

6th June 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 12th June 2023 at 7.00pm**. 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/GPnNdsP9Lzo?feature=share> 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 Peter Dixon
Cllr Nigel Wightman (Vice-Chairman)	Cllr Victoria Granville
Cllr Libby Ancrum	Cllr Chloe Gustard
Cllr Dr Marilyn Canet	Cllr David Skinner OBE

Prior to the commencement of the meeting, the Mayor will present the **KALC Community Award 2023** to Hinal Patel, Sevenoaks Pharmacy

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.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
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1	<u>CHAIRMAN AND VICE-CHAIRMAN</u> To note that, at the Annual Council meeting held on 15 th May 2023, the following appointments were made: a) CHAIRMAN – Cllr Tony Clayton b) VICE-CHAIRMAN – Cllr Nigel Wightman	
2	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
3	<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).	-
4	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	–
5	<u>MINUTES OF MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE – 24TH APRIL 2023</u> To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 24 th April 2023 as a true record.	Attached
6	<u>FINANCE REPORTS – YEAR END</u> To receive and consider the Responsible Finance Officer's reports	Attached
6.1	<u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report for the year ended 31st March 2023. Including: Appendix 1 - Income and Expenditure by cost centre Appendix 2 – Variance Analysis Appendix 3 - Working Capital Appendix 4 - Statement of Funds Appendix 5 - Capital Expenditure & Funds	All Attached
6.2	<u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the period 1 st to 31 st March 2023	Attached

6.3	<u>List of Payments</u> To note list of payments for: <ul style="list-style-type: none"> • Sevenoaks Town Council Nat West Account: 1st to 31st March 2023 • Mayor's Charity Account: 1st to 31st March 2023 	Attached Attached
6.4	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for period 1 st to 31 st March 2023	Attached
6.5	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the period 1 st to 31 st March 2023	Attached
6.6	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 st March to 31 st March 2023: None	—
6.7	<u>REVIEW OF INTERNAL CONTROLS</u> To receive and consider: <ul style="list-style-type: none"> a) Internal Audit Report for the year end Visit b) Statement of the System of Internal Control, to be approved and signed by the Chairman of the Finance & General Purposes Committee and Responsible Finance Officer. 	Attached Attached
6.8	<u>ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2023</u> To receive, approve and recommend the following to full Council for adoption: <ul style="list-style-type: none"> a) Annual Governance Statement b) Statement of Annual Accounts to 31st March 2023 c) Supporting papers for submission to the External Auditors 	Attached Attached To Follow
7	<u>FINANCE REPORTS – APRIL 2023</u> To receive and consider the Responsible Finance Officer's reports.	Attached
7.1	<u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 30 th April 2023. Including: Appendix 1 - Income and Expenditure by cost centre Appendix 2 – Variance Analysis Appendix 3 - Working Capital Appendix 4 - Statement of Funds Appendix 5 - Capital Expenditure & Funds	All Attached

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7.5	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the period <ul style="list-style-type: none">1st to 30th April 2023	Attached															
7.6	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 st to 30 th April 2023: <table border="1"><thead><tr><th>Received by</th><th>Date</th><th>Item</th><th>From Whom</th><th>Value</th></tr></thead><tbody><tr><td>Town Clerk</td><td>17.04.23</td><td>Gold brooch</td><td>Cllr Andrew Eyre</td><td>Unknown</td></tr><tr><td>Town Clerk</td><td>25.04.23</td><td>Bottle of Champagne</td><td>Cllr Simon Raikes</td><td>£25</td></tr></tbody></table>	Received by	Date	Item	From Whom	Value	Town Clerk	17.04.23	Gold brooch	Cllr Andrew Eyre	Unknown	Town Clerk	25.04.23	Bottle of Champagne	Cllr Simon Raikes	£25	—
Received by	Date	Item	From Whom	Value													
Town Clerk	17.04.23	Gold brooch	Cllr Andrew Eyre	Unknown													
Town Clerk	25.04.23	Bottle of Champagne	Cllr Simon Raikes	£25													
8	<u>REVIEW OF FINANCIAL MATTERS IN ACCORDANCE WITH THE TOWN COUNCIL'S STANDING ORDERS</u> To receive and note the following financial matters in accordance with the Town Council's Standing Orders, adopted at Annual Council Meeting on 15th May 2023 (<i>Minute 81 refers</i>): <ul style="list-style-type: none">a) <u>Inventory</u> To note that valuation of building assets had been received and noted at the meeting of this <i>Committee held on 11th April 2022</i> [<i>Minute 20.3, 11.04.22 refers</i>]b) <u>Insurance Cover 2023/2024</u> To note insurance cover has been arranged with Zurich Municipal for the 2023/2024 year [<i>Minute 41.2, 24.04.23 refers</i>]	— —															

	<p>c) <u>Complaints Procedure</u> To note and consider the current complaints procedure.</p> <p>d) <u>Freedom of Information Procedure</u> To note and consider the current Town Council procedure for handling requests made under the Freedom of Information Act 2000</p> <p>e) <u>Social Media & Electronic Communication Policy</u> To note and consider the current Town Council's Press and Media policy</p>	<p>Attached</p> <p>Attached</p> <p>Attached</p>
9	<p><u>SEVENOAKS DAY NURSERY</u></p> <ul style="list-style-type: none"> • Request for permission to increase rent for use of Club Room • Request to change to agreement for use of Club Room 	Attached
10	<p><u>NO.8 BUS</u></p> <p>To note current funding position</p>	Attached
11	<p><u>PARTICIPATORY BUDGETING</u></p> <p>To consider the principles of participatory budgeting</p>	Attached
12	<p><u>CURRENT MATTERS & PRIORITIES</u></p> <p>To receive and note list of:</p> <ul style="list-style-type: none"> a) Current Matters b) Priorities of the Town Council 	<p>Attached</p> <p>Attached</p>
13	<p><u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release.</p>	–

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Sevenoaks Town Council

Minutes of the meeting of the Finance & General Purposes Committee Held on 24th April 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/iYgvj4QhKWU>

Meeting commenced: 7:20pm

Meeting Concluded: 8:10pm

Present:

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

Substitute	For
Cllr Nick Busvine	Cllr Keith Bonin
Cllr Mrs Parry	Cllr Simon Raikes

In attendance: Cllr Claire Shea, Town Clerk, Responsible Finance Officer and Senior Committee Clerk.

Representation received from Member of the Public: None

37 Apologies for Absence

As noted above.

38 Dispensations

There were no requests for dispensations.

39 Declarations of Interest

Cllr Eyre declared a pecuniary interest in Agenda Item 5.2, Insurance Renewal, insofar as the discussion referenced the House in the Basement Youth Café location at The Stag Theatre.

40 Minutes of the Finance & General Purposes Committee on 27th February 2023

RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 27th February 2023 as a true record.

41 Finance Reports

41.1 Management Accounts to 28th February 2023

The Committee received and noted, for the period ended 28th February 2023, the Responsible Finance Officer's Report with Variance Analysis, Income and

Sevenoaks Town Council

Expenditure, Working Capital Summary, Statement of Fund Balances and Capital Expenditure and funds.

It was noted that the year-to-date position at the end of February 2023 gave a revenue deficit of £55,052. 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 £87,492, the adjusted position was a surplus of £32,440.

It was noted that inflation continued to have an impact on some council spend, with energy cost now estimated at £27k higher than budget.

It was, however, anticipated that the full year surplus would meet the target of increasing general reserves by £20,000. The Chairman congratulated officers on this achievement during a turbulent year.

RESOLVED: To accept the Management Accounts 1st to 28th February 2023.

41.2 Insurance Renewal

The Committee noted the Town Council's 2023/2024 insurance renewal with Zurich Municipal at a premium of £13,903.84.

The Responsible Finance Officer advised that there could be a slight adjustment to the premium once the fixed assets review was completed at the end of the year.

RESOLVED: That the Town Council's Insurance Policy Schedule for 2023/2024 be received and noted.

41.3 Internal Audit Third Visit Report 2022/23

The Committee considered the Internal Audit Report.

It was noted that small discrepancies noted in the daily takings and end of day till reports at the Cafes were a matter of recording and all income was correct: procedures had been put in place to address this.

RESOLVED: That the Internal Audit Third Visit Report be received and noted.

41.4 The Committee received and noted:

Suppliers Accounts for:

- 1st to 28th February 2023, total invoices £91,962.38

List of Payments Sevenoaks Town Council Nat West Account

- 1st to 28th February 2023, total payments £161,098

List of Payments Mayor's Charity Account:

- 1st to 28th February 2023 - None

Sevenoaks Town Council

Payroll Accounts for:

- 1st to 28th February 2023, total payments £77,904.63

Petty Cash Accounts for:

- 1st to 28th February 2023, total payments £707.34

41.5 Hospitality and Gifts Register: None received.

42 Community Infrastructure Levy (CIL) Report

It was noted that:

- the total unallocated sum to be used for infrastructure projects at October 2022 was £68,947.97
- £30,086.04 had been allocated to The Stag Theatre solar panels project at the meeting of this Committee in February 2023
- the current record of receipt due in April 2023, representing CIL collected between October 2022 and March 2023, was £29,498.08
- The total unallocated balance was therefore £68,360.01

The Committee considered the allocation of CIL towards the purchase of a secondhand tractor-mounted seed spreader.

RESOLVED:

- 1) that the report be received and noted; and
- 2) £10,000 of CIL funding be allocated towards the purchase of a secondhand tractor-mounted seed spreader

43 Cyber Essentials

It was noted that the Town Council had been accredited with the Cyber Essentials Certificate of Assurance.

44 Wednesday & Saturday Markets, Sevenoaks

It was noted that the Town Council had been successful in its tenders to Sevenoaks District Council to operate the Wednesday and Saturday Markets in Sevenoaks Town.

45 SENCIO Funding Agreement

The Committee noted the terms of the Sencio Funding Agreement under which the Town Council was entitled to a partial refund of grant funds (on a sliding scale) due to the breach of conditions following the closure of Sencio due to insolvency. The Town Council had followed its fiduciary duty to residents and registered its financial interest with the insolvency agents, Evelyn Partners.

RESOLVED: That the report be received and noted.

Sevenoaks Town Council

46 Provision of Electric Vehicle Charging Bollards at Raleys Car Park

In line with the Town Council's Green Community Investment Plan, consideration was given to a proposal from Ubitricity to install Electric Vehicle charging bollards at Raleys Car Park. Ubitricity would fully fund the project and assist with marketing. The Town Council would receive 5% of the net revenue from the chargers.

Councillors agreed that this would be a useful addition to the Town. The impact on the car park spaces for permit holders would be kept under review.

RESOLVED: That the proposal to work with Ubitricity to install 12 EV charging bollards at Raleys Car Park be approved, on the basis set out above.

47 Notes of Meetings regarding Celebration of the Coronation of King Charles III

RESOLVED: That the notes of the meetings regarding the celebration of the Coronation of King Charles III held on 22nd March and 12th April 2023 be received and noted.

48 Minutes of Town Team meeting held on 5th April 2023

RESOLVED: That the minutes of the meeting of the Town Team held on 5th April 2023 be received and noted.

49 Press Release

It was agreed that Press Releases be issued in respect of the Cyber Essentials Accreditation and the success of the Town Council's bid to continue to provide the Wednesday and Saturday Markets in Sevenoaks Town.

50 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.

51 Town Clerk's Report relating to Recruitment

RESOLVED:

- 1) To formally approve the recruitment of the RFO / Deputy Town Clerk as per the Town Clerk's report
- 2) To note that reasonable relocation expenses may need to be paid
- 3) To note that Sevenoaks Town Council is also still seeking to recruit for a Senior Groundsman role, part time Allotment Officer and Catering staff

The RFO returned to the meeting and the Chairman requested that the meeting record its gratitude to Ros Shaw for all her dedicated and efficient work in the role and wish her the best for the future.

There being no further business the Chairman closed the Meeting.

Signed
Chairman

Dated

Sevenoaks Town Council
Finance Officer's Report
Financial report for the year ended 31 March 2023

1. Summary

The year-end position at the end of March gives a revenue surplus of £20,681.

The 2022/23 budget has achieved its intended purpose to deliver a surplus of £20,000, as part of the Town Council's strategy to increase its general reserves. Following movements to reserves, STC is £681 favourable to budget full year.

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

- £5.3K favourable interest received
- £17K unused contingency
- £5K lower hire income for Business Hub. Hub now has a core client base and ad hoc use is improving.
- 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 spent on casual vacancy election (covered by contingency)
- £2.2K spent 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 water 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 from road residents
- £24K higher electricity bills (consumption & tariff impact)
- £13K projector replacement at Bat & Ball centre. Insurance claim is being pursued.

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

Appendix 7 – Statement on the system of Internal Control

Appendix 8 – Draft Annual Return 2021

2.0 Income and Expenditure (Appendix 1) & Variance Analysis (Appendix 2)

Highlights of income and expenditure variances full year (+/- £5,000) by cost centre are:

*Positive variances shown as Favourable (F); Negative variances are shown as Adverse (A)

<u>Cost Centre</u>	<u>Name</u>	<u>Variance</u>	<u>Comments</u>
21	OSL General	43,975 (F)	Please refer to the variance report.
23	Allotments	5,908 (A)	Please refer to the variance report.
26	OSL Streetlighting	6,743 (A)	Please refer to the variance report.
29	Vine Ground	18,080 (A)	Please refer to the variance report.
31	Establishment	33,194 (F)	Please refer to the variance report.
33	Council Offices	10,217 (F)	Please refer to the variance report.
36	Bat & Ball Centre	34,482 (A)	Please refer to the variance report.
41	Business Hub	14,083 (A)	Please refer to the variance report.
50	HitB	14,514 (A)	Please refer to the variance report.

3.0 Use of Contingency

The 2022/23 budget included Contingency of £43,600. £10,370 was agreed to be spent from contingency during the year (virements to other budget lines):

31/ 6330	£2,150	To cover professional fees re carbon footprint
31/ 6330	£1,403	To cover professional fees re illegal encampment
31/ 7010	£6,817	To cover casual vacancy election expense

£16,000 was moved to reserves at year end for RFO/ Deputy Clerk recruitment (Recruitment reserve) & Environmental project (Environmental reserve).

£17,230 contingency remains unused at year end, which offsets other cost centres.

4.0 Irrecoverable Debts

No debts are considered irrecoverable at year end.

5.0 Working Capital (Appendix 3)

The net current assets have decreased by £105,821 during the financial year to a year-end balance of £1,571,819.

Revenue (general) reserves have increased by £20,681 leaving a year-end balance of £459,542.

Earmarked Reserves have decreased by £126,502 leaving a year-end balance of £1,112,276.

This includes:

1. A full year net surplus of £20,681.
2. Net reduction in Capital Receipts Reserves (CRR) of £38K, being £67K capital expenditure not covered by CIL or other funding, offset by £29K Quaker Hall capital receipt.
3. Reduction of Bat & Ball Station Management & Maintenance reserve by £98,782 to cover year end deficit.
4. Decrease in CIL reserve of £19,696 (Income of £135K offset by £155K project spend).
5. Creation of the following reserves:
 - i. £10K recruitment reserve.
 - ii. £11K Bat & Ball centre maintenance reserve re reduced lifespan of floor.
6. Utilisation of £10K special events reserve on Jubilee events.

The full movement in earmarked reserves is detailed in Appendix 3.

6.0 Fund balances (Appendix 4) and Cashflow

The statement of fund balances as at 31st March 2023 totals £1,665,479 (31 March 2022 £1,710,009).

£867,387 is held in accounts with instant access. The Council's policy is to retain not less than 3 months estimated working capital (calculated based on 3 months precept) and capital requirements in current and deposit accounts giving immediate access.

Funds are deposited with NatWest, HSBC, Nationwide, Handelsbanken, Virginmoney and CCLA. Interest rate ranges from 0.00% to 4.12%.

Sub ratings reviewed 31st March 2023.

7.0 Capital Expenditure & Funds (Appendix 5)

Expenditure which contributes to service over more than one year is treated as capital spend and is not generally included within the annual budget. Spend is controlled through a programme of approved works within a multi-year capital plan. Capital projects are approved on the basis of affordability and priorities. Earmarked reserves, including Rolling Capital Reserve, Capital Receipts Reserve, and CIL are set up to manage such expenditure.

Capital receipts in the year to 31 March 2023 amounted to £253,810 as follows:

£80,000	Enovert Grant re Hillingdon Rise & Julians Meadow play areas
£10,000	Grant re printing of NDP
£29,231	SDC annual repayment of long term debt re sale of Quakers Hall land
£134,579	CIL income received

Spend on capital projects was £276,361 as follows:

Capital Project	2022/23 Spend	Funded by		
		CIL	CRR	Grant
Cemetery equipment	£2,460		£2,460	
Vine Area improvements	£69,368	£69,368	£0	
Hillingdon Rise & Julians Meadow play areas	£87,856	£4,000	£3,856	£80,000
Knole paddock/ Raleys floodlights	£17,500	£17,500	£0	
Knole paddock/ Raleys pitch improvements	£34,925	£9,000	£25,925	
Stag solar panels	£19,400	£19,400	£0	
Bat & Ball Centre	£4,963		£4,963	
NDP	£32,941		£22,941	£10,000
Business Hub	£6,948		£6,948	

Rolling Capital Programme Revenue Reserve (RCPRR)

At 31 March 2023 the Rolling Capital Reserve balance was £42,393.

£8,960 unspent revenue budget was moved to this reserve at year end, including £2.3K re Memorial Stone safety testing, £2.5K re Public Clock future maintenance and £1.8K Skatepark future work.

Community Infrastructure Levy (CIL)

CIL reserves have reduced during the year. Brought forward CIL reserves of £229,518 were increased by £134,579 CIL received from SDC. £154,275 was spent on the following approved projects, leaving a year end CIL balance of £209,822:

Picnic tables	£3,220
Wayfinding project - Design stage	£8,700
Public Realm - lamppost repainting	£11,644
Signage/ DVCRP posters at Farmers site	£2,139
Christmas lights	£5,330
Stag theatre solar panels	£19,400
Vine Area improvements	£69,368
Knole paddock/ Raleys floodlights	£17,500
Knole paddock/ Raleys pitch improvement	£9,000
Speed Indication device	£3,974
Hillingdon Rise/ Julians Way play areas	£4,000

8.0 Grants received in the financial year 2022-23

In total, £93,925 of grants were received during the financial year as follows:

Heritage Trust towards bench at Bat & Ball Station	£1,000
Waitrose donation towards inflatable darts equipment at HITB	£500
Round Table - multi use sports table at HITB	£900
SDC - to support staff costs related to mentoring project	£975
SDC - to support staff costs related to mentoring project	£550
Enovert Grant re Hillingdon Rise & Julians Meadow play areas	£80,000
Grant re printing of NDP	£10,000

9.0 Fixed Assets

The Fixed Assets balance at 31 March 2023 is £10,691,724. Full breakdown is available on request.

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>11 Planning - General</u>										
4010 Gross Pay	2,078	2,154	76	23,768	25,914	2,146	25,914		2,146	
4270 Employers Pension Contribution	77	93	16	877	1,105	228	1,105		228	
5500 Equipment Hired and New	3,974	0	(3,974)	3,974	0	(3,974)	0		(3,974)	3,974
6240 Computer/ Data Base/WP's	22	65	43	591	948	357	948		357	
6630 Professional Fees	0	27	27	428	111	(317)	111		(317)	
6720 Books and Periodicals	0	0	0	28	0	(28)	0		(28)	
6730 Subscriptions	0	0	0	198	395	198	395		198	
Planning - General :- Indirect Expenditure	<u>6,151</u>	<u>2,339</u>	<u>(3,812)</u>	<u>29,863</u>	<u>28,473</u>	<u>(1,390)</u>	<u>28,473</u>	<u>0</u>	<u>(1,390)</u>	<u>3,974</u>
Net Expenditure	<u>(6,151)</u>	<u>(2,339)</u>	<u>3,812</u>	<u>(29,863)</u>	<u>(28,473)</u>	<u>1,390</u>	<u>(28,473)</u>			
8001 plus Transfer from EMR	3,974			3,974						
Movement to/(from) Gen Reserve	<u>(2,177)</u>			<u>(25,889)</u>						

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>21 O/ Spaces & Leisure - General</u>										
1022 Letting & Hire of Facilities	2,648	3,019	371	25,255	33,179	7,924	33,179		0	
1030 Electricity recharge	951	0	(951)	2,551	0	(2,551)	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	0	0	0	541	1,305	764	1,305		0	
1853 Adopt a Tree income	250	0	(250)	917	0	(917)	0		0	
1990 Other Income	1,875	87	(1,788)	19,166	1,099	(18,067)	1,099		0	1,875
O/ Spaces & Leisure - General :- Income	5,724	3,106	(2,618)	59,489	37,333	(22,156)	37,333			1,875
4010 Gross Pay	11,940	15,797	3,857	148,561	189,608	41,047	189,608		41,047	
4011 Mileage	62	0	(62)	724	0	(724)	0		(724)	
4012 Expenses	22	0	(22)	74	0	(74)	0		(74)	
4270 Employers Pension Contribution	751	1,036	285	9,415	12,498	3,083	12,498		3,083	
5013 Graffiti Removal	0	148	148	1,250	893	(357)	893		(357)	
5025 Lower St Johns Toilets	2,376	922	(1,454)	12,689	11,031	(1,658)	11,031		(1,658)	
5026 Greatness Rec Convenience	254	259	5	2,819	3,152	333	3,152		333	
5050 Seats And Litter Bins	230	731	501	4,308	2,921	(1,387)	2,921		(1,387)	
5060 Sevenoaks Common	0	0	0	7,200	4,470	(2,730)	4,470		(2,730)	
5065 Tree Safety Survey	0	1,992	1,992	0	3,992	3,992	3,992		3,992	
5070 Other Woodlands	980	(2)	(982)	5,922	3,726	(2,196)	3,726		(2,196)	
5110 Knole Paddock & Pavilion	0	416	416	239	4,151	3,912	4,151		3,912	
5120 Knole Paddock Pitch & Grnd Mt	0	1,228	1,228	1,952	3,677	1,725	3,677		1,725	

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5310 Miscellaneous Open Spaces	370	187	(183)	15,400	2,277	(13,123)	2,277		(13,123)	
5311 Security Open Spaces	1,918	1,765	(153)	22,579	21,202	(1,377)	21,202		(1,377)	
5316 Skatepark Maintenance	0	0	0	927	2,706	1,779	2,706		1,779	(1,779)
5317 Raleys Car Park	0	0	0	991	525	(466)	525		(466)	
5320 Fertilizers	599	253	(346)	738	1,009	271	1,009		271	
5330 Grass Seed	2,348	2,206	(142)	4,621	2,206	(2,415)	2,206		(2,415)	
5340 Plants	245	656	411	3,464	2,627	(837)	2,627		(837)	
5410 Repairs & General Maintenance	43	135	92	15,954	1,576	(14,378)	1,576		(14,378)	
5412 Capital Refurbishments	0	1,200	1,200	0	1,200	1,200	1,200		1,200	(1,200)
5500 Equipment Hired and New	64	576	512	4,889	6,934	2,045	6,934		2,045	1,610
5525 Equipment Maintenance	324	(1)	(325)	4,582	7,564	2,982	7,564		2,982	
5550 Vehicle Expenses	834	16,000	15,166	22,544	19,500	(3,044)	19,500		(3,044)	3,100
5700 Fuel	257	437	180	5,233	5,211	(22)	5,211		(22)	
6010 Light Heat & Cleaning	116	656	540	3,948	2,621	(1,327)	2,621		(1,327)	
6014 Water	(411)	0	411	406	1,030	624	1,030		624	
6101 Telephone	20	12	(8)	231	210	(21)	210		(21)	
6104 Mobile Telephone	18	12	(6)	505	210	(295)	210		(295)	
6105 Broadband wi-fi service	25	0	(25)	153	0	(153)	0		(153)	
6210 Postage & Courier	0	0	0	3	0	(3)	0		(3)	
6320 Staff Training	0	788	788	580	3,152	2,572	3,152		2,572	
6330 Welfare/Hospitality	22	12	(10)	273	210	(63)	210		(63)	
6730 Subscriptions	0	0	0	164	145	(19)	145		(19)	
6812 Road Dues	0	0	0	1,510	1,077	(433)	1,077		(433)	

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6851 Bus Shelter Maintenance	0	19	19	0	184	184	184		184	
6900 Sundry Expenses	0	17	17	45	105	60	105		60	
6922 Health&Safety/Risk Assessments	220	1,628	1,408	412	1,628	1,217	1,628		1,217	
6930 Alarm Maintenance	0	0	0	899	778	(121)	778		(121)	
6931 CCTV Maintenance	0	0	0	520	536	16	536		16	
6934 Waste Bin Collection-Dog Bins	655	674	19	2,621	2,699	78	2,699		78	
6935 Waste Bin Disposal-Waste Bins	242	338	96	2,345	4,023	1,678	4,023		1,678	
6952 Protective Clothing	42	126	84	1,132	1,523	391	1,523		391	
O/ Spaces & Leisure - General :- Indirect Expenditure	24,567	50,223	25,656	312,825	334,787	21,962	334,787	0	21,962	1,731
Net Income over Expenditure	(18,843)	(47,117)	(28,274)	(253,335)	(297,454)	(44,119)	(297,454)			
8001 plus Transfer from EMR	(2,979)			1,731						
8002 less Transfer to EMR	1,875			1,875						
Movement to/(from) Gen Reserve	(23,697)			(253,479)						

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1550 Insurance Claims	0	0	0	1,641	0	(1,641)	0		0	
1700 Cemetery Income	9,890	7,299	(2,591)	73,225	87,577	14,352	87,577		0	
O/ Spaces & Leisure - Cemetery :- Income	9,890	7,299	(2,591)	74,865	87,577	12,712	87,577			0
4010 Gross Pay	6,500	7,658	1,158	80,694	91,885	11,191	91,885		11,191	
4011 Mileage	0	0	0	8	0	(8)	0		(8)	
4012 Expenses	0	0	0	26	0	(26)	0		(26)	
4270 Employers Pension Contribution	467	614	147	5,836	7,412	1,576	7,412		1,576	
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	(73)	0	73	0	0	0	0		0	
5410 Repairs & General Maintenance	200	83	(117)	940	1,051	111	1,051		111	
5412 Capital Refurbishments	0	1,200	1,200	0	1,200	1,200	1,200		1,200	(1,200)
5500 Equipment Hired and New	0	282	282	1,407	3,362	1,955	3,362		1,955	
5525 Equipment Maintenance	23	6,259	6,236	1,633	9,152	7,519	9,152		7,519	(6,000)
5700 Fuel	84	114	30	1,205	1,302	97	1,302		97	
6000 Rent & Rates	0	0	0	8,733	8,733	1	8,733		1	
6010 Light Heat & Cleaning	462	115	(347)	3,668	1,303	(2,365)	1,303		(2,365)	
6014 Water	(378)	40	418	1,049	489	(560)	489		(560)	
6101 Telephone	61	62	1	568	788	220	788		220	
6104 Mobile Telephone	0	11	11	8	126	118	126		118	
6105 Broadband wi-fi service	10	38	28	120	412	292	412		292	

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6200 Printing & Stationery	0	8	8	116	52	(64)	52		(64)	
6240 Computer/ Data Base/WP's	0	0	0	566	420	(146)	420		(146)	
6320 Staff Training	219	526	307	799	2,101	1,302	2,101		1,302	
6330 Welfare/Hospitality	17	13	(4)	172	178	6	178		6	
6460 Publicity & Democratic notices	10	0	(10)	217	0	(217)	0		(217)	
6500 Goods for Resale	0	12	12	325	210	(115)	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	80	788	708	2,101	3,152	1,051	3,152		1,051	
6822 Roads Path & Boundaries	0	183	183	93	735	643	735		643	
6832 Lawn/Wall of Remembrance	0	0	0	58	105	47	105		47	
6900 Sundry Expenses	0	9	9	0	53	53	53		53	
6922 Health&Safety/Risk Assessments	0	2	2	39	2,338	2,299	2,338		2,299	(2,299)
6930 Alarm Maintenance	0	0	0	682	840	158	840		158	
6932 Cemetery Security	445	415	(30)	5,444	5,002	(442)	5,002		(442)	
6935 Waste Bin Disposal-Waste Bins	81	111	30	1,200	1,310	110	1,310		110	
6952 Protective Clothing	40	62	22	398	788	390	788		390	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	8,247	18,605	10,358	119,907	145,274	25,367	145,274	0	25,367	(9,499)
Net Income over Expenditure	1,642	(11,306)	(12,948)	(45,042)	(57,697)	(12,655)	(57,697)			
8001 plus Transfer from EMR	(9,499)			(9,499)						
Movement to/(from) Gen Reserve	(7,857)			(54,541)						

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>23 O/ Spaces & Leisure- Allotment</u>										
1010 Rental Income	0	0	0	1,282	1,381	99	1,381		0	
1047 QH Allotments Income	101	0	(101)	6,989	7,512	523	7,512		0	
O/ Spaces & Leisure- Allotment :- Income	101	0	(101)	8,271	8,893	622	8,893			0
4010 Gross Pay	215	440	225	3,484	5,313	1,829	5,313		1,829	
4270 Employers Pension Contribution	16	15	(1)	158	213	55	213		55	
5410 Repairs & General Maintenance	348	1	(347)	2,978	1,261	(1,717)	1,261		(1,717)	
6002 QH Allotments Costs	3,246	433	(2,813)	10,496	1,735	(8,761)	1,735		(8,761)	4,115
6014 Water	(499)	0	499	2,252	989	(1,263)	989		(1,263)	
6300 Computer Software	0	0	0	13	128	115	128		115	
6730 Subscriptions	0	57	57	0	57	57	57		57	
6922 Health&Safety/Risk Assessments	0	0	0	0	283	283	283		283	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	3,327	946	(2,381)	19,381	9,979	(9,402)	9,979	0	(9,402)	4,115
Net Income over Expenditure	(3,227)	(946)	2,281	(11,109)	(1,086)	10,023	(1,086)			
8001 plus Transfer from EMR	4,115			4,115						
Movement to/(from) Gen Reserve	888			(6,994)						

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	14,827	9,364	(5,463)	14,827	9,364	(5,463)	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	14,827	9,364	(5,463)	15,027	9,776	(5,251)	9,776			0
6861 Public Clock Maintenance	0	763	763	573	3,055	2,482	3,055		2,482	(2,482)
6862 Street Lighting	1,757	1,178	(579)	23,361	14,092	(9,269)	14,092		(9,269)	
6865 In Bloom Costs	(170)	1	171	16,434	13,710	(2,724)	13,710		(2,724)	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	1,586	1,942	356	40,369	30,857	(9,512)	30,857	0	(9,512)	(2,482)
Net Income over Expenditure	13,241	7,422	(5,819)	(25,342)	(21,081)	4,261	(21,081)			
8001 plus Transfer from EMR	(2,482)			(2,482)						
Movement to/(from) Gen Reserve	10,759			(27,824)						

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>28 O/ Spaces & Leisure-Vine Cafe</u>										
1211 Sale of Goods	972	3,661	2,689	52,300	81,317	29,017	81,317		0	
1213 Event catering	0	0	0	2,471	0	(2,471)	0		0	
1451 Kickstart funding	0	1	1	0	3,765	3,765	3,765		0	
O/ Spaces & Leisure-Vine Cafe :- Income	972	3,662	2,690	54,771	85,082	30,311	85,082			0
4010 Gross Pay	2,175	3,612	1,437	36,619	58,071	21,452	58,071		21,452	
4270 Employers Pension Contribution	101	140	39	1,690	2,294	604	2,294		604	
5410 Repairs & General Maintenance	0	113	113	1,242	1,301	59	1,301		59	
5500 Equipment Hired and New	0	120	120	2,821	1,396	(1,425)	1,396		(1,425)	
5525 Equipment Maintenance	0	107	107	638	1,207	569	1,207		569	
6000 Rent & Rates	0	0	0	686	686	(0)	686		(0)	
6010 Light Heat & Cleaning	32	(1)	(33)	4,865	4,271	(594)	4,271		(594)	
6014 Water	(666)	40	706	1,296	480	(816)	480		(816)	
6101 Telephone	32	20	(12)	339	284	(55)	284		(55)	
6200 Printing & Stationery	0	14	14	79	124	45	124		45	
6210 Postage & Courier	0	8	8	28	38	10	38		10	
6240 Computer/ Data Base/WP's	0	28	28	0	118	118	118		118	
6320 Staff Training	0	0	0	60	315	255	315		255	
6330 Welfare/Hospitality	0	11	11	0	22	22	22		22	
6340 Staff Uniforms	0	28	28	0	56	56	56		56	
6460 Publicity & Democratic notices	0	32	32	0	131	131	131		131	
6500 Goods for Resale	199	1,233	1,034	17,817	27,437	9,620	27,437		9,620	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6505 Cafe consumables	0	317	317	1,114	3,859	2,745	3,859		2,745	
6635 Professional Fees Licensing	0	29	29	740	403	(337)	403		(337)	
6900 Sundry Expenses	0	30	30	20	316	296	316		296	
6922 Health&Safety/Risk Assessments	0	182	182	986	2,129	1,143	2,129		1,143	
6930 Alarm Maintenance	85	0	(85)	569	541	(28)	541		(28)	
6935 Waste Bin Disposal-Waste Bins	146	146	(0)	2,442	1,730	(712)	1,730		(712)	
6976 Credit card charges	48	95	47	1,310	1,195	(115)	1,195		(115)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	2,152	6,304	4,152	75,359	108,404	33,045	108,404	0	33,045	0
Net Income over Expenditure	(1,180)	(2,642)	(1,462)	(20,588)	(23,322)	(2,734)	(23,322)			

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	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	65	65	1,340	824	(516)	824		0	
1451 Kickstart funding	0	(1)	(1)	1,985	2,823	838	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	64	64	8,192	7,512	(680)	7,512			0
4010 Gross Pay	1,720	1,065	(655)	19,532	12,703	(6,829)	12,703		(6,829)	
4270 Employers Pension Contribution	61	52	(9)	708	613	(95)	613		(95)	
5010 Vine Area General Maintenance	2,036	391	(1,645)	10,925	4,670	(6,255)	4,670		(6,255)	
5015 Vine Pavilion maintenance	0	0	0	205	0	(205)	0		(205)	
5020 Vine Public Convenience	1,178	746	(432)	9,768	8,930	(838)	8,930		(838)	
5410 Repairs & General Maintenance	14	0	(14)	890	0	(890)	0		(890)	
5500 Equipment Hired and New	0	0	0	3,412	0	(3,412)	0		(3,412)	1,610
6014 Water	(43)	46	89	337	541	204	541		204	
6460 Publicity & Democratic notices	369	68	(301)	428	263	(165)	263		(165)	
6635 Professional Fees Licensing	0	0	0	200	105	(95)	105		(95)	
6868 Summer Concerts	0	0	0	3,770	3,362	(408)	3,362		(408)	
6869 Special Events	0	0	0	332	0	(332)	0		(332)	
6922 Health&Safety/Risk Assessments	170	0	(170)	170	37	(133)	37		(133)	
6931 CCTV Maintenance	0	0	0	695	693	(2)	693		(2)	
6935 Waste Bin Disposal-Waste Bins	128	0	(128)	915	0	(915)	0		(915)	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	5,633	2,368	(3,265)	52,287	31,917	(20,370)	31,917	0	(20,370)	1,610
Net Income over Expenditure	(5,633)	(2,304)	3,329	(44,095)	(24,405)	19,690	(24,405)			
8001 plus Transfer from EMR	0			1,610						

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>(5,633)</u>			<u>(42,485)</u>						

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>30 F & G P - Bat & Ball Station</u>										
1022 Letting & Hire of Facilities	780	834	54	8,636	10,052	1,416	10,052		0	
1208 Other Events Income	0	0	0	200	0	(200)	0		0	
1211 Sale of Goods	3,843	3,213	(630)	39,319	38,578	(741)	38,578		0	
1213 Event catering	727	601	(126)	6,864	7,190	326	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	42	0	(42)	50	0	(50)	0		0	
F & G P - Bat & Ball Station :- Income	5,391	4,648	(743)	57,379	55,820	(1,559)	55,820			0
4010 Gross Pay	7,515	5,181	(2,334)	87,019	62,227	(24,792)	62,227		(24,792)	
4011 Mileage	0	0	0	30	0	(30)	0		(30)	
4270 Employers Pension Contribution	205	222	17	2,322	2,686	364	2,686		364	
5340 Plants	0	0	0	113	0	(113)	0		(113)	
5410 Repairs & General Maintenance	1,275	138	(1,137)	8,636	1,667	(6,969)	1,667		(6,969)	
5500 Equipment Hired and New	44	135	91	5,431	1,576	(3,855)	1,576		(3,855)	
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	308	469	161	6,279	5,595	(684)	5,595		(684)	
6012 Gas	(7)	541	548	1,147	2,164	1,017	2,164		1,017	
6013 Cleaning	542	280	(262)	4,079	3,360	(719)	3,360		(719)	
6014 Water	19	9	(10)	625	97	(528)	97		(528)	
6020 Insurance Cost	2,313	80	(2,233)	2,313	1,004	(1,309)	1,004		(1,309)	

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6101 Telephone	147	78	(69)	946	903	(43)	903		(43)	
6200 Printing & Stationery	31	10	(21)	195	142	(53)	142		(53)	
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	35	35	0	137	137	137		137	
6330 Welfare/Hospitality	0	38	38	694	390	(304)	390		(304)	
6340 Staff Uniforms	0	0	0	32	0	(32)	0		(32)	
6460 Publicity & Democratic notices	119	83	(36)	568	1,051	483	1,051		483	
6500 Goods for Resale	3,806	1,726	(2,080)	20,997	20,690	(307)	20,690		(307)	
6505 Cafe consumables	170	169	(1)	1,364	2,017	653	2,017		653	
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	10	0	(10)	1,056	0	(1,056)	0		(1,056)	
6900 Sundry Expenses	4	87	83	2,126	1,055	(1,071)	1,055		(1,071)	98,782
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	113	32	1,425	1,312	(113)	1,312		(113)	
6976 Credit card charges	99	92	(7)	1,038	1,126	88	1,126		88	
F & G P - Bat & Ball Station :- Indirect Expenditure	16,681	9,486	(7,195)	156,161	115,710	(40,451)	115,710	0	(40,451)	98,782
Net Income over Expenditure	(11,290)	(4,838)	6,452	(98,782)	(59,890)	38,892	(59,890)			
8001 plus Transfer from EMR	98,782			98,782						
Movement to/(from) Gen Reserve	87,492			0						

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
31 F & G P - Establishments										
1115 Interest on Deposits	5,392	865	(4,527)	20,194	10,369	(9,825)	10,369		0	
1230 Roadside Advertising-Charities	90	0	(90)	90	0	(90)	0		0	
1231 Banner Income	60	169	109	138	2,039	1,901	2,039		0	
1232 Town Crier Advertising	0	1	1	350	361	11	361		0	
1451 Kickstart funding	0	0	0	0	2,823	2,823	2,823		0	
1889 Waste Sacks Income	301	325	24	3,429	3,889	460	3,889		0	
1990 Other Income	13	0	(13)	682	13	(669)	13		0	
F & G P - Establishments :- Income	5,856	1,360	(4,496)	24,883	19,494	(5,389)	19,494			0
4010 Gross Pay	27,678	26,214	(1,464)	325,402	314,524	(10,878)	314,524		(10,878)	8,500
4011 Mileage	57	0	(57)	420	0	(420)	0		(420)	
4012 Expenses	41	0	(41)	236	0	(236)	0		(236)	
4270 Employers Pension Contribution	2,801	3,088	287	33,056	37,122	4,066	37,122		4,066	
4271 Pension Deficiency	6,917	6,913	(4)	83,000	83,000	(0)	83,000		(0)	
5410 Repairs & General Maintenance	(12)	0	12	0	0	0	0		0	
5500 Equipment Hired and New	0	146	146	1,754	1,708	(46)	1,708		(46)	
6020 Insurance Cost	(1,173)	1,359	2,532	15,238	19,051	3,813	19,051		3,813	
6101 Telephone	528	449	(79)	5,209	5,333	124	5,333		124	
6104 Mobile Telephone	0	0	0	8	0	(8)	0		(8)	
6200 Printing & Stationery	954	1,093	139	13,586	13,116	(470)	13,116		(470)	
6210 Postage & Courier	970	534	(436)	2,633	6,452	3,819	6,452		3,819	
6240 Computer/ Data Base/WP's	2,693	1,279	(1,414)	17,171	15,359	(1,812)	15,359		(1,812)	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6241 Website Costs	0	0	0	556	283	(273)	283		(273)	
6242 I.T. Infrastructure	795	943	148	12,914	11,327	(1,587)	11,327		(1,587)	
6300 Computer Software	0	369	369	5,268	4,384	(884)	4,384		(884)	
6315 Recruitment Costs	0	163	163	525	2,000	1,475	2,000		1,475	
6320 Staff Training	0	259	259	2,735	3,152	417	3,152		417	
6321 Investors in People	0	865	865	3,813	865	(2,948)	865		(2,948)	1,664
6330 Welfare/Hospitality	217	238	21	3,990	2,812	(1,178)	2,812		(1,178)	
6410 Civic Exps/Annual Reception	0	0	0	1,099	1,839	740	1,839		740	
6415 Gifts/hospitality	3	107	104	598	1,273	675	1,273		675	
6420 Annual Parish Meeting	0	105	105	79	105	26	105		26	
6421 Honour Bd. Badges & Insignia	0	0	0	132	767	635	767		635	
6435 Members Expenses	0	0	0	2,473	4,328	1,855	4,328		1,855	
6460 Publicity & Democratic notices	0	218	218	462	2,627	2,165	2,627		2,165	
6461 Banner Costs	0	89	89	822	1,057	235	1,057		235	
6610 Audit Fees	527	(1)	(528)	4,506	4,947	441	4,947		441	
6611 Quality Parish	0	300	300	0	300	300	300		300	(300)
6620 Legal Expenses	494	1	(493)	494	2,493	1,999	2,493		1,999	
6630 Professional Fees	(494)	0	494	5,753	3,553	(2,200)	3,553		(2,200)	
6635 Professional Fees Licensing	999	0	(999)	1,178	1,406	229	1,406		229	
6710 Conference Fees & Expenses	40	184	144	2,336	2,164	(172)	2,164		(172)	
6720 Books and Periodicals	0	25	25	51	267	216	267		216	
6730 Subscriptions	486	2	(484)	5,134	5,259	125	5,259		125	
6889 Waste Sacks	960	325	(635)	2,993	3,922	929	3,922		929	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6900 Sundry Expenses	(223)	41	264	220	525	305	525		305	
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	164	109	(55)	1,625	1,308	(317)	1,308		(317)	
6976 Credit card charges	83	128	45	837	1,547	710	1,547		710	
7010 Election Expenses	0	5,253	5,253	6,818	12,070	5,252	12,070		5,252	(5,253)
7611 Contingency provision	0	33,230	33,230	0	33,230	33,230	33,230		33,230	(16,000)
7614 Stag reserve	0	1,000	1,000	0	1,000	1,000	1,000		1,000	(1,000)
7617 PWLB Loan Repayment	0	(1)	(1)	71,602	71,603	1	71,603		1	
F & G P - Establishments :- Indirect Expenditure	45,503	85,027	39,524	642,627	682,821	40,194	682,821	0	40,194	(12,389)
Net Income over Expenditure	(39,648)	(83,667)	(44,019)	(617,744)	(663,327)	(45,583)	(663,327)			
8001 plus Transfer from EMR	(14,053)			(12,389)						
Movement to/(from) Gen Reserve	(53,701)			(630,133)						

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
32 F & G P - General										
1208 Other Events Income	0	0	0	500	0	(500)	0		0	
1490 Christmas Lights Switch On	0	0	0	6,253	6,180	(73)	6,180		0	
1492 Coronation Donations	150	0	(150)	150	0	(150)	0		0	
F & G P - General :- Income	150	0	(150)	6,903	6,180	(723)	6,180			0
6490 Christmas Lights Switch On	0	0	0	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	4,424	558	(3,866)	20,985	6,630	(14,355)	6,630		(14,355)	10,000
F & G P - General :- Indirect Expenditure	4,424	558	(3,866)	56,340	37,698	(18,642)	37,698	0	(18,642)	15,330
Net Income over Expenditure	(4,274)	(558)	3,716	(49,436)	(31,518)	17,918	(31,518)			
8001 plus Transfer from EMR	0			15,330						
Movement to/(from) Gen Reserve	(4,274)			(34,107)						

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
33 F & G P - Council Offices										
1022 Letting & Hire of Facilities	754	801	47	9,445	9,579	134	9,579		0	
1030 Electricity recharge	1,105	0	(1,105)	1,105	0	(1,105)	0		0	
F & G P - Council Offices :- Income	1,859	801	(1,058)	10,550	9,579	(971)	9,579			0
4010 Gross Pay	361	2,339	1,978	16,780	28,123	11,343	28,123		11,343	
4011 Mileage	0	0	0	141	0	(141)	0		(141)	
4270 Employers Pension Contribution	17	66	49	699	781	82	781		82	
5410 Repairs & General Maintenance	2	210	208	627	2,542	1,915	2,542		1,915	
5500 Equipment Hired and New	0	0	0	414	0	(414)	0		(414)	
6000 Rent & Rates	0	0	0	23,204	23,204	1	23,204		1	
6010 Light Heat & Cleaning	3,331	541	(2,790)	10,986	6,492	(4,494)	6,492		(4,494)	
6012 Gas	(303)	0	303	(303)	0	303	0		303	
6014 Water	52	296	244	1,483	3,552	2,069	3,552		2,069	
6104 Mobile Telephone	8	0	(8)	75	0	(75)	0		(75)	
6340 Staff Uniforms	0	0	0	48	0	(48)	0		(48)	
6510 Catering Expenses	0	14	14	0	102	102	102		102	
6635 Professional Fees Licensing	0	0	0	295	0	(295)	0		(295)	
6900 Sundry Expenses	0	14	14	0	102	102	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	71	5	1,134	808	(326)	808		(326)	
6952 Protective Clothing	0	0	0	16	0	(16)	0		(16)	
F & G P - Council Offices :- Indirect Expenditure	3,534	3,551	17	57,639	66,885	9,246	66,885	0	9,246	0
Net Income over Expenditure	(1,675)	(2,750)	(1,075)	(47,089)	(57,306)	(10,217)	(57,306)			

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
36 F & G P - Bat & Ball Centre										
1022 Letting & Hire of Facilities	8,375	7,501	(874)	93,249	89,968	(3,281)	89,968		0	
1030 Electricity recharge	1,024	0	(1,024)	1,091	0	(1,091)	0		0	
1032 Linen and table hire	0	20	20	0	284	284	284		0	
1213 Event catering	0	0	0	77	0	(77)	0		0	
1445 Outdoor Activities	(38)	57	95	73	662	589	662		0	
1451 Kickstart funding	0	1	1	747	1,433	686	1,433		0	
1457 Indoor Activities	472	393	(79)	5,151	4,760	(391)	4,760		0	
1990 Other Income	0	0	0	24,357	0	(24,357)	0		0	10,578
F & G P - Bat & Ball Centre :- Income	9,832	7,972	(1,860)	124,744	97,107	(27,637)	97,107			10,578
4010 Gross Pay	6,787	3,574	(3,213)	56,474	42,899	(13,575)	42,899		(13,575)	
4012 Expenses	0	0	0	10	0	(10)	0		(10)	
4270 Employers Pension Contribution	261	192	(69)	2,464	2,260	(204)	2,260		(204)	
5318 SCC Car Park	0	0	0	624	485	(139)	485		(139)	
5340 Plants	275	0	(275)	418	181	(237)	181		(237)	
5410 Repairs & General Maintenance	197	86	(111)	14,290	347	(13,943)	347		(13,943)	
5500 Equipment Hired and New	13,134	2	(13,132)	13,779	1,298	(12,481)	1,298		(12,481)	
6000 Rent & Rates	0	0	0	4,591	4,591	0	4,591		0	
6011 Electricity	1,427	626	(801)	12,178	7,545	(4,633)	7,545		(4,633)	
6012 Gas	141	(2)	(143)	1,854	1,894	40	1,894		40	
6013 Cleaning	252	69	(183)	2,088	795	(1,293)	795		(1,293)	
6014 Water	23	206	183	2,035	2,395	360	2,395		360	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6101 Telephone	97	53	(44)	653	581	(72)	581		(72)	
6104 Mobile Telephone	8	30	22	234	371	137	371		137	
6200 Printing & Stationery	55	63	8	167	255	88	255		88	
6240 Computer/ Data Base/WP's	21	0	(21)	1,384	0	(1,384)	0		(1,384)	
6330 Welfare/Hospitality	2	33	31	406	396	(10)	396		(10)	
6460 Publicity & Democratic notices	0	128	128	0	515	515	515		515	
6520 Refreshments for Resale	263	206	(57)	2,433	2,472	39	2,472		39	
6620 Legal Expenses	420	0	(420)	2,070	0	(2,070)	0		(2,070)	
6630 Professional Fees	0	0	0	999	0	(999)	0		(999)	
6635 Professional Fees Licensing	(1,419)	0	1,419	508	505	(3)	505		(3)	
6842 Grounds Maintenance	0	41	41	0	492	492	492		492	
6900 Sundry Expenses	23	32	9	1,715	406	(1,309)	406		(1,309)	
6922 Health&Safety/Risk Assessments	339	0	(339)	1,089	520	(569)	520		(569)	
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	111	79	(32)	1,697	1,003	(694)	1,003		(694)	
6952 Protective Clothing	0	166	166	387	332	(55)	332		(55)	
F & G P - Bat & Ball Centre :- Indirect Expenditure	22,416	5,584	(16,832)	125,305	73,764	(51,541)	73,764	0	(51,541)	0
Net Income over Expenditure	(12,584)	2,388	14,972	(561)	23,343	23,904	23,343			
8002 less Transfer to EMR	0			10,578						
Movement to/(from) Gen Reserve	(12,584)			(11,139)						

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>38 F & G P - Grants</u>										
6937 Annual Subsidy-Comm Centre	621	400	(221)	7,042	4,833	(2,209)	4,833		(2,209)	
6938 Annual Subsidy-Council Chamber	0	87	87	394	1,000	606	1,000		606	
7500 Local Organisations Grants	280	6,000	5,720	17,400	12,000	(5,400)	12,000		(5,400)	
7502 Sevenoaks Summer Festival	0	5,000	5,000	0	5,000	5,000	5,000		5,000	
7520 Twinning Support	0	1,000	1,000	350	1,000	650	1,000		650	
7552 Youth Outreach	760	3,887	3,127	1,360	3,887	2,527	3,887		2,527	
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	<u>1,661</u>	<u>16,374</u>	<u>14,714</u>	<u>56,546</u>	<u>57,720</u>	<u>1,174</u>	<u>57,720</u>	<u>0</u>	<u>1,174</u>	<u>0</u>
Net Expenditure	<u>(1,661)</u>	<u>(16,374)</u>	<u>(14,714)</u>	<u>(56,546)</u>	<u>(57,720)</u>	<u>(1,174)</u>	<u>(57,720)</u>			

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>39 F & G P - Property</u>										
1469 O/S Ground Rents & Wayleaves	0	1,000	1,000	6,068	5,933	(135)	5,933		0	
F & G P - Property :- Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>6,068</u>	<u>5,933</u>	<u>(135)</u>	<u>5,933</u>			<u>0</u>
Net Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>6,068</u>	<u>5,933</u>	<u>(135)</u>	<u>5,933</u>			

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>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	0	0	0	10,534	14,986	4,452	14,986			0
6101 Telephone	186	6	(180)	186	105	(81)	105		(81)	
6200 Printing & Stationery	0	17	17	0	105	105	105		105	
6240 Computer/ Data Base/WP's	306	71	(235)	1,030	808	(222)	808		(222)	
6241 Website Costs	0	0	0	85	275	190	275		190	
6244 Information Screens	120	0	(120)	480	1,313	833	1,313		833	
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	204	0	(204)	508	0	(508)	0		(508)	
6461 Banner Costs	0	0	0	260	0	(260)	0		(260)	
6710 Conference Fees & Expenses	0	64	64	0	735	735	735		735	
6730 Subscriptions	150	0	(150)	720	561	(159)	561		(159)	
6900 Sundry Expenses	0	67	67	148	749	601	749		601	
7000 Reinvestment	(6,648)	549	7,197	(6,648)	549	7,197	549		7,197	(9,800)
7607 Christmas events	0	0	0	720	0	(720)	0		(720)	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
7608 Friends of Bat & Ball	0	83	83	0	1,051	1,051	1,051		1,051	
7616 Wellbeing show	0	0	0	0	2,627	2,627	2,627		2,627	
Town Team :- Indirect Expenditure	<u>(5,682)</u>	<u>857</u>	<u>6,539</u>	<u>5,734</u>	<u>19,986</u>	<u>14,252</u>	<u>19,986</u>	<u>0</u>	<u>14,252</u>	<u>(9,800)</u>
Net Income over Expenditure	<u>5,682</u>	<u>(857)</u>	<u>(6,539)</u>	<u>4,800</u>	<u>(5,000)</u>	<u>(9,800)</u>	<u>(5,000)</u>			
8001 plus Transfer from EMR	(9,800)			(9,800)						
Movement to/(from) Gen Reserve	<u>(4,118)</u>			<u>(5,000)</u>						

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
41 Business Hub										
1022 Letting & Hire of Facilities	70	143	73	1,264	1,738	474	1,738		0	
1026 Hot Desking Facility	817	614	(203)	4,806	7,357	2,551	7,357		0	
1027 Dedicated Desk x12	0	412	412	0	4,944	4,944	4,944		0	
1029 Office Pods	1,246	992	(254)	14,979	11,948	(3,031)	11,948		0	
1031 Chamber of Commerce	412	412	0	4,920	4,944	24	4,944		0	
Business Hub :- Income	2,545	2,573	28	25,968	30,931	4,963	30,931			0
4010 Gross Pay	419	433	14	5,267	5,152	(115)	5,152		(115)	
4270 Employers Pension Contribution	0	19	19	0	206	206	206		206	
5410 Repairs & General Maintenance	0	74	74	201	822	621	822		621	
5500 Equipment Hired and New	0	22	22	239	264	25	264		25	
6000 Rent & Rates	0	0	0	2,071	2,071	0	2,071		0	
6010 Light Heat & Cleaning	2,135	139	(1,996)	14,006	1,657	(12,349)	1,657		(12,349)	
6014 Water	0	50	50	0	490	490	490		490	
6105 Broadband wi-fi service	142	143	2	1,698	1,749	51	1,749		51	
6200 Printing & Stationery	0	38	38	0	500	500	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	13	0	(13)	63	0	(63)	0		(63)	
6511 Sales commission	0	223	223	866	2,599	1,733	2,599		1,733	
6730 Subscriptions	19	0	(19)	19	0	(19)	0		(19)	
6900 Sundry Expenses	100	103	3	1,077	1,236	159	1,236		159	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	0	0	0	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	34	38	4	358	401	43	401		43	
Business Hub :- Indirect Expenditure	2,860	1,282	(1,578)	26,687	17,566	(9,121)	17,566	0	(9,121)	0
Net Income over Expenditure	(316)	1,291	1,607	(718)	13,365	14,083	13,365			

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>42 Sevenoaks Town Mayor</u>										
1500 Fundraising	527	0	(527)	3,394	0	(3,394)	0		0	6,648
1752 Quiz Night Income	1,953	0	(1,953)	3,487	0	(3,487)	0		0	
1754 Knole Tour Income	856	0	(856)	2,038	0	(2,038)	0		0	
1755 Chevening Visit Income	0	0	0	4,682	0	(4,682)	0		0	
1756 Int'l Women's Day Event Income	1,340	0	(1,340)	2,580	0	(2,580)	0		0	
Sevenoaks Town Mayor :- Income	4,676	0	(4,676)	16,181	0	(16,181)	0			6,648
6433 Mayors Allowance 2021/22	0	0	0	1,003	0	(1,003)	0		(1,003)	1,003
6437 Mayors Allowance 2022/23	815	965	150	5,805	5,805	0	5,805		0	
6438 Mayors Car Allowance 2022/23	2,561	426	(2,135)	2,586	2,586	(0)	2,586		(0)	
7100 Mayoral Charity Donations	0	0	0	4,530	0	(4,530)	0		(4,530)	3,962
7202 Quiz Night Expenditure	1,827	0	(1,827)	1,867	0	(1,867)	0		(1,867)	
7204 Knole Tour Expenditure	581	0	(581)	908	0	(908)	0		(908)	
7205 Chevening Visit Expenditure	0	0	0	3,565	0	(3,565)	0		(3,565)	
7206 Int'l Women's Day Event Exp.	2,219	0	(2,219)	2,506	0	(2,506)	0		(2,506)	
Sevenoaks Town Mayor :- Indirect Expenditure	8,003	1,391	(6,612)	22,770	8,391	(14,379)	8,391	0	(14,379)	4,965
Net Income over Expenditure	(3,327)	(1,391)	1,936	(6,590)	(8,391)	(1,802)	(8,391)			
8001 plus Transfer from EMR	0			4,965						
8002 less Transfer to EMR	6,648			6,648						
Movement to/(from) Gen Reserve	(9,975)			(8,272)						

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>43 Youth Council</u>										
5500 Equipment Hired and New	0	0	0	608	0	(608)	0		(608)	108
7555 Youth Council Support	(760)	38	798	0	500	500	500		500	
Youth Council :- Indirect Expenditure	<u>(760)</u>	<u>38</u>	<u>798</u>	<u>608</u>	<u>500</u>	<u>(108)</u>	<u>500</u>	<u>0</u>	<u>(108)</u>	<u>108</u>
Net Expenditure	<u>760</u>	<u>(38)</u>	<u>(798)</u>	<u>(608)</u>	<u>(500)</u>	<u>108</u>	<u>(500)</u>			
8001 plus Transfer from EMR	(760)			108						
Movement to/(from) Gen Reserve	<u>0</u>			<u>(500)</u>						

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>44</u> <u>Public Realm</u>										
1990 Other Income	760	0	(760)	760	0	(760)	0		0	
Public Realm :- Income	760	0	(760)	760	0	(760)	0			0
4010 Gross Pay	0	0	0	1,267	0	(1,267)	0		(1,267)	1,267
5001 Public Realm signs & panels	3,500	0	(3,500)	11,439	0	(11,439)	0		(11,439)	10,839
5410 Repairs & General Maintenance	0	0	0	12,404	0	(12,404)	0		(12,404)	12,225
Public Realm :- Indirect Expenditure	3,500	0	(3,500)	25,110	0	(25,110)	0	0	(25,110)	24,331
Net Income over Expenditure	(2,740)	0	2,740	(24,350)	0	24,350	0			
8001 plus Transfer from EMR	3,500			24,331						
Movement to/(from) Gen Reserve	760			(19)						

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	176	187	11	2,369	2,200	(169)	2,200		0	
1211 Sale of Goods	336	28	(308)	2,554	358	(2,196)	358		0	
1350 Revenue Grant income	0	0	0	2,925	0	(2,925)	0		0	
Youth Cafe :- Income	512	215	(297)	7,848	2,558	(5,290)	2,558			0
4010 Gross Pay	3,960	2,631	(1,329)	40,076	31,572	(8,504)	31,572		(8,504)	
4011 Mileage	0	0	0	55	0	(55)	0		(55)	
4270 Employers Pension Contribution	120	108	(12)	1,002	1,263	261	1,263		261	
5410 Repairs & General Maintenance	0	71	71	6,687	863	(5,824)	863		(5,824)	
5500 Equipment Hired and New	432	0	(432)	2,958	0	(2,958)	0		(2,958)	75
6010 Light Heat & Cleaning	7	0	(7)	178	31	(147)	31		(147)	
6101 Telephone	50	41	(9)	598	470	(128)	470		(128)	
6200 Printing & Stationery	137	23	(114)	346	309	(37)	309		(37)	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	
6240 Computer/ Data Base/WP's	17	30	13	302	404	102	404		102	
6281 Furnishings,Furniture/Eqpt	0	124	124	214	493	279	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	138	25	(113)	213	103	(110)	103		(110)	
6460 Publicity & Democratic notices	134	14	(120)	141	124	(17)	124		(17)	
6500 Goods for Resale	162	28	(134)	2,612	358	(2,254)	358		(2,254)	
6505 Cafe consumables	33	0	(33)	86	0	(86)	0		(86)	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6635 Professional Fees Licensing	0	(2)	(2)	423	286	(137)	286		(137)	
6869 Special Events	0	0	0	2,467	0	(2,467)	0		(2,467)	2,200
6900 Sundry Expenses	13	21	8	236	252	16	252		16	
6922 Health&Safety/Risk Assessments	0	(2)	(2)	979	870	(109)	870		(109)	
Youth Cafe :- Indirect Expenditure	<u>5,201</u>	<u>3,112</u>	<u>(2,089)</u>	<u>59,714</u>	<u>37,635</u>	<u>(22,079)</u>	<u>37,635</u>	<u>0</u>	<u>(22,079)</u>	<u>2,275</u>
Net Income over Expenditure	<u>(4,689)</u>	<u>(2,897)</u>	<u>1,792</u>	<u>(51,866)</u>	<u>(35,077)</u>	<u>16,789</u>	<u>(35,077)</u>			
8001 plus Transfer from EMR	0			2,275						
Movement to/(from) Gen Reserve	<u>(4,689)</u>			<u>(49,591)</u>						

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>60 Markets</u>										
1017 Rental Income Sat Market	1,828	1,477	(351)	20,441	17,724	(2,717)	17,724		0	
1018 Rental Income Wed Market	1,253	1,215	(38)	11,668	14,536	2,869	14,536		0	
1019 Rental Income Blighs Market	1,588	1,237	(351)	16,984	15,200	(1,784)	15,200		0	
1033 Rental income Christmas Market	0	0	0	1,930	2,700	770	2,700		0	
Markets :- Income	4,668	3,929	(739)	51,023	50,160	(863)	50,160			0
4010 Gross Pay	140	147	7	1,658	1,731	73	1,731		73	
5410 Repairs & General Maintenance	8	24	16	859	105	(754)	105		(754)	
5420 Saturday market charges	1,182	1,154	(28)	15,372	15,011	(361)	15,011		(361)	
5421 Wednesday Market charges	2,692	2,104	(588)	27,999	27,341	(658)	27,341		(658)	
5426 Christmas Market	0	0	0	1,168	0	(1,168)	0		(1,168)	
6001 Blighs Market Charges	(763)	965	1,728	8,842	11,547	2,705	11,547		2,705	
6010 Light Heat & Cleaning	11	2	(9)	492	130	(362)	130		(362)	
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	74	74	0	74	74	74		74	
Markets :- Indirect Expenditure	3,271	4,470	1,199	57,173	56,124	(1,049)	56,124	0	(1,049)	0
Net Income over Expenditure	1,397	(541)	(1,938)	(6,150)	(5,964)	186	(5,964)			

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>70</u> Precept										
1995 Precept	107,973	107,972	(1)	1,295,675	1,295,675	0	1,295,675		0	
Precept :- Income	<u>107,973</u>	<u>107,972</u>	<u>(1)</u>	<u>1,295,675</u>	<u>1,295,675</u>	<u>0</u>	<u>1,295,675</u>			<u>0</u>
Net Income	<u>107,973</u>	<u>107,972</u>	<u>(1)</u>	<u>1,295,675</u>	<u>1,295,675</u>	<u>0</u>	<u>1,295,675</u>			
Grand Totals:- Income	175,735	153,965	(21,770)	1,859,134	1,824,596	(34,538)	1,824,596			
Expenditure	162,277	214,457	52,180	1,942,404	1,864,491	(77,913)	1,864,491	0	(77,913)	
Net Income over Expenditure	<u>13,457</u>	<u>(60,492)</u>	<u>(73,949)</u>	<u>(83,269)</u>	<u>(39,895)</u>	<u>43,374</u>	<u>(39,895)</u>			
plus Transfer from EMR	70,799			123,052						
less Transfer to EMR	8,523			19,101						
Movement to/(from) Gen Reserve	<u>75,734</u>			<u>20,681</u>						

March 2023 full year 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	(25,889)	(28,473)	(2,584)	(28,473)	£2.4K under on Gross Pay due to Budget including planning assistant not recruited. £4K spend on Speed Indication Device, funded by CIL.
Open Spaces & Leisure Committee					
General	(253,479)	(297,454)	(43,975)	(297,454)	£7.9K lower sports income, in part due to adverse winter weather & drought effecting pitch, also lower numbers playing rugby. 2 Raleys permits remain unsold. £1.875K Other Income re sale of old van - proceeds moved to Vehicle replacement reserve. £15K other income prior month relates to contributions to Letterbox lane repairs - offset in Repairs & Gen maintenance (5410) Insurance payout received for damage to Buckhurst Gateway, offset by replacement purchase in Misc Open Spaces (5310). £43K favourable pay related, mainly due to staff vacancy, also offset with cc29 Vine Area re higher percent of staff time spent at the Vine. Higher spend at Lower St John's due to electricity costs, offset with higher re-charge to Enterprise (1030). 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, Other Woodlands(5070) is treework on the Vine. Offset with Tree Safety budget, net £900 overspend. Low spend re Knole Paddock & Pavillion due to high capital spend this year on pitch improvement & floodlights (9046/91) Misc Open spaces includes play area maintenance (inc £862 rope bridge & £868 gate repair), £1455 play area safety inspections, £589 dog signs, and £9.5k accrued for the Buckhurst Gateway Replacement Security costs are higher due to inflation. Underspend on Skatepark & Capital works moved to reserves in anticipation of future year maintenance and capital work. High spend on grass seed re drought damage. 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. Light heat cleaning relects higher electricity charges. Water is favourable re moving to a new supplier & correction to billing. Favourable waste bin disposal re lower collections over winter at Knole Paddock.
Cemetery	(54,541)	(57,696)	(3,155)	(57,696)	Lower cemetery income than budget (£14.4K). YTD monthly income is now below the 5 year monthly average, with each year lower than the previous. £12.7K 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. Workshop expenditure re cabling & LED lights. £1200 capital, £6K equipment, & £2.3K Health & Safety underspend moved to reserves for future requirements. £2.4k adverse variance in Light Heat & Cleaning primarily driven by increased electric costs.

March 2023 full year 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
	£	£	£	£	
Allotments	(6,994)	(1,086)	5,908	(1,086)	Repairs includes £735 fencing work, £1K tree work, & £1K water tanks at BVR allotments. QH spend relates to £3K legal fees re new lease & access agreement, as well as £3K work on QH Trading Ctr including replacement door, offset by £1.6K release of historic key deposits. High spend on BVR allotments water. Water now being invoiced monthly, and tanks fitted in March which should reduce consumption.
Street lighting/ general	(27,824)	(21,081)	6,743	(21,081)	Large overspend in Street Lighting related to the replacement of 7 Gas Mantle Heritage Lanterns on Wildernesse Avenue, invoiced to the road at year end. Net £3.8K streetlighting overspend re electricity costs which have increased due to higher tariff. Unmetered Supply data under review with supplier. Underspend on Public Clock has been transferred to reserves to cover future anticipated maintenance. £2.7K overspend on In Bloom in year relates to higher level of competition entered.
Vine Grounds	(42,485)	(24,405)	18,080	(24,405)	Higher other events income due to Vegan Market held in April, and second market in September Kickstart employee left in April. £1000 contribution towards cost of bollards around the Vine (cost £3.2K). £13.3K higher staff costs re higher weekly staff hours on Vine gardening (12 hours pw higher than budget) due to change in OSL team working locations. Amended in 23/24 budget. £4K spend in December on Vine Memorial steam clean & repairs. £3.2K on bollards, & pond repairs are the other spend in Vine Area General Maintenance. Repairs includes phone box maintenance. Equipment includes new Noticeboard for the Vine (£1.6k) and Picnic table (£1.6K, CIL funded). Waste bin collection has commenced in Vine Area.

March 2023 full year 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	(20,588)	(23,322)	(2,734)	(23,322)	<p>Sale of Goods and catering income is £26.5K 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 relates to forced cafe closure with known staff reasons. Income has been falling since the summer, with average daily winter income (Nov - March) now 62% lower than prior year, and full year income £10.5K lower than prior year.</p> <p>Lower sales are partially offset by the £12K lower goods for resale and cafe consumables.</p> <p>Staff costs are £22K 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.</p> <p>Water consumption is higher than expected and now invoiced monthly.</p> <p>Increased bin collections.</p> <p>Over spring and summer the café performed much better than expected, however previously mentioned adverse circumstances have brought full year performance down.</p>
Bat & Ball Station	-	-	-	-	<p>Deficit for the year of £98,782 has been covered in full by a release from the Bat & Ball Management & Maintenance reserve. This is £39K adverse to budget.</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 continue to happen.</p> <p>£1K grant received as a contribution towards new heritage bench.</p> <p>£1.3K insurance claim received re damaged window.</p> <p>Sales of Goods & Event catering are in line with budget.</p> <p>Gross Pay is £24.5K 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 repairs & service (£1.3K).</p> <p>Equipment hired and new includes heritage bench (£2.7K), a new freezer (£460), fridge (£230) & feature period telephone (£600) & toilet sign (£321).</p> <p>Water bills are being shown separately from Business Rates.</p> <p>Higher electricity is offset by lower gas.</p> <p>Cleaning included £437 extractor clean in December.</p> <p>Professional fees is for an acoustic assessment £1.23K</p> <p>Special events relates to events organised by HEO including halloween workshop (£500).</p> <p>The overspend on Sundry expenses is related to a DVCRP Mural (£1.8k), to be reimbursed.</p>

March 2023 full year 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	(630,133)	(663,327)	(33,194)	(663,327)	Interest rate rises & investment decisions mean interest is now £9.8k 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, covered by reserves, and overtime. Lower insurance reflects 3 year deal, also Bat & Ball Station shown in own cost centre. Lower number of courier runs undertaken, and more reports delivered digitally. Computer spend includes £1.4K cyber security certification. IT Infrastructure includes higher Windows charges, expected to reduce when move to cloud is complete. 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 EAP for councillors, water cooler & £445 staff Christmas event. Professional fees relates to removal of encampment at Greatness (£1.4K), carbon footprint audit (£2.15K) & Land Access (£2.2k). Health & Safety includes occupational health assessment. Contingency used to create £10K recruitment reserve & £6K environmental reserve re 6 month project extension.
General	(34,107)	(31,518)	2,589	(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 £4.5K spend on coronation, including £4.4K on flags which will be re-used at other events.
Council Offices	(47,089)	(57,306)	(10,217)	(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). Electricity recharge relates to e-vehicle charging point installed in car park. 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	(11,139)	23,343	34,482	23,343	Hire income full year is in excess of budget expectations. Electricity recharge relates to e-vehicle charging station in car park. Muga paid-for use is very low (outdoor facilities). Kickstart recruitment didn't occur due to funding being unavailable. Other income is contribution towards flooring repair, received in advance of the repair cost (accrued in repairs 5410), legal fees have been paid. Pay now includes a gardener & facilities manager (budget in cc33). Other overspend to date is mainly due to out of hours costs following late night bookings. Equipment (5500) includes a £13K replacement ceiling projector, broken following a hire. Insurance claim is being pursued. 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. Computer expenses include the purchase of a new projector (£1.2K) Professional Fees relates to Architect fees. Sundry includes £1.6K Christmas Garlands
Grants	(56,546)	(57,720)	(1,174)	(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 recorded from next year.

March 2023 full year Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Property	6,068	5,933	(135)	5,933	Slightly above expected annual income from Rent & Wayleaves.

March 2023 full year 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	(5,000)	(5,000)	-	(5,000)	Business Awards happened in June. £1.7K gross surplus achieved. Business Show happened in October, surplus is £1.4K. Wellbeing show didn't happen. Holly party happened in December. £800 loss, disappointing but accepted as first year of event. £720 spent on Christmas trail including advertising.
Business Hub	(718)	13,365	14,083	13,365	Hub use continues to improve. All 5 pods are let. No demand for a dedicated desk, & meeting room & hot desk use is lower than hoped. 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	(8,272)	(8,391)	(119)	(8,391)	£6.6K moved to Mayoral reserves for distribution to charity after final Gloria Hunniford event, planned in May.
Youth Council	(500)	(500)	-	(500)	£500 contribution towards inflatable dartboard at HITB, & £108 spend on table football (funded from reserves).
Public Realm	(19)	-	19	-	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. Funded from CIL.
Youth Cafe	(49,591)	(35,077)	14,514	(35,077)	Sales of Goods and Letting of facilities are £2.4K above budget, with use of HITB increasing. Goods for resale is also above budget & cafe prices have been reviewed. Staff related is £8.5K higher than budget due to increased staffing levels, in line with higher youth numbers using HITB & regular SEN night. Budget has been reviewed for 2023/34 to ensure staff budget is correct going forward. If attendance increases, staff may also need to increase. Repairs & Maintenance includes the cost of floor repair (£2980) & 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 includes 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	(6,150)	(5,964)	186	(5,964)	Wednesday market is £3.5K worse than budget, and Saturday £2.4K better than budget. Wednesday market has made £16K loss. Blighs (£8k) & Saturday (£5k) 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	1,295,675	1,295,675	-	1,295,675	
Revenue Surplus/ (Deficit) Total	20,681	19,996	(685)	19,995	
Transfer from Bat & Ball Management & Maintenance Reserve	-	-	-	-	
Adjusted Revenue Surplus/ (Deficit) Total	20,681	19,996	(685)	19,995	

March 2023 full year Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Capital Infrastructure	-	-	-	-	Capital Receipts are moved to reserves & capital spend covered by CIL, Capital Receipts Reserve, and grants.
Total inc Capital	20,681	19,996	(685)	19,995	

Summary by Committee:

Planning	(25,889)	(28,473)	(2,584)	(28,473)
Open spaces & Leisure	(385,323)	(401,722)	(16,399)	(401,722)
Vine Café	(20,588)	(23,322)	(2,734)	(23,322)
Bat Ball Station	-	-	-	-
Finance & General Purpose	(843,196)	(822,162)	21,034	(822,162)
Precept	1,295,675	1,295,675	-	1,295,675
Capital Infrastructure	-	-	-	-

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

	B/fwd 01-Apr-22 £	Movement*	C/fwd 31-Mar-23 £	31-Mar-22 £
<u>Current Assets</u>				
Stock	2,061	159	2,220	2,061
Trade debtors	32,096	(2,202)	29,893	32,096
VAT	19,728	3,012	22,741	19,728
Prepayments and other debtors	53,799	(13,551)	40,248	53,799
Total Cash at Bank	1,710,009	(44,530)	1,665,479	1,710,009
	1,817,693	(57,112)	1,760,581	1,817,693
<u>Current Liabilities</u>				
Trade creditors	46,100	(2,313)	43,787	46,100
Accruals and other creditors	70,881	33,045	103,926	70,881
Precept received in advance of budget	-	-	0	0
Receipts in advance (rent, hall hire, cemetery)	23,073	17,976	41,049	23,073
	140,054	48,708	188,762	140,054
Net Current Assets	1,677,639	(105,821)	1,571,819	1,677,639
Represented by:				
<u>General Funds</u>				
Revenue Reserves	438,861	20,681	459,542	Note 1 438,861
<u>Earmarked/Designated Funds</u>				
Youth Council Reserve	1,835	(108)	1,727	Note 2 1,835
Council Offices Reserve	1,548	-	1,548	1,548
Pension Reserve	2,814	-	2,814	2,814
Rolling Capital Prog Revenue Reserve	33,433	8,960	42,393	Note 3 33,433
Street Lighting Reserve	3,755	1,661	5,416	3,755
Stag Winding Up Reserve	9,000	1,000	10,000	9,000
Planning Fees Reserve	12,500	-	12,500	12,500
Youth Activities Reserve	3,544	(2,275)	1,269	Note 4 3,544
Special Events reserves	10,000	(10,000)	-	Note 5 10,000
STP Activities Reserve	2,386	6,291	8,677	Note 6 2,386
Non-annual commitments reserve	11,764	3,889	15,653	Note 7 11,764
Staff training reserve	2,890	-	2,890	2,890
Capital Receipts Quaker Hall	58,462	29,231	87,693	Note 8 58,462
Capital Receipts Reserve	509,432	(67,093)	442,339	Note 9 509,432
Bat & Ball Station Management & Maintenance reserve	230,800	(98,782)	132,018	Note 10 230,800
Vehicle/ Machinery replacement reserve	18,054	4,775	22,829	Note 11 18,054
Environmental reserve	8,500	(2,500)	6,000	Note 12 8,500
Bat & Ball Center Maintenance reserve	-	10,578	10,578	Note 13
Recruitment reserve	-	10,000	10,000	Note 14
CIL Earmarked Reserve	229,518	(19,696)	209,822	Note 15 229,518
No 8 bus Reserve	78,808	-	78,808	78,808
QH Allotments Key Reserves	4,115	(4,115)	0	Note 16 4,115
Mayor's Charity Reserve	5,621	1,682	7,303	Note 17 5,621
	1,238,778	(126,502)	1,112,276	1,238,778
	1,677,639	(105,821)	1,571,819	1,677,639

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

- Note 1 YTD movement is a net surplus of £20K, in line with budget plan
- Note 2 £108 spent on table football for HITB
- Note 3 £2.4K budgetted annual increase, plus £1.8K skatepark, £2.3K memorial testing & £2.5K public clock renovation
- Note 4 £1750 skate park event in April & £450 Hastings trip in August
- Note 5 £10K Jubilee reserve released to partially cover the cost of the Jubilee event
- Note 6 YTD spend on public realm and stonework cleaning
- Note 7 £1664 spent on Investors in People triennial visit; £5.6K budgetted increase for election & Quality parish
- Note 8 £29K long term payment received re Quaker Hall sold land
- Note 9 £90K grants offset by £157K of capital spend. See RFO report for more detail
- Note 10 Full year deficit of £99K covered by reserves
- Note 11 Increase to reserve to fund fleet replacement
- Note 12 £8.5K to cover 2022/23 project, £6K to cover 6 month project extension
- Note 13 Reserve created to fund future maintenance on Bat & Ball Ctr flooring
- Note 14 Reserve created to cover senior management recruitment
- Note 15 £135K CIL receipts in year, £154K spent on CIL related projects. See RFO report for further detail
- Note 16 Allotment key deposits moved to balance sheet as not true reserves
- Note 17 Charity funds raised by current and earlier mayor

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Sevenoaks Town Council

Statement of Fund Balances as at 31st March 2023

£ (2021/22)		S&P Rating 31/03/2023		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			34,284			
1,000	Current Account			212,501			1.00%
1,000	Payroll Account			1,000			
9,949	HITB Youth café			1,000			
3,939	Sevenoaks Town Partnership			9,949			
	Mayors Charity Account			10,073	268,806	16.14%	
50,506	<u>HSBC</u>	A+	A1				
	Business money manager			50,694	50,694	3.04%	1.31%
64,375	<u>Handelsbanken</u>	AA-	A1+				
260,005	Deposit account			65,074			1.90%
	35 day notice account			262,558	327,632	19.67%	2.20%
502,367	<u>Nationwide</u>	A+	A1				
10,168	Instant Saver			2,835			0.00%
	Sevenoaks Fund Instant Saver			10,225	13,059	0.78%	1.25%
500,000	<u>CCLA</u>						
	Public Sector Deposit	AAA (Fitch only)		500,000	500,000	30.02%	4.24%
1	<u>Clydesdale</u>						
	Current account	A-	A2	0	0		
	<u>Virginmoney</u>						
	Current account			1			
	95 Day Notice			504,395	504,396	30.29%	2.10%
916	<u>Petty Cash</u>				892	0.05%	
0	<u>Cashbook suspense</u>				0	0.00%	
1,710,009					1,665,479	100.00%	

Instant access funds

867,387

Three months precept (equivalent to working capital)

323,919

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

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Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

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	
2011 Capital Receipts	29,231	0	(29,231)	29,231	0	(29,231)	0		0	29,231
2012 CIL income allocation	0	0	0	134,579	0	(134,579)	0		0	134,579
Capital Infrastructure Budget :- Income	29,231	0	(29,231)	253,810	0	(253,810)	0			163,810
9004 Cemetery Equipment	0	0	0	2,460	0	(2,460)	0		(2,460)	2,460
9014 Play Areas	0	0	0	87,856	0	(87,856)	0		(87,856)	7,856
9046 Knole Paddock/ Raleys Pitch	0	0	0	52,425	0	(52,425)	0		(52,425)	52,425
9053 Vine Area	0	0	0	69,368	0	(69,368)	0		(69,368)	69,368
9063 New Community Centre	3,313	0	(3,313)	4,963	0	(4,963)	0		(4,963)	4,963
9064 Stag Capital upgrades	0	0	0	19,400	0	(19,400)	0		(19,400)	19,400
9066 Northern Masterplan	19,953	0	(19,953)	32,941	0	(32,941)	0		(32,941)	22,941
9071 Business Hub	0	0	0	6,948	0	(6,948)	0		(6,948)	6,948
Capital Infrastructure Budget :- Indirect Expenditure	23,266	0	(23,266)	276,361	0	(276,361)	0	0	(276,361)	186,361
Net Income over Expenditure	5,965	0	(5,965)	(22,551)	0	22,551	0			
8001 plus Transfer from EMR	71,093			186,361						
8002 less Transfer to EMR	29,231			163,810						
Movement to/(from) Gen Reserve	47,827			0						

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

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	29,231	0	(29,231)	253,810	0	(253,810)	0			
Expenditure	23,266	0	(23,266)	276,361	0	(276,361)	0	0	(276,361)	
Net Income over Expenditure	<u>5,965</u>	<u>0</u>	<u>(5,965)</u>	<u>(22,551)</u>	<u>0</u>	<u>22,551</u>	<u>0</u>			
plus Transfer from EMR	71,093			186,361						
less Transfer to EMR	29,231			163,810						
Movement to/(from) Gen Reserve	<u>47,827</u>			<u>0</u>						

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2023	X106	33504	ALL POINTS WEST	ALL004	3,500.00	0.00	3,500.00	5001	44	3,500.00	Design development
28/02/2023	1/IM8288	33248	ALTOFFICE	ALTO001	165.00	33.00	198.00	6200	31	165.00	toners
01/03/2023	005	33233	ANTHONY CHARLES WILL	ANT001	120.00	0.00	120.00	6244	40	120.00	screen fee
15/03/2023	CD-223520865	33303	ANGEL WATERLOGIC	ANWA001	26.32	5.26	31.58	6330	31	26.32	water dispenser enviro fee
03/03/2023	16329	33267	ARK TRADING	ARK001	137.51	27.51	165.02	6340	50	137.51	uniforms
14/03/2023	72	33284	ART IN JUNE	ART001	250.00	0.00	250.00	7500	38	250.00	Art in June grant
15/03/2023	15/03/23	33311	BANKLINE	BANKL01	89.40	0.00	89.40	6975	31	89.40	bank chgs
02/03/2023	2372	33289	BARNES MEMORIALS	BAR005	200.00	0.00	200.00	5410	22	200.00	Replace memorial
14/03/2023	14/03/23	33305	MAYOR OF BEXLEY	BEX001	76.00	0.00	76.00	6437	42	76.00	Bexley West End Night 31/03
06/03/2023	379A	33387	BGOLDFORD	BGO001	45.00	0.00	45.00	5410	30	45.00	50% bench deposit adj
22/03/2023	II-30000440	33418	BILLI	BIL001	194.08	38.82	232.90	5410	30	194.08	tap repair
22/03/2023	3585912	33379	BOOKER	BOOK001	221.73	17.05	238.78	6500	50	9.19	goods for resale
								6500	28	205.75	goods for resale
								6010	28	6.79	cleaning eq
17/03/2023	SVO/367534	33354	BREWERS	BREW001	11.32	2.26	13.58	5010	21	11.32	paint eq
17/03/2023	M1451M	33310	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	Mar phone chg
06/01/2023	INV020697	33329	BRITISH RED CROSS	BRIT004	219.00	43.80	262.80	6320	22	219.00	A.C first aid training
29/04/2022	33400	33400	BRODEX TRIDENT	BROT001	170.00	34.00	204.00	6922	29	170.00	Remedial works
29/04/2022	47037	33399	BRODEX TRIDENT	BROT001	220.00	44.00	264.00	6922	21	220.00	Remedial works
29/04/2022	47038	33398	BRODEX TRIDENT	BROT001	280.00	56.00	336.00	6922	36	280.00	Remedial works
19/10/2022	5207	33438	BURSLEM	BUR001	1,918.00	383.60	2,301.60	5010	29	1,918.00	War Memorial clean & repair
02/03/2023	02/03/23	33242	CANTERBURY COUNCIL	CAN002	140.00	0.00	140.00	6437	42	140.00	Canterbury Banquet - 04/03
06/12/2022	2174	33377	A CHAILI	CHAI001	80.00	0.00	80.00	5026	21	80.00	basin repair
30/03/2022	2180	33401	A CHAILI	CHAI001	300.00	0.00	300.00	5410	23	300.00	install 5 water tanks at BVR
14/03/2023	540	33288	THE CHILDRENS WORKSH	CHI001	540.00	0.00	540.00	7500	38	540.00	The Children's Workshop grant
08/03/2023	169292	33258	HW COLDBREATH	COL003	69.69	0.00	69.69	6500	30	69.69	goods for resale
17/10/2022	INV-2968	33254	COMMERCIAL PRESSURE	COM003	25.00	5.00	30.00	6010	28	25.00	window cleaning
08/03/2023	152699	33298	CONNECTAPHONE	CON001	414.49	82.90	497.39	6101	36	48.48	feb phone chg

Purchase Ledger for Month No 12

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6101	30	73.99	feb phone chg
								6101	22	11.49	feb phone chg
								6101	31	280.53	feb phone chg
28/02/2023	INV361151	33291	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	feb glass collection
28/02/2023	INV361566	33249	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Feb glass collection
31/03/2023	INV365661	33416	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Mar bin collection
31/03/2023	INV368390	33389	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	March glass collection chg
09/03/2023	13032023	33319	THE COUNTRYSIDE CHAR	COU002	59.97	0.03	60.00	6730	31	59.97	The Countryside Charity subs
17/03/2023	13551	33359	STREETLIGHTS	DIR001	8.00	1.60	9.60	6862	26	8.00	Light replaced at Harrison Way
14/02/2023	982728	33292	ERNEST DOE	DOE001	10.16	2.03	12.19	5525	21	10.16	linch pins
01/03/2023	000014729301	33234	EDF ENERGY	EDF002	1,578.73	315.74	1,894.47	6011	36	1,578.73	Feb electric chg
28/02/2023	000014695724	33253	EDF ENERGY	EDF003	41.02	2.05	43.07	6010	60	41.02	Feb electric chg
31/03/2023	000014967579	33393	EDF ENERGY	EDF003	46.49	2.32	48.81	6010	60	46.49	Mar electric chg
03/03/2023	000014787322	33275	EDF ENERGY	EDF004	3,018.56	603.71	3,622.27	6010	41	3,018.56	Feb electric chg
31/03/2023	000014994092	33392	EDF ENERGY	EDF004	2,212.89	442.58	2,655.47	6010	41	2,212.89	Mar electric chg
06/03/2023	900167134	33463	THE EDUCATION PEOPLE	EDU001	3,974.49	794.90	4,769.39	5500	11	3,974.49	Speed Indicator Device
03/03/2023	0003897717	33261	ELITE	EFS001	82.86	6.99	89.85	6500	30	82.86	goods for resale
29/03/2023	0003908114	33383	ELITE	EFS001	155.07	0.00	155.07	6500	30	155.07	goods for resale
29/03/2023	0003908116	33381	ELITE	EFS001	85.05	10.54	95.59	6500	30	85.05	goods for resale
29/03/2023	0003908898	33382	ELITE	EFS001	-9.25	0.00	-9.25	6500	28	-9.25	goods for resale credit
22/02/2023	45108	33347	EJPFIREPROTECT	EJPFIRE001	58.50	11.70	70.20	6922	36	58.50	fire extinguisher service
13/03/2023	45175	33325	EJPFIREPROTECT	EJPFIRE001	120.00	24.00	144.00	5020	29	120.00	fire alarm repair
10/03/2023	10/03/23	33308	EMAP	EMAP001	385.00	0.00	385.00	6730	31	385.00	Local Government Cronicle subs
01/03/2023	82886	33294	ATLAS FM/EMPRISE SVS	EMP001	445.10	89.02	534.12	6932	22	445.10	March lock up chg
01/03/2023	82887	33295	ATLAS FM/EMPRISE SVS	EMP001	1,150.41	230.08	1,380.49	5311	21	1,150.41	March lock up chg
01/03/2023	82888	33296	ATLAS FM/EMPRISE SVS	EMP001	767.25	153.45	920.70	5311	21	767.25	March lock up chg
19/03/2023	2152219	33300	EVERFLOW WATER	EVE002	503.84	0.00	503.84	6002	23	102.84	water chg 19/04-18/05
								5025	21	7.89	water chg 19/04-18/05
								6014	33	157.35	water chg 19/04-18/05

Purchase Ledger for Month No 12

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6014	36	23.06	water chg 19/04-18/05
								6014	30	19.23	water chg 19/04-18/05
								6014	21	7.74	water chg 19/04-18/05
								6014	28	106.95	water chg 19/04-18/05
								6014	29	19.34	water chg 19/04-18/05
								6014	23	59.44	water chg 19/04-18/05
16/03/2023	1110715	33328	EXPRESS FACTORS	EXPR001	32.83	6.57	39.40	5525	21	9.99	t cut remover
								5525	22	22.84	oil
31/03/2023	I031012	33374	FORGE GARAGE	FORG001	1,012.64	193.54	1,206.18	5550	21	1,012.64	GU14XKZ service
14/03/2023	5	33280	FRIENDS OF PONTOISE	FRIE001	350.00	0.00	350.00	7520	38	350.00	Friends Of Pontoise grant
14/03/2023	121472	33327	GODFREYS	GOD001	63.00	12.60	75.60	5700	21	63.00	fuel
20/03/2023	121783	33326	GODFREYS	GOD001	27.46	5.49	32.95	5525	21	27.46	oil
08/03/2023	86672	33262	HERBERT & WARD	HAW001	162.00	0.00	162.00	6500	30	162.00	goods for resale
31/03/2023	87049	33385	HERBERT & WARD	HAW001	249.50	18.40	267.90	6500	30	157.50	goods for resale,
								6505	30	92.00	consumables
01/03/2023	19589	33236	HELIOCENTRIX	HELI001	18.00	3.60	21.60	110	0	18.00	HITB domain name renewal
01/03/2023	19629	33257	HELIOCENTRIX	HELI001	1,474.00	294.80	1,768.80	6240	31	1,474.00	cyber security
28/02/2023	19635	33265	HELIOCENTRIX	HELI001	2,563.98	512.80	3,076.78	6240	31	1,258.09	Feb IT chgs
								6242	31	1,305.89	Feb IT chgs
28/02/2023	19836	33266	HELIOCENTRIX	HELI001	-537.84	-107.57	-645.41	6242	31	-537.84	Feb IT refund
31/03/2023	20015	33378	HELIOCENTRIX	HELI001	1,903.93	380.79	2,284.72	6240	31	1,053.02	March IT chgs
								6242	31	850.91	March IT chgs
28/02/2023	T2650	33276	HELIOCENTRIX	HELI001	327.94	65.59	393.53	6101	31	141.50	Feb wifi chg
								6101	21	9.99	Feb wifi chg
								6105	41	141.50	Feb wifi chg
								6105	22	10.00	Feb wifi chg
								6105	21	24.95	Feb wifi chg
31/03/2023	T2682	33388	HELIOCENTRIX	HELI001	327.95	65.59	393.54	6101	31	141.50	March wifi chgs
								6101	21	10.00	March wifi chgs

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							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6105	41	141.50	March wifi chgs
								6105	22	10.00	March wifi chgs
								6105	21	24.95	March wifi chgs
14/03/2023	45	33277	HI KENT	HIK001	1,000.00	0.00	1,000.00	7500	38	1,000.00	Hi Kent Grant
09/03/2023	0063525	33349	HOLLYBUSH LAUNDRY	HOL002	85.00	0.00	85.00	6013	36	85.00	tablecloth laundry
16/03/2023	0063529	33348	HOLLYBUSH LAUNDRY	HOL002	85.00	0.00	85.00	6013	36	85.00	tablecloth laundry
01/03/2023	INV-2620	33238	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
14/03/2023	INVI1900	33302	INVICTA ANALYTICAL	INV001	49.37	0.00	49.37	6020	31	49.37	Fleet Insurance
23/03/2023	CORONATION23	33367	JAW INDUSTRIES LTD	JAW001	3,970.00	0.00	3,970.00	6869	32	3,970.00	flags for Coronation supp&inst
28/02/2023	5973734519	33246	KALC	KALC	40.00	8.00	48.00	6710	31	40.00	climate conference Cllr.A
20/03/2023	1006967	33396	KALL KWIK	KALL001	20.00	4.00	24.00	6460	30	20.00	1 A0 poster
20/03/2023	1006968	33350	KALL KWIK	KALL001	105.00	21.00	126.00	6460	40	105.00	3 vegan banners
20/03/2023	1006969	33342	KALL KWIK	KALL001	82.00	0.00	82.00	6200	50	82.00	hitb flyers x 1000
20/03/2023	1006970	33397	KALL KWIK	KALL001	99.00	12.80	111.80	6460	30	99.00	leaflets & banners
21/03/2023	1006972	33341	KALL KWIK	KALL001	290.00	58.00	348.00	9066	91	290.00	NDP banner
21/03/2023	1006973	33340	KALL KWIK	KALL001	324.00	7.80	331.80	9066	91	324.00	NDP booklets & banner
21/03/2023	1006974	33339	KALL KWIK	KALL001	30.00	6.00	36.00	6200	31	30.00	Cllr.A Business cards
21/03/2023	1006975	33337	KALL KWIK	KALL001	99.00	19.80	118.80	6460	40	99.00	3 vegan market banners
21/03/2023	1006976	33336	KALL KWIK	KALL001	10.00	2.00	12.00	6460	22	10.00	Friends Of Greatness template
21/03/2023	1006977	33335	KALL KWIK	KALL001	30.00	6.00	36.00	6869	32	10.00	Jubilee poster
								6869	30	10.00	vegan supper poster
								6460	50	10.00	hitb poster
22/03/2023	1006983	33365	KALL KWIK	KALL001	69.00	0.00	69.00	6460	50	69.00	300 leaflets
29/03/2023	1006995	33384	KALL KWIK	KALL001	489.00	0.00	489.00	9066	91	489.00	500 STNP reprints
29/03/2023	1006996	33390	KALL KWIK	KALL001	55.00	0.00	55.00	6460	50	55.00	200 x 2 A5 flyers
29/03/2023	1006997	33391	KALL KWIK	KALL001	55.00	11.00	66.00	6200	50	55.00	HITB 10 yr Anniversary labels
03/03/2023	SI003555	33274	KEEP BRITAIN TIDY	KBT001	369.00	73.80	442.80	6460	29	369.00	Green Flag award
01/03/2023	900166867	33241	KENT COUNTY COUNCIL	KCC002	526.50	105.30	631.80	6610	31	526.50	audit fees 10/02-27/02
24/02/2023	I4170628	33269	KCC KCS	KCC003	65.41	13.08	78.49	6200	31	9.95	stationery

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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
								6200	36	55.46	stationery
09/03/2023	I4176926	33268	KCC KCS	KCC003	104.81	20.96	125.77	6013	36	78.82	cleaning eq
								6010	33	25.99	cleaning eq
14/03/2023	23	33285	KENT JAZZ	KENT008	500.00	0.00	500.00	7500	38	500.00	Kent Youth Orchestra grant
27/02/2023	7898542	33255	KFF	KFF001	175.16	4.48	179.64	6500	30	152.98	goods for resale
								6505	30	22.18	consumables
09/03/2023	7907708	33260	KFF	KFF001	176.27	2.06	178.33	6500	30	176.27	goods for resale
13/03/2023	7910290	33307	KFF	KFF001	98.26	5.33	103.59	6500	30	98.26	goods for resale
20/03/2023	7916108	33356	KFF	KFF001	123.40	6.97	130.37	6500	30	123.40	goods for resale
20/03/2023	7917670	33357	KFF	KFF001	-16.75	0.00	-16.75	6500	30	-16.75	goods for resale credit
23/03/2023	7919462	33318	KFF	KFF001	107.40	0.00	107.40	6500	30	107.40	goods for resale
27/03/2023	7922027	33380	KFF	KFF001	96.97	1.90	98.87	6500	30	87.45	goods for resale
								6505	30	9.52	consumables
24/03/2023	7922303	33395	KFF	KFF001	-23.15	0.00	-23.15	6500	30	-23.15	goods for resale credit
08/03/2023	1164463553	33321	KONICA MINOLTA	KMB001	628.80	125.76	754.56	6200	31	628.80	print chg 19.12.22-18.03.23
15/03/2023	1164543468	33320	KONICA MINOLTA	KMB001	215.49	43.10	258.59	6240	31	215.49	Bizhub C558 19.03-18.06
28/02/2023	118348	33244	LANDSCAPE SUPPLY CO	LAND001	112.18	22.44	134.62	6952	21	41.70	helmet
								5525	21	70.48	locks, key
10/03/2023	2023/038	33256	LISTENING ROOM	LIST001	100.00	0.00	100.00	7206	42	100.00	IWD talk
01/03/2023	04826GR	33333	LOCUM LOCKS	LOC003	414.35	82.87	497.22	5020	29	33.75	3 keys
								5026	21	380.60	door closer supply&install
08/03/2023	04846GR	33346	LOCUM LOCKS	LOC003	183.07	36.61	219.68	5410	30	65.00	lock repair
								5410	36	118.07	lock repair
23/03/2023	04885GR	33332	LOCUM LOCKS	LOC003	631.40	126.28	757.68	6002	23	631.40	30 abloy keys
21/03/2023	143719	33322	MANAGED TECHNOLOGY	MAN002	106.38	21.28	127.66	6200	31	106.38	print chgs
14/02/2023	23/2/23	33352	MAYOR TUNBRIDGE WELL	MTW001	-98.00	0.00	-98.00	6437	42	-98.00	Tunbridge Wells Dinner refund
28/03/2023	6241658599	33360	NALC	NALC001	32.68	6.54	39.22	6730	31	32.68	L.L Emergency Planning course
06/03/2023	412439/0	33264	NATIONAL LEAFLET CO	NAT010	969.68	193.94	1,163.62	6210	31	969.68	TC delivery
13/02/2023	412462	33245	NATIONAL LEAFLET CO	NAT010	2,271.50	0.00	2,271.50	6200	31	2,271.50	Town Crier print chg

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Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/03/2023	R-333446	33394	NEW HADEN PUMPS	NEW001	464.00	92.80	556.80	5410	30	464.00	pump maint chg
28/02/2023	UKSPS00101995	33247	NEXUDUS SL	NEX001	99.28	19.86	119.14	6900	41	99.28	Hub Feb booking chg
28/03/2023	UKSPS00104181	33358	NEXUDUS SL	NEX001	99.48	19.90	119.38	6900	41	99.48	Apr Hub booking chg
01/03/2023	26416880	33243	NISBETS	NIS001	8.24	1.64	9.88	6013	30	8.24	cleaning eq
03/03/2023	26421420	33259	NISBETS	NIS001	100.82	16.79	117.61	6013	30	46.97	cleaning eq
								6500	30	16.86	goods for resale
								6505	30	36.99	consumables
29/03/2023	26572744	33455	NISBETS	NIS001	12.68	0.00	12.68	6500	30	12.68	goods for resale
07/03/2023	0001/00150052	33331	OBM	OBM001	47.92	9.58	57.50	5410	23	47.92	4 paving slabs
30/03/2023	0001/00151541	33376	OBM	OBM001	15.95	3.19	19.14	5500	21	15.95	spanner
28/03/2023	28/MAR23/ANN	33369	ONECARD	ONE002	1,694.24	92.28	1,786.52	6104	21	5.00	o/s team ipad
								6104	21	5.00	RG mob
								6104	33	8.34	caretaker mob
								6104	36	8.34	KW mob
								6104	21	8.34	NC mob
								6240	11	10.95	Acrobat Standard lic
								6240	31	9.16	software design subs
								6240	50	16.64	Adobe Illustrator HITB
								6240	31	12.64	Acrobat Pro DC
								6240	40	43.32	Creative Cloud subs
								6200	30	10.82	sticker sheets
								6200	31	1.96	print chg
								6500	28	80.69	goods for resale
								6500	28	15.62	goods for resale
								6500	30	105.00	goods for resale
								6500	50	-69.90	goods for resale
								6500	50	-113.62	goods for resale
								6500	50	69.90	goods for resale
								6500	50	113.62	goods for resale

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Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	50	-69.90	goods for resale
								6500	50	-113.62	goods for resale
								6500	28	48.81	goods for resale
								6500	28	10.40	goods for resale
								6500	50	74.10	goods for resale
								6500	50	111.53	goods for resale
								6500	30	125.26	goods for resale
								6500	30	43.74	goods for resale
								6500	30	7.08	goods for resale
								6500	50	51.74	goods for resale
								6500	50	17.08	goods for resale
								6500	30	94.82	goods for resale
								6500	30	87.91	goods for resale
								6500	30	5.17	goods for resale
								6500	50	65.55	goods for resale
								6500	50	14.30	goods for resale
								6500	30	111.41	goods for resale
								5500	36	3.33	bottle openers
								6013	30	3.33	cleaning eq
								6013	30	6.42	cleaning eq
								6013	30	1.67	cleaning eq
								6013	30	16.67	cleaning eq
								6101	31	16.67	LL ipad
								6101	22	8.34	AC Cemetery mob
								7206	42	20.50	flowers for tables
								299	0	14.74	mistaken purchase
								7202	42	122.49	QN refreshments
								6460	41	12.00	facebook ad
								6460	41	1.06	facebook ad

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Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/03/2023	28/MAR23/LIN	33386	ONECARD	ONE002	1,343.96	169.08	1,513.04	5050	21	230.00	bench paint stripping
								6900	50	7.08	batteries
								6900	30	4.17	batteries
								6505	30	1.21	consumables
								6505	30	3.62	consumables
								6865	26	151.67	seeds
								6865	26	28.45	envelopes
								5410	29	13.62	gorilla tape
								6869	32	384.51	Coronation flags & signs
								6869	32	1.00	Coronation flags & signs
								6869	32	58.26	Coronation decorations
								7206	42	62.45	IWD refreshments
								7206	42	32.00	IWD flowers
								7202	42	25.65	QN refreshments
								7202	42	339.86	QN refreshments
								7202	42	27.75	QN refreshments
								6330	31	10.00	Chairman's meeting refreshment
								6330	31	6.59	napkins
								5500	50	125.00	HITB pens
28/03/2023	28MAR23/ROS	33370	ONECARD	ONE002	571.40	58.62	630.02	5500	50	270.89	HITB earphones
								6001	60	116.66	Var press gas spring
								6437	42	66.44	Biggin Hill Airport tour
								6437	42	98.00	2 tickets to Gloria Huniford
								6437	42	10.00	'I met the Mayor' stickers
								5500	30	43.98	card display stand
								6200	30	20.10	loyalty cards
								6505	50	32.70	100 paper bags
								6500	50	69.90	Goods for resale
								6500	50	113.62	Goods for resale

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Order by Supplier A/c

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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
21/03/2023	21/3/23	33312	SEVENOAKS PARISH	PAR004	19.00	0.00	19.00	6730	41	19.00	Sevenoaks Parish subs
28/03/2023	13090	33373	PARKERS	PARK001	2,946.18	119.70	3,065.88	5320	21	598.50	fertilizer, grass seed
								5330	21	2,347.68	fertilizer, grass seed
04/03/2023	00002976949-059	33231	PLUSNET	PLUS01	31.80	6.36	38.16	6101	28	31.80	Mar telephone chg
04/03/2023	00003028653-059	33232	PLUSNET	PLUS01	49.80	9.96	59.76	6101	50	49.80	Mar telephone chg
03/03/2023	00003028673-059	33237	PLUSNET	PLUS01	21.19	4.24	25.43	6101	22	21.19	Mar telephone chg
27/03/2023	206261	33456	PREMIER ALARMS	PREM001	85.00	17.00	102.00	6930	28	85.00	alarm maint chg
14/02/2023	192450	33353	PROVENDER	PRO002	480.00	96.00	576.00	6802	22	80.00	Adopt a Tree plants
								5340	36	275.00	Adopt a Tree plants
								5340	21	125.00	Adopt a Tree plants
17/03/2023	194554	33324	PROVENDER	PRO002	120.00	24.00	144.00	5340	21	120.00	plants
20/03/2023	SEV/019/23	33323	SAFER SEVENOAKS	SAFE004	150.00	0.00	150.00	110	0	150.00	Associate subs & radio hire
02/03/2023	1352172895	33330	SCREWFIX	SCREW001	26.48	5.28	31.76	5010	29	26.48	anti climb paint, brackets
03/03/2023	1352511126	33505	SCREWFIX	SCREW001	25.65	5.13	30.78	5010	29	16.49	wall spikes
								5020	29	9.16	drain unblocker
17/03/2023	1356984665	33506	SCREWFIX	SCREW001	285.12	49.02	334.14	6952	22	39.99	hardware bits
								5020	29	201.90	hardware bits
								5410	21	43.23	hardware bits
23/03/2023	1358789592	33507	SCREWFIX	SCREW001	70.68	14.14	84.82	5020	29	22.73	hardware bits
								5500	21	47.95	hardware bits
27/03/2023	1360043764	33508	SCREWFIX	SCREW001	2.49	0.50	2.99	5410	33	2.49	cistern lever
03/03/2023	2080301	33235	SDC	SDC001	3,874.68	0.00	3,874.68	5421	60	2,692.22	March market rent
								5420	60	1,182.46	March market rent
17/03/2023	2080412	33309	SDC	SDC001	15,250.00	0.00	15,250.00	9066	91	15,250.00	STNP printing x 2000
20/03/2023	2080425	33334	SDC	SDC001	959.50	5.50	965.00	6889	31	959.50	waste sacks
27/03/2023	2080647	33316	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	Mar bin collection chg
27/03/2023	2080751	33314	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	Mar bin collection chg
27/03/2023	2080752	33315	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	Mar bin collection chg
27/03/2023	2080759	33317	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	Mar bin collection chg

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
27/03/2023	2080760	33313	SDC	SDC001	146.20	0.00	146.20	6935	28	146.20	Mar bin collection chg
29/03/2023	2080891	33364	SDC	SDC001	655.20	131.04	786.24	6934	21	655.20	Jan-Mar23 bin empty chg
14/03/2023	12	33283	SOUTH EAST OPEN	SEO001	250.00	0.00	250.00	7500	38	250.00	South East Open Studios grant
14/03/2023	9303596733	33372	SETON	SET001	192.01	38.40	230.41	5310	21	192.01	non slip paint
14/03/2023	9303596733A	33415	SETON	SET001	192.34	38.47	230.81	5310	21	192.34	non slip paint
14/03/2023	9303596733REV	33414	SETON	SET001	-192.01	-38.40	-230.41	5310	21	-192.01	non slip paint
28/02/2023	228721	33293	SEV GLAZING	SEV001	60.00	12.00	72.00	5010	29	60.00	phonebox glass
14/03/2023	228755	33299	SEV GLAZING	SEV001	485.00	97.00	582.00	5410	30	485.00	glass replacement
14/03/2023	2	33278	SEV VOLUNTEER TRANSP	SEV023	750.00	0.00	750.00	7500	38	750.00	Sev Volunteer Transport Grant
14/03/2023	3	33282	SEV LITERARY	SEV024	500.00	0.00	500.00	7500	38	500.00	Sev Literary Festival grant
14/03/2023	6	33281	SEV THREE ARTS	SEV026	600.00	0.00	600.00	7500	38	600.00	Sev Three Arts Festival Grant
14/03/2023	450	33287	SEVENOAKS PHAB	SEV057	450.00	0.00	450.00	7500	38	450.00	sevenoaks PHAB grant
05/03/2023	11877356	33297	SHELL	SHEL001	22.88	4.58	27.46	5700	22	22.88	fuel
12/03/2023	11937026	33368	SHELL	SHEL001	91.17	18.24	109.41	5700	21	91.17	fuel
19/03/2023	11991488	33355	SHELL	SHEL001	89.96	17.99	107.95	5700	21	89.96	fuel
26/03/2023	100014986	33417	SHELL	SHEL001	73.37	14.66	88.03	5700	21	12.43	fuel
								5700	22	60.94	fuel
16/03/2023	ESL-SINV037936	33437	SMS ENERGY	SMS001	193.80	38.76	232.56	6010	33	193.80	meter operating chg Jan23-24
14/03/2023	0052	33343	SSE	SSE002	155.13	7.75	162.88	6010	33	155.13	Electric chg 15/06-01/10/22
21/03/2023	0021A	33363	SSE	SSE014	387.50	77.50	465.00	6012	30	387.50	Feb gas chg
22/03/2023	00395265	33344	STAGE ELECTRICS	STA001	13,130.37	2,626.07	15,756.44	5500	36	13,130.37	Eiki DLP projector
22/03/2023	00395266	33345	STAGE ELECTRICS	STA001	3,313.34	662.67	3,976.01	9063	91	3,313.34	wireless HDMI connection point
02/03/2023	02/03/23	33251	STEPHANIE'S	STEP001	1,949.00	0.00	1,949.00	7206	42	1,949.00	IWD catering
09/12/2022	SP22009142	33263	ST JOHN	STJO001	596.00	119.20	715.20	6490	32	596.00	CLSO first aid
22/03/2023	10591	33362	STREETMASTER	STREE001	206.00	41.20	247.20	5525	21	206.00	4 bin liners
23/02/2023	23/02/23	33306	SWANLEY TOWN COUNCIL	SWA002	30.00	0.00	30.00	6437	42	30.00	Swanley's 'All Aboard' 27/04
29/03/2023	0000557096	33375	TATE FENCING	TATE001	178.04	35.61	213.65	5310	21	178.04	timber
23/03/2023	23/03/23	33351	MAYOR OF THURROCK	THU001	-100.00	0.00	-100.00	6437	42	-100.00	Thurrock Civic Dinner refund
13/03/2023	7OAKS23031	33301	TRAIL TALE	TRA002	150.00	30.00	180.00	6730	40	150.00	town trail subs

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
09/03/2023	09/03/23	33252	TRADITIONAL FISH LTD	TRA004	1,088.00	0.00	1,088.00	7202	42	1,088.00	Quiz Night catering
28/02/2023	INV-4920	33290	TREE ABILITY	TREE001	980.00	196.00	1,176.00	5070	21	980.00	tree work
31/03/2023	0800	33371	URBAN STUDIO	UIS001	3,600.00	720.00	4,320.00	9066	91	3,600.00	STNDP admin fee
28/02/2023	VC/28.02.2023.	33250	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	Feb market set up chg
22/02/2023	1000381	33304	WARNERS SOLICITORS	WARN001	-3.00	-0.60	-3.60	6002	23	-3.00	Lease renewal
14/03/2023	7	33279	WEST KENT MED	WEST008	800.00	0.00	800.00	7500	38	800.00	West Kent Mediation grant
31/01/2023	150291	33431	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	Jan cleaning chg
								5026	21	227.80	Jan cleaning chg
								5025	21	683.39	Jan cleaning chg
								5020	29	683.40	Jan cleaning chg
31/01/2023	150292	33432	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5020	29	4.31	Jan hygiene unit cleaning chg
								5025	21	12.94	Jan hygiene unit cleaning chg
								5026	21	12.95	Jan hygiene unit cleaning chg
28/02/2023	150654	33433	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	Feb cleaning chg
								5026	21	227.80	Feb cleaning chg
								5025	21	683.39	Feb cleaning chg
								5020	29	683.40	Feb cleaning chg
28/02/2023	150655	33434	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5020	29	4.31	Feb hygiene unit cleaning chg
								5025	21	12.94	Feb hygiene unit cleaning chg
								5026	21	12.95	Feb hygiene unit cleaning chg
31/03/2023	151061	33436	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	Mar cleaning chg
								5026	21	227.80	Mar cleaning chg
								5025	21	683.39	Mar cleaning chg
								5020	29	683.40	Mar cleaning chg
31/03/2023	151062	33435	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5020	29	4.31	Mar cleaning chg
								5025	21	12.94	Mar cleaning chg
								5026	21	12.95	Mar cleaning chg
28/02/2023	246121817	33271	WORLDPAY	WOR001	49.95	9.33	59.28	6976	31	49.95	Feb card trans chg
28/02/2023	246143966	33272	WORLDPAY	WOR001	22.62	0.03	22.65	6976	31	22.62	Feb card trans chg

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/02/2023	246148546	33273	WORLDPAY	WOR001	99.24	12.24	111.48	6976	30	99.24	Feb card trans chg
28/02/2023	246254508	33270	WORLDPAY	WOR001	48.09	6.56	54.65	6976	28	48.09	Feb card trans chg
01/03/2023	WM12061175	33239	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Feb card trans chgs
14/03/2023	74	33286	YOUTH RESILIENCE UK	YOU002	1,600.00	0.00	1,600.00	7552	38	1,600.00	Youth Resilience grant
01/03/2023	01060822	33240	YU ENERGY	YUE001	2,147.32	429.46	2,576.78	6862	26	2,147.32	Feb electric chg
05/03/2023	522034417	33361	ZURICH INSURANCE	ZUR001	12,414.14	1,489.70	13,903.84	110	0	12,414.14	Insurance fees Apr2023-24
TOTAL INVOICES					<u>130,129.24</u>	<u>14,790.35</u>	<u>144,919.59</u>			<u>130,129.24</u>	

List of Payments made between 01/03/2023 and 31/03/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/03/2023	BACS P/L Pymnt Page 6245	BACS Pymnt	3,105.13		BACS P/L Pymnt Page 6245
01/03/2023	Reach Publishing	DD01/MAR23	9.97		March Sev Chronicle subs
01/03/2023	Payroll A/c	DD1/3	3,676.06		February L&G Tfr
03/03/2023	Petty Cash	001950	378.14		petty cash top up
03/03/2023	Castle	credit	-108.42		water chg 01/02-22-18/12/22
03/03/2023	Castle Water/TW2779050389-Vine credit-		-43.09		Water chg 01/08-18/12/22
03/03/2023	Castle Water/TW6076731323-St J credit;		-7.34		water chg 01/03/22-28/7-22
06/03/2023	EDF Energy - Vine Gardens	DD03	21.41		Electric chg 01/10/22-06/10/23
07/03/2023	Castle Water/SE0020605907-Cric credit'		-153.15		water chg 01/10/22-18/12/22
07/03/2023	Castle Water/TW9502649326-Vine credit.		-433.85		water chg 01/10/22-18/12/22
07/03/2023	NATWEST ONE CARD	DD04	4,717.67		Ann onecard Feb
08/03/2023	YU ENERGY	DD06	2,576.78		Feb electric chg
08/03/2023	EDF Energy - Vine Cafe	DD07	1,766.78		Electric chg 01/10/22-06/10/23
08/03/2023	SSE-GAS/231618890/Council Offi credit		-502.22		gas chg 9/12/22-1/2/23
08/03/2023	Nexodus S.L	DD05	119.14		Hub Feb booking chg
09/03/2023	Castle Water/3111421Bat and Ba credit,		-2,856.74		water credit
09/03/2023	Shell Account	DD02	241.47		fuel
10/03/2023	BACS P/L Pymnt Page 6251	BACS Pymnt	9,137.35		BACS P/L Pymnt Page 6251
10/03/2023	Plusnet	DD08	25.43		Mar telephone chg
10/03/2023	SSE-GAS/911569468/B&B Centre	DD09	354.15		Jan gas chg
10/03/2023	SSE-GAS/571774560/B&B Station	DD10	99.23		Jan gas chg
10/03/2023	EDF Energy - Business Hub	DD11	3,508.88		Jan electric chg
13/03/2023	Plusnet	DD17	59.76		Mar telephone chg
13/03/2023	Plusnet	DD16	38.16		Mar telephone chg
14/03/2023	BACS P/L Pymnt Page 6260	BACS Pymnt	-3.60		BACS P/L Pymnt Page 6260
15/03/2023	BACS P/L Pymnt Page 6255	BACS Pymnt	37,136.47		BACS P/L Pymnt Page 6255
15/03/2023	NatWest Bankline	bln	89.40		bank chgs
16/03/2023	Connectaphone	DD18	497.39		feb phone chg
20/03/2023	Shell Account	DD19	27.46		fuel
21/03/2023	WorldPay	DD20	111.48		Feb card trans chg
21/03/2023	WorldPay	DD21	54.65		Feb card trans chg
21/03/2023	WorldPay	DD22	59.28		Feb card trans chg
21/03/2023	WorldPay	DD23	22.65		Feb card trans chg
21/03/2023	WorldPay	DD26	11.94		Feb card trans chgs
21/03/2023	EDF Energy - High Street Marke	DD27	43.07		Feb electric chg
21/03/2023	The Countryside Charity	DD24	60.00		The Countryside Charity subs
21/03/2023	SMS Energy	DD25	232.56		meter operating chg Jan23-24
22/03/2023	BACS P/L Pymnt Page 6261	BACS Pymnt	20,380.55		BACS P/L Pymnt Page 6261
22/03/2023	EDF Energy - Bat and Ball Cent	DD28	1,894.47		Feb electric chg
24/03/2023	Petty Cash	001951	350.33		top up
24/03/2023	Payroll A/c	BACS24/3	53,679.26		March Salaries Tfr
27/03/2023	Everflow Water	DD29	503.84		water chg 19/04-18/05
27/03/2023	Shell Account	DD30	109.41		fuel
27/03/2023	Payroll A/c	BACS27/3	26,150.53		March Pensions Tfr
28/03/2023	Country Style Recycling	DD31	94.97		feb glass collection
29/03/2023	Payroll A/c	DD29/3	3,735.88		March L&G Tfr
31/03/2023	BACS P/L Pymnt Page 6269	BACS Pymnt	46,024.59		BACS P/L Pymnt Page 6269

List of Payments made between 01/03/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/03/2023	BACS P/L Pymnt Page 6274	BACS Pymnt	3,970.00		BACS P/L Pymnt Page 6274
31/03/2023	B.E	BACS31-03	30.00		Allot key refund
31/03/2023	T.B	BACS31/03	30.00		Allot key refund
31/03/2023	Southern Electric - 981579265/	DD32	162.88		Electric chg 15/06-01/10/22
31/03/2023	NatWest	BNKCHG	75.00		NatWest q4 Bank Charges
Total Payments			<u>221,265.16</u>		

List of Payments made between 01/03/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/03/2023	Traditional Fish LTD	000083	1,088.00		Quiz Night catering
16/03/2023	Stephanie's	000082	1,949.00		IWD catering
22/03/2023	BACS P/L Pymnt Page 6268	BACS Pymnt	-198.00		BACS P/L Pymnt Page 6268
Total Payments			<u>2,839.00</u>		

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Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 01/03/2023	3,676.06						
DD1/3	Nat West - Current Account	3,676.06			201		3,676.06	February L&G Tfr
	Banked: 24/03/2023	53,679.26						
BACS24/3	Nat West - Current Account	53,679.26			201		53,679.26	March Salaries Tfr
	Banked: 27/03/2023	26,150.53						
BACS27/3	Nat West - Current Account	26,150.53			201		26,150.53	March Pensions Tfr
	Banked: 29/03/2023	3,735.88						
DD29/3	Nat West - Current Account	3,735.88			201		3,735.88	March L&G Tfr
Total Receipts for Month		87,241.73	0.00	0.00			87,241.73	
Cashbook Totals		88,241.73	0.00	0.00			88,241.73	

Payments for Month 12

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>
01/03/2023	Legal & General	DD1/3	3,676.06			516		3,676.06	February L&G Payment
24/03/2023	Employees	DD24/3	53,519.26			520		53,519.26	March Net Wages Payment
24/03/2023	Councillors	BACS24/3-	160.00			520		160.00	March Mayor's Allowance paymen
27/03/2023	HMRC/KCC	BACS27/3	26,150.53			515		15,250.61	March HMRC Payments
						516	0	10,899.92	March KCC Payments
29/03/2023	Legal & General	DD29/3	3,735.88			516		3,735.88	March Legal & General Payment
Total Payments for Month			87,241.73	0.00	0.00			87,241.73	
Balance Carried Fwd			1,000.00						
Cashbook Totals			88,241.73	0.00	0.00			88,241.73	

Receipts for Month 12				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 :	581.16					581.16	
	Banked: 03/03/2023	378.14						
001950	Nat West - Current Account	378.14			201		378.14	petty cash top up
	Banked: 24/03/2023	350.33						
001951	Nat West - Current Account	350.33			201		350.33	top up
Total Receipts for Month		728.47	0.00	0.00			728.47	
Cashbook Totals		1,309.63	0.00	0.00			1,309.63	

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/03/2023	Bat and Ball Centre	956	7.25		1.22	5410	36	6.03	maint equip
06/03/2023	Bat and Ball Centre	957/A	2.39			6330	36	2.39	coffee
06/03/2023	Bat and Ball Centre	957/B	2.99		0.50	6900	36	2.49	battery
06/03/2023	Bat and Ball Centre	957/C	4.18		0.70	6013	36	3.48	cleaning equip
10/03/2023	bat and Ball Cafe	958/A	73.22			6500	30	73.22	Goods for resale
10/03/2023	Bat and Ball Cafe	958/B	2.58		0.43	6505	30	2.15	consumables
10/03/2023	Bat and Ball Cafe	958/C	3.35		0.56	6013	30	2.79	cleaning equip
14/03/2023	Bat and Ball Station	960	26.39		4.40	5410	30	21.99	maint equip
14/03/2023	Bat and Ball Centre	961/A	25.00		4.17	6240	36	20.83	HDMI cable
14/03/2023	Bat and Ball Centre	961/B	25.00		4.17	6900	36	20.83	batteries
20/03/2023	Establishments	962	14.20			6330	31	14.20	Refreshments
20/03/2023	Youth Cafe	963/A	5.15			6500	50	5.15	Goods for resale
20/03/2023	Youth Cafe	963/B	8.00		1.33	6010	50	6.67	cleaning equip
20/03/2023	Youth Cafe	963/C	7.00		1.16	6900	50	5.84	battery
20/03/2023	Youth Cafe	963/D	3.00		0.50	5500	50	2.50	hangers
20/03/2023	Youth Cafe	964	39.99		6.66	5500	50	33.33	Air fryer
20/03/2023	vine gardens	965/A	4.59		0.76	5020	29	3.83	draw cleaner
20/03/2023	Open Spaces	965/B	21.80			4012	21	21.80	train ticket
20/03/2023	Open Spaces	966	21.90			6300	21	21.90	Refreshments
20/03/2023	Markets	967/A	9.90		1.65	5410	60	8.25	cabin numbers
20/03/2023	Vine Gardens	967/B	4.00		0.67	5010	29	3.33	phonebox repair
20/03/2023	Cemetery	967/C	1.95		0.33	6330	22	1.62	Refreshments
20/03/2023	Cemetery	967/D	14.95			6330	22	14.95	Refreshments
20/03/2023	Open Spaces	966REV	-21.90			6300	21	-21.90	Refreshments
20/03/2023	Open Spaces	966CORR	21.90			6330	21	21.90	Refreshments
21/03/2023	Establishments	968/A	19.60			6330	31	19.60	Refreshments/napkins
21/03/2023	Establishments	968/B	1.25		0.21	6330	31	1.04	Refreshments
24/03/2023	Bat and Ball Cafe	969/A	61.78			6500	30	61.78	Goods for resale
24/03/2023	Bat and Ball Cafe	969/B	2.90		0.48	6505	30	2.42	consumables
27/03/2023	Establishments	970	2.05			4012	31	2.05	car parking
30/03/2023	Establishments	971	1.75			6330	31	1.75	milk
Total Payments for Month			418.11	0.00	29.90			388.21	
Balance Carried Fwd			891.52						
Cashbook Totals			1,309.63	0.00	29.90			1,279.73	

Sevenoaks Town Council

INTERNAL AUDIT REPORT Visit 4 (2022/23)

Date: 25th May 2023

Report Author: Louise Taylor

Reviewed by: Frankie Smith

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 remote testing and visit to you on 19th May 2023, testing of the following areas has been completed.

- Income – Venue Hire
- VAT
- Section 137 Payments
- Assets
- Publication Scheme
- Annual Return
- Progress on Previous Issues Raised

2 FINDINGS

Income – Venue Hire

Control: Records are in place to record all income received. All income recorded as received against invoices agrees with bank statements and accounts.

Finding: Internal Audit's testing of a sample of 5 venue hire bookings found that all fees had been collected in advance and payments could be traced through to the bank account and the accounts.

Whilst customers had been charged at the agreed rate, the discounts and grant subsidies applied had not been agreed along with the 2022/23 rates. **Issue 1**

The central booking system has not been setup to co-ordinate Sports Pitch bookings due to a lack of staff capacity. This means the Council rely on sports clubs honestly notifying them of their usage. **Issue 2**

VAT

Control: VAT returns are completed accurately and timely and VAT reimbursed has subsequently been received and shows within the accounts.

Finding: VAT returns are completed accurately and promptly. VAT payments and reimbursements can be identified on bank statements and in the council accounts.

Whilst the Council's quarter 4 VAT return was submitted for the correct amount, the HMRC refunded £8.10 too much. The RFO will notify the HMRC.

Section 137 Payments

Control: Resolution to use the "general power of competence" is made at full council. The clerk has received training on the "general power of competence".

Finding: At the Annual Town Council meeting on 15th May 2023, following the election, the Council re-adopted the General Power of Competence.

The Council has a Town Clerk who has the Certificate in Local Council Administration (CiLCA).

Assets

Control: All assets are recorded in an up-to-date asset register.

Finding: The Council maintains a register to record assets belonging to the council and sample testing found that selected assets had been appropriately insured.



Sample testing confirmed that items detailed on the asset register could be located.

Publication Scheme

Control: The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

Finding: Sample testing of documents in the Council's Publication Scheme found that the information was on the Council's website.

(Note: This test has been introduced to support the amended Internal Control Objective L on the AGAR 2022/23 form)

Annual Return

Control: The financial statements are complete and accurate.

Finding: The accounting statement has been completed accurately. The Internal Audit section of the annual return has also been completed.

3 ISSUES IDENTIFIED

New Issues Raised

Issues Raised	Date raised
Issue 1: Discounts and grand subsidies Ensure that discounts and grant subsidies updated and agreed at the Finance & General Purposes Committee Annually.	May 2023 - Visit 4 2022/23
Issue 2: Central booking for sports pitches Consider putting sports pitch bookings on the central booking system to ensure that income due / received is recorded in full and accounted for.	May 2023 - Visit 4 2022/23

Progress on Previous Issues Raised

Original Issue raised	Date raised	Progress
Purchase Cards Ensure all purchase card transactions are authorised and supported by a signed purchase order prior to payment.	Visit 2 2022/2023	Partially Resolved - Sample testing found that Purchase Card transactions have signed Purchase Orders, but the authorisation process being followed doesn't currently align with that in the Financial Regs because it is not practical to administer. The RFO will propose amendments to the Financial Regulations for Councillors to agree, to clarify what authorisation evidence is required for different thresholds. The RFO will put in place a schedule of Purchase Order signatories and their authorisation limits to support the Financial Regulations.
Expenditure All expenditure should be certified by two signatories and include a dated purchase order as specified in the Financial Regulations.	Visit 2 2022/2023	Partially Resolved - As above, the RFO will propose amendments to the Financial Regs and provide clarity for when Purchase Orders are not required because a signed contract is in place.

Original Issue raised	Date raised	Progress
<p>Café Till Reconciliations 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.</p>	<p>Visit 3 2022/2023</p>	<p>Resolved - the RFO will continue to carefully monitor Cafe Till reconciliations, so action can be taken as soon as any discrepancies arise.</p>

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.

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Sevenoaks Town Council

STATEMENT ON THE SYSTEM OF INTERNAL CONTROL

Scope of responsibility

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the council's functions and which includes arrangements for the management of risk.

Purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has continued to operate at the Council throughout this financial year and accords with proper practice.

The internal control environment

The system of internal control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management supervision, and a system of delegation and accountability. Development and maintenance of the system is undertaken by managers within the Council. In particular, the system includes:

- comprehensive budgeting systems;
- setting targets to measure financial and other performance;
- the preparation of regular financial reports which indicate actual expenditure against the forecasts;
- clearly defined capital expenditure guidelines;
- risk appraisal programmes to identify and manage risks and hazards in all the Council's areas of operation; and
- as appropriate, formal project management disciplines.

The council has contracted for the internal audit function to be carried out by Kent County Council's Corporate Services department (KCC). A member of KCC's internal audit staff visits

Finance & General Purposes Committee 12.06.2023

the council a minimum of four times a year, and reports prepared by KCC are supplied to both the Town Clerk, the Responsible Finance Officer and the Chair of the Finance & General Purposes Committee. All reports are presented to the council's Finance & General Purposes Committee for comment and approval. KCC also provides the Council with advice on risk assessment, statistical analysis and operating standards.

The internal auditor provides the Council with an independent opinion on the adequacy and effectiveness of internal control.

Review of effectiveness

The Council has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review and effectiveness of the system of internal control is informed by:

- the work of managers within the council;
- the work of the internal auditor as described above; and
- the external auditors in their annual audit letter and other reports.

In the year to 31st March 2023, no significant weaknesses in the council's systems were identified.

Approval of statement

This statement was approved on 12 June 2023 at a meeting of the Council's Finance & General Purposes Committee.

Signed _____

Councillor T Clayton
Chairman – F&GP Committee

Signed _____

Mrs Rosalind Shaw
Responsible Finance Officer

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

Sevenoaks Town Council

www.sevenoakstown.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

29/09/2022 02/12/2022 10/02/2022

Louise Taylor

Signature of person who carried out the internal audit

LTaylor

Date

19/05/2022

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Section 2 – Accounting Statements 2022/23 for

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Sevenoaks Town Council

Finance Officer's Report

Financial report for the month ending 30 April 2023

1. Summary

The month-end position at the end of April gives a revenue deficit of £5,278. Allowing for the Bat & Ball Station deficit of £7,335 which will be offset by a release from the Bat & Ball Station Maintenance and Management reserve at year end, the adjusted position is a year-to-date surplus of £2,057.

The 2023/24 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 £15,763 adverse to budget year to date.

Most variances to budget are expected to be due to phasing of actual spend vs budget assumptions. The biggest variances to budget to date are as follows, with full analysis in Appendix 2:

- £1.9K favourable markets performance mainly due to the tenders accepted for the operation of Wednesday & Saturday markets.
- 6 month HEO position extension (to be funded from Bat & Ball maintenance & management reserve).
- 6 month environmental officer extension (to be funded from earmarked reserve).
- OSL staff vacancy.
- £4K lower cemetery income (P2/ May is in line with budget).
- £2K lower Bat & Ball centre hire income (P2/ May is in line with budget).

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 X) & Variance Analysis (Appendix X)

Highlights of income and expenditure variances full year (+/- £5,000) by cost centre are:

*Positive variances shown as Favourable (F); Negative variances are shown as Adverse (A)

<u>Cost Centre</u>	<u>Name</u>	<u>Variance</u>	<u>Comments</u>
32	F&GP general	5,966 (A)	Please refer to the variance report.
36	Bat & Ball Centre	8,128 (A)	Please refer to the variance report.

3.0 Use of Contingency

The 2023/24 budget includes Contingency of £66,367. The following are proposed uses of contingency via virements (movement) of contingency budget to other budget lines:

To Follow

5.0 Working Capital (Appendix 3)

The net current assets have increased by £19,303 this month leaving a month-end balance of £1,591,122.

Revenue (general) reserves have decreased by £5,278 leaving a month-end balance of £454,264.

Earmarked Reserves have increased by £19,303 leaving a month-end balance of £1,136,857.

This includes:

1. A year-to-date deficit of £5,278.
2. Net increase in Capital Receipts Reserves (CRR) of £29K, being £29K Quaker Hall capital offset by small spend on play equipment.
3. Decrease in CIL reserve of £4,500 being spend on Vine WC doors.

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 30th April 2023 totals £2,253,972 (31 March 2023 £1,665,479).

£1,454,596 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.

Funds are deposited with NatWest, HSBC, Nationwide, Handelsbanken, Virginmoney and CCLA. Interest rate ranges from 0.00% to 4.12%.

Sub ratings reviewed 30th April 2023.

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>11 Planning - General</u>										
4010 Gross Pay	2,241	2,102	(139)	2,241	2,102	(139)	25,219		22,978	
4270 Employers Pension Contribution	82	84	2	82	84	2	1,009		927	
6240 Computer/ Data Base/WP's	210	40	(170)	210	40	(170)	602		392	
6630 Professional Fees	0	0	0	0	0	0	863		863	
6730 Subscriptions	0	34	34	0	34	34	415		415	
Planning - General :- Indirect Expenditure	<u>2,534</u>	<u>2,260</u>	<u>(274)</u>	<u>2,534</u>	<u>2,260</u>	<u>(274)</u>	<u>28,108</u>	<u>0</u>	<u>25,574</u>	<u>0</u>
Net Expenditure	<u>(2,534)</u>	<u>(2,260)</u>	<u>274</u>	<u>(2,534)</u>	<u>(2,260)</u>	<u>274</u>	<u>(28,108)</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>21 O/ Spaces & Leisure - General</u>										
1022 Letting & Hire of Facilities	2,293	2,648	355	2,293	2,648	355	28,250		0	
1030 Electricity recharge	(0)	0	0	(0)	0	0	3,861		0	
1316 Raleys Car Park Permits	1,483	1,672	189	1,483	1,672	189	1,672		0	
1850 Log Sales	0	0	0	0	0	0	754		0	
1990 Other Income	66	44	(22)	66	44	(22)	262		0	
O/ Spaces & Leisure - General :- Income	3,840	4,364	524	3,840	4,364	524	34,799			0
4010 Gross Pay	12,719	15,496	2,777	12,719	15,496	2,777	185,959		173,240	
4011 Mileage	23	0	(23)	23	0	(23)	0		(23)	
4270 Employers Pension Contribution	882	1,183	301	882	1,183	301	14,196		13,314	
5013 Graffiti Removal	0	0	0	0	0	0	1,357		1,357	
5025 Lower St Johns Toilets	1,223	1,328	105	1,223	1,328	105	15,935		14,712	
5026 Greatness Rec Convenience	0	258	258	0	258	258	3,100		3,100	
5050 Seats And Litter Bins	0	0	0	0	0	0	2,289		2,289	
5060 Sevenoaks Common	0	0	0	0	0	0	4,694		4,694	
5070 Other Woodlands	1,119	978	(141)	1,119	978	(141)	3,912		2,793	
5110 Knole Paddock & Pavilion	0	0	0	0	0	0	3,304		3,304	
5120 Knole Paddock Pitch & Grnd Mt	130	190	60	130	190	60	2,280		2,150	
5130 Knole Paddock Storage Compound	34	0	(34)	34	0	(34)	0		(34)	
5310 Miscellaneous Open Spaces	0	408	408	0	408	408	4,890		4,890	
5311 Security Open Spaces	2,095	2,077	(18)	2,095	2,077	(18)	24,927		22,832	
5316 Skatepark Maintenance	0	0	0	0	0	0	2,052		2,052	

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5317 Raleys Car Park	0	0	0	0	0	0	422		422	
5320 Fertilizers	0	0	0	0	0	0	294		294	
5330 Grass Seed	0	0	0	0	0	0	2,000		2,000	
5340 Plants	311	0	(311)	311	0	(311)	2,758		2,447	
5410 Repairs & General Maintenance	161	145	(16)	161	145	(16)	1,745		1,584	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	144	640	496	144	640	496	7,676		7,532	
5525 Equipment Maintenance	63	0	(63)	63	0	(63)	8,374		8,311	
5550 Vehicle Expenses	374	352	(22)	374	352	(22)	21,371		20,998	
5700 Fuel	486	490	4	486	490	4	5,877		5,391	
6010 Light Heat & Cleaning	0	671	671	0	671	671	8,053		8,053	
6013 Cleaning	13	0	(13)	13	0	(13)	0		(13)	
6014 Water	41	234	193	41	234	193	935		894	
6101 Telephone	10	12	2	10	12	2	145		135	
6104 Mobile Telephone	18	27	9	18	27	9	322		304	
6105 Broadband wi-fi service	25	0	(25)	25	0	(25)	0		(25)	
6320 Staff Training	0	0	0	0	0	0	3,000		3,000	
6330 Welfare/Hospitality	5	33	28	5	33	28	392		387	
6460 Publicity & Democratic notices	0	0	0	0	0	0	618		618	
6635 Professional Fees Licensing	0	0	0	0	0	0	189		189	
6730 Subscriptions	0	0	0	0	0	0	172		172	
6812 Road Dues	0	0	0	0	0	0	1,076		1,076	
6900 Sundry Expenses	0	7	7	0	7	7	88		88	

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,685		1,685	
6930 Alarm Maintenance	0	0	0	0	0	0	817		817	
6931 CCTV Maintenance	0	0	0	0	0	0	562		562	
6934 Waste Bin Collection-Dog Bins	0	0	0	0	0	0	2,620		2,620	
6935 Waste Bin Disposal-Waste Bins	96	226	130	96	226	130	2,718		2,622	
6952 Protective Clothing	0	124	124	0	124	124	1,484		1,484	
O/ Spaces & Leisure - General :- Indirect Expenditure	19,972	24,879	4,907	19,972	24,879	4,907	345,488	0	325,516	0
Net Income over Expenditure	(16,132)	(20,515)	(4,383)	(16,132)	(20,515)	(4,383)	(310,689)			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1700 Cemetery Income	2,044	6,268	4,224	2,044	6,268	4,224	75,214		0	
O/ Spaces & Leisure - Cemetery :- Income	<u>2,044</u>	<u>6,268</u>	<u>4,224</u>	<u>2,044</u>	<u>6,268</u>	<u>4,224</u>	<u>75,214</u>			<u>0</u>
4010 Gross Pay	7,213	7,760	547	7,213	7,760	547	93,114		85,901	
4270 Employers Pension Contribution	592	646	54	592	646	54	7,747		7,155	
5210 Cemetery Chapel & Office	94	0	(94)	94	0	(94)	65		(29)	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	701		701	
5410 Repairs & General Maintenance	775	96	(679)	775	96	(679)	1,147		372	
5412 Capital Refurbishments	0	0	0	0	0	0	1,328		1,328	
5500 Equipment Hired and New	0	310	310	0	310	310	3,722		3,722	
5525 Equipment Maintenance	48	317	269	48	317	269	9,489		9,441	
5700 Fuel	71	97	26	71	97	26	1,166		1,095	
6000 Rent & Rates	851	875	24	851	875	24	10,499		9,648	
6010 Light Heat & Cleaning	0	357	357	0	357	357	4,287		4,287	
6014 Water	0	88	88	0	88	88	1,058		1,058	
6101 Telephone	41	48	7	41	48	7	580		539	
6104 Mobile Telephone	0	0	0	0	0	0	16		16	
6105 Broadband wi-fi service	10	10	0	10	10	0	123		113	
6240 Computer/ Data Base/WP's	36	56	20	36	56	20	666		630	
6320 Staff Training	0	0	0	0	0	0	1,500		1,500	
6330 Welfare/Hospitality	14	18	4	14	18	4	222		208	
6500 Goods for Resale	0	10	10	0	10	10	125		125	

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6720 Books and Periodicals	0	0	0	0	0	0	51		51	
6730 Subscriptions	0	200	200	0	200	200	200		200	
6802 Trees Plants Turf & Fertilizer	0	0	0	0	0	0	3,309		3,309	
6822 Roads Path & Boundaries	389	204	(185)	389	204	(185)	814		425	
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	116		116	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,489		1,489	
6930 Alarm Maintenance	0	0	0	0	0	0	883		883	
6932 Cemetery Security	503	490	(13)	503	490	(13)	5,882		5,379	
6935 Waste Bin Disposal-Waste Bins	81	106	25	81	106	25	1,272		1,191	
6952 Protective Clothing	163	54	(109)	163	54	(109)	644		481	
7611 Contingency provision	0	(1,342)	(1,342)	0	(1,342)	(1,342)	(16,104)		(16,104)	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	10,881	10,400	(481)	10,881	10,400	(481)	136,111	0	125,230	0
Net Income over Expenditure	(8,837)	(4,132)	4,705	(8,837)	(4,132)	4,705	(60,897)			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>23 O/ Spaces & Leisure- Allotment</u>										
1010 Rental Income	16	0	(16)	16	0	(16)	1,417		0	
1047 QH Allotments Income	10	0	(10)	10	0	(10)	7,907		0	
<u>O/ Spaces & Leisure- Allotment :- Income</u>	<u>26</u>	<u>0</u>	<u>(26)</u>	<u>26</u>	<u>0</u>	<u>(26)</u>	<u>9,324</u>			<u>0</u>
4010 Gross Pay	326	267	(59)	326	267	(59)	3,202		2,876	
4270 Employers Pension Contribution	14	11	(3)	14	11	(3)	128		114	
5410 Repairs & General Maintenance	464	339	(125)	464	339	(125)	1,355		891	
6002 QH Allotments Costs	(131)	0	131	(131)	0	131	3,649		3,780	
6014 Water	81	0	(81)	81	0	(81)	880		799	
6300 Computer Software	14	0	(14)	14	0	(14)	13		(1)	
6730 Subscriptions	0	0	0	0	0	0	58		58	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	68		68	
<u>O/ Spaces & Leisure- Allotment :- Indirect Expenditure</u>	<u>768</u>	<u>617</u>	<u>(151)</u>	<u>768</u>	<u>617</u>	<u>(151)</u>	<u>9,353</u>	<u>0</u>	<u>8,585</u>	<u>0</u>
<u>Net Income over Expenditure</u>	<u>(742)</u>	<u>(617)</u>	<u>125</u>	<u>(742)</u>	<u>(617)</u>	<u>125</u>	<u>(29)</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	(0)	0	0	(0)	11,255		0	
1990 Other Income	0	0	0	0	0	0	200		0	
Open Spaces-Street Lighting/Ge :- Income	<u>0</u>	<u>0</u>	<u>(0)</u>	<u>0</u>	<u>0</u>	<u>(0)</u>	<u>11,455</u>			<u>0</u>
6861 Public Clock Maintenance	0	0	0	0	0	0	142		142	
6862 Street Lighting	4,402	1,412	(2,990)	4,402	1,412	(2,990)	16,939		12,537	
6865 In Bloom Costs	418	412	(6)	418	412	(6)	14,000		13,582	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<u>4,820</u>	<u>1,824</u>	<u>(2,996)</u>	<u>4,820</u>	<u>1,824</u>	<u>(2,996)</u>	<u>31,081</u>	<u>0</u>	<u>26,261</u>	<u>0</u>
Net Income over Expenditure	<u>(4,820)</u>	<u>(1,824)</u>	<u>2,996</u>	<u>(4,820)</u>	<u>(1,824)</u>	<u>2,996</u>	<u>(19,626)</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>28 O/ Spaces & Leisure-Vine Cafe</u>										
1211 Sale of Goods	1,888	3,557	1,669	1,888	3,557	1,669	71,138		0	
1213 Event catering	0	472	472	0	472	472	2,829		0	
O/ Spaces & Leisure-Vine Cafe :- Income	<u>1,888</u>	<u>4,029</u>	<u>2,141</u>	<u>1,888</u>	<u>4,029</u>	<u>2,141</u>	<u>73,967</u>			<u>0</u>
4010 Gross Pay	2,999	4,732	1,733	2,999	4,732	1,733	49,864		46,865	
4270 Employers Pension Contribution	151	247	96	151	247	96	2,606		2,455	
5410 Repairs & General Maintenance	13	102	90	13	102	90	1,222		1,210	
5500 Equipment Hired and New	4	415	411	4	415	411	2,489		2,485	
5525 Equipment Maintenance	0	0	0	0	0	0	360		360	
6000 Rent & Rates	72	82	10	72	82	10	825		753	
6010 Light Heat & Cleaning	28	772	744	28	772	744	9,267		9,239	
6014 Water	(511)	0	511	(511)	0	511	1,314		1,825	
6101 Telephone	28	29	1	28	29	1	347		319	
6200 Printing & Stationery	0	6	6	0	6	6	71		71	
6500 Goods for Resale	1,114	1,142	28	1,114	1,142	28	22,839		21,725	
6505 Cafe consumables	145	73	(72)	145	73	(72)	1,462		1,317	
6635 Professional Fees Licensing	0	51	51	0	51	51	307		307	
6900 Sundry Expenses	2	0	(2)	2	0	(2)	42		40	
6922 Health&Safety/Risk Assessments	77	113	36	77	113	36	1,021		944	
6930 Alarm Maintenance	85	0	(85)	85	0	(85)	568		483	
6935 Waste Bin Disposal-Waste Bins	146	179	33	146	179	33	2,147		2,001	
6976 Credit card charges	114	80	(34)	114	80	(34)	1,593		1,479	

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
7611 Contingency provision	0	(365)	(365)	0	(365)	(365)	(4,377)		(4,377)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	4,468	7,658	3,191	4,468	7,658	3,191	93,967	0	89,500	0
Net Income over Expenditure	<u>(2,579)</u>	<u>(3,629)</u>	<u>(1,050)</u>	<u>(2,579)</u>	<u>(3,629)</u>	<u>(1,050)</u>	<u>(20,000)</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	660	234	(426)	660	234	(426)	1,407		0	
1805 Tea Kiosk Rental & Pavilion	875	875	0	875	875	0	3,500		0	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	367		0	
O/Spaces & Leisure-Vine Ground :- Income	<u>1,535</u>	<u>1,109</u>	<u>(426)</u>	<u>1,535</u>	<u>1,109</u>	<u>(426)</u>	<u>5,274</u>			<u>0</u>
4010 Gross Pay	1,683	1,744	61	1,683	1,744	61	20,932		19,249	
4270 Employers Pension Contribution	61	105	44	61	105	44	1,256		1,195	
5010 Vine Area General Maintenance	459	210	(249)	459	210	(249)	2,515		2,056	
5015 Vine Pavilion maintenance	0	0	0	0	0	0	133		133	
5020 Vine Public Convenience	4,565	1,000	(3,565)	4,565	1,000	(3,565)	12,000		7,435	4,500
5410 Repairs & General Maintenance	0	65	65	0	65	65	782		782	
5500 Equipment Hired and New	0	334	334	0	334	334	2,006		2,006	
6014 Water	43	35	(8)	43	35	(8)	423		380	
6460 Publicity & Democratic notices	0	0	0	0	0	0	62		62	
6635 Professional Fees Licensing	0	0	0	0	0	0	210		210	
6868 Summer Concerts	0	0	0	0	0	0	3,549		3,549	
6869 Special Events	340	139	(201)	340	139	(201)	139		(201)	
6931 CCTV Maintenance	0	0	0	0	0	0	730		730	
6935 Waste Bin Disposal-Waste Bins	64	72	8	64	72	8	868		804	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	<u>7,215</u>	<u>3,704</u>	<u>(3,511)</u>	<u>7,215</u>	<u>3,704</u>	<u>(3,511)</u>	<u>45,605</u>	<u>0</u>	<u>38,390</u>	<u>4,500</u>
Net Income over Expenditure	<u>(5,680)</u>	<u>(2,595)</u>	<u>3,085</u>	<u>(5,680)</u>	<u>(2,595)</u>	<u>3,085</u>	<u>(40,331)</u>			
8001 plus Transfer from EMR	4,500			4,500						
Movement to/(from) Gen Reserve	<u>(1,180)</u>			<u>(1,180)</u>						

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>30 F&G P - Bat & Ball Station</u>										
1022 Letting & Hire of Facilities	1,228	782	(446)	1,228	782	(446)	9,385		0	
1211 Sale of Goods	3,693	3,310	(383)	3,693	3,310	(383)	39,720		0	
1213 Event catering	815	613	(202)	815	613	(202)	7,355		0	
1550 Insurance Claims	500	0	(500)	500	0	(500)	0		0	
F&G P - Bat & Ball Station :- Income	6,236	4,705	(1,531)	6,236	4,705	(1,531)	56,460			0
4010 Gross Pay	8,071	6,534	(1,537)	8,071	6,534	(1,537)	78,410		70,339	
4270 Employers Pension Contribution	193	204	11	193	204	11	2,445		2,252	
5410 Repairs & General Maintenance	0	631	631	0	631	631	7,577		7,577	
5500 Equipment Hired and New	143	176	33	143	176	33	2,107		1,964	
6000 Rent & Rates	373	325	(48)	373	325	(48)	3,899		3,526	
6011 Electricity	0	1,017	1,017	0	1,017	1,017	12,203		12,203	
6012 Gas	0	147	147	0	147	147	1,766		1,766	
6013 Cleaning	13	354	341	13	354	341	4,245		4,232	
6014 Water	47	342	295	47	342	295	4,101		4,054	
6020 Insurance Cost	0	0	0	0	0	0	921		921	
6101 Telephone	73	19	(54)	73	19	(54)	233		160	
6200 Printing & Stationery	0	0	0	0	0	0	10		10	
6241 Website Costs	0	0	0	0	0	0	343		343	
6330 Welfare/Hospitality	41	38	(3)	41	38	(3)	453		412	
6460 Publicity & Democratic notices	59	92	33	59	92	33	1,103		1,044	
6500 Goods for Resale	1,807	1,617	(190)	1,807	1,617	(190)	19,403		17,596	

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6505 Cafe consumables	(6)	121	127	(6)	121	127	1,454		1,460	
6635 Professional Fees Licensing	0	0	0	0	0	0	599		599	
6869 Special Events	168	375	207	168	375	207	4,500		4,332	
6900 Sundry Expenses	2,003	24	(1,979)	2,003	24	(1,979)	284		(1,719)	
6922 Health&Safety/Risk Assessments	77	303	226	77	303	226	1,213		1,136	
6930 Alarm Maintenance	0	0	0	0	0	0	614		614	
6931 CCTV Maintenance	0	0	0	0	0	0	170		170	
6935 Waste Bin Disposal-Waste Bins	318	130	(188)	318	130	(188)	1,564		1,246	
6976 Credit card charges	190	90	(100)	190	90	(100)	1,085		895	
F& G P - Bat & Ball Station :- Indirect Expenditure	13,571	12,539	(1,032)	13,571	12,539	(1,032)	150,702	0	137,131	0
Net Income over Expenditure	(7,335)	(7,834)	(499)	(7,335)	(7,834)	(499)	(94,242)			

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	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>31 F & G P - Establishments</u>										
1115 Interest on Deposits	1,876	1,500	(376)	1,876	1,500	(376)	18,000		0	
1230 Roadside Advertising-Charities	360	0	(360)	360	0	(360)	0		0	
1231 Banner Income	330	0	(330)	330	0	(330)	0		0	
1232 Town Crier Advertising	150	150	0	150	150	0	350		0	
1889 Waste Sacks Income	508	359	(149)	508	359	(149)	4,308		0	
F & G P - Establishments :- Income	3,224	2,009	(1,215)	3,224	2,009	(1,215)	22,658			0
4010 Gross Pay	30,037	25,655	(4,382)	30,037	25,655	(4,382)	307,860		277,823	
4011 Mileage	12	44	32	12	44	32	522		510	
4012 Expenses	52	26	(26)	52	26	(26)	312		260	
4270 Employers Pension Contribution	3,662	3,147	(515)	3,662	3,147	(515)	37,769		34,107	
4271 Pension Deficiency	6,417	7,167	750	6,417	7,167	750	86,000		79,583	
5500 Equipment Hired and New	0	99	99	0	99	99	1,193		1,193	
6020 Insurance Cost	6,093	5,742	(351)	6,093	5,742	(351)	18,376		12,283	
6101 Telephone	433	428	(5)	433	428	(5)	5,130		4,697	
6200 Printing & Stationery	256	1,373	1,117	256	1,373	1,117	16,477		16,221	
6210 Postage & Courier	0	254	254	0	254	254	3,042		3,042	
6240 Computer/ Data Base/WP's	2,265	1,426	(839)	2,265	1,426	(839)	17,117		14,852	
6241 Website Costs	0	0	0	0	0	0	416		416	
6242 I.T. Infrastructure	918	675	(243)	918	675	(243)	10,126		9,208	
6300 Computer Software	2,408	2,200	(208)	2,408	2,200	(208)	5,344		2,936	
6315 Recruitment Costs	0	174	174	0	174	174	2,084		2,084	

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	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6320 Staff Training	0	274	274	0	274	274	3,287		3,287	
6321 Investors in People	0	0	0	0	0	0	1,335		1,335	
6330 Welfare/Hospitality	1,768	314	(1,454)	1,768	314	(1,454)	3,765		1,997	
6410 Civic Exps/Annual Reception	350	0	(350)	350	0	(350)	2,105		1,755	
6415 Gifts/hospitality	230	93	(137)	230	93	(137)	1,117		888	
6420 Annual Parish Meeting	0	0	0	0	0	0	120		120	
6421 Honour Bd. Badges & Insignia	0	0	0	0	0	0	139		139	
6435 Members Expenses	0	0	0	0	0	0	3,401		3,401	
6460 Publicity & Democratic notices	0	0	0	0	0	0	410		410	
6461 Banner Costs	0	105	105	0	105	105	1,264		1,264	
6610 Audit Fees	0	0	0	0	0	0	5,285		5,285	
6611 Quality Parish	0	0	0	0	0	0	315		315	
6620 Legal Expenses	0	1,310	1,310	0	1,310	1,310	2,617		2,617	
6635 Professional Fees Licensing	40	0	(40)	40	0	(40)	1,583		1,543	
6710 Conference Fees & Expenses	256	198	(58)	256	198	(58)	2,374		2,118	
6730 Subscriptions	3,408	3,378	(30)	3,408	3,378	(30)	6,505		3,097	
6889 Waste Sacks	52	180	129	52	180	129	2,164		2,113	
6900 Sundry Expenses	0	46	46	0	46	46	552		552	
6922 Health&Safety/Risk Assessments	4,840	4,000	(840)	4,840	4,000	(840)	5,126		287	
6975 Bank Charges	103	131	28	103	131	28	1,573		1,470	
6976 Credit card charges	219	58	(161)	219	58	(161)	702		483	
7010 Election Expenses	0	0	0	0	0	0	5,252		5,252	
7611 Contingency provision	0	0	0	0	0	0	66,367		66,367	

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	
7617 PWLB Loan Repayment	0	0	0	0	0	0	71,602		71,602	
F & G P - Establishments :- Indirect Expenditure	<u>63,819</u>	<u>58,497</u>	<u>(5,322)</u>	<u>63,819</u>	<u>58,497</u>	<u>(5,322)</u>	<u>701,728</u>	<u>0</u>	<u>637,909</u>	<u>0</u>
Net Income over Expenditure	<u>(60,595)</u>	<u>(56,488)</u>	<u>4,107</u>	<u>(60,595)</u>	<u>(56,488)</u>	<u>4,107</u>	<u>(679,070)</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>32 F & G P - General</u>										
1490 Christmas Lights Switch On	0	0	0	0	0	0	6,180		0	
1491 Coronation Sponsorship	300	0	(300)	300	0	(300)	0		0	
F & G P - General :- Income	<u>300</u>	<u>0</u>	<u>(300)</u>	<u>300</u>	<u>0</u>	<u>(300)</u>	<u>6,180</u>			<u>0</u>
6490 Christmas Lights Switch On	0	0	0	0	0	0	28,681		28,681	
6491 Remembrance Day/Civic Serv.	0	0	0	0	0	0	3,940		3,940	
6869 Special Events	6,266	0	(6,266)	6,266	0	(6,266)	17,487		11,221	
F & G P - General :- Indirect Expenditure	<u>6,266</u>	<u>0</u>	<u>(6,266)</u>	<u>6,266</u>	<u>0</u>	<u>(6,266)</u>	<u>50,108</u>	<u>0</u>	<u>43,842</u>	<u>0</u>
Net Income over Expenditure	<u>(5,966)</u>	<u>0</u>	<u>5,966</u>	<u>(5,966)</u>	<u>0</u>	<u>5,966</u>	<u>(43,928)</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>33 F & G P - Council Offices</u>										
1022 Letting & Hire of Facilities	807	986	179	807	986	179	11,838		0	
1030 Electricity recharge	0	0	(0)	0	0	(0)	0		0	
F & G P - Council Offices :- Income	<u>807</u>	<u>986</u>	<u>179</u>	<u>807</u>	<u>986</u>	<u>179</u>	<u>11,838</u>			<u>0</u>
4010 Gross Pay	316	2,440	2,124	316	2,440	2,124	29,283		28,967	
4270 Employers Pension Contribution	18	146	128	18	146	128	1,757		1,739	
5410 Repairs & General Maintenance	120	58	(62)	120	58	(62)	691		571	
5500 Equipment Hired and New	0	0	0	0	0	0	443		443	
6000 Rent & Rates	2,666	2,789	123	2,666	2,789	123	27,891		25,225	
6010 Light Heat & Cleaning	113	915	802	113	915	802	10,985		10,872	
6012 Gas	643	0	(643)	643	0	(643)	0		(643)	
6014 Water	1,005	183	(822)	1,005	183	(822)	2,195		1,190	
6104 Mobile Telephone	8	5	(3)	8	5	(3)	57		49	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	840		840	
6930 Alarm Maintenance	0	0	0	0	0	0	836		836	
6935 Waste Bin Disposal-Waste Bins	138	108	(30)	138	108	(30)	1,302		1,164	
6952 Protective Clothing	0	0	0	0	0	0	35		35	
F & G P - Council Offices :- Indirect Expenditure	<u>5,027</u>	<u>6,644</u>	<u>1,617</u>	<u>5,027</u>	<u>6,644</u>	<u>1,617</u>	<u>76,315</u>	<u>0</u>	<u>71,288</u>	<u>0</u>
Net Income over Expenditure	<u>(4,220)</u>	<u>(5,658)</u>	<u>(1,438)</u>	<u>(4,220)</u>	<u>(5,658)</u>	<u>(1,438)</u>	<u>(64,477)</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>36 F & G P - Bat & Ball Centre</u>										
1022 Letting & Hire of Facilities	6,001	8,342	2,341	6,001	8,342	2,341	100,106		0	
1030 Electricity recharge	0	0	(0)	0	0	(0)	161		0	
1213 Event catering	11	0	(11)	11	0	(11)	0		0	
1445 Outdoor Activities	17	0	(17)	17	0	(17)	22		0	
1457 Indoor Activities	438	412	(26)	438	412	(26)	4,946		0	
F & G P - Bat & Ball Centre :- Income	6,468	8,754	2,286	6,468	8,754	2,286	105,235			0
4010 Gross Pay	6,440	3,752	(2,688)	6,440	3,752	(2,688)	45,021		38,581	
4270 Employers Pension Contribution	245	214	(31)	245	214	(31)	2,570		2,325	
5318 SCC Car Park	0	0	0	0	0	0	509		509	
5340 Plants	23	0	(23)	23	0	(23)	190		168	
5410 Repairs & General Maintenance	3,108	0	(3,108)	3,108	0	(3,108)	1,529		(1,579)	
5500 Equipment Hired and New	111	256	145	111	256	145	1,025		914	
6000 Rent & Rates	482	552	70	482	552	70	5,518		5,036	
6011 Electricity	1,990	1,252	(738)	1,990	1,252	(738)	15,021		13,031	
6012 Gas	113	412	299	113	412	299	1,648		1,535	
6013 Cleaning	272	215	(57)	272	215	(57)	2,579		2,307	
6014 Water	40	249	209	40	249	209	2,987		2,947	
6101 Telephone	49	50	1	49	50	1	598		549	
6104 Mobile Telephone	17	20	3	17	20	3	240		223	
6200 Printing & Stationery	0	0	0	0	0	0	2		2	
6240 Computer/ Data Base/WP's	0	114	114	0	114	114	1,370		1,370	

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6330 Welfare/Hospitality	41	38	(3)	41	38	(3)	459		418	
6520 Refreshments for Resale	210	211	1	210	211	1	2,535		2,325	
6635 Professional Fees Licensing	0	0	0	0	0	0	533		533	
6842 Grounds Maintenance	0	45	45	0	45	45	545		545	
6900 Sundry Expenses	0	0	0	0	0	0	14		14	
6922 Health&Safety/Risk Assessments	400	400	0	400	400	0	776		376	
6930 Alarm Maintenance	0	0	0	0	0	0	836		836	
6931 CCTV Maintenance	0	0	0	0	0	0	346		346	
6935 Waste Bin Disposal-Waste Bins	247	164	(83)	247	164	(83)	1,966		1,719	
6952 Protective Clothing	0	0	0	0	0	0	360		360	
F & G P - Bat & Ball Centre :- Indirect Expenditure	13,786	7,944	(5,842)	13,786	7,944	(5,842)	89,177	0	75,391	0
Net Income over Expenditure	(7,318)	810	8,128	(7,318)	810	8,128	16,058			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>38 F & G P - Grants</u>										
6937 Annual Subsidy-Comm Centre	621	458	(163)	621	458	(163)	5,493		4,872	
6938 Annual Subsidy-Council Chamber	0	0	0	0	0	0	340		340	
7500 Local Organisations Grants	0	0	0	0	0	0	12,000		12,000	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	
7552 Youth Outreach	0	0	0	0	0	0	3,887		3,887	
7556 Stag Community Arts Centre	0	0	0	0	0	0	27,000		27,000	
7557 Community Rail Partnership	0	0	0	0	0	0	3,000		3,000	
F & G P - Grants :- Indirect Expenditure	<u>621</u>	<u>458</u>	<u>(163)</u>	<u>621</u>	<u>458</u>	<u>(163)</u>	<u>52,720</u>	<u>0</u>	<u>52,099</u>	<u>0</u>
Net Expenditure	<u>(621)</u>	<u>(458)</u>	<u>163</u>	<u>(621)</u>	<u>(458)</u>	<u>163</u>	<u>(52,720)</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>39 F & G P - Property</u>										
1469 O/S Ground Rents & Wayleaves	1,949	1,950	1	1,949	1,950	1	5,933		0	
F & G P - Property :- Income	<u>1,949</u>	<u>1,950</u>	<u>1</u>	<u>1,949</u>	<u>1,950</u>	<u>1</u>	<u>5,933</u>			<u>0</u>
Net Income	<u>1,949</u>	<u>1,950</u>	<u>1</u>	<u>1,949</u>	<u>1,950</u>	<u>1</u>	<u>5,933</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>40 Town Team</u>										
1206 Business Awards	0	0	0	0	0	0	7,426		0	
1207 Business Show	0	0	0	0	0	0	4,377		0	
Town Team :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>11,803</u>			<u>0</u>
6101 Telephone	0	0	0	0	0	0	108		108	
6200 Printing & Stationery	0	9	9	0	9	9	110		110	
6240 Computer/ Data Base/WP's	328	69	(259)	328	69	(259)	827		499	
6241 Website Costs	0	70	70	0	70	70	282		282	
6244 Information Screens	0	0	0	0	0	0	1,345		1,345	
6322 Business Awards	0	0	0	0	0	0	8,116		8,116	
6323 Business Show	0	0	0	0	0	0	2,992		2,992	
6461 Banner Costs	0	0	0	0	0	0	807		807	
6730 Subscriptions	0	0	0	0	0	0	589		589	
6900 Sundry Expenses	0	66	66	0	66	66	786		786	
7000 Reinvestment	0	0	0	0	0	0	841		841	
Town Team :- Indirect Expenditure	<u>328</u>	<u>214</u>	<u>(114)</u>	<u>328</u>	<u>214</u>	<u>(114)</u>	<u>16,803</u>	<u>0</u>	<u>16,475</u>	<u>0</u>
Net Income over Expenditure	<u>(328)</u>	<u>(214)</u>	<u>114</u>	<u>(328)</u>	<u>(214)</u>	<u>114</u>	<u>(5,000)</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>41 Business Hub</u>										
1022 Letting & Hire of Facilities	185	88	(97)	185	88	(97)	1,052		0	
1026 Hot Desking Facility	463	334	(129)	463	334	(129)	4,008		0	
1029 Office Pods	1,205	1,307	102	1,205	1,307	102	15,687		0	
1031 Chamber of Commerce	433	432	(1)	433	432	(1)	5,191		0	
Business Hub :- Income	<u>2,286</u>	<u>2,161</u>	<u>(125)</u>	<u>2,286</u>	<u>2,161</u>	<u>(125)</u>	<u>25,938</u>			<u>0</u>
4010 Gross Pay	576	472	(104)	576	472	(104)	5,668		5,092	
4270 Employers Pension Contribution	0	19	19	0	19	19	227		227	
5410 Repairs & General Maintenance	0	14	14	0	14	14	166		166	
5500 Equipment Hired and New	0	39	39	0	39	39	464		464	
6000 Rent & Rates	162	249	87	162	249	87	2,489		2,327	
6010 Light Heat & Cleaning	1,176	1,262	86	1,176	1,262	86	15,150		13,974	
6105 Broadband wi-fi service	142	145	4	142	145	4	1,739		1,598	
6460 Publicity & Democratic notices	7	0	(7)	7	0	(7)	0		(7)	
6511 Sales commission	0	173	173	0	173	173	2,075		2,075	
6900 Sundry Expenses	100	100	0	100	100	0	1,206		1,106	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	164		164	
6930 Alarm Maintenance	0	0	0	0	0	0	243		243	
6931 CCTV Maintenance	0	0	0	0	0	0	153		153	
6976 Credit card charges	26	27	1	26	27	1	320		294	
Business Hub :- Indirect Expenditure	<u>2,188</u>	<u>2,500</u>	<u>312</u>	<u>2,188</u>	<u>2,500</u>	<u>312</u>	<u>30,064</u>	<u>0</u>	<u>27,876</u>	<u>0</u>
Net Income over Expenditure	<u>98</u>	<u>(339)</u>	<u>(437)</u>	<u>98</u>	<u>(339)</u>	<u>(437)</u>	<u>(4,126)</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>42 Sevenoaks Town Mayor</u>										
1500 Fundraising	1,265	0	(1,265)	1,265	0	(1,265)	0		0	
1752 Quiz Night Income	16	0	(16)	16	0	(16)	0		0	
1757 Mayor's Stag event	2,970	0	(2,970)	2,970	0	(2,970)	0		0	
Sevenoaks Town Mayor :- Income	<u>4,251</u>	<u>0</u>	<u>(4,251)</u>	<u>4,251</u>	<u>0</u>	<u>(4,251)</u>	<u>0</u>			<u>0</u>
6437 Mayors Allowance 2022/23	190	0	(190)	190	0	(190)	0		(190)	
6441 Mayors Allowance 2023/24	0	484	484	0	484	484	5,805		5,805	
6442 Mayors Car Allowance 2023/24	0	216	216	0	216	216	2,586		2,586	
Sevenoaks Town Mayor :- Indirect Expenditure	<u>190</u>	<u>700</u>	<u>510</u>	<u>190</u>	<u>700</u>	<u>510</u>	<u>8,391</u>	<u>0</u>	<u>8,201</u>	<u>0</u>
Net Income over Expenditure	<u>4,061</u>	<u>(700)</u>	<u>(4,761)</u>	<u>4,061</u>	<u>(700)</u>	<u>(4,761)</u>	<u>(8,391)</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>43 Youth Council</u>										
7555 Youth Council Support	0	0	0	0	0	0	500		500	
Youth Council :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(500)</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	214	209	(5)	214	209	(5)	2,512		0	
1211 Sale of Goods	317	158	(159)	317	158	(159)	1,894		0	
Youth Cafe :- Income	<u>531</u>	<u>367</u>	<u>(164)</u>	<u>531</u>	<u>367</u>	<u>(164)</u>	<u>4,406</u>			<u>0</u>
4010 Gross Pay	3,868	3,016	(852)	3,868	3,016	(852)	36,190		32,322	
4012 Expenses	13	0	(13)	13	0	(13)	0		(13)	
4270 Employers Pension Contribution	118	125	7	118	125	7	1,505		1,387	
5410 Repairs & General Maintenance	144	80	(64)	144	80	(64)	955		811	
5500 Equipment Hired and New	35	0	(35)	35	0	(35)	0		(35)	
6010 Light Heat & Cleaning	10	14	4	10	14	4	163		153	
6101 Telephone	50	51	1	50	51	1	612		562	
6200 Printing & Stationery	0	23	23	0	23	23	273		273	
6210 Postage & Courier	0	0	0	0	0	0	31		31	
6240 Computer/ Data Base/WP's	35	31	(4)	35	31	(4)	369		334	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	0	0	474		474	
6330 Welfare/Hospitality	0	0	0	0	0	0	1		1	
6340 Staff Uniforms	0	0	0	0	0	0	81		81	
6460 Publicity & Democratic notices	0	0	0	0	0	0	7		7	
6500 Goods for Resale	348	152	(196)	348	152	(196)	1,821		1,473	
6505 Cafe consumables	2	0	(2)	2	0	(2)	73		71	
6635 Professional Fees Licensing	273	120	(153)	273	120	(153)	444		171	
6900 Sundry Expenses	41	31	(10)	41	31	(10)	372		331	

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	77	105	28	77	105	28	948		871	
Youth Cafe :- Indirect Expenditure	5,014	3,748	(1,266)	5,014	3,748	(1,266)	44,319	0	39,305	0
Net Income over Expenditure	<u>(4,482)</u>	<u>(3,381)</u>	<u>1,101</u>	<u>(4,482)</u>	<u>(3,381)</u>	<u>1,101</u>	<u>(39,913)</u>			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>60 Markets</u>										
1017 Rental Income Sat Market	2,313	1,632	(681)	2,313	1,632	(681)	19,588		0	
1018 Rental Income Wed Market	1,108	992	(116)	1,108	992	(116)	11,910		0	
1019 Rental Income Blighs Market	2,190	1,469	(721)	2,190	1,469	(721)	17,630		0	
1033 Rental income Christmas Market	0	0	0	0	0	0	823		0	
Markets :- Income	5,611	4,093	(1,518)	5,611	4,093	(1,518)	49,951			0
4010 Gross Pay	154	158	4	154	158	4	1,898		1,744	
5410 Repairs & General Maintenance	152	0	(152)	152	0	(152)	116		(36)	
5420 Saturday market charges	1,120	1,648	528	1,120	1,648	528	17,144		16,024	
5421 Wednesday Market charges	455	916	461	455	916	461	11,910		11,455	
6001 Blighs Market Charges	1,489	1,059	(430)	1,489	1,059	(430)	12,713		11,224	
6010 Light Heat & Cleaning	51	39	(12)	51	39	(12)	156		105	
6635 Professional Fees Licensing	0	0	0	0	0	0	195		195	
6730 Subscriptions	60	78	18	60	78	18	78		18	
Markets :- Indirect Expenditure	3,481	3,898	417	3,481	3,898	417	44,210	0	40,729	0
Net Income over Expenditure	2,129	195	(1,934)	2,129	195	(1,934)	5,741			

Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>70 Precept</u>										
1995 Precept	114,173	114,173	0	114,173	114,173	0	1,370,074		0	
Precept :- Income	<u>114,173</u>	<u>114,173</u>	<u>0</u>	<u>114,173</u>	<u>114,173</u>	<u>0</u>	<u>1,370,074</u>			<u>0</u>
Net Income	<u>114,173</u>	<u>114,173</u>	<u>0</u>	<u>114,173</u>	<u>114,173</u>	<u>0</u>	<u>1,370,074</u>			
Grand Totals:- Income	155,170	154,968	(202)	155,170	154,968	(202)	1,880,509			
Expenditure	164,948	148,484	(16,464)	164,948	148,484	(16,464)	1,954,750	0	1,789,802	
Net Income over Expenditure	<u>(9,778)</u>	<u>6,484</u>	<u>16,262</u>	<u>(9,778)</u>	<u>6,484</u>	<u>16,262</u>	<u>(74,241)</u>			
plus Transfer from EMR	4,500			4,500						
Movement to/(from) Gen Reserve	<u>(5,278)</u>			<u>(5,278)</u>						

April 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	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	(2,534)	(2,260)	274	(28,108)	Slight overspend on Gross Pay due to one off catch up of allowance claims. Computer overspend relates to one off purchase of flashdrives
Open Spaces & Leisure Committee					
General	(16,132)	(20,515)	(4,383)	(310,689)	Slightly lower sports income due to lower numbers playing rugby. 7 Raleys permits remain unsold. £3K favourable pay related, mainly due to ongoing staff vacancy. Other variances mainly relate to the phasing of spend.
Cemetery	(8,837)	(4,132)	4,705	(60,897)	£4K lower cemetery income than budget. May (P2) income is back in line with budget at £6.5K Repairs & Gen Maintenance (5410) includes £713 re unblocking drain. Contingency provision relates to the "challenge" included in Cemetery budget to limit the total deficit to 5% of prior year precept. This is expected to be delivered through cost savings, although this is dependent on inflation. Prior year total spend was £120K.
Allotments	(742)	(617)	125	(29)	Repairs & Gen Maintenance (5410) includes £464 spent on 100 padlocks. QH costs (6002) includes a water credit re the supply being switched off over winter & bill based on estimates.
Street lighting/ general	(4,820)	(1,824)	2,996	(19,626)	£4.4K streetlighting costs includes maintenance contract billed 6 monthly, as well as higher electricity tariff. Consumption is under review with electricity provider.
Vine Grounds	(1,180)	(2,595)	(1,415)	(40,331)	Other events income due to Vegan Market held in April. Vine area maintenance includes £420 on security lights. Vine Public convenience includes £4.5K new toilet doors, funded from CIL set aside for Vine area improvements.

April 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	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Vine Café	(2,579)	(3,629)	(1,050)	(20,000)	Sale of Goods is in line with Budget for April, however due to timing of banking takings etc, £1.8K is recognised in May. Catering income is mainly via Cricket teas which have recommenced on 6th May. Staff costs are £1.8K lower than budget, partly due to the cafe running with 1 staff member on occasion. Contingency provision relates to the "challenge" included in Vine Cafe budget to limit the total deficit to £20K. This is expected to be delivered through cost savings, although this is dependent on inflation. Prior year total spend was £75K.
Bat & Ball Station	(7,335)	(7,834)	(499)	(94,242)	The station has performed favourably to budget on all income lines. £500 second tranche of insurance claim received re damaged window. Gross Pay is £1.5K above budget re 6 month extension of HEO post. The overspend on Sundry expenses is £2K further payment re the DVCRP Mural, to be reimbursed.
Establishments	(60,595)	(56,488)	4,107	(679,070)	Interest rates are higher than when budget was set, resulting in a favourable variance. Banner income was removed from budget following KCC decision to no longer allow advertising on railings. Some other STC site still attract advertising. Gross pay is higher in part due to ongoing environmental project, covered by reserves, and overtime which is being proposed as a budget virement from contingency. Virement to be actioned between Employers pension contribution & pension deficiency to reflect the change in Kent Fund collections announced post budget. Insurance is higher in month 1 re fleet insurance & employee legal cover paid in this month. Full year is expected to be in line with budget. Favourable printing reflects timing of Town Crier print. Computer spend includes £1.2K new laptop. IT Infrastructure includes higher Windows charges, expected to reduce when move to cloud is complete. Software includes £2.2K annual accounting software charge. Welfare/ Hospitality includes annual cost of EAP for councillors & staff, as well as monthly water coolers. Health & Safety includes annual legal risk assessment.
General	(5,966)	-	5,966	(43,928)	All activity relates to coronation events held in May with £10K budget set aside.
Council Offices	(4,220)	(5,658)	(1,438)	(64,477)	Lower Gross Pay is due to facilities manager vacancy, to offset with Bat & Ball centre where facilities manager is now based. Budget virement to be arranged. Catch up on gas bills via British gas - reflects higher consumption over winter. Water billed in advance, through to 18th June.

April 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	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Bat & Ball Centre	(7,318)	810	8,128	16,058	Use of Bat & Ball centre has been lower than expected in April. May is expected to be closer to £8K. Pay includes facilities manager (budget to be vired from cc33). Other overspend to date is mainly due to out of hours costs following late night bookings. 5410 repairs & maintenance includes £1939 appliances service, £986 solar panel assessment, & £160 callout to unblock drain. Equipment (5500) includes a £13K replacement ceiling projector, broken following a hire. Insurance claim is being pursued. Electricity is higher than expected due to inflation & higher consumption.
Grants	(621)	(458)	163	(52,720)	Free of charge use of Bat & Ball centre exceeds budget, while Chamber use is below budget. Free of charge Bat & Ball station to be recorded this year.
Property	1,949	1,950	1	5,933	In line with budget

April 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	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Town Team	(328)	(214)	114	(5,000)	Business Show is due to happen in June.
Business Hub	98	(339)	(437)	(4,126)	Hub use continues to improve. All 5 pods are let. Break even achieved in April, and expected for the summer months while the cost to heat is low.
Sevenoaks Town Mayor	4,061	(700)	(4,761)	(8,391)	Gloria Huniford event held in May. Fundraising from all events to be passed to SAYT once final amounts are confirmed.
Youth Council	-	-	-	(500)	No activity to date
Public Realm	-	-	-	-	No activity to date
Youth Cafe	(4,482)	(3,381)	1,101	(39,913)	Use of the HITB is higher than budget, and staffing levels have had to increase. Budget virement to be proposed to cover additional staff budget.
Markets	2,129	195	(1,934)	5,741	Markets have had a stallholder fee increase after several years of flat fees. Performance continues at the level seen at the end of the year, which was favourable to when budgets were set. Revised tenders were accepted based on the full council cost, meaning a lower markets cost for Weds & Sat than originally budgetted. Blighs cost includes the annual licence fee.
Precept	114,173	114,173	-	1,370,074	
Revenue Surplus/ (Deficit) Total	(5,278)	6,484	11,762	(74,241)	
To be transferred from Bat & Ball Management & Maintenance Reserve	7,335	7,834	499	94,242	
Adjusted Revenue Surplus/ (Deficit) Total	2,057	14,318	12,261	20,001	
Capital Infrastructure	29,081	-	(29,081)	-	£29K QH land payment received. Capital Receipts are moved to reserves & capital spend covered by CIL, Capital Receipts Reserve, and grants.
Total inc Capital	31,138	14,318	(16,820)	20,001	

Summary by Committee:

Planning	(2,534)	(2,260)	274	(28,108)
Open spaces & Leisure	(31,711)	(29,683)	2,028	(431,572)
Vine Café	(2,579)	(3,629)	(1,050)	(20,000)

April 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	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Bat Ball Station	(7,335)	(7,834)	(499)	(94,242)	
Finance & General Purpose	(75,293)	(64,283)	11,010	(870,393)	
Precept	114,173	114,173	-	1,370,074	
Capital Infrastructure	29,081	-	(29,081)	-	

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Sevenoaks Town Council
Working Capital Summary as at 30th April 2023

	B/fwd 01-Apr-23 £	Movement*	C/fwd 30-Apr-23 £	30-Apr-22 £
<u>Current Assets</u>				
Stock	2,220	-	2,220	2,061
Trade debtors	29,893	21,438	51,331	37,291
VAT	22,741	1,015	23,756	22,309
Prepayments and other debtors	40,248	(21,566)	18,682	54,459
Total Cash at Bank	1,665,479	588,493	2,253,972	2,311,114
	1,760,581	589,379	2,349,960	2,427,234
<u>Current Liabilities</u>				
Trade creditors	43,787	(10,303)	33,484	32,153
Accruals and other creditors	103,926	6,873	110,799	66,223
Precept received in advance of budget	-	570,865	570,865	0
Receipts in advance (rent, hall hire, cemetery)	41,049	2,641	43,690	567,704
	188,762	570,076	758,838	666,080
Net Current Assets	1,571,819	19,303	1,591,122	1,761,154
Represented by:				
<u>General Funds</u>				
Revenue Reserves	459,542	(5,278)	454,264	Note 1 437,946
<u>Earmarked/Designated Funds</u>				
Youth Council Reserve	1,727	-	1,727	1,835
Council Offices Reserve	1,548	-	1,548	1,548
Pension Reserve	2,814	-	2,814	2,814
Rolling Capital Prog Revenue Reserve	42,393	-	42,393	33,433
Street Lighting Reserve	5,416	-	5,416	3,755
Stag Winding Up Reserve	10,000	-	10,000	9,000
Planning Fees Reserve	12,500	-	12,500	12,500
Youth Activities Reserve	1,269	-	1,269	1,794
Special Events reserves	-	-	-	10,000
STP Activities Reserve	8,677	-	8,677	2,386
Non-annual commitments reserve	15,653	-	15,653	11,764
Staff training reserve	2,890	-	2,890	2,890
Capital Receipts Quaker Hall	87,693	-	87,693	58,462
Capital Receipts Reserve	442,339	29,081	471,420	Note 2 508,807
Bat & Ball Station Management & Maintenance reserve	132,018	-	132,018	230,800
Vehicle/ Machinery replacement reserve	22,829	-	22,829	18,054
Environmental reserve	6,000	-	6,000	8,500
Bat & Ball Center Maintenance reserve	10,578	-	10,578	0
Recruitment reserve	10,000	-	10,000	0
CIL Earmarked Reserve	209,822	(4,500)	205,322	Note 3 317,326
No 8 bus Reserve	78,808	-	78,808	78,808
QH Allotments Key Reserves	-	-	0	4,115
Mayor's Charity Reserve	7,303	-	7,303	4,618
	1,112,276	24,581	1,136,857	1,323,208
	1,571,819	19,303	1,591,122	1,761,154

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

Note 1 YTD movement is a net deficit of £5278

Note 2 £29K receipt re sale of QH land, less small spend on play area

Note 3 £4.5K spend on Vine Toilet door, funded from CIL -Vine area improvements

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Sevenoaks Town Council

Statement of Fund Balances as at 30th April 2023

£ (2022/23)		S&P Rating 30/04/2023		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%	
	<u>National Westminster Bank</u>	A+	A1				
34,284	Business Reserve Account			36,296			
212,501	Current Account			797,697			1.05%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
9,949	Sevenoaks Town Partnership			9,949			
10,073	Mayors Charity Account			11,354	857,295	38.03%	
	<u>HSBC</u>	A+	A1				
50,694	Business money manager			50,694	50,694	2.25%	1.31%
	<u>Handelsbanken</u>	AA-	A1+				
65,074	Deposit account			65,074			1.90%
262,558	35 day notice account			262,558	327,632	14.54%	2.20%
	<u>Nationwide</u>	A+	A1				
2,835	Instant Saver			2,835			0.00%
10,225	Sevenoaks Fund Instant Saver			10,225	13,059	0.58%	1.45%
	<u>CCLA</u>						
500,000	Public Sector Deposit	AAA (Fitch only)		500,000	500,000	22.18%	4.12%
	<u>Clydesdale</u>						
0	Current account	A-	A2	0	0		
	<u>Virginmoney</u>						
1	Current account	BBB-	A3	1			
504,395	95 Day Notice			504,395	504,396	22.38%	2.10%
	<u>Petty Cash</u>				913	0.04%	
892							
0	<u>Cashbook suspense</u>				-18	0.00%	
1,665,479					2,253,972	100.00%	

Instant access funds

1,454,596

Three months precept (equivalent to working capital)

342,519

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

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>91 Capital Infrastructure Budget</u>										
2011 Capital Receipts	29,498	0	(29,498)	29,498	0	(29,498)	0		0	
Capital Infrastructure Budget :- Income	<u>29,498</u>	<u>0</u>	<u>(29,498)</u>	<u>29,498</u>	<u>0</u>	<u>(29,498)</u>	<u>0</u>			<u>0</u>
9014 Play Areas	417	0	(417)	417	0	(417)	0		(417)	
Capital Infrastructure Budget :- Indirect Expenditure	<u>417</u>	<u>0</u>	<u>(417)</u>	<u>417</u>	<u>0</u>	<u>(417)</u>	<u>0</u>	<u>0</u>	<u>(417)</u>	<u>0</u>
Net Income over Expenditure	<u>29,081</u>	<u>0</u>	<u>(29,081)</u>	<u>29,081</u>	<u>0</u>	<u>(29,081)</u>	<u>0</u>			
Grand Totals:- Income	29,498	0	(29,498)	29,498	0	(29,498)	0			
Expenditure	417	0	(417)	417	0	(417)	0	0	(417)	
Net Income over Expenditure	<u>29,081</u>	<u>0</u>	<u>(29,081)</u>	<u>29,081</u>	<u>0</u>	<u>(29,081)</u>	<u>0</u>			
Movement to/(from) Gen Reserve	<u>29,081</u>			<u>29,081</u>						

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Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2023	1/IM9260	33541	ALTOOFFICE	ALTO001	17.79	3.55	21.34	6200	31	17.79	copy paper
02/04/2023	02/04/23	33452	AMEX	AME001	0.38	0.00	0.38	6976	31	0.38	credit card chgs
17/04/2023	17/04/23	33474	BANKLINE	BANKL01	103.00	0.00	103.00	6975	31	103.00	bank chgs
28/04/2023	SI-720	33544	BAT & BALL SPORTS	BAT001	26.02	5.23	31.25	5500	50	26.02	games
26/04/2023	SI0719	33573	BAT & BALL SPORTS	BAT001	90.00	0.00	90.00	6869	32	90.00	Gift voucher Coronation Safari
05/04/2023	3586362	33461	BOOKER	BOOK001	154.42	7.19	161.61	6500	28	118.46	Goods for resale
								6505	28	35.96	consumables
26/04/2023	3587005	33534	BOOKER	BOOK001	261.83	5.53	267.36	6500	28	261.83	goods for resale
12/04/2023	232023874	33470	BP FUEL	BPF001	46.92	9.38	56.30	5700	22	46.92	fuel
12/04/2023	232023875	33471	BP FUEL	BPF001	9.19	0.00	9.19	5700	21	9.19	fuel service chg
18/04/2023	232025302	33521	BP FUEL	BPF001	6.39	0.00	6.39	5700	21	6.39	fuel card chg
25/04/2023	232026271	33557	BP FUEL	BPF001	23.60	4.72	28.32	5700	22	23.60	fuel
25/04/2023	232026272	33556	BP FUEL	BPF001	11.48	0.00	11.48	5700	21	11.48	fuel
30/04/2023	232028568	33555	BP FUEL	BPF001	10.15	0.00	10.15	5700	21	10.15	fuel
11/04/2023	SVO/367799	33442	BREWERS	BREW001	25.84	5.17	31.01	5410	50	25.84	painting eq
11/04/2023	SVO/367800	33443	BREWERS	BREW001	84.61	16.92	101.53	5410	50	84.61	painting eq
11/04/2023	SVO/367801	33477	BREWERS	BREW001	140.92	28.18	169.10	5410	21	140.92	paint eq
24/04/2023	SVO/367841	33553	BREWERS	BREW001	33.77	6.75	40.52	5410	50	33.77	painting equip
17/04/2023	M14658	33493	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	Apr phone chg
12/04/2023	2181	33475	A CHAILI	CHAI001	120.00	0.00	120.00	5410	33	120.00	toilet repair
06/04/2023	2023.015	33427	CHARTERED INSTITUTE	CIH001	233.00	0.00	233.00	6730	31	233.00	Chartered Membership to CIH
03/04/2023	169439	33428	HW COLDBREATH	COL003	73.59	0.00	73.59	6500	30	73.59	goods for resale
14/04/2023	169492	33439	HW COLDBREATH	COL003	88.87	0.00	88.87	6500	30	88.87	goods for resale
06/04/2023	152802	33440	CONNECTAPHONE	CON001	408.38	81.68	490.06	6101	36	48.62	Mar telephone chgs
								6101	30	73.45	Mar telephone chgs
								6101	22	11.49	Mar telephone chgs
								6101	31	274.82	Mar telephone chgs
30/04/2023	INV372220	33641	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Apr glass collection

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2023	INV373375	33575	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Apr glass collection
13/04/2023	13684	33462	STREETLIGHTS	DIR001	1,482.43	296.49	1,778.92	6862	26	1,482.43	street lighting maint chg 1/2
14/04/2023	985570	33644	ERNEST DOE	DOE001	43.33	8.67	52.00	5525	21	43.33	blower service
14/04/2023	985571	33581	ERNEST DOE	DOE001	43.33	8.67	52.00	5525	22	43.33	blower repair
06/04/2023	06/04/23	33502	EAST GRINSTEAD MAYOR	EAS002	100.00	0.00	100.00	6437	42	100.00	Black tie dinner on 29/04
03/04/2023	000015023277	33429	EDF ENERGY	EDF002	1,747.31	349.47	2,096.78	6011	36	1,747.31	Mar electric chg
11/04/2023	13578	33469	EDWARD TYRRELL	EDW002	34.05	6.81	40.86	5130	21	34.05	3 gate irons
04/04/2023	0003910647	33421	ELITE	EFS001	81.98	0.00	81.98	6500	30	81.98	goods for resale
19/04/2023	0003916288	33483	ELITE	EFS001	105.68	0.00	105.68	6500	28	105.68	goods for resale
25/04/2023	0003918321	33530	ELITE	EFS001	92.81	0.00	92.81	6500	30	92.81	goods for resale
15/04/2023	84490	33478	ATLAS FM/EMPRISE SVS	EMP001	502.52	100.50	603.02	6932	22	502.52	Apr clean & lock up chg
15/04/2023	84492	33480	ATLAS FM/EMPRISE SVS	EMP001	838.20	167.64	1,005.84	5311	21	838.20	Apr clean & lock up chg Up.H
15/04/2023	844491	33479	ATLAS FM/EMPRISE SVS	EMP001	1,257.00	251.40	1,508.40	5311	21	1,257.00	Apr clean & lock up chg
28/04/2023	EPCP23-04-011	33542	EPC SOLUTIONS	EPC001	650.00	0.00	650.00	6922	31	650.00	EPC rating
19/04/2023	2215873	33494	EVERFLOW WATER	EVE002	1,797.01	0.00	1,797.01	6002	23	-534.58	water chg 19/05-18/06
								5025	21	1,222.72	water chg 19/05-18/06
								6014	33	1,368.74	water chg 19/05-18/06
								6014	36	39.65	water chg 19/05-18/06
								6014	30	46.66	water chg 19/05-18/06
								6014	21	41.10	water chg 19/05-18/06
								6014	28	-510.89	water chg 19/05-18/06
								6014	29	42.54	water chg 19/05-18/06
								6014	23	81.07	water chg 19/05-18/06
19/04/2023	1119587	33485	EXPRESS FACTORS	EXPR001	8.50	1.70	10.20	5550	21	8.50	number plate
25/04/2023	1120931	33548	EXPRESS FACTORS	EXPR001	19.29	3.86	23.15	5525	21	19.29	cable,socket
12/04/2023	0063/03727578	33520	FAIRALLS	FAIR001	52.68	10.54	63.22	5120	21	52.68	cement
19/04/2023	0063/03741372	33549	FAIRALLS	FAIR001	42.36	8.47	50.83	5410	22	42.36	maint equip
14/04/2023	0064/03732502	33550	FAIRALLS	FAIR001	35.12	7.02	42.14	5120	21	35.12	gate post
14/04/2023	IN1264583	33621	FLASHBAY	FLA002	162.75	32.55	195.30	6240	11	162.75	25 4GB flashdrives

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/04/2023	2013	33444	FOUR HANDS	FOU001	182.50	36.50	219.00	6415	31	182.50	engraved bowl for past Mayor
14/04/2023	INV525756	33522	GAZA TIMBER	GAZA001	42.30	8.46	50.76	5120	21	42.30	post
19/04/2023	05/133510	33547	GREENHAM	GREE001	163.24	32.65	195.89	6952	22	163.24	PPE
03/04/2023	967	33404	HERBERT & WARD	HAW001	-44.00	-8.80	-52.80	6505	30	-44.00	cafe consumable
06/04/2023	87102	33460	HERBERT & WARD	HAW001	201.00	9.60	210.60	6500	28	153.00	goods for resale
								6505	28	48.00	consumables
25/04/2023	87297	33531	HERBERT & WARD	HAW001	135.00	0.00	135.00	6500	30	135.00	goods for resale
30/04/2023	20159	33554	HELIOCENTRIX	HELI001	1,973.97	394.79	2,368.76	6240	31	1,055.66	Apr IT support chg
								6242	31	918.31	Apr IT support chg
30/04/2023	20297	33574	HELIOCENTRIX	HELI001	1,167.60	233.52	1,401.12	6240	31	1,167.60	Laptop for T.C
30/04/2023	T2716	33545	HELIOCENTRIX	HELI001	327.94	65.59	393.53	6101	31	141.50	Apr wifi chg
								6101	21	9.99	Apr wifi chg
								6105	41	141.50	Apr wifi chg
								6105	22	10.00	Apr wifi chg
								6105	21	24.95	Apr wifi chg
26/04/2023	INV-034096	33559	HGS	HGS001	82.87	16.58	99.45	6505	28	56.29	consumables
								6013	21	13.29	waste sacks
								6010	28	13.29	waste sacks
19/04/2023	2797	33515	HOB MECHANICAL SERVI	HOB001	1,939.37	387.87	2,327.24	5410	36	1,939.37	appliances service
13/04/2023	0917271	33459	HOLLYBUSH LAUNDRY	HOL002	85.00	0.00	85.00	6013	36	85.00	cleaning chg
01/04/2023	INV-2654	33422	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	Planning tracker support chg
01/04/2023	4306/2023/24	33445	ICCM	ICCM001	95.00	0.00	95.00	6730	31	95.00	ICCM 2023/24 subs
18/04/2023	18/04/23	33473	INVICTA ANALYTICAL	INV001	4,085.00	0.00	4,085.00	6020	31	4,085.00	Fleet Insurance chg
01/04/2023	8839	33450	KALC	KALC	1,695.00	339.00	2,034.00	6730	31	1,695.00	KALC subs
18/04/2023	1007043	33495	KALL KWIK	KALL001	549.00	109.80	658.80	6869	32	549.00	coronation badges
12/04/2023	1007045	33496	KALL KWIK	KALL001	290.00	58.00	348.00	6869	32	290.00	Coronation banner
14/04/2023	1007048	33492	KALL KWIK	KALL001	59.00	4.00	63.00	6460	30	59.00	poster, leaflets
20/04/2023	1007049	33497	KALL KWIK	KALL001	159.00	31.80	190.80	6869	32	159.00	raffle tickets
26/04/2023	1007059	33539	KALL KWIK	KALL001	29.00	0.00	29.00	6869	30	29.00	60 supper club leaflets

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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
20/04/2023	CN221419	33632	KCC KCS	KCC003	-24.99	-5.00	-29.99	6010	33	-24.99	cleaning eq
20/04/2023	CN221420	33628	KCC KCS	KCC003	-51.98	-10.40	-62.38	6200	31	-51.98	stationery
15/03/2023	I4179761	33629	KCC KCS	KCC003	57.73	11.55	69.28	6013	36	24.75	cleaning eq
								6010	33	14.99	cleaning eq
								6200	31	17.99	stationery
19/03/2023	I4181755	33630	KCC KCS	KCC003	27.98	5.60	33.58	6200	31	27.98	stationery
23/03/2023	I4183344	33643	KCC KCS	KCC003	79.79	15.96	95.75	5210	22	63.99	folders
								6935	21	15.80	bin bags
29/03/2023	I4185669	33642	KCC KCS	KCC003	29.99	6.00	35.99	5210	22	29.99	toilet seat
29/03/2023	I4185670	33631	KCC KCS	KCC003	301.80	60.36	362.16	6200	31	139.95	stationery
								6013	36	161.85	cleaning eq
31/03/2023	I4186468	33633	KCC KCS	KCC003	38.93	7.79	46.72	6010	33	38.93	cleaning eq
31/03/2023	I4186855	33634	KCC KCS	KCC003	53.98	10.80	64.78	6010	33	53.98	cleaning eq
06/04/2023	I4187375	33635	KCC KCS	KCC003	95.77	19.15	114.92	6010	33	17.99	cleaning eq
								6010	41	77.78	cleaning eq
10/04/2023	I4187462	33627	KCC KCS	KCC003	112.81	22.56	135.37	6869	30	50.88	Art equip
								6200	31	51.98	stationery
								6010	33	9.95	cleaning eq
13/04/2023	I4187676	33626	KCC KCS	KCC003	11.99	2.40	14.39	6869	30	11.99	Glue sticks
16/04/2023	I4188078	33636	KCC KCS	KCC003	45.98	9.20	55.18	6200	31	45.98	stationery
11/04/2023	15878	33472	KENTFARM	KENTFAR001	60.00	0.00	60.00	6730	60	60.00	KFMA annual subs
03/04/2023	7927338	33419	KFF	KFF001	159.20	0.00	159.20	6500	30	159.20	goods for resale
03/04/2023	7928793	33458	KFF	KFF001	-28.73	0.00	-28.73	6500	30	-28.73	goods for resale credit
11/04/2023	7931900	33457	KFF	KFF001	100.68	0.00	100.68	6500	30	100.68	goods for resale
17/04/2023	7936816	33482	KFF	KFF001	133.06	4.31	137.37	6500	30	133.06	goods for resale
24/04/2023	7942752	33532	KFF	KFF001	144.53	4.25	148.78	6500	30	138.39	goods for resale
								6505	30	6.14	consumables
25/04/2023	7944047	33529	KFF	KFF001	81.81	3.17	84.98	6500	30	81.81	goods for resale
24/04/2023	7944339	33578	KFF	KFF001	-10.64	0.00	-10.64	6500	30	-10.64	Goods for resale

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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
20/03/2023	INV04090388	33579	LANES GROUP	LAN001	608.00	121.60	729.60	5410	22	608.00	unblock sewer
27/03/2023	INV04095715	33580	LANES GROUP	LAN001	105.00	21.00	126.00	5410	22	105.00	unblock sewer
13/04/2023	2023/401	33451	LISTENING ROOM	LIST001	300.00	0.00	300.00	6869	29	300.00	Vegan fair entertainment
04/04/2023	04907GR	33516	LOCUM LOCKS	LOC003	4,500.00	900.00	5,400.00	5020	29	4,500.00	toilet doors supply & fit
04/04/2023	04908GR	33446	LOCUM LOCKS	LOC003	65.00	13.00	78.00	5020	29	65.00	lock repair
25/04/2023	04953GR	33524	LOCUM LOCKS	LOC003	463.76	92.75	556.51	5410	23	463.76	100 padlocks
01/04/2023	23/218	33403	NABMA	NABMA001	384.00	0.00	384.00	6730	31	384.00	NAMBA subs
05/04/2023	3143826	33412	NATIONAL TRUST	NAT006	135.00	0.00	135.00	7204	42	135.00	Tour of Knole House
05/04/2023	3143827	33413	NATIONAL TRUST	NAT006	118.50	0.00	118.50	7204	42	118.50	Tour of Knole House refreshmen
24/04/2023	412912/0	33551	NATIONAL LEAFLET CO	NAT010	1,211.61	241.71	1,453.32	6869	32	1,211.61	Town Crier Coronation Ed
03/04/2023	412915	33430	NATIONAL LEAFLET CO	NAT010	3,170.20	0.00	3,170.20	6869	32	3,170.20	Coronation Town Crier print cg
28/04/2023	UKSPS00106403	33533	NEXUDUS SL	NEX001	99.64	19.93	119.57	6900	41	99.64	Apr Hub booking chg
21/02/2023	26371373	33622	NISBETS	NIS001	4.98	0.99	5.97	6013	30	4.98	Cleaning eq
12/04/2023	Q500604	33453	NLA MEDIA	NLA001	319.80	63.96	383.76	6730	31	319.80	NLA media subs
12/04/2023	0001/00152179	33523	OBM	OBM001	10.08	2.02	12.10	5410	21	10.08	teak oil
20/03/2023	8/03/2023	33536	OLA INTU	OLG001	2,000.00	0.00	2,000.00	6900	30	2,000.00	DVCRP mural
28/04/2023	28/APR23/ANN	33572	ONECARD	ONE002	1,937.22	125.66	2,062.88	6500	30	84.04	Goods for resale
								6500	30	4.50	Goods for resale
								6500	28	83.08	Goods for resale
								6500	28	6.24	Goods for resale
								6500	30	115.82	Goods for resale
								6500	30	2.08	Goods for resale
								6500	28	63.09	Goods for resale
								6500	28	3.99	Goods for resale
								6500	30	101.51	Goods for resale
								6500	30	11.67	Goods for resale
								6500	28	31.70	Goods for resale
								6500	28	59.38	Goods for resale
								6500	50	63.24	Goods for resale

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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	8.24	Goods for resale
								6500	50	47.10	Goods for resale
								6500	28	26.80	Goods for resale
								6500	28	34.50	Goods for resale
								6500	30	177.99	Goods for resale
								6500	30	6.75	Goods for resale
								6500	50	47.79	Goods for resale
								6500	50	9.87	Goods for resale
								6500	28	59.34	Goods for resale
								6500	28	25.22	Goods for resale
								6500	30	119.17	Goods for resale
								6500	50	69.27	Goods for resale
								6500	50	78.23	Goods for resale
								6500	28	79.34	Goods for resale
								6500	28	2.46	Goods for resale
								6013	30	3.33	cleaning eq
								6013	30	4.75	cleaning eq
								5500	30	1.67	kitchen eq
								5500	30	-3.33	kitchen eq
								5500	30	7.50	kitchen eq
								5500	30	5.00	kitchen eq
								5500	28	4.17	kitchen eq
								6010	28	2.00	cleaning eq
								6010	28	8.87	cleaning eq
								6010	50	5.12	cleaning eq
								6010	28	1.00	cleaning eq
								6010	50	5.00	cleaning eq
								6010	28	3.08	cleaning eq
								6104	36	8.34	KW mob

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6104	21	5.00	O/S ipad
								6104	21	5.00	RG mob
								6104	33	8.34	W.E mob
								6104	21	8.34	N.C mob
								6104	36	8.34	KW mob
								6200	31	6.66	stationery
								6240	11	10.95	Acrobat licence
								6240	31	9.16	Software design subs
								6240	50	16.64	Adobe - HITB
								6240	31	19.99	10 USB Sticks
								6240	31	12.64	Acrobat DC subs
								6240	40	43.32	Creative Cloud subs
								6635	31	40.00	Lottery license app
								6505	28	4.42	consumables
								6505	30	2.83	consumables
								6505	30	19.96	consumables
								6505	30	4.16	consumables
								6900	28	1.67	flowers
								6900	30	2.50	flowers
								6900	50	0.87	matchsticks
								6437	42	80.00	Gravesham Dinner x 2
								5340	21	123.92	Adopt A Tree plaque
								6101	31	16.67	LL ipad
								6460	41	6.93	facebook ad
28/04/2023	28/APR23/LIN	33571	ONECARD	ONE002	813.81	153.37	967.18	6900	50	10.06	10 yr Anniversary decs
								6900	50	16.67	10 yr Anniversary decs
								6869	32	4.17	Coronation decs
								6869	32	54.17	raffle drum
								6869	32	185.85	banqueting roll

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/04/2023	28/APR23/ROS	33570	ONECARD	ONE002	871.93	98.40	970.33	6730	31	239.80	Zoom subs 2023-24
								6415	31	47.00	A.M get well gift
								6710	31	256.09	L.L Study Tour conference
								6437	42	15.00	Bluebell Walk donation
								5550	21	292.50	GU14 XKZ Road tax
								5550	21	322.50	GK19 BYV Road tax
								5550	21	-250.00	E Van deposit
								6635	50	123.33	PVSL 2022-23
								6869	32	39.97	Coronation litter picks
								5010	29	33.32	hardware bits
								5410	22	19.99	hardware bits
								5410	21	10.34	hardware bits
								5410	36	160.00	callout to unblock drain
19/04/2023	0037113	33514	PERFECT CUISINE CATE	PER001	350.00	0.00	350.00	5525	22	4.99	hardware bits
								5500	36	99.99	pressure washer
								6410	31	350.00	Mayor end of yr recep catering
								6101	28	28.29	Apr phone chgs
								6101	50	49.80	Apr phone chgs
								6101	22	21.19	Apr phone chgs
								5410	36	986.00	solar panel safety assessment
								6930	28	85.00	Alarm reset
								5340	36	22.50	plants
								5340	21	186.88	plants
								6865	26	91.67	plants
								6865	26	76.07	plants
								5500	21	70.20	scarifier hire
21/04/2023	RS104716	33476	RAWSTONE HIRE	RAW001	70.20	14.04	84.24	5500	21	47.30	breaker hire
								5500	21	47.30	breaker hire
								5500	21	47.30	breaker hire
								5500	21	47.30	breaker hire
								5500	21	47.30	breaker hire
06/04/2023	1353	33423	RDC ATTACCTIONS	RDC001	462.50	92.50	555.00	6869	32	462.50	Temp Helter Skelter Coronation
28/04/2023	SM28447	33535	RIALTAS	RIAL001	2,174.47	434.91	2,609.38	6300	31	2,160.31	An Accounting software chg

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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
								6300	23	14.16	An Accounting software chg
05/04/2023	2080929	33424	SDC	SDC001	51.50	5.50	57.00	6889	31	51.50	recycling sacks
11/04/2023	2080957	33454	SDC	SDC001	1,574.92	0.00	1,574.92	5421	60	455.38	Apr market rent
								5420	60	1,119.54	Apr market rent
20/04/2023	2081014	33503	SDC DIRECT SERVICES	SDC002	241.80	0.00	241.80	6935	21	241.80	Jan-Mar bin collection chg
24/04/2023	2081099	33487	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	Apr bin collection chg
24/04/2023	2081201	33486	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	Apr bin collection chg
24/04/2023	2081202	33491	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	Apr bin collection chg
24/04/2023	2081203	33490	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	Apr bin collection chg
24/04/2023	2081210	33488	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	Apr bin collection chg
24/04/2023	2081211	33489	SDC DIRECT SERVICES	SDC002	146.20	0.00	146.20	6935	28	146.20	Apr bin collection chg
24/04/2023	2081427	33513	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	21	80.60	Apr bin collection
24/04/2023	2081428	33510	SDC DIRECT SERVICES	SDC002	-161.20	0.00	-161.20	6935	21	-161.20	credit inv 2081201
05/04/2023	29589	33441	SEEMP	SEEMP001	371.00	74.20	445.20	6730	31	371.00	South East Employers subs
20/04/2023	#0139658	33500	SEVENOAKS SIGN LAB	SEV058	114.86	0.00	114.86	5500	30	114.86	window sign
31/03/2023	89245	33543	SGE	SGE001	152.24	30.45	182.69	5410	60	152.24	door fabrication
02/04/2023	100087519	33448	SHELL	SHEL001	137.48	27.49	164.97	5700	21	137.48	fuel
09/04/2023	100148499	33481	SHELL	SHEL001	91.11	18.22	109.33	5700	21	91.11	fuel
23/04/2023	100259899	33558	SHELL	SHEL001	220.01	44.00	264.01	5700	21	220.01	fuel
20/04/2023	3557	33498	SOUTHBLOOM	SSEB001	250.00	0.00	250.00	6865	26	250.00	3 In bloom entries
24/04/2023	0000558829	33546	TATE FENCING	TATE001	389.06	77.81	466.87	6822	22	389.06	fencing materials
18/04/2023	92216	33518	JS TAYLOR	TAYL001	420.00	0.00	420.00	5010	29	420.00	security lights
06/04/2023	06/04/23	33501	MAYOR OF TONBRIDGE	TON001	72.00	0.00	72.00	6437	42	72.00	Afternoon Tea on 14/05/23
04/04/2023	04/04/23	33425	TOWN CRIER	TOW001	48.70	0.00	48.70	6869	32	9.00	Town Crier expenses
								6869	29	39.70	Town Crier expenses
18/04/2023	18/04/23	33499	TOWN CRIER	TOW001	50.80	0.00	50.80	6869	30	50.80	Town Crier appearance fee
06/04/2023	INV-4953	33449	TREE ABILITY	TREE001	1,119.00	223.80	1,342.80	5070	21	1,119.00	tree work
20/04/2023	INV-5014	33517	TREE ABILITY	TREE001	294.00	58.80	352.80	6002	23	294.00	tree work
20/04/2023	INV-5015	33509	TREE ABILITY	TREE001	110.00	22.00	132.00	6002	23	110.00	tree work

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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
10/04/2023	1399	33426	VACANT EVENT HIRE	VAC002	30.00	6.00	36.00	6869	32	30.00	Pointiose event portaloos hire
30/04/2023	VC/30.04.2023.	33552	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6001	60	1,100.00	Apr Sat market set up chg
19/04/2023	12803	33512	WETTON CLEANING SERV	WET001	-25.89	-5.18	-31.07	5020	29	-12.95	cleaning credit Jan-Mar
								5026	21	-12.94	cleaning credit Jan-Mar
19/04/2023	12804	33511	WETTON CLEANING SERV	WET001	-1,366.77	-273.35	-1,640.12	5020	29	-683.38	cleaning credit Jan-Mar
								5026	21	-683.39	cleaning credit Jan-Mar
28/02/2023	0000820967	33619	WICKSTEED LEISURE	WICK001	417.00	83.40	500.40	9014	91	417.00	play equipment
31/03/2023	250405770	33525	WORLDPAY	WOR001	32.01	0.05	32.06	6976	31	32.01	March credit card chgs
31/03/2023	250411799	33526	WORLDPAY	WOR001	55.80	9.61	65.41	6976	31	55.80	March credit card chgs
31/03/2023	250449212	33528	WORLDPAY	WOR001	95.67	12.66	108.33	6976	30	95.67	March credit card chgs
31/03/2023	250587558	33527	WORLDPAY	WOR001	35.96	5.55	41.51	6976	28	35.96	March credit card chgs
30/04/2023	254467166	33637	WORLDPAY	WOR001	94.35	11.88	106.23	6976	30	94.35	Apr card trans chg
30/04/2023	254544806	33639	WORLDPAY	WOR001	51.62	9.45	61.07	6976	31	51.62	Apr card trans chg
30/04/2023	254551928	33638	WORLDPAY	WOR001	69.64	0.11	69.75	6976	31	69.64	Apr card trans chg
30/04/2023	254674592	33640	WORLDPAY	WOR001	78.04	9.28	87.32	6976	28	78.04	Apr card trans chg
01/04/2023	WM12083043	33409	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Apr card trans subs
03/04/2023	SINV042814	33407	WORKNEST	WOR002	400.00	80.00	480.00	6922	36	400.00	Health & Safety visit
03/04/2023	SINV042847	33408	WORKNEST	WOR002	4,189.50	837.90	5,027.40	6922	31	4,189.50	core services yr 3
03/04/2023	SINV043113	33406	WORKNEST	WOR002	973.75	17.00	990.75	6020	31	973.75	Employee Insurance
14/04/2023	SINV043231	33405	WORKNEST	WOR002	1,670.00	334.00	2,004.00	6922	31	1,670.00	Employee Assistance programme
30/03/2023	01078413	33576	YU ENERGY	YUE001	83.80	4.19	87.99	6862	26	83.80	electric chg 01/01-28/02
03/04/2023	01091019	33420	YU ENERGY	YUE001	2,341.82	468.36	2,810.18	6862	26	2,341.82	Mar electric chg
17/04/2023	01103707	33467	YU ENERGY	YUE001	2,341.82	468.36	2,810.18	6862	26	2,341.82	Jan-Mar electric chg
17/04/2023	01103712	33577	YU ENERGY	YUE001	450.40	22.52	472.92	6862	26	450.40	electric chg Jan-Mar23
17/04/2023	01105556	33464	YU ENERGY	YUE001	127.36	6.37	133.73	6862	26	127.36	Jan-Mar electric chg
17/04/2023	CR01078413	33466	YU ENERGY	YUE001	-83.80	-4.19	-87.99	6862	26	-83.80	electric credit
17/04/2023	CR01091019	33468	YU ENERGY	YUE001	-2,341.82	-468.36	-2,810.18	6862	26	-2,341.82	electric credit

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Ref No</u>	<u>Supplier A/c Name</u>	<u>Supplier A/c Code</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>A/C</u>	<u>Centre</u>	<u>Amount</u>	<u>Analysis Description</u>
TOTAL INVOICES					64,645.80	8,265.70	72,911.50			64,645.80	

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List of Payments made between 01/04/2023 and 30/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2023	Sevenoaks District Council	DD04APR	851.00		Apr Business Rates chg
03/04/2023	Sevenoaks District Council	DD03APR	2,666.00		Apr Business Rates chg
03/04/2023	Sevenoaks District Council	DD04APR	482.34		Apr Business Rates chg
03/04/2023	Sevenoaks District Council	DD05APR	72.44		Apr Business Rates chg
03/04/2023	Sevenoaks District Council	DD06APR	161.70		Apr Business Rates chg
03/04/2023	Sevenoaks District Council	DD07APR	373.02		Apr Business Rates chg
03/04/2023	Shell Account	DD01	107.95		fuel
03/04/2023	EDF Energy - Business Hub	DD08	3,622.27		Feb electric chg
04/04/2023	Reach PLC	DD09APR	9.97		Sev Cronicle subs
04/04/2023	NATWEST ONE CARD	DD10	3,929.58		Linda onecard March
05/04/2023	Nexodus S.L	DD11	119.38		Apr Hub booking chg
06/04/2023	YU ENERGY	DD12	87.99		electric chg 01/01-28/02
11/04/2023	Shell Account	DD13	88.03		fuel
11/04/2023	YU ENERGY	DD14	2,810.18		electric credit
11/04/2023	SSE-GAS/571774560/B&B Station	DD15	465.00		Feb gas chg
12/04/2023	BACS P/L Pymnt Page 6278	BACS Pymnt	6,393.35		BACS P/L Pymnt Page 6278
12/04/2023	Plusnet	DD16	25.43		Apr phone chgs
13/04/2023	Plusnet	DD17	33.95		Apr phone chgs
13/04/2023	Plusnet	DD18	59.76		Apr phone chgs
13/04/2023	Natwest Investment	0855	21.49		Stripe correction
14/04/2023	BACS P/L Pymnt Page 6281	BACS Pymnt	4,085.00		BACS P/L Pymnt Page 6281
17/04/2023	Shell Account	DD19	164.97		fuel
17/04/2023	NatWest Bankline	bln	103.00		bank chgs
18/04/2023	American Express Payment Servi	DD20	0.38		credit card chgs
18/04/2023	Connectaphone	DD21	490.06		Mar telephone chgs
18/04/2023	YU ENERGY	DD22	472.92		electric chg Jan-Mar23
19/04/2023	BACS P/L Pymnt Page 6282	BACS Pymnt	55,631.08		BACS P/L Pymnt Page 6282
19/04/2023	BP Fuel	DD27	65.49		fuel service chg
19/04/2023	WorldPay	DD23	11.94		Apr card trans subs
19/04/2023	WorldPay	DD23	108.33		March credit card chgs
19/04/2023	WorldPay	DD24	41.51		March credit card chgs
19/04/2023	WorldPay	DD25	65.41		March credit card chgs
19/04/2023	WorldPay	DD26	32.06		March credit card chgs
21/04/2023	EDF Energy - High Street Marke	DD29	48.81		Mar electric chg
24/04/2023	Shell Account	DD30	109.33		fuel
24/04/2023	EDF Energy - Bat and Ball Cent	DD31	2,096.78		Mar electric chg
24/04/2023	YU ENERGY	DD32	45.74		electric credit
25/04/2023	BP Fuel	DD33	6.39		fuel card chg
25/04/2023	Petty Cash	001952	393.67		petty cash top up
25/04/2023	Payroll A/c	BACS25/4	56,370.47		April Net Wages Tfr
26/04/2023	Payroll A/c	BACS26/4	28,703.02		April HMRC/KCC Tfr
27/04/2023	Everflow Water	DD34	1,797.01		water chg 19/05-18/06
28/04/2023	Country Style Recycling	DD35	94.97		Mar bin collection

Total Payments	173,319.17
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Receipts for Month 1				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 25/04/2023	56,370.47						
BACS25/4	Nat West - Current Account	56,370.47			201		56,370.47	April Net Wages Tfr
	Banked: 26/04/2023	28,703.02						
BACS26/4	Nat West - Current Account	28,703.02			201		28,703.02	April HMRC/KCC Tfr
Total Receipts for Month		85,073.49	0.00	0.00			85,073.49	
Cashbook Totals		86,073.49	0.00	0.00			86,073.49	

Payments for Month 1

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/04/2023	Councillors	BACS25/4	160.00			520		160.00	April Mayor's Allowance
25/04/2023	Employees	BACS25/4-	56,210.47			520		56,210.47	April Net Wages
26/04/2023	HMRC/KCC	BACS26/4	28,703.02			515		17,226.97	April HMRC
						516	0	11,476.05	April KCC
Total Payments for Month			85,073.49	0.00	0.00			85,073.49	
Balance Carried Fwd			1,000.00						
Cashbook Totals			86,073.49	0.00	0.00			86,073.49	

Receipts for Month 1				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 :		891.52					891.52
Banked: 25/04/2023		393.67					
001952	Nat West - Current Account	393.67			201		393.67 petty cash top up
Total Receipts for Month		393.67	0.00	0.00			393.67
Cashbook Totals		<u>1,285.19</u>	<u>0.00</u>	<u>0.00</u>			<u>1,285.19</u>

Payments for Month 1

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/04/2023	Open Spaces	972	5.25			6330	21	5.25	Milk
03/04/2023	Cemetery	973/A	13.70			6330	22	13.70	refreshments
03/04/2023	Cemetery	973/B	6.95		1.16	5010	29	5.79	paint brushes
03/04/2023	Vine Cafe	973/C	15.00		2.50	5410	28	12.50	cable clips
04/04/2023	Establishments	974/A	1.65			6330	31	1.65	milk
04/04/2023	Employees	974/B	2.00		0.33	6010	33	1.67	window cleaner
04/04/2023	Open Spaces	975	32.00		5.33	5500	21	26.67	storage boxes
06/04/2023	Youth Cafe	976/A	7.60			4012	50	7.60	train ticket
06/04/2023	Youth Cafe	976/B	16.00		2.66	6900	50	13.34	party equip
06/04/2023	Youth Cafe	976/C	5.70		0.95	5500	50	4.75	uno games
06/04/2023	Youth Cafe	977/A	2.00			4012	50	2.00	parking
06/04/2023	Youth Cafe	977/B	3.75			6500	50	3.75	Goods for resale
06/04/2023	Youth Cafe	977/C	20.25		3.38	6500	50	16.87	Goods for resale
06/04/2023	Youth Cafe	977/D	2.00		0.33	6505	50	1.67	consumables
14/04/2023	bat and Ball Cafe	978/A	53.65			6500	30	53.65	Goods for resale
14/04/2023	bat and Ball Cafe	978/B	19.25		3.21	6500	30	16.04	Goods for resale
14/04/2023	bat and Ball Cafe	978/C	13.29		2.21	5500	30	11.08	kitchen equip
17/04/2023	Establishments	979	6.40			6330	31	6.40	milk
17/04/2023	Bat and Ball Centre	980	27.00		4.50	5410	36	22.50	plants
21/04/2023	bat and Ball Cafe	981/A	67.95			6500	30	67.95	Goods for resale
21/04/2023	bat and Ball Cafe	981/B	6.00		1.00	6505	30	5.00	consumables
21/04/2023	Bat and Ball Cafe	981/C	7.80		1.30	5500	30	6.50	kitchen equip
28/04/2023	Youth Cafe	982/A	4.00			6500	50	4.00	Goods for resale
28/04/2023	general	982/B	5.00		0.83	6869	32	4.17	coronation decs
28/04/2023	Youth Cafe	982/C	4.50		0.75	5500	50	3.75	equipment
28/04/2023	Youth Cafe	982/D	3.00			4012	50	3.00	parking
28/04/2023	General	982/E	6.85			6869	32	6.85	Coronation decs
28/04/2023	Bat and Ball Centre	983	13.28		2.21	5500	36	11.07	padlock
Total Payments for Month			371.82	0.00	32.65			339.17	
Balance Carried Fwd			913.37						
Cashbook Totals			1,285.19	0.00	32.65			1,252.54	

Adopted at Finance & General Purposes Committee 06.06.2022

SEVENOAKS TOWN COUNCIL

CODE OF PRACTICE FOR HANDLING COMPLAINTS

1. This code is concerned with complaints about the Council's procedures and administration.
2. It is not concerned with complaints against an individual employee, which will be dealt with as an employment matter; nor is it concerned with complaints about an individual councillor, which are subject to the jurisdiction of the Standards Board*.

3. Making a complaint

- 3.1 The complainant should be asked to put the complaint about the council's procedures or administration in writing to the Chief Executive/Town Clerk.
- 3.2 If the complainant does not wish to put the complaint to the Chief Executive/Town Clerk they are advised to put it to the Mayor.
- 3.3 The Chief Executive/Town Clerk shall acknowledge receipt of the complaint within 5 working days and advise the complainant when the matter will be considered by the panel established for the purposes of hearing complaints.
- 3.4 The panel will consist of three of the following: - the Mayor, the chairmen or vice chairmen of Community Infrastructure, Finance & General Purposes, Open Spaces and Leisure, Planning, Personnel and Youth Services committees.
- 3.5 The complainant shall be invited to attend the meeting of the panel and bring with them such representative who is either a friend or relative, or a trade union representative.
- 3.6 The meeting will not be open to the public and press; however, witnesses may be called for the appropriate part of the hearing.
- 3.7 Seven clear working days prior to the meeting the complainant shall provide the council with copies of any documentation or other evidence that they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

4. At the Meeting

- 4.1 The Mayor, or in his/her absence the chairman of the panel, to introduce everyone.

- 4.2 The Mayor, or in his/her absence the chairman of the panel, to explain procedure.
- 4.3 The complainant (or representative) to outline the grounds for complaint.
- 4.4 Members to ask any question of the complainant.
- 4.5 The Chief Executive/Town Clerk or relevant committee chairman to represent and explain the council's position.
- 4.6 Members to ask any question of the council's representative.
- 4.7 Council representative and complainant or his/her representative to be offered the opportunity of summing up. No further evidence may be introduced at this stage.
- 4.8 Chief Executive/Town Clerk or committee chairman and complainant and his/her representative to be asked to leave the room while the panel decide whether the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).
- 4.9 Chief Executive/Town Clerk or committee chairman and complainant and his/her representative return to hear decision or to be advised when decision will be made. The decision of the panel will be by simple majority and will be final.

5. Vexations and Repeated Complaints

If it appears to the Complaints Committee of the Council that a complaint is:

- a. Trivial*
- b. Vexations*
- c. Repetitive*
- d. Frivolous*

it shall so report to the Finance and General Purposes Committee with a recommendation that no further correspondence related to it be entered into by any members of officers.

6. After the Meeting

- 6.1 Decision confirmed in writing to the complainant within ten working days together with details of any action to be taken.
- 6.2 Any decision on a complaint shall be announced at a Council meeting in public.

- * Following the abolition of the Standards Board Sevenoaks District Council is responsible for handling complaints which relate to a member's failure to comply with the council's code of conduct.

1 APRIL 2021

LTN 37 | FREEDOM OF INFORMATION

What does the Freedom of Information Act 2000 do?

1. S. 1 of the Freedom of Information Act 2000 (“the 2000 Act”) gives a general right of access to all types of recorded information held by public authorities. It also sets out exemptions from that right and places a number of obligations on public authorities. Local councils are subject to the 2000 Act. The Information Commissioner’s Office (ICO) is the regulator of the freedom of information regime. The ICO guidance on the 2000 Act is recommended to councils as an up-to-date source of information and guidance.

Who is covered by the Act?

2. A detailed list of public authorities is contained in Schedule 1 of the 2000 Act. This includes local authorities (including local councils and parish meetings), Government departments, the Police and the House of Commons.
3. Schedule 1 also contains a long list of other public bodies ranging from various official advisory and expert committees to regulators. There is a provision in the 2000 Act for other authorities to be named at a later date and for organisations to be named as public authorities for relevant parts of their work.

What are the rights for requesters?

4. S.1(1) of the 2000 Act gives applicants two related rights:
 - to be told whether the information exists, and
 - to receive the information.
5. The right to access information held by public authorities can be exercised by anyone, both natural and legal persons (e.g. a corporate body) worldwide. Applicants are able to exercise their right of access to the information held by public authorities. They are able to ask for information recorded both before and after the Act was passed, that is, it is fully retrospective. The 2000 Act is purpose and motive blind, meaning that

councils cannot refuse a request on the basis they do not agree with or like the reason for the request.

How can requests be made?

6. Applicants are not required to mention the 2000 Act when making a request for information. However, the request must be in writing (including in email form), in a legible form and capable of being used for subsequent reference. Requests sent using pseudonyms are not validly made requests (e.g. Mr Santa Claus, North Pole Lane). Councils should give the benefit of doubt if unsure.

How do councils respond to requests?

7. Before a public authority is required to respond, a request has to satisfy certain conditions, for example it must be in permanent form and must include sufficient information to enable the authority to identify the information requested (s.8 of the 2000 Act and see paragraph 6 above). Authorities do not have to comply with vexatious requests or repeated requests if the authority has recently responded to an identical or substantially similar request from the same person (s.14). The ICO has produced [guidance](#) on refusing requests. However public authorities are under a duty to provide advice and assistance to anyone making a request (s.16). The ICO has issued [guidance](#) on the duty.
8. Under s.12 of the 2000 Act an authority is not required to comply with a request if to do so means exceeding an appropriate cost limit as set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (the 2004 Regulations). This is £450 for local authorities, equivalent to 18 hours' work at £25 per hour regardless of actual hourly rates. Public authorities can only include certain activities when estimating whether responding to a request would breach the £450 cost limit. These are: establishing whether information is held, locating and retrieving information and extracting relevant information from the document containing it. Councils in such cases that refuse to disclose the requested information can discuss with the requester whether they would like to modify their request so as to reduce costs to below the £450 limit.
9. A charge may also be made for dealing with a request over the cost limit. The authority should however issue a refusal notice stating that it is relying on s.12 of the 2000 Act. A charge may also be made if disbursement costs

apply for dealing with a request that comes within the £450 limit e.g. printing and photocopying costs. A fees notice will be issued and it is the actual cost that can only be charged. The details of the charging regime are set out in ICO guidance on [fees that may be charged when the cost of compliance exceeds the appropriate limit](#) and [fees that may be charged when the cost of compliance does not exceed the appropriate limit](#).

10. In accordance with s.11 of the 2000 Act, where possible, information must be provided to the applicant in the manner requested, e.g. a requester may request a response by email, or the applicant may ask to inspect the record in person. Applicants are not entitled to information to which any of the exemptions in the 2000 Act applies. However, information covered by an exemption must still be released if it is in the public interest to do so - exemptions and the issue of public interest are considered in detail later in this note.
11. S.10 of the 2000 Act requires public authorities to respond to requests not covered by an exemption promptly but no later than 20 working days following its receipt. The first day starts the day after a valid request is received by the authority. The date on which a request is received is the day on which it arrives or, if this is not a working day, the first working day following its arrival. Non-working days include weekends and public holidays anywhere in the UK. Councils cannot rely on their staff being part-time and not seeing the request in terms of the clock starting. It is advisable for councils to have a central address/ contact point to which FOI requests can be made, e.g. an email address not linked to any individual and which is routinely monitored by the council. The “promptly” point is important to bear in mind as it is not just a case of waiting until the last day to respond and the ICO may not look favourably on such a delay.
12. A public authority may ask for further information which it reasonably requires in order to identify and locate the information requested. Where a public authority issues a fees notice (see paragraph 9 above) in order to comply with s.1 (1) of the 2000 Act, the applicant has three months to pay. If the payment is not made within this time, the public authority does not have to answer the request (s.9 (2) of the 2000 Act).
13. Where an authority decides not to release the information requested because it considers an exemption applies, it must give reasons for its decision and must inform the applicant if they have a right to complain to

the authority about the handling of the request (e.g. through a complaints or other procedure and give details of the procedure), or state that there is no procedure, and of their right to complain to the ICO (s.17 of the 2000 Act). In cases where an exemption applies, but an authority is then required to release the information because it determines it is in the public interest to do so, it must disclose the information requested within a reasonable timescale.

14. Councils must not delete information further to receiving a request, even when they believe they can do so in reliance of an exemption (e.g. s.22 of the 2000 Act - information intended for future publication).

What are the exemptions under the 2000 Act and what is the Public Interest?

15. In the majority of cases where an exemption applies, to some or all of the information requested, the public authority has to consider whether it must override the exemption because it is in the public interest to release the information. The public interest test involves considering the circumstances of each particular case and the exemption that covers the information. The balance lies in favour of disclosure, in that information can only be withheld if the public interest in withholding it is greater than the public interest in releasing it.

The Exemptions

16. Whilst the 2000 Act creates a general right of access to information held by public bodies, it then sets out specific exemptions where that right is either disapplied or qualified. The categories of exemption are described below.
17. Apart from vexatious or repeated requests, to which an authority need not respond, there are two general categories of exemptions - those where, even though an exemption exists, a public authority has a duty to consider whether disclosure is required in the public interest and those where there is no duty to consider the public interest.

A) Exemptions where the public interest test applies (“qualified exemptions”)

18. The majority of exemptions fall into this category:

- s.22 Information intended for future publication;
- s.24 National security (other than information supplied by or relating to named security organisations, where the duty to disclose in the public interest does not arise);
- s.26 Defence;
- s.27 International relations;
- s.28 Relations within the United Kingdom;
- s.29 The economy;
- s.30 Investigations and proceedings conducted by public authorities;
- s.31 Law enforcement;
- s.33 Audit Functions;
- s.35 Formulation of government policy, etc;
- s.36 Prejudice to effective conduct of public affairs (except information held by the House of Commons or the House of Lords);
- s.37 Communications with Her Majesty, etc and honours;
- s.38 Health and Safety;
- s.39 Environmental information;
- s.40 Personal information of a third party (i.e. not data relating to the requester). An exemption will stand or fall on whether disclosure of the information to a member of the public would be unfair, taking into account all the circumstances involved, in particular how the information was obtained; the likely expectations of the data subject regarding the disclosure of the information; the effect which disclosure would have on the data subject; and the public interest in disclosure of the information. If disclosure of personal data to a member of the public would be unfair then the request is likely to need to be refused under the 2000 Act insofar as it relates to that personal data.
- s.42 Legal Professional Privilege – (communications between a lawyer and their client);
- s.43 Commercial interests.

To establish that the information falls within the terms of a qualified exemption, it is necessary to consider whether the public interest nevertheless requires that the information should be released. The central

question to consider is whether the public interest in withholding the information outweighs the public interest in disclosing the information.

19. Where a public authority considers that the public interest in withholding the information requested outweighs the public interest in releasing it, the authority must inform the applicant of its reasons, unless to do so would mean releasing the exempt information. The powers of the ICO in respect of disclosures in the public interest are considered later in this note.

B) The Absolute Exemptions

20. There are exemptions where, if the exemption applies, it is not necessary to go on to consider disclosure in the public interest:

- s.21 Information accessible to applicant by other means;
- s.23 Information supplied by, or relating to, bodies dealing with security matters;
- s.32 Court records etc;
- s.34 Parliamentary privilege;
- s.36 Prejudice to effective conduct of public affairs (only applies to information held by House of Commons or House of Lords);
- s.40 Personal information - where the applicant is the subject of the information, the applicant already has the right of subject access under the Data Protection Act 2018 (the 2018 Act); where the information concerns a third party and disclosure would breach one of the data protection principles or other conditions as set out in s.40 apply.
- s.41 Information provided in confidence;
- s.44 Prohibitions on disclosure where a disclosure is prohibited by an enactment or would constitute contempt of court;

What other responsibilities do public authorities have?

Publication Schemes

21. The 2000 Act places a duty on public authorities to adopt and maintain publication schemes which must be approved by the ICO. Such schemes must set out:

- the types of information the authority publishes,
- the manner in which the information is published, and

- details of any charges.

22. Once approved, it will be up to the authority to decide how to publish its scheme. S.19 of the 2000 Act requires public authorities to review publication schemes periodically. In deciding what information should be included in the scheme, public authorities must have regard to the public interest in allowing access to information and the public interest in the publication of reasons for decisions made by the authority. Schemes may either be designated for particular bodies or may be generic. A model publication scheme applies to local councils and parish meetings without a separate parish council.

23. Information is exempt from the 2000 Act if it is accessible to the applicant by other means (see s.21 of the 2000 Act). Where information is already accessible because it is covered by the authority's publication scheme, the authority will not then be required to provide the information in response to an individual request.

Codes of Practice

24. The Government issues a Code of Practice under s.45 of the 2000 Act. This provides guidance to public authorities on the discharge of their functions and responsibilities under Part I (Access to information held by public authorities) of the 2000 Act. The latest 2018 code of Practice.

25. The Information Commissioner also has a statutory duty to promote good practice by public authorities, including following this Code of Practice. The Commissioner can issue practice recommendations where he or she considers that public authorities have not conformed with the guidance set out in the Code. The Commissioner can also refer to non-compliance with the Code in decision and enforcement notices.

What does the ICO do?

26. The ICO is an independent regulator and the Information Commissioner is a public official reporting directly to Parliament. In respect of the 2000 Act, the Commissioner has a duty to:

- approve / revoke publication schemes;
- promote good practice;
- promote public authorities' compliance with the 2000 Act;

- disseminate information and give advice about the 2000 Act;
- assess, with the consent of a public authority, whether a public authority is following good practice; and
- report annually to Parliament.

Enforcement

27. A person who has made a request for information may apply to the ICO for a decision as to whether the request has been dealt with by the public authority according to the 2000 Act. In response the ICO may serve a decision notice on the public authority and applicant setting out any steps which the public authority is required to take in order to comply with their duties (s.50 of the 2000 Act). The Commissioner also has the power to serve information notices and enforcement notices on public authorities (s.51 and s.52 of the 2000 Act).

28. In certain circumstances when notices are served, for example, on a government department, or a public authority specifically designated by the Secretary of State, the ICO can issue a decision or enforcement notice requiring disclosure of information in the public interest. However, this may be subject to an executive override. In such a case the public authority has 20 days from receipt of the notice to obtain a signed certificate from a Cabinet Minister overriding the ICO's notice (s.53 of the 2000 Act).

Appeals

29. There is no right of appeal against the Ministerial Certificate although it may be possible to mount a Judicial Review claim against the minister in respect of it. Decision, information and enforcement notices may be appealed to the independent Information Tribunal (s.57 of the 2000 Act). When serving a notice of any kind, the Information Commissioner must at the same time explain the appeals mechanism.

30. Where a notice has been served earlier, the complainant or the public authority may appeal to the Information Tribunal which may uphold, overturn or vary the notice (s.58 of the 2000 Act).

What is the relationship between freedom of information and data protection?

31. The 2000 Act extends access rights set out under the 2018 Act (incorporating the UK GDPR). A request by an individual for information

about themselves will be exempt under the 2000 Act and will continue to be handled as a subject access request under the 2018 Act. In certain circumstances such a request may involve the release of associated third party information.

32. Where an applicant specifically requests information about a third party, the request falls within the remit of the 2000 Act (see paragraph 20 above. However, the authority must apply the data protection principles (see Legal Topic Note 38) when considering the disclosure of information relating to living individuals. An authority must not release third party information, if to do so would mean breaching one of the above principles.

What other advice and guidance is available for local councils?

33. Individual enquiries in aspect of the 2000 Act can be addressed to the ICO via their helpline (0303 123 1113) or chat function on their [website](#). The postal address is Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

LTN	Title	Relevance
38	Data Protection	Sets out the circumstances in which personal data should not be disclosed.
40	Local Councils' Documents and Records	Sets out the documentation councils should retain for legal and other purposes.

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Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

The Freedom of Information Act came into force at the beginning of 2005 and encourages greater openness and transparency across the public sector. The Act provides individuals or organisations with the right to request information held by a public authority.

The Act requires Sevenoaks Town Council to adopt a Guide to Information. This document specifies what information the Council will routinely publish, in what format that information will be available, and whether the Council will charge for providing the information and if so the level of charge.

Information to be published	How the information can be obtained
Class 1: Council Internal Practice and Procedure	
Minutes of council, committees and sub-committee meetings – limited to the last 2 years	STC website / STC Council Offices
Procedural Standing Orders	STC website/ STC Council Offices
Councils Annual Report to Parish Meeting	STC website/ STC Council Offices
Class 2: Code of Conduct	
Members Declaration of Acceptance of Office	STC website/ STC Council Offices
Members register of Interests	STC website/ STC Council Offices
Register of Interests Book	STC website/ STC Council Offices
Class 3: Periodical Electoral Review	
Information relating to the last Periodic Electoral Review of the council area	STC Council Offices
Information relating to the last boundary review of the council area	STC Council Offices
Class 4: Employment Practice and Procedure	
Terms and Condition of Employment	STC Council Offices
Job descriptions	STC Council Offices

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

Class 5: Planning Documents	
Responses to planning applications	STC Council Offices / Website
Class 6: Audit and Accounts	
Annual Return Form – limited to the last financial year	STC website/ STC Council Offices
Annual Statutory Report by auditor (internal and external) – limited to the last financial year	STC Council Offices
Receipt / Payment reports, receipt books of all kinds, bank statements from all accounts – limited to the last financial year	STC Council Offices
Precept request – limited to last financial year	STC website/ STC Council Offices
VAT records – limited to the last financial year	STC Council Offices
Financial Standing Orders and Regulations	STC website/ STC Council Offices
Assets Register – this will include details of commons / village greens owned by the Council including management schemes for commons as well as community centres and recreation ground.	STC Council Offices
Risk Assessments	STC Council Offices
Class 7: Development and Implementation of Policy	
Policy Statements issued by Council	STC Council Offices / Website
Responses made by council to consultation papers	STC Council Offices
Analysis of responses received to public consultation by the Council	STC Council Offices
Complaints handling procedure	STC Council Offices/ Website
Class 8: Byelaws	Not applicable
Class 9: Council Circulars / Newsletters	
Town Guide	STC Council Offices
History of town	STC Council Offices / STC Website

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

Town Crier	STC website/ STC Council Offices
Class 10: Arts, Entertainment & Tourist Information	
Details relating to the Stag Community Arts Centre	STC Council Offices / Website / Stag
Details relating to the Tourist Information Centre	STC Council Offices / Website
Class 11: Allotments	
Plans	STC Council Offices
Standard Tenancy Agreement	STC Council Offices
Class 12: Burial Grounds	
Plans	STC Council Offices / Greatness Park Cemetery
General Policies	STC Council Offices / Greatness Park Cemetery

Contact Details:

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

Tel: 01732 459953 Fax: 01732 742577 Email: council@sevenoakstown.gov.uk

Website: www.sevenoakstown.gov.uk

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

Fees and Charges

Upon request one paper copy of each document will be photocopied and posted free of charge to residents of Sevenoaks Town.

For non residents documents will be photocopied at £0.10 per page and charged normal rate of postage.



Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page, Twitter account and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council Facebook pages and Twitter account intends to provide information and updates regarding activities and opportunities within our Town and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by either the Town Clerk or delegated member of personnel;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's Facebook page or Twitter site for commercial purposes or to advertise market or sell products.

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web: sevenoakstown.gov.uk

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook or Twitter will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that '*A post breaching the Council's Social Media Policy has been removed*'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Sevenoaks Town Council Website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council reserves the right to remove any or all of a local group's information from the web site if it feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

Sevenoaks Town Council email

The Town Clerk and officers of the Council have their own council email address (Town Clerk is townclerk@sevenoakstown.gov.uk).

The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

The Town Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Town Clerk, and/or otherwise will always be copied to the Town Clerk. All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence. Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Town Clerk. NB any emails copied to the Town Clerk become official and will be subject to The Freedom of Information Act. These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting) and all App based or Social Media messaging systems

Members and the Town Council officers may use SMS, App based or Social Media messaging systems as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing e.g. Skype

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Town Council

The Town Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Sevenoaks Town Council
Finance & General Purposes Committee - 12th June 2023

Sevenoaks Day Nursery (SDN)

Sevenoaks Day Nursery has existed on the site of the community centre now Bat & Ball Centre for many years. When it was rebuilt in 2020 Sevenoaks Town Council assisted by:

1	Infrastructure costs for SDN drainage improvements, (foul and surface water)	£36,950
	Increased depth of water mains	£1,500
2	Rent transferred to peppercorn £1,500 x 25 years, also does not reflect increased sqm.	£37,500
3	Professional fees and surveys, SDN percentage of Bat & Ball Centre project.	£8,000
4	STC demolition of old building – removal of asbestos	£18,000
	Total	£101,950
	Additional assistance in notifying and obtaining £100,000 SDC CIL Grant.	

The agreement with Sevenoaks Day Nursery related to the older building known as the Club Room:

Originally SDN were going to demolish the Club Room (outside the new leased area) when it obtained their new building. The arrangement would have been that SDN would hire the small hall in the Bat & Ball Centre during holiday periods and when not being used by the playgroup, to enable their Club facilities to continue. At a discounted rate this would have cost SDN approximately £10,000 per annum.

STC extended the lease to include the retention of the Club Room to provide ongoing additional premises for SDN in the hope that it would not only help SDN but also another similar children's facility. STC chose not to retain ownership of the Club Room outside of the lease and rent back to SDN.

In practice the Club Room is used by Montessori Play Group (previously based at the Community Centre) during term time at a favourable rate and by Sevenoaks Day Nursery during school holidays to enable its Club activities for older children to take place.

Section 28 of Sevenoaks Day Nursery's lease states:

- 28.1 The Tenant shall permit other nursery or playgroups (as recommended by the Landlord to use the Club Room during term time at a hire fee to be paid to the Tenant at a rate to be agreed between the Landlord and the Tenant (such rate to be discussed and reviewed annually) and the Tenant shall provide adequate storage for such nursery or playgroup. The Landlord shall procure that the Tenant is provided with as much advance notice of the dates required as is reasonably practicable.

**Sevenoaks Town Council
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- 28.2 If the Tenant ceases to use the Club Room or the Club Room falls into such disrepair so as to be beyond economic repair and the Tenant elects not to undertake such repairs or replace the same then the Tenant shall surrender the Club Room to the Landlord at no cost or premium and without liability for reinstatement of dilapidations and shall be responsible to construct and maintain a fence between the retained property and the Club Room.

Sevenoaks Day Nursery has written to Sevenoaks Town Council requesting that they consider the following two matters:

1. To provide permission for the increase of rent for the use of the 'Club Room'

Sevenoaks Day Nursery letter dated 24th April 2023.

I would like to take this opportunity to request an increase to the fees charged by Sevenoaks Day Nursery to Hollybush Montessori, who currently rent the club room at Sevenoaks Day Nursery.

Last year we requested a fee increase to £10 / hour, which was approved by the finance committee. Since that increase the economy has changed significantly, and we have an obligation to review the rental costs again.

After some research into local venues that could be an option, and our conversation last year about what they were being charged in the community centre, we formally request that the rent be increased to £15 / hour.

We understand that this is a large percentage increase, however, this is still cheaper than local scout huts (£25 / hr) and other similar venues. This also contributes towards the significant increase in energy bills that have occurred over the past year (a five-fold increase), as well as the rising costs around maintenance with builders fees also increasing.

Our ethos as a charity is to support parents with affordable childcare, subsidising a private, profit-making enterprise goes against those values.

We are proposing that this fee increase take effect as of September to coincide with their new school year, and we will give notice at the annual review meeting in June 2023.

2. To reconsider the current agreement for the 'Club Room'.

Sevenoaks Day Nursery would like the Town Council's current lease agreement in relation to the Club Room being made available during term time to another childcare provider and return the facility 100% of the time to Sevenoaks Day Nursery from September 2023. Sevenoaks Day Nursery have outlined benefits in relation to additional childcare provision for the town that could be provided if agreed. This would mean the displacement of the other childcare provider who currently uses the facility.

RECOMMENDED:

- i) The Committee consider whether to agree to the rent increase requested.
- ii) The Committee consider whether it wishes to review the legal agreement for joint use of the 'Club Room'.

Sevenoaks Town Council
Finance & General Purposes Committee - 12th June 2023

No. 8 Bus

Following a review of the feedback from the Neighbourhood Development Plan questionnaire to all households the need for a circular bus service connecting outlying residential premises with the town centre was identified.

Following discussion with members of the local community a rough figure of 8 preferred route was identified. This is the reason the bus was named No. 8.

In 2015 KCC provided s.106 funding to operate a No. 8 Bus Route for three years. KCC also provided a bus transferred to Go Coach for this purpose.

In 2018 the No 8 Bus was a recipient of the Transport Planning Society award. Press Release attached for information.

When the funding finished in 2018 further funding was provided by KCC to operate the bus with KCC paying 50% and Sevenoaks Town Council paying 50%. Funding was due to end in January 2021.



The original daily passenger target was up to 100 per day. Pre COVID-19 daily passenger numbers reached 130.

**Sevenoaks Town Council
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The service ceased during COVID -19, and the normal bus route has resumed.

In 2020 KCC provided confirmation that they would fund the No. 8 Bus route at 100% for two years £51,000 per annum, total £101,000 from January 2021 and Sevenoaks Town Council would continue to be involved as a 'consultee'. The £78,808 that the Town Council had set aside to part fund the No. 8 Bus has been placed in Earmarked Reserves to assist in safeguarding the future of the service.

In addition, it was agreed that KCC and Sevenoaks Town Council would continue to review grant funding opportunities for funding the conversion to an Electric Bus Vehicle for the No. 8 bus route as identified in Sevenoaks Town Council's climate change priorities.

There have been concerns about bus services being reduced and removed and therefore an update on the No 8 Bus Service had been requested with the following reply being received in May 2023 – *"The current contract does expire in July, but the funding isn't being withdrawn, as far as I know the route is out to tender, but the result of that tender is not yet known. I'll let you know once the results are in."*

RECOMMENDED: the Committee note the current funding situation.

PRESS RELEASE

Transport Planning Society

UK'S MOST POPULAR LOCAL TRANSPORT PLANNING PROJECTS REVEALED

Judges praise schemes that put community engagement at the centre of local decision making

TWO community transport initiatives in Sevenoaks have been chosen as best reflecting what local people really want from transport schemes in the UK by a top panel of judges.

The Sevenoaks Town Partnership Vintage Bus Service and the Sevenoaks Route 8 Bus Service have been awarded top prize in the **Transport Planning Society's** inaugural People's Award for 2018.

Judges also praised as 'highly commended' the Loch Earn Railway Path, a previously non-existent off-road link between Comrie and St Fillans in Perthshire.

This year's finalists were:

- Cycle Centres in Broxtowe
- Hackney Community Parklet
- Jaguar Land Rover Solihull Bicycle User Group
- Loch Earn Railway Path (Highly commended)
- Sevenoaks Route 8 Bus Service (Winner)
- Sevenoaks Town Partnership Vintage Bus Service (Winner)

The People's Award, launched earlier this year, showcases transport planning initiatives that have made a significant difference to local people. The Transport Planning Society invited communities from across the UK to nominate projects that had put local engagement at the forefront in the planning and delivery of schemes.

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The winners were announced at the annual Transport Planning Day, hosted by the Institution of Civil Engineers (ICE) in London, which brought together transport planners and community groups for a discussion about best practice in community engagement in transport planning and what transport planners should look to in developing local schemes. Keynote speaker for the event was Lilian Greenwood MP, Chair of the Transport Select Committee, who delivered an evening lecture.

The competitive judging process was led by Stephen Joseph, a former Chief Executive of the Campaign for Better Transport. The panel looked at community schemes that had made a real difference to people's access to services, quality of life and wellbeing.

The **Sevenoaks Town Partnership Vintage Bus Service** was launched in 2011 as a partnership between Sevenoaks Town Council and the local community. Operating during the summer and now in its sixth year, it has helped contribute to a boon in visitor numbers to businesses in the town centre and the leading National Trust property at Knole. Such is the popularity of the service, local residents also use the bus route often, instead of travelling by car. Older people say they can now visit the town independently rather than waiting for a relative to collect them and take them shopping.

The introduction of the **Sevenoaks Route 8 Bus Service**, an orbital bus route linking Sevenoaks town centre to residential areas, has seen the town council providing free bus travel to young people aged 11 to 18. Older passengers say they find the bus a social experience meeting the same neighbours and conversing with the bus driver and helps sometimes with loneliness experiences. Attracting nearly 500 passengers per week, the bus operates six days per week, linking the two train stations, bus station, residential areas and town centre.

The **Loch Earn Railway Path** is a previously non-existent off-road link with Comrie (in the Strathearn region of Perthshire), which gives locals and visitors the option to travel actively between the villages, without accessing a dangerous trunk road. The path was championed by a group of community volunteers called the St Fillans Community Paths Group.

Lynda Addison OBE, Chair of the Transport Planning Society, said:

“The People's Award is a great platform for us to recognise that when good transport planning and strong community engagement combine, they deliver lasting benefit to society. These winners have made a genuine contribution to improving people's accessibility, quality of life and wellbeing and have made such a huge difference to their

local communities.

“Fundamentally, it is community involvement that makes good transport planning. In fact, delivering exemplary community engagement will make a good scheme great.”

Stephen Joseph, former Chief Executive of the Campaign for Better Transport and Chair of the judges, said:

“We received entries from communities across the country, and reaching a decision on the final winner was very difficult. Each nomination demonstrated that schemes, such as the eventual winners in Sevenoaks, that had been developed with the community had made a positive impact both to the local economy and to residents’ quality of life. This is incredibly important at a time when we must encourage a move away from car dependency.

“We’re delighted to be able to recognise their vision and their hard work.”

The People’s Award is part of the programme led by the Transport Planning Society with support from Arup, AECOM, PBA, now part of Stantec, Atkins (a member of the SNC Lavalin Group), Meridian, Steer and Systra. It culminates in the Transport Planning Day (13 November).

The Transport Planning Society was launched in 1997 as the professional body for transport planners in the UK. With over 1,400 members and 34 corporate members, the Society promotes best practice in transport planning and gives guidance, training and support to the profession.

ENDS

Notes to editors:

For further information about the Transport Planning Society and the People’s Award, please contact Jo Field at jo@jfgcomms.co.uk or 07788 131347.

Images of Transport Planning Day, and the winning and highly commended initiatives are available on request.

About the People’s Award judging panel

The judging panel was chaired by Stephen Joseph, former Chief Executive of Campaign for Better Transport. Other members of the judging panel included: Steve Quartermain, Chief Planner at Ministry of Housing, Communities and Local Government; Tricia Hayes, Director

General for Roads, Motoring and Devolution in the Department of Transport; and Mary Parsons, Group Director – Placemaking and Regeneration at Places for People.

**Sevenoaks Town Council
Finance & General Purposes Committee - 12th June 2023**

Participatory Budgeting.

The Chair Cllr Clayton has requested this item on the agenda – see report attached. Also attached is the Local Government Association information on the same topic.

As background Sevenoaks Town Council has engaged with the public in relation to budget allocation (but not specified as Participatory Budgeting) in the past on the following two matters.

Public Toilets

At a time when SDC were looking to close public toilets in St John's Hill car park and Dartford Road, STC carried out public consultation to ask whether people would agree to increase of rates for the Town Council to take over the toilets. Public feedback was yes to St John's Hill but no to Dartford Road.

Sports Strategy

When STC sold Raleys it set aside £1million for a Sports Strategy. 40 sports organisations were involved in creating the Sports Strategy and agreeing projects for expenditure. The projects have been completed except the 3G pitch at Knole Paddock for which planning permission could not be obtained. The Sports Strategy along with other NDP appendices will be reviewed soon.

**Sevenoaks Town Council
Finance & General Purposes Committee – 12th June 2023**

Participatory Budgeting Workshop – Organised by NESTA* , 24 May 2023

Cllrs Tony Clayton and Libby Ancrum, with Cllr Sandra Robinson from Brasted Chevening & Sundridge attended a morning workshop on Participatory Budgeting at Nesta. Nesta is a foundation which promotes and funds research into innovative solutions to social and economic issues.

Participatory Budgeting is a mechanism for decision-making which aims to maximise citizen participation and draw on the community's collective knowledge and creativity. It was first used in Brazil over 30 years ago and has been applied in many different countries.

Our workshop was run by practitioners and researchers from the UK and Scandinavia, and included a presentation from Paris where it has been used to allocate significant amounts of public funds to local improvement projects. Most of the other participants were council officers from London and the South East, or from not-for-profit organisations seeking to involve users. We were the only councillors.

Key aspects of the PB process include the use of better data, expanding the range of people involved in decision-making and delivering more legitimised outcomes for the community. It can be used as a way of allocating funding/resources to competing community projects.

During the workshop we tested the model on a project to build girl-friendly park spaces in Sevenoaks (greener, fairer, safer). This involved for example thinking about broad objectives, stakeholders, the consultation process including communication exploiting both digital and physical communication methods, resources, measures of success etc.

We were impressed by the PB approach which we thought could have real potential to transform aspects of civic engagement in Sevenoaks. In particular, with careful application it could be used to

- increase transparency and scrutiny of how public funds are allocated,
- increase the level of civic awareness generally which as we all know is poorly understood by most of our residents,
- specifically involve outreach to include otherwise marginalised groups in decision-making processes.
- Potentially build greater trust between the council and the community it serves.

It was abundantly clear that the process is as important as the final resource allocation outcome. The potential to link PB to implementation and development of the Sevenoaks Neighbourhood plan was also apparent.

Among the lessons for applying PB in the cases discussed were:

- the authority promoting and using it must have powers to deliver the outcomes
- clarity on scope, budget, and stakeholders is essential at the start
- reaching out to people via face to face and digital channels is essential
- the process includes defining objectives, developing ideas interactively, validating them as feasible, voting to rank projects, implementation and evaluation
- the council remains legally responsible for feasibility and for spending decisions.

Libby Ancrum, Tony Clayton 25th May 2023

* National Endowment for Science, Technology and The Arts

Participatory Budgeting

Participatory budgeting is a form of citizen participation in which citizens are involved in the process of deciding how public money is spent. Local people are often given a role in the scrutiny and monitoring of the process following the allocation of budgets. Costs of participatory budgeting can vary anywhere between £400 and £40,000 depending on the size and the scope of the project.

Participatory budgeting began in Porto Alegre in Brazil in 1989 and was credited with shifting priorities to better support the poorest parts of the city, improving services, improving infrastructure, strengthening governance, and increasing citizen participation. It was a real success in terms of involving people typically left outside of the political process. The money allocated to the participatory budget in Porto Alegre was US\$64 million, or 21% of the total budget in 1999.

In the UK, most cases of participatory budgeting have been small scale community grant allocations. Even on a smaller scale, they have been credited with improving the self-confidence of individuals and organisations, improving intergenerational understanding, encouraging greater local involvement through increased volunteering and the formation of new groups, increasing confidence in local service providers, and increasing control for residents over the allocation of resources.

Participatory budgeting could be used after a devolution deal has been agreed. While based on use in local settings, it has the ability to be scaled up to make decisions about entire regions as well, as in the case of Porto Alegre.

The decisions made by the participatory budgeting forums should be binding. Careful consideration should be given towards ensuring that the citizens involved are given sufficient information and support to

reach decisions that can be enacted. This helps avoid feelings of disenfranchisement which result from decisions not being acted on.

Participatory budgeting gives citizens real control over where a budget is spent. As such, budgets can be spent in a way which better reflects the strengths, needs and aspirations of the population and can be more effective.

Key considerations for devolution

- A forum where citizens decide how to spend a set amount of public money in their local/devolved area;
- Usually applied locally but can be scaled up to sub regional/combined authority level;
- Most useful after a devolution deal has been agreed and decisions need to be made about budget allocations from the Single Investment Fund, for example. Costs vary but can be done for as little as £400;
- Budgets can be spent in a way which better reflects the strengths, needs and aspirations of the local community. Can improve self-confidence, increase volunteering and faith in local service providers, helping to establish positive relationships with citizens and organisation within devolution areas.

How do I get started?

- Work to understand the size and scope of the devolution budget, alongside the relevant outcomes required;
- Speak to lead officers to explore where there might be an opportunity to experiment with participatory budgeting, initially on a relatively small scale;
- Identify areas most appropriate for participatory budgeting and opportunities to scale up from hyperlocal, to local and combined authority levels;
- Hold roundtables with local stakeholders who may be interested in participating and helping recruit citizens to be involved. Think carefully about legitimacy and how you can make your participatory budgeting forum

representative of the stakeholder population across the devolved area.

Case studies:

Govanhill, Glasgow: Scottish government scheme to combat social, economic and health inequalities by giving residents control over where money is spent locally.

Tower Hamlets, 'You Decide!': a project where residents had control over the spending of £5million to shape the services which would be delivered in their local area.

Porto Alegre, Brazil: the original, and most successful example of participatory budgeting, where 17,200 citizens distribute around \$160 million of public money annually.

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Sevenoaks Town Council
Finance & General Purposes Committee – 12th June 2023

Current Matters**NB: Updates shown in red**

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

Sevenoaks Town Council
Finance & General Purposes Committee – 12th June 2023

Item	Minute No		Status	Latest update
	280 F&GP 16.09.19			<p>that the projected budget shortfall of £7,978 would be met from Revenue Reserves.</p> <p>iii) To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.</p> <p>F&GP Committee 16.09.19 (Minute 280):</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) That residents of Woodside Road, Coombe Avenue and Heathfield Road be advised that the decision whether to pay for the street lights, together with payment, was required by 31st October 2019 latest or the Town Council would proceed to removal of the lights; ii) That residents of Lyle Park and Pineneedle Lane be advised that the response date to request to pay for the lights be extended to 30th November 2019; and iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights. <p>F&GP Committee 25.11.19 (Minute 377):</p> <p>RESOLVED that:</p> <ul style="list-style-type: none"> 1) It be noted that residents of Pineneedle and Lyle Park had agreed to adopt their lights and discussions were therefore concluded; 2) Following notification by residents of Kincaig Drive that they would not adopt their lights, the lights be removed; 3) That the lights in Coombe Avenue be removed, subject to local ward members ascertaining whether one light needs to be retained for safety purposes; 4) The 15 households in Woodside Road be asked whether they would form a group to administer payments to the Town Council; and 5) That the Council be asked to rescind the following Resolution, removing the requirement for residents of Heathfield Road to pay outstanding charges for the last two years: <ul style="list-style-type: none"> “To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.” (Minute 197 (iii) 05.08.19 refers)
	377 – F&GP 25.11.19			

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

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Item	Minute No		Status	Latest update
	<p>Email update 19.04.22</p> <p>Email update 06.07.22</p> <p>Update from RFO 05.06.23</p>			<p>can be reached the Town Council would remove the streetlights as communicated over the past six years.</p> <p><i>Woodside Road -2 new directors have been appointed to the road committee, and the residents are holding a meeting to discuss streetlighting at the end of April.</i></p> <p>Unfortunately, the meeting scheduled for 20th April was postponed.</p> <p>We have been advised that following a consultation by email amongst residents of Woodside Road, 29 positive responses had been received indicating a willingness to contribute towards the upgrade and maintenance of lights on Woodside Road. The Responsible Finance Officer will be in touch with the resident co-ordinating this to move to next steps.</p> <p>Woodside Road residents have now agreed to contribute to the upgrade and maintenance of lights on Woodside Road. Unfortunately, installation has been stalled by the contractor experiencing supplier issues.</p>
2	361 – F&GP 26.11.18	Markets	Ongoing	<p>RESOLVED: unanimously to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include:</p> <ul style="list-style-type: none"> • reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income • the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces. <p>Sevenoaks District Council wrote to the Town Council on 5th March 2019: - Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that out options are tightly regulated. The invitation to tender was originally advertised nationally and across the EU. The EU procurement rules set out some principles to make sure that it is an even playing field for all and that favourable contracts are not granted to particular companies. Changes to a contract should only be allowed where all companies know this beforehand and are given a chance to bid on that basis.</p> <p>Regulation 72 of the 2015 Regulations explains the limited</p>

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Item	Minute No		Status	Latest update
	225 F&GP 18.07.22			<p>circumstances in which we can modify an existing contract. Tenderers were asked to submit bids for the Sevenoaks Markets based on entering the draft contract which was attached. the Heads of Terms clearly sets out the location of the Wednesday market. Changes are not permitted unless they are explicitly allowed for in the contract documents, where the changes are below a certain value threshold, or the changes fall within some specific other categories. In this case, the contract did not explicitly allow for reductions in the rent. The change in rent would also be larger than what is permitted under the regulations. In order to reduce the rent for the Town Council, we would have to make all bidders aware of this before we awarded the contract. If we make a modification to the contract that is not compliant with the rules, then we would be required to carry out a completely new procurement process for this revised contract (reg. 72 (9)). Therefore, for this reason, it is not open to the District Council to agree to the Town Council's proposals. The Town Council has been informed by the Market Traders that they submitted a petition on this topic to Sevenoaks District Council.</p> <p>Sevenoaks Town Council continue to request SDC for permission to move Wednesday Market to the High Street identifying this as a solution to the long-term viability of the market and potential for additional revenue for SDC for 40+ car parking spaces becoming available. Meeting took place with SDC 17th February 2020. SDC considering temporary relocation of Wednesday market.</p> <p>No further information received.</p> <p>225. Review of Wednesday and Saturday Markets The Committee reviewed the position with the Wednesday Buckhurst Lane Market and Saturday High Street Market. The Town Council has held a licence from Sevenoaks District Council (SDC) to run these markets since 2013. The current 5-year licence would expire in March 2023, with an option to extend for a year.</p> <p>Consideration was given to the performance of the two markets.</p> <p>RESOLVED: that</p> <p>1) Sevenoaks Town Council does not take the option to automatically renew the licence from SDC for an</p>

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Item	Minute No		Status	Latest update
	Email update from SDC 08.08.22	Wednesday Market temporary relocation		<p>additional year when the current agreement ceases (31 March 2023) and provides relevant notice to SDC</p> <p>2) Sevenoaks Town Council intends to re-tender for both the Saturday High Street and Wednesday Markets at a more reasonable rate. Tender to be based on achieving a breakeven position over 5 years, considering current market conditions, costs relating to the markets, and enabling competitive rates for market traders to maintain a vibrant market.</p> <p>3) An annual review of market stall rents be established, in line with any new lease signed, with new rents to be charged with effect from 1st April 2023</p> <p>4) Sevenoaks Town Council explore with SDC the location of the Wednesday Market</p> <p>I have looked at your request and consulted on changing the location of the Wednesday market to the same location as the chartered market on a Saturday for the remainder of the contract (31 March 2023). Unfortunately for a number of reasons this is not possible, however we could consult on this suggestion as part of any new street market tender going forward.</p>
	09.01.23	Market tenders		The District Council advised that the market tenders should be listed on Mytenders by the end of January 2023
	522 F&GP 16.02.23	Market tenders		RESOLVED that: Authority be delegated to the Chairman, Vice-Chairman, Town Clerk and Responsible Finance Officer to approve and submit the tender bid for the Wednesday and Saturday Markets on behalf of the Town Council.
	626 F&GP 27.02.23	Market Tenders		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.
	44 F&GP 24.04.23	Market Tenders		Wednesday & Saturday Markets, Sevenoaks It was noted that the Town Council had been successful in its tenders to Sevenoaks District Council to operate the Wednesday and Saturday Markets in Sevenoaks Town.
3	260.3 - F&GP 13.09.21	Pension Deficit	Ongoing	Responsible Financial Officer, Chairman, and Vice-Chairman of Finance and General Purposes Committee to meet Kent County Council to discuss deficit.
4	45 F&GP 24.04.23	Sencio Funding Agreement	Ongoing	The Committee noted the terms of the Sencio Funding Agreement under which the Town Council was entitled to a partial refund of grant funds (on a sliding scale) due to the

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Item	Minute No		Status	Latest update
				breach of conditions following the closure of Sencio due to insolvency. The Town Council had followed its fiduciary duty to residents and registered its financial interest with the insolvency agents, Evelyn Partners. RESOLVED: That the report be received and noted
5	46 F&GP 24.04.23	Provision of Electric vehicle Charging Bollards at Raleys Car Park	<i>Ongoing</i>	RESOLVED: That the proposal to work with Ubitricity to install 12 EV charging bollards at Raleys Car Park be approved, on the basis set out above.
6	51 F&GP 24.04.23	Recruitment of Responsible Finance Office (RFO)	<i>Ongoing</i>	Re-advertising due to no appropriate candidates. Timetable: <ul style="list-style-type: none"> • Advertise SLCC, NALC, Indeed & STC social media outlets – Thurs 1st June • Closing date for applications – Sunday 18th June • Assess applications and invite candidates – Thursday 22nd June • Interviews – Friday 7th July • Appoint successful candidate – by Tuesday 11th July • Possible start date at STC – Monday 14th August

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PRIORITY ONE

No	Project	Details	Proposed target timescale	£	Update / comment
1	Climate Change / Carbon Neutral	<p>To recognise the Government and KCC declarations for aiming for Zero Carbon.</p> <p>To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation.</p>			<p>Consideration of an Environmental Committee (or add to Terms of Reference for Committee) to create an Action Plan to review:</p> <ul style="list-style-type: none"> Reducing cars / traffic particularly in relation to school traffic. STC new buildings to be as sustainable and eco-friendly as possible. Existing buildings to be improved to be more sustainable with reduced carbon footprint where practicable. Include planting of more trees, where possible fruit and nut trees Continue to promote Refill Scheme and Sevenoaks Plastic Free Pledge Cycle racks / planters to be installed Install drinking fountains where possible at STC sites Increased safety for pedestrians and cyclists NDP Transport Strategy recommendations including 20 mph, one-way system in town centre and shared space. Link STC open spaces together with 'green routes' Encourage increased use of public transport – buses and trains by having improved facilities including live running information. Install electric car charging points at STC sites <p><i>F&GP Committee 24.4.23 resolved to work with Ubitricity to install 12 EV charging bollards at Raleys Car Park.</i></p> <ul style="list-style-type: none"> Consider enabling community initiatives for sustainable living e.g. Toy Library, Zero Waste Shop, Community

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

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Sevenoaks Town Council Priorities

Agenda Item 12(b)

No	Project	Details	Proposed target timescale	£	Update / comment
					<p>6. Create the School's Green Liaison Group <i>Now held 4 per year</i></p> <p>*Items marked with an asterisk subject to verifying with Sevenoaks District Council its progress on the topics to avoid a duplicate of use of resources.</p> <p>Detailed monthly update report from Climate Project Officer submitted to Community Infrastructure Committee.</p> <p><i>Successful Climate Fair, held in partnership with Sevenoaks Climate Action Network (SCAN) held 29th April</i></p>
2	Bat & Ball Centre	Construction of new multipurpose community centre	December 2020	£3,078,805	Completed.
3	Bat & Ball Station building	STC acquire station building on long peppercorn lease. Use as community building.	December 2019	£1,500,000 approx.	Completed.
4	Neighbourhood Development Plan (NDP) for Sevenoaks Includes: <ul style="list-style-type: none"> Northern Sevenoaks Masterplan Cultural Quarter Transport Strategy Sports Strategy 	To provide a long-term sustainable plan for the Sevenoaks	December 2020	£100,000 (initial budget)	<p><i>Sevenoaks Town <u>Neighbourhood Plan</u>, which includes policies that protect the environment, character and heritage of Sevenoaks Town was successful at Referendum on 4th May 2023. Once the official adoption process by the Local Planning Authority has been completed, this document will have legal planning weight in the determining of planning applications within Sevenoaks Town.</i></p> <p><i>Created with the considerable involvement of the local community, this positive result represents a significant success for the Town and</i></p>

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Agenda Item 12(b)

No	Project	Details	Proposed target timescale	£	Update / comment
					<p><i>its residents, as it provides local detail and protections to the assets and character which make Sevenoaks unique.</i></p> <p><i>Monitoring of how policies are delivering their objectives, as well as actioning of any future studies which have been indicated within the Plan to be pursued throughout its lifetime will be achieved via a Monitoring and Action Committee. This will be set up in due course, with membership to include representatives of the community, local businesses and organisations.</i></p>
5	Business Hub	Convert old Red cross building to Business Hub for new start-up of small businesses	June 2020	£373,000	<p>Finance department relocation completed.</p> <p>Completed</p>
6	Business Improvement District (BID)	To progress a BID to ensure that Sevenoaks remains a competitive environment to do business.	Tbc	Tbc	<p>Referendum to be on hold until after the NDP referendum</p> <p>Postponed due to Covid-19</p>
7	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	Unknown	£1,500,000	<p>Football Club submitting planning application for new pavilion and seeking funding. Consultation needed with football club(s) and residents. GRA prefer this ambitions scheme and are submitting scheme for pre-planning advice to have separate building to replace current portacabins, current pavilion adjacent to pitch 2 refurbished to accommodate public toilets, café and community space for hire. Consideration to be given to joint management of facility.</p>

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Agenda Item 12(b)

No	Project	Details	Proposed target timescale	£	Update / comment
					<p>Would release current pavilion building, adjacent to pitch 2 for alternative use.</p> <p>Planning application due to be submitted. STC agreed current pavilion to be retained by STC as Community Hub.</p> <p>Planning permission granted.</p> <p>STC & STFC to work on Football Foundation funding application.</p>
8	3G Pitch at Knole Paddock	Identifies as part of the Sevenoaks Sports Strategy.	Tbc	Tbc	Refused planning permission 2019. Appeal process not successful. Project ceased.
9	Community Right to Bid.	To nominate assets of community value to Sevenoaks District Council which Sevenoaks Town Council would be interested in purchasing if they were to be sold.			<p>CLLrs to be asked to provide information of such buildings within their wards</p> <p>Registration process for Stag: completed. Registration process for Bradbourne Lakes: completed. To Register Kaleidoscope (Library)</p> <p>‘Assets of Community Value’- re-registration of the following confirmed:</p> <ul style="list-style-type: none"> • Stag Community Arts Centre • Bradbourne Lakes • Kaleidoscope Centre (comprising the library, gallery and museum)

PRIORITY TWO

No	Project	Details	Proposed target timescale	£	Update / comment
1	South East in Bloom	Provide action plan for obtaining gold award.			<p>2021 Judging took place 15th July. Sevenoaks Town and two of its parks have been awarded Gold in this year's South & South East in Bloom Awards. Rockdale Housing Association and the Incredible Edible team at West Kent Housing got special praise from the judges. Special thanks given to all the businesses, organisations and volunteers who help and make the town such a success, including Sevenoaks Soroptimists and Sevenoaks Living Landscapes.</p> <p>South & South East In Bloom 2022 The results of the South & South East In Bloom 2022, were Sevenoaks' best results to date, a reflection of the incredible amount of work put into the project.</p> <p>National Competition 2022 Sevenoaks was selected as a finalist in the 2022 RHS National In Bloom competition and was awarded Silver Gilt, a great result on its first time entering.</p> <p><i>Preparations for Sevenoaks' entry in South & South East In Bloom 2023 underway. Judging day 30th June 2023</i></p>

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Agenda Item 12(b)

No	Project	Details	Proposed target timescale	£	Update / comment
2	MUGA Multi Use Games Area	Install to replace facility at Community centre	September 2020	£139,000	Completed.
3	Tarmac Site	Develop community facility provision as part of the NDP / Local Plan	Tbc	Tbc	<p>Ensure community facilities are delivered as outlined in the Northern Sevenoaks Masterplan.</p> <p>Invest in feasibility and project design where appropriate particularly in relation to Oast House.</p> <p>Tarmac presented to Planning Committee 13th January 2020.</p> <p>Tarmac to provide STC with update on its progress, planning application expected end of 2021.</p> <p>STC provided holding objection to outline planning application.</p>
4	Markets	Long term aim for Sevenoaks Town Council to take over control of the markets.	Tbc	Tbc	Currently 'owned' by Sevenoaks District Council
5	St John's car park public toilets	Refurbish	2020	£10,000	<p>Potentially from future CIL receipts.</p> <p>Following consideration of lower cost option, OS&L Committee on 06.07.2020 RESOLVED THAT:</p> <p>1) The Open Spaces & Leisure Committee use £7,608.52 [CIL allocation] towards the refurbishment and adaption of the St John's Public Toilets to create two unisex, accessible toilet (one on Radar key).</p>

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Agenda Item 12(b)

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

PRIORITY THREE

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

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Agenda Item 12(b)

No	Project	Details	Proposed target timescale	£	Update / comment
4	Stag	Freehold and Capital Improvements	Tbc	Tbc	Aspirations to buy lease if it becomes available. 15 years left on current lease. Improvements to building (Fly Tower, 4 th Storey, Walkway from front to back enabling additional basement area, Nightclub?) subject to funding, planning permission and ownership. Linked to Cultural Quarter – improved walkway from London Road to South Park car park.
5	Nightclub for Sevenoaks	Support provision of nightclub in Sevenoaks	Tbc	Tbc	
6	Community Events	Continue to promote the town to residents and visitors via community events.	Tbc	Tbc	Regular programme of events now in place post Covid.
7	Cafes	Continue to operate and promote	Ongoing		Noted the benefits of ongoing community service and crime reduction.
8	Youth Provision	HitB Youth Café Partners New provision if viable Youth Council	Ongoing		To continue to provide the HitB Youth Café facilities To work with partners to provide youth provision – House in the Basement working with SAYT, West Kent, Kenward Trust, SDC and We are Beams. If viable to extend youth provision. Facilities in Northern Sevenoaks being reviewed. Increased detached and school work happening. Pilot project held Autumn 2022. To continue to support the development of the Youth Council.