20	LOCAL SINGERS	Suggested that singing groups could get together and do something like a flash mob	D'Vine Singers may be available – to confirm	STC

HISTORICAL RECORD/COMMEMORATION

	Item	Update	Action required	By whom
21	SCULPTURE	Consideration to be given to a small sculpture to commemorate the event,	Small working party to be set up to progress, including Cllr Canet.	STC
22	ORAL HISTORY	Suggested that this take place on the day, set up an area with wing chairs and invite people to share their memories of the Queen's coronation in 1953.	2 Volunteers requested to conduct interviews, recordings on the day.	All
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	Agreed a bit late to undertake this. Most schools would be holding their own event.	–
24	DISPLAY/EXHIBITION	Lots of pictures of previous coronation available, perhaps a display could be provided, maybe at the Stag	One photograph obtained! People asked to send pictures/advise of any. Residents' associations and care homes to be asked if have any.	All

25	KALEIDOSCOPE GALLERY	Exhibition being prepared "Dressing the Coronation Crowd" via family workshops.	All invited to dress a figure, and share with others	All
26	MENTOS	The possibility of mementos for children was considered but noted that items such as mugs would be too expensive	To explore whether any sponsorship available. Plan to give out wildflower seeds. Coronation badges and stickers to be given out. To explore suggestion that rosettes be given out.	STC All

OTHER

	Item	Update	Action required	By whom
27	RAFFLE	Raffle prizes being sent in.	Looking for volunteers to run the raffle on the day, possibly a local business.	
28	LOCAL RESIDENTS' EVENTS	Noted that Bradbourne Lakes Residents Association were planning to hold an event, possibly on Monday 8 th	—	

4. SOUVENIR BENCH

The design of the proposed souvenir bench was noted. Consideration to be given to its location.

5. SOUVENIR TOWN CRIER

Organisers to send details of planned activities for inclusion in the Souvenir Town Crier to Ann White by **Tuesday 28th March** deadline: dte@sevenoakstown.gov.uk

6. 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 and publicise activities but could not organise. SDC had been asked whether its new Volunteer Co-ordinator could progress but no response yet.

Noted that volunteers and organisers seeking volunteers could register on the national website: <https://thebighelpout.org.uk/>

It was noted that the hospital coffee shop was seeking volunteers.

7. ADDITIONAL IDEAS & NEXT STEPS

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

Next meeting: Wednesday 12th April 2023 at 3.15pm

Attendees:

Cllr Rachel Parry	Mayor	Cllr Claire Shea	Deputy Mayor
Linda Larter	Town Clerk	Ann White	Deputy Town Clerk
Cllr Avril Hunter	Chairman, Sevenoaks District Council	Cllr Marilyn Canet	Sevenoaks Town Council
Cllr Elizabeth Purves	Sevenoaks District Council & Hollybush Residents Association	Geraldine Tucker	The Sevenoaks Society
Cllr Irene Collins	Sevenoaks District Council	Cllr Simon Raikes	Sevenoaks Town Council
Chris Conlon	Sevenoaks Town Crier	Cllr Richard Parry	Sevenoaks Town Council
Byron R Brown	Bradbourne Residents Association	Roger Hope	Lions Club and Hospital League of Friends
Theo Michael	Sevenoaks Labour Party	Tracey Hussain	6th Sevenoaks Brownies
Susanne Beard	Sevenoaks Visual Artists Forum, Kaleidoscope Art Gallery	Annette Whitney	Rockdale
Penelope Robbins	Soroptimist international Sevenoaks	Alison Futtit	Senior Committee Clerk, STC
Nicholas Cave	Cemetery & Open Spaces Manager		



Bradbourne Residents'
Association (BRA)

Bradbourne.org.uk

Nut and other allergy risk foods

The cakes and other homemade food made available at Events organised by the BRA are made and baked by our members. These use traditional ingredients that may or may not include nuts or other allergy risk ingredients.

Therefore, the BRA cannot guarantee the food available at this event is allergy risk free.

If you are concerned about the risk of nuts or other allergy risk food in any products available at this Event, it would best not to consume these yourself or anyone accompanying you who is at risk.

Byron R Brown – Secretary BRA

23/03/2023



Bradbourne Residents'
Association (BRA)

Bradbourne.org.uk

Nuts or other Allergy risk foods

Proprietary Brands

If you are concerned about the risk of nuts or other allergy risk foods in any products given away at this Event.

In this event, please examine the manufacturers ingredients for evidence of nut based or other allergy risk contents/ingredients.

Byron R Brown – Secretary BRA

23/03/2023

Wednesday 12TH April 2023 at 3.10 to 3.50pm

Following arrangements noted:

Sunday 7th May The Sevenoaks Big Afternoon Tea, 2 – 4 pm

Monday 8th May The Big Help Out

3. THE BIG CORONATION AFTERNOON TEA CELEBRATION – SUNDAY 7TH MAY

Progress on following items noted (shown in red):

	Item	Update	Action required	By whom
1	ROAD CLOSURE	Closure of High Street 12:00 – 17:30 agreed and would be enacted by Sevenoaks District Council under its powers.	–	SDC
2	FIRST AID	St John’s Ambulance booked	–	STC
3	SECURITY	Right Guard Security booked	–	STC
4	TABLES	Local organisations/schools / churches etc to be contacted about loaning tables for event	Tables from STC, the Stag, The Drive Methodist Church & the Lions Club had been offered. Further tables needed – people asked to contact STC if they can help. 170 tables required, 105 sourced so far. Lions Club offer of 20 folding benches & 10 plastic chairs accepted. Possibility of an empty shop being used for storage of tables prior to and after event – to be confirmed still available nearer the time.	All All STC
		Volunteers required to help set up and dismantle tables	Police Cadets & Lions Club offered help. More help required.	All

Sevenoaks Town Council

		Table decorations	<p>Red, white & blue tablecloths ordered (sponsored by Manak).</p> <p>Table runner being adapted from the crown banners used for Jubilee event.</p>	
5	CHAIRS	Confirmed - people will need to bring their own chairs, e.g., fold up / festival chairs, as they would if the event was at the Vine (though some may be provided for those that may not be able to)	STC to use white plastic chairs from The Vine, also Lions Club benches & chairs	—
6	STALLS	<p>Pitches booked so far:</p> <ul style="list-style-type: none"> • Soroptomists • Sevenoaks Society • Sevenoaks Arts Society • Sevenoaks Lions Club 	<p>Local organisations wishing to book a stall pitch to contact Town Council asap.</p> <p>A few food stall operators to be contacted.</p>	<p>All</p> <p>STC</p>
7	PARKING	Noted parking in the Town Centre was free on Sundays (except Bligh's)	Request made to District Council to suspend parking bays in High Street	STC
8	SHOPS AND BUSINESSES	It was hoped that local shops and businesses would be open and engaged with the event	-	STC
9	SPONSORSHIP	Following circulation of TT flyer, a few expressions of interest received.	Details of sponsorship & donations to date attached.	Town Team Facilitator
10	TOILETS	Noted that toilets available at the Bus Station, The Vine, local cafes/pubs, M&S and Waitrose.	—	—
11	FOOD	<p>Suggested that people be invited to bring food to share with friends old and new</p> <p>Volunteers expressed some concerns about donating/baking cakes for the event due to allergy issues.</p>	<p>All</p> <p>Thank you to Byron for providing allergy warning example notice.</p> <p>No offers to bake or donate cakes so far.</p>	<p>All</p>

DESIGN/DECORATION/PROMOTION

	Item	Update	Action required	By whom
12	DECORATIONS	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. Roundels to attach to lampposts also purchased. Crochet challenge for bollard covers.	To be installed prior to 29.04.23. Not going ahead. However, some people knitting red, white & blue flowers.	STC All
13	DESIGN OF POSTER ETC	Design work almost completed.	Posters ready and being distributed. People asked to take copies and put up where they can.	All
14	PROMOTION OF EVENT	Articles appeared in local paper. Highway banner to be installed first week of April. Posters being prepared for Noticeboards. Information in Town Crier. Promotion to start on social media. AA signs to give advance warning of road closure – booked.	Highway banner installed. Souvenir Town Crier to be delivered to each household before the event.	
15	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.	Cllr Granville-Baxter adapting for use.	Cllr Granville-Baxter
16	SHOP WINDOWS	Noted that there would be a best dressed shop window competition for the coronation	Thanks to Chamber of Commerce for support with this. Judging arrangements to be confirmed.	Town Team Facilitator

ENTERTAINMENT

	Item	Update	Action required	By whom
17	MUSIC & ENTERTAINERS	<p>2 x All Round Entertainers booked.</p> <p>Punch & Judy show booked.</p> <p>Temporary Helter Skelter booked.</p> <p>Inflatable Dart Board, provided by House in the Basement (HitB)</p> <p>Noted Paddington & Marmalade making at Clocktower, provided by Bligh's.</p> <p>3 pubs in High Street invited to provide outdoor music.</p> <p>Lions Club providing Tombola, with cuddly lion prizes</p> <p>Other stall activities.</p> <p>STC Crown Making Table.</p> <p>A-board signs to be used on day to signpost activities.</p> <p>Leaflet/programme of events to be distributed on day.</p>	<p>Other offers of entertainment welcomed.</p> <p>STC to enquire/support regarding musicians for Weatherspoons.</p>	<p>All</p> <p>STC</p> <p>STC</p> <p>STC</p>
18	TREASURE TRAIL	St Nicholas Church asked to consider running treasure trail for children, as it had been so popular at the Christmas Lights event	Not available	St Nicholas Church
19	FANCY DRESS	Children invited to make and wear a crown, all to wear red, white & blue.	Noted on poster	All
20	LOCAL SINGERS	Suggested that singing groups could get together	D'Vine Singers may be available – to confirm	

		and do something like a flash mob	To follow up	STC
--	--	-----------------------------------	--------------	-----

HISTORICAL RECORD/COMMEMORATION

	Item	Update	Action required	By whom
21	SCULPTURE	Consideration to be given to a small sculpture to commemorate the event,.	Small working party to be set up to progress, including Cllr Canet.	STC
22	ORAL HISTORY	Suggested that this take place on the day, set up an area with wing chairs and invite people to share their memories of the Queen's coronation in 1953.	2 Volunteers requested to conduct interviews, recordings on the day. Schools have been contacted, awaiting response after Easter break. Contact Manak to see if can include some interviews in their film of the event.	All STC STC
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	Agreed a bit late to undertake this. Most schools would be holding their own event.	–
24	DISPLAY/EXHIBITION	Lots of pictures of previous coronation available, perhaps a display could be provided, maybe at the Stag	One photograph obtained! People asked to send pictures/advise of any. Residents' associations and care homes to be asked if have any. No pictures received yet, so exhibition may not happen. Byron to forward address of website that may be able to help.	All BB
25	KALEIDOSCOPE GALLERY	Exhibition being prepared "Dressing the Coronation Crowd" via family workshops.	All invited to dress a figure, and share with others.	All

			Workshops going well. Lots of figures made by participants aged from 2 to 80. Further workshop on Saturday and one specifically for adults on 28 th April.	
26	MENTOS	The possibility of mementos for children was considered but noted that items such as mugs would be too expensive	To explore whether any sponsorship available. Wildflower seed packets being prepared. Coronation badges to be given out. To explore suggestion that rosettes be given out. To follow up, time permitting.	STC All

OTHER

	Item	Update	Action required	By whom
27	RAFFLE	Raffle prizes being sent in.	Many thanks to Especially Health who had offered to coordinate and run raffle. More prizes needed please. Proceeds of raffle to go towards commemorative sculpture.	All
28	LOCAL RESIDENTS' EVENTS	Noted: Bradbourne Lakes Residents Association were also holding an event on Sunday 7 th May, 12-2pm; St Nicholas Church Coronation Service, 11am on 7 th May – and bell ringing on and around coronation day St John's URC – livestreaming of evening Prom from Royal Albert Hall, 7pm Sat 9 th May,	–	

4. SOUVENIR BENCH

Many thanks to Warners who had sponsored the purchase of the souvenir bench.

5. SOUVENIR TOWN CRIER

To note that Souvenir Town Crier had gone to print and would be distributed to each household in Sevenoaks Town.

6. 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 had included details in the Souvenir Town Crier and posters.

7. ADDITIONAL IDEAS & NEXT STEPS

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

Attendees:

CLlr Rachel Parry	Mayor		CLlr Merilyn Canet	Sevenoaks Town Council & Sevenoaks District Seniors Action Forum
Linda Larter	Town Clerk		Geraldine Tucker	The Sevenoaks Society
Chris Conlon	Sevenoaks Town Crier		CLlr Richard Parry	Sevenoaks Town Council
Byron R Brown	Bradbourne Residents Association		Roger Hope	Sevenoaks Lions Club and Hospital League of Friends
Theo Michael	Sevenoaks Labour Party & Maidstone & West Kent Co-op		Tracey Hussain	6th Sevenoaks Brownies
Susanne Beard	Sevenoaks Visual Artists Forum, Kaleidoscope Art Gallery		Dawn Blee,	Sevenoaks District Chamber of Commerce
Andrew Pembroke	The Arts Society Sevenoaks & St Thomas' Catholic Church			
Nicholas Cave	Cemetery & Open Spaces Manager		Alison Futtit	Senior Committee Clerk, STC

Coronation Sponsors & Donations

Business	£	Donations
Silk Root	£150	<p>Raffle Prizes</p> <ul style="list-style-type: none"> • Silk Root Hairdressers £60 Gift Voucher • Silk Root - A gift wrapped selection of our range of products from Denmark Natulique Certified organic range worth £50.00
Stag		<p>Raffle Prizes</p> <ul style="list-style-type: none"> • A night out at the Pantomime Family ticket (4 people) including kiosk vouchers. • A night out at the Stag Cinema Family ticket (4 people) including kiosk vouchers. • A Year at the Stag Cinema ticket <p>Loan of tables</p>
Blighs	£700	<p>50% costs towards Paddington and Marmalade workshop</p> <p>Provision of space for Helter Skelter</p>
Purelake		<p>Hoarding for Coronation Vinyl</p> <p>Space for storing barriers.</p>
Caxtons Property Consultants		<p>Use of empty premises for storing tables.</p>
Especialty Health		<p>Managing Raffle in their shop</p>
No 8 Restaurant		<p>Raffle Prize</p>
Manak Solicitors	£300	<p>Drone video of event</p> <p>Table décor</p>

Sevenoaks Town Team Executive Board Meeting

6:30pm: Wednesday 5th April 2023

Held at

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

Meeting started 6.30 p.m.

Meeting concluded: 8.00pm

Executive Board

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

In attendance: Cllr Rachel Parry, Cllr Richard Parry, Cllr Marilyn Canet and Emily Haswell

1. Apologies for Absence

Helen O'Sullivan
Cllr Granville-Baxter
Maxine Morgans
Austin Blackburn
Linda Larter

2. Declarations of Interest

None expressed.

3. Minutes

The minutes of the Town Team Annual General Meeting and Board Meeting of 22nd February 2023 were agreed.

4. UK Shared Prosperity Fund

A summary of the fund and its aims was given by Emily Haswell, SDC Economic Development Officer and a copy of a more detailed presentation is appended to these minutes.

Emily explained that the Town Team will be receiving £600 to sponsor the Coronation High Street Safari as it is a tool to support independent businesses and that active consideration is being given to a scheme, out for costing, to extend the lamp post painting programme undertaken in 2022, to St John's Hill.

Emily asked TT to assist in promoting the various funding opportunities becoming available and particularly the Business Support which is being planned.

5. Sevenoaks Business Hub

Quotes have been received from the company which undertook the hub project to create a new two person pod in the lounge area and to replace the current electric heaters with storage heaters to take advantage of the night time electricity rate and gain better control of usage. The quotes are to be considered by the Town Council.

6. Wayfinding Project

There is to be a meeting on 13th April with KCC, SDC, STC and TT to consider the proposed sign designs, and if generally accepted then to plan for wider consultation.

7. Sevenoaks Business Awards and Business Show

This is confirmed for Friday 9th June at the Bat & Ball Centre. We are fortunate that Clive Emson have for the third time offered to be the main sponsor while confirmation from others is awaited. Continuing their support of new Sevenoaks enterprises, FM Conway are once again paying for four young businesses to exhibit.

TT members were asked to assist run the event by being the “meet and great” people at the reception desk. Cllr Canet and Byron Brown both offered help which was gladly accepted.

8. Public Realm

The red phone box by The Chequers now has the defibrillator installed, and the sponsor signage has been fitted. The equipment is sponsored by Thackray Williams and SDC. A handover/presentation is being organised which will probably include a resuscitation training session. The defibrillator has already been taken to an emergency, though was not needed.

The defibrillator “phone box” at the Café on the Vine is being refurbished and the wooden railings on the Dartford Road frontage have been renewed.

9. Sevenoaks Best Dressed Window

The Chamber has kindly offered to provide the prizes for a similar competition for the Coronation.

10. Childrens’ Coronation High Street Safari

This has been sponsored by the UK Shared Prosperity Fund and preparation of the marketing materials is now in hand.

11. Coronation Events

This is a flier related to events being organised by STC and the Town Team has been sent to most of the town centre businesses:



Coronation Events and Opportunities

Sevenoaks is going to be busy celebrating the Coronation of King Charles III and this provides opportunities for local businesses to take advantage.

The Big Coronation Afternoon Tea

The decorated High Street will be closed on Sunday 7th May for a huge street party. From 2.00 pm - 4.00 pm a traditional “red, white and blue” street party will be held with entertainers, an impressive helter-skelter, magician, Punch & Judy and entertainers.

There are sponsorship opportunities from £100-1800 and offers of cakes, biscuits etc from businesses will be most welcome.

Is there a business which would like to donate a prize or prizes for the raffle?

Coronation High Street Safari

Our safaris have proved very popular with families taking on a modern-day treasure hunt complete with AI imaging. We need ten town centre venues to host a vinyl in their window. The event will attract about 250+ people coming to each venue in the run-up to the Coronation and after. Its free for businesses to participate and we are looking for a single headline sponsor

Best Dressed Window

There were 82 town centre businesses which dressed their windows for the Jubilee, lets see if that can be beaten for the Coronation! Competition details coming soon.

For more information, to offer sponsorship or take part in the Safari please contact
Mike Reid at townteam@sevenoakstown.gov.uk



And this is information relating to the sponsorship packages which are available:



Coronation Celebrations Promotional Opportunities

The Coronation celebrations in Sevenoaks are going to be **BIG** and we are looking for businesses which would like to take part. The High Street will be closed on Sunday 7th May for a massive Tea Party. Donations of any amount or offers of goods in kind will be very welcome, and there are some specific sponsorship opportunities too. Raffle prizes gratefully accepted as well please!

Whether a donation or sponsorship, contributors will be thanked and recognised in a raft of social media posts that will be going out as well as in printed material. Our thanks already to The Silk Root, TN Card, Blighs, Stag, Purelake and Especially Health for their early support.

Specific involvement



High Street Punch & Judy/ Magic Show - £400. One outright sponsor to have their own name board, sign or banner.



A Coronation commemorative bench - £1800. The branding opportunities with a single sponsor to be discussed.



Table décor - £300. One outright sponsor will have their leaflet under the table decorations.



Helter skelter—A major sponsor will have their board, sign or banner at the location and a photo shoot. To be branded the XXX Ltd helter skelter.



A Coronation tree sculpture is also being considered.



Coronation family High Street Safari - £600. 17th April - 14th May. Sponsor has full branding. Just four more business locations available.

For more information or discuss sponsorship please contact townteam@sevenoakstown.gov.uk



There has been a fair level of support with offers of sponsorship, raffle prizes, and assistance with organisation by various businesses. TT Board Members were asked for assistance on the day though no-one volunteered at the meeting.

Bradbourne Residents Association is holding a street party, though because they also wish to support the town centre one, theirs is timed from 12.00pm – 2.00pm.

12. Shop, café, restaurant and pub occupancy survey

Though still work in progress, the headline is that there are 314 shops, restaurants and pubs within Sevenoaks Town boundary and considering those premises which are under offer as being let, about 6.5% of the stock is unoccupied which compares very favourably with the British Retail Consortiums figure for “High Street shops” of about 13%. The Sevenoaks survey takes into account all shopping including secondary and tertiary locations.

There was general accord that this information is very useful and that it should be used as the basis for monitoring retail trends in the town, being repeated from time to time. Members wished that the survey should also be categorised such that numbers could be

identified for pure retail, cafes, office etc. Once this has been put together a formal and more complete report will be made available.

Members felt that the survey could be used to identify areas where the Sevenoaks retail offer is weak and maybe to target business types that can be encouraged to open.

13. Spring Vegan Market

The market took place on Saturday 1st April 2023 on The Vine. It was a cold grey day but 33 stalls attended and while it took a while for footfall to build, from about 11.00 onwards most stalls had potential customers all the time.

The Music Room Agency was congratulated on the quality of the four acts which it provided. Music has become an important part of the market adding extra ambiance. The Mayor also commented that the stallholders find the Sevenoaks market particularly attractive as they appreciate being welcomed personally – something that does not happen at some other venues.

TT is investigating whether a summer market might be possible, bearing in mind the cricket season, meanwhile the Autumn market has been booked for 23rd September.

14. Defibrillator locations

There are several defibrillators in Sevenoaks although no master list. Thought is being given on how to make their locations better known to the public and Members were asked to tell the TT of locations they knew.

15. Police letter

The Chairman has written to Tim Smith, Chief Constable, Kent Police requesting that he attend a TT meeting to consider concerns about the level of policing in the town, especially in respect of shoplifting. A reply is awaited.

Post meeting note: a reply has been received offering that a meeting will be considered. The cycle of Council Committee meetings for next year is being drawn up and a date for TT meetings is awaited before a date for a meeting with the Police can be settled.

16. Public loos

There was a lengthy discussion about the condition of the public loos in the town. The outcome is that the Chairman will be writing to SDC making a formal request that those at the Bus Station are refurbished.

SDC have agreed to provide signage at the public loos identifying the location of those available in the event that a site is closed for repairs or due to vandalism. The Chairman also offered to write requesting when that signage would be available – and if needed to review the wording of those notices and the sites to be included.

17. Reports from Town Team Members

Cllr Avril Hunter – SDC

The most pressing topic at SDC is the situation regarding Sencio and no progress has been made to re-open the facility as Sencio refuse to surrender their lease or release access to their buildings.

Roberta Ware – Francis Jones

The business is working fine, and many people are commenting favourably about the new shop signage. She continues to challenge the Police on all aspects of shop crime, its reporting, and the robbery at her own business.

Geraldine Tucker – Sevenoaks Society

Disappointed she could not give an update on the outcome the Croudace appeal which will now not be available until after the local elections.

The Roger Fitzgerald exhibition had been a great success.

Elizabeth Dolding – Warners

Nothing special to report but they remain busy.

Cllr Marilyn Canet – Older People's Forum

The Forum wants improvements to the quality of the public loos and amount of public seating in the town.

They are also worried about the new SDC parking meters being installed fearing that like those in Brighton (which have received much notoriety recently) which do not take cash or a card and require the use of a phone app. Both the Chairman and Avril confirmed that the new Sevenoaks meters will take both cash and card payments.

Cllr Richard Streatfeild - KCC

The JTP has still not publicised its revised 20mph scheme and is deciding on the next consultation process.

The amount being spent by KCC on pot-hole repairs is massive and arising exponentially as more and more are forming.

KCC is in severe difficulties meeting its budget saving targets - £50m this year, and £83m next.

He was pleased to report that 11 trees have been planted at Bradbourne (and thanked by Byron) and suggested that if anyone has other sites where more could be added, KCC will probably be amenable to do so.

Dawn Blee – Chamber of Commerce

Delighted to have won “Best Business in the Community” at the recent SDC Community & Voluntary Awards.

Dawn also explained that with the demise of the West Kent Chamber, the Sevenoaks District Chamber was growing fast having been invited to take on Tonbridge and Tunbridge Wells.

Byron Brown – Bradbourne RA

Thanked Richard for the provision of the new trees and confirmed the street party taking place on 7th May 12.00 – 2.00pm. There will also be an Easter Egg Hunt on Easter Saturday.

Tony Clayton - Sevenoaks Rail Travellers Association

The various rail authorities have agreed to extend “Zone 9” which incorporates the Darent Valley Line, though not Sevenoaks Station itself. Contactless ticket machines are now being installed.

Cllr Simon Raikes - STC

Adoption of the Sevenoaks Neighbourhood Plan is subject to a referendum which forms part of the elections on May 4th. If carried, it will add much weight to the Councils position in terms of negotiating and agreeing or refusing development proposals.

Andrew Eyre – The Stag Theatre

The Stag’s business continues to improve, with the theatre being particularly busy. Amazon and Netflix have been changing course and are now introducing their streaming films into cinema as well.

Work on the solar panel installation scheme is progressing.

And a special mention for the Mayoral Event on May 10th, being an evening with Gloria Hunniford talking about her life on the stage and on TV. A meal is part of the ticket.

The meeting closed at 8.00pm

Date of next meeting - TBA