

17th July 2023

You are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 24th July 2023 at the conclusion of the Town Council Meeting which commences at 7.00 pm.** 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/8UIZPugmFE0?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 Claire Shea, Mayor (ex officio)
Vacancy	Cllr David Skinner OBE

AGENDA

PUBLIC QUESTIONS

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

1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	Town Council Offices Bradbourne Vale Road Sevenoaks Kent TN13 3QG
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2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	-
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	-
4	<u>MINUTES OF MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE – 12 JUNE 2023</u> To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 12 th June 2023 as a true record.	Attached
5	<u>FINANCE REPORTS – MAY 2023</u>	
5.1	To receive and consider the following reports for the month ended 31 st May 2023: 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
5.2	<u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the period: <ul style="list-style-type: none"> 1st to 31st May 2023 	Attached
5.3	<u>List of Payments</u> To note list of payments for: <ul style="list-style-type: none"> Sevenoaks Town Council Nat West Account: 1st to 31st May 2023 Mayor's Charity Account: 1st to 31st May 2023: None 	Attached Attached
5.4	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for period: <ul style="list-style-type: none"> 1st to 31st May 2023 	Attached
5.5	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the period <ul style="list-style-type: none"> 1st to 31st May 2023 	Attached
5.6	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 st to 31 st May 2023:	-

	<table><tr><th>Received by</th><th>Date</th><th>Item</th><th>From Whom</th><th>Value</th></tr><tr><td>Town Clerk</td><td>04.05.23</td><td>Flowers</td><td>Sevenoaks Climate Action network (SCAN)</td><td>£15</td></tr><tr><td>Open Spaces Manager</td><td>04.05.23</td><td>Bottle of wine</td><td>Sevenoaks Climate Action network (SCAN)</td><td>£10</td></tr><tr><td>Climate Project Officer</td><td>04.05.23</td><td>Bottle of wine</td><td>Sevenoaks Climate Action network (SCAN)</td><td>£10</td></tr></table>	Received by	Date	Item	From Whom	Value	Town Clerk	04.05.23	Flowers	Sevenoaks Climate Action network (SCAN)	£15	Open Spaces Manager	04.05.23	Bottle of wine	Sevenoaks Climate Action network (SCAN)	£10	Climate Project Officer	04.05.23	Bottle of wine	Sevenoaks Climate Action network (SCAN)	£10	
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Climate Project Officer	04.05.23	Bottle of wine	Sevenoaks Climate Action network (SCAN)	£10																		
5.7	To note Internal Audit Fees 2023/24 & to approve the Internal Audit 2023/24 Work Programme.	Attached																				
6	<u>RECOMMENDATIONS FROM OPEN SPACES & LEISURE COMMITTEE</u> To consider recommendations in relation to:																					
6.1	<u>REVIEW OF ALLOTMENT RENTS</u>	Attached																				
6.2	<u>SEVENOAKS GREENSANDS COMMON PROJECT</u>	Attached																				
7	<u>SKATEBOARD PARK REFURBISHMENT</u> To consider recommendation from the Youth Services Committee.	Attached																				
8	<u>SEVENOAKS TOWN TEAM</u> To receive and note the minutes of the meeting held on 21 st June 2022.	Attached																				
9	<u>SEVENOAKS TOWN COMMUNICATIONS</u> 1) To receive recommendations from the Working Party revising the STC Social Media policy 2) To consider the updating of the STC Communication Engagement Strategy 3) To receive a “snapshot” record of STC Communications, Jan-June 2023	Attached Attached Attached																				
10	<u>CURRENT MATTERS & PRIORITIES</u> To receive and note list of: a) Current Matters b) Priorities of the Town Council	Attached Attached																				
11	<u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release.	—																				

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Sevenoaks Town Council

Minutes of the meeting of the Finance & General Purposes Committee Held on 12th June 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/GPnNdsP9Lzo?feature=share>

Meeting commenced: 7:00pm

Meeting Concluded: 8:10pm

Present:

Cllr Tony Clayton (Chair)	Present	Cllr Victoria Granville	Present
Cllr Nigel Wightman (Vice-Chair)	Present	Cllr Chloe Gustard	Present
Cllr Libby Ancrum	Present	Cllr Claire Shea, Mayor (ex-officio)	Present
Cllr Dr Marilyn Canet	Present	Cllr David Skinner OBE	Apologies
Cllr Peter Dixon	Present		

Substitute	For
Cllr Catherine Daniell	Cllr David Skinner OBE

In attendance: Cllr Nick Varley, Cllr Gareth Willis, Town Clerk, Responsible Finance Officer and Senior Committee Clerk.

Also present: Cllr Richard Streatfeild, Sevenoaks District Council & Kent County Council

Representation received from Member of the Public: None

KALC Community Award Presentation

Kent Association of Local Councils (KALC) Community Awards are presented to acknowledge and recognise those who have made a significant contribution to their community.

The Mayor, Cllr Claire Shea, presented the award for 2022/23 to Hinal Patel and her team of 80+ volunteers, who delivered an extremely successful covid vaccination programme at Sevenoaks Pharmacy. The Mayor thanked her and her team for all their hard work supporting the Sevenoaks community at that time, and for the work they continue to do.

117 Chair and Vice-Chair

It was noted that at the Annual Council meeting held on 15th May 2023, the following appointments were made:

- 1) Chair of Finance & General Purposes Committee – Cllr Tony Clayton
- 2) Vice-Chair of Finance & General Purposes Committee – Cllr Nigel Wightman

118 Apologies for Absence

As noted above.

119 Dispensations: There were no requests for dispensations.

120 Declarations of Interest: There were no declarations of interest.

121 Minutes of the Finance & General Purposes Committee on 24th April 2023
RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 24th April 2023 as a true record.

122 Finance Reports to Year End 2022/23

122.1 Management Accounts to 31st March 2023

The Committee received and noted, for the year end 2022/23, the Responsible Finance Officer's Report with Variance Analysis, Income and Expenditure, Working Capital Summary, Statement of Fund Balances and Capital Expenditure and funds, together with:

- Suppliers Accounts for period 1st to 31st March 2023, total gross invoices £144,919.59
- List of Payments for Town Council's Nat West Account for period 1st to 31st March 2023, total £221,265.16
- List of Payments for Mayor's Charity Account for period 1st to 31st March 2023, total £2,839.00
- Payroll Accounts for period 1st to 31st March 2023, total £87,241.73
- Petty Cash Accounts for year period 1st to 31st March 2023, total payments £418.11

It was noted that the year-end position at the end of March 2023 gave a revenue surplus of £20,681, in line with the aim of the 2022/23 budget to deliver a surplus of £20,000 as part of the Town Council's strategy to increase its general reserves. Following movements to reserves, the Town Council was £681 favourable to budget full year. Variances to budget and use of Contingency were noted.

It was noted that working capital at year end was £1,571,819, and fund balances £1,665,479.

RESOLVED: that: the Management Accounts for the Year Ended 31st March 2023 be received and accepted.

122.2 Hospitality and Gifts Register: None received for the period 1st to 31st March 2023

122.3 Review of Internal Controls

The Committee received and accepted:

- Internal Audit Report for End of Year, Visit 4
- Statement on the System of Internal Control

It was noted that no weaknesses had been identified in the Internal Audit End of Year Report but some minor issues raised for consideration regarding the booking of sports pitches and the amending of financial regulations to clarify Sevenoaks Town Council practice in relation to the authorisation process for Purchase Orders.

RESOLVED that:

- 1) the Internal Audit Report for End of Year, Visit 4, be received and accepted
- 2) the Statement on the System of Internal Control be approved and signed by the Chair of the Committee and Responsible Finance Officer.

122.4 Annual Governance Statement for the Year Ended 31st March 2023

The Committee received and considered the Annual Governance and Accountability Return, comprising: Annual Internal Audit Report 2022/23; Annual Governance Statement 2022/23; Accounting Statements 2022/23; and supporting papers for submission to External Auditors. It was noted that once the Annual Governance and Accountability Return documents had been approved and signed by the Town Council, they would be passed to the External Auditor for review and sign off.

The Committee reviewed and confirmed the Annual Governance Statement as follows:

1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Agreed
2.	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Agreed
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.	Agreed
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.	Agreed
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.	Agreed
6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Agreed
7.	We took appropriate action on all matters raised in reports from internal and external audit.	Agreed
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.	Agreed

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RESOLVED: That the Annual Governance Statement 2022/23 be approved and RECOMMENDED to the full Council meeting for adoption and signature by the Mayor and the Town Clerk

122.5 Annual Return for the Year Ended 31st March 2023

The Committee reviewed and confirmed the Accounting Statements 2022/23 and the supporting papers to be submitted to the External Auditors.

RESOLVED:

- 1) That the Accounting Statements 2022/23, signed by the Responsible Finance Officer, be approved and RECOMMENDED to the full Council meeting for adoption and signature by the Mayor;
- 2) That the Annual Governance and Accountability Return 2022/23, including the Annual Governance Statement, Statement of Accounts to 31st March 2023, and supporting papers for submission to the External Auditors, be RECOMMENDED to full Council for adoption; and
- 3) That the approved accounts be made available for public inspection for 30 working days, from 15 June to 26th July 2022

123.1 Management Accounts to 30th April 2023

The Committee received and noted, for the period ended 30th April 2023, the Responsible Finance Officer's Report with Variance Analysis, Income and Expenditure, Working Capital Summary, Statement of Fund Balances and Capital Expenditure and funds.

It was noted that the year-to-date position at the end of April 2023 gave a revenue deficit of £5,278. 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 £7,335 the adjusted position was a year-to-date surplus of £2,057.

Committee members suggested that in view of current interest rates, investments be reviewed as there may be opportunity to improve interest received. Cllrs Wightman and Dixon offered to assist with this review.

In response to a query, the Responsible Finance Officer confirmed that gas supply was on a long-term fixed rate to March 2026 but that the electricity contract was due for review in March 2024.

The Committee noted virements proposed by the Responsible Finance Officer including the following uses of contingency via virement:

- £10,083 in respect of staff costs at House in the Basement Youth Café as the increased number of young people attending needed higher staffing levels to meet safeguarding requirements

Sevenoaks Town Council

- £10,092 in respect of Central Office staff costs to meet overtime payments as staff often cover work beyond their core duties

RESOLVED:

- 1) To accept the Management Accounts 1st to 30th April 2023
- 2) To approve the virements set out in the Responsible Finance Officer's report, including the following uses of contingency (as outlined above):
 - £10,083 to House in the Basement staff budget
 - £10,092 to Central Office staff budget
- 3) That Cllr Dixon, Cllr Wightman and officers review the Council's Investment Policy and report back to a future meeting.

123.2 The Committee received and noted:

Suppliers Accounts for:

- 1st to 30th April 2023, total gross invoices £72,911.50

List of Payments Sevenoaks Town Council Nat West Account

- 1st to 30th April 2023, total £173,319.17

List of Payments Mayor's Charity Account: None

Payroll Accounts for:

- 1st to 30th April 2023, total payments £85,073.49

Petty Cash Accounts for:

- 1st to 30th April 2023, total payments £371.82

123.3 Hospitality and Gifts Register

The Committee received and noted the following, for the period 1st to 30th April 2023:

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

124 Review of Financial Matters in accordance with the Town Council's Standing Orders

The Committee received and noted financial matters in accordance with the Town Council's Standing Orders, adopted at the Annual Council Meeting on 15th May 2023 (*Minute 81, 15.05.23 refers*).

It was noted that whilst working well, the Complaints Procedure was due a review. Cllrs Clayton and Granville undertook to research good practice models.

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It was also agreed that the Social Media & Electronic Communication Policy should be reviewed. Cllrs Daniell, Gustard and Varley agreed to consider this.

RESOLVED:

- 1) that the following be received and noted:
 - Valuation of Building Assets (*F&GP, Minute 20.3, 11.04.22 refers*)
 - Insurance Cover with Zurich Municipal for 2023/2024 (*F&GP, Minute 41.2, 24.04.23 refers*)
- 2) that the following be received and re-adopted:
 - Complaints Procedure
 - NALC Guidance LTN37 as the basis of the Town Council's Freedom of Information Procedure; and the Freedom of Information Publication Schedule
 - Social Media and Electronic Communications Policy
- 3) That the Complaints Procedure be reviewed by Cllr Clayton, Cllr Granville and officers and reported back to a future meeting
- 4) That the Social Media and Electronic Communications Policy be reviewed by Cllr Daniell, Cllr Gustard, Cllr Varley and officers and reported back to a future meeting

125 Sevenoaks Day Nursery

The Committee considered a request from Sevenoaks Day Nursery that the Town Council consider the following matters:

- To provide permission for the increase of the rent for use of the Club Room
- To reconsider the 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

The Committee expressed reservation about the level of the proposed rent increase and requested further discussion with Sevenoaks Day Nursery on this matter. The Committee also felt that further discussion was needed with the Nursery and the Montessori Play group provider in respect of the use of the Club Room going forward, including retaining the variety of childcare provision during term time.

RESOLVED:

- 1) That the Town Clerk discuss with Sevenoaks Day Nursery whether a temporary supplement could be added to the room hire rate whilst utility costs remain high, rather than raising the rent of the Club Room permanently
- 2) That the request to reconsider the legal agreement with Sevenoaks Day Nursery regarding the joint use of the Club Room is not agreed at this stage, but that discussions continue with the Nursery and the Montessori Play Group to reach a mutually acceptable way forward to improve the childcare services on site

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126 No 8 Bus Route

The Committee considered a report outlining the background to the No.8 Bus Service and explaining current funding arrangements. It was noted that current funding by Kent County Council (KCC) was due to expire in July 2023. Further information was awaited from KCC following the tendering process.

RESOLVED: To receive and note the report

127 Participatory Budgeting

Cllrs Clayton and Ancrum advised of a Participatory Budgeting Workshop they had attended, organised by NESTA (National Endowment for Science, Technology and The Arts). They advised that it was a practical decision-making process that had the capacity to increase the level of democratic buy-in, engaging the community in what an organisation does, and suggested that a pilot project be considered.

RESOLVED: That a working group comprising Cllr Clayton, Cllr Ancrum, Cllr Dr Canet and the Town Clerk be established to look at ideas and the process for a project, and report back to a future committee meeting.

128 Current Matters & Priorities

The Committee considered the updates received.

It was noted that the Town Council Priorities would be reviewed in a few months' time.

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

129 Press Release: None

There being no further business the Chairman closed the Meeting.

Signed
Chairman

Dated

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
11 Planning - General										
4010 Gross Pay	3,036	2,102	(934)	5,278	4,204	(1,074)	25,219		19,941	
4270 Employers Pension Contribution	99	84	(15)	181	168	(13)	1,009		828	
6240 Computer/ Data Base/WP's	47	40	(7)	257	80	(177)	602		345	
6630 Professional Fees	0	432	432	0	432	432	863		863	
6730 Subscriptions	0	34	34	0	68	68	415		415	
Planning - General :- Indirect Expenditure	3,183	2,692	(491)	5,717	4,952	(765)	28,108	0	22,391	0
Net Expenditure	(3,183)	(2,692)	491	(5,717)	(4,952)	765	(28,108)			
21 O/ Spaces & Leisure - General										
1022 Letting & Hire of Facilities	1,806	883	(923)	4,099	3,531	(568)	28,250		0	
1030 Electricity recharge	0	0	0	(0)	0	0	3,861		0	
1316 Raleys Car Park Permits	0	0	0	1,483	1,672	189	1,672		0	
1850 Log Sales	0	0	0	0	0	0	754		0	
1853 Adopt a Tree income	124	0	(124)	124	0	(124)	0		0	
1990 Other Income	0	0	0	66	44	(22)	262		0	
O/ Spaces & Leisure - General :- Income	1,930	883	(1,047)	5,770	5,247	(523)	34,799			0
4010 Gross Pay	13,809	15,496	1,687	26,528	30,992	4,464	185,959		159,431	
4011 Mileage	93	0	(93)	116	0	(116)	0		(116)	
4012 Expenses	60	0	(60)	60	0	(60)	0		(60)	
4270 Employers Pension Contribution	982	1,183	201	1,864	2,366	502	14,196		12,332	
5013 Graffiti Removal	0	100	100	0	100	100	1,357		1,357	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

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
5025 Lower St Johns Toilets	1,544	1,328	(216)	2,767	2,656	(111)	15,935		13,168	
5026 Greatness Rec Convenience	260	258	(2)	260	516	256	3,100		2,840	
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	392	0	(392)	1,511	978	(533)	3,912		2,401	
5110 Knole Paddock & Pavilion	0	0	0	0	0	0	3,304		3,304	
5120 Knole Paddock Pitch & Grnd Mt	97	190	93	227	380	153	2,280		2,053	
5130 Knole Paddock Storage Compound	0	0	0	34	0	(34)	0		(34)	
5310 Miscellaneous Open Spaces	0	408	408	0	816	816	4,890		4,890	
5311 Security Open Spaces	2,165	2,077	(88)	4,260	4,154	(106)	24,927		20,667	
5316 Skatepark Maintenance	0	500	500	0	500	500	2,052		2,052	
5317 Raleys Car Park	0	0	0	0	0	0	422		422	
5320 Fertilizers	47	0	(47)	47	0	(47)	294		247	
5330 Grass Seed	0	0	0	0	0	0	2,000		2,000	
5340 Plants	501	0	(501)	812	0	(812)	2,758		1,947	
5410 Repairs & General Maintenance	0	145	145	161	290	129	1,745		1,584	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	2,888	640	(2,248)	3,032	1,280	(1,752)	7,676		4,644	1,823
5525 Equipment Maintenance	638	985	347	701	985	284	8,374		7,673	
5550 Vehicle Expenses	216	352	136	590	704	114	21,371		20,781	
5700 Fuel	620	490	(130)	1,106	980	(126)	5,877		4,771	
6010 Light Heat & Cleaning	0	671	671	0	1,342	1,342	8,053		8,053	
6013 Cleaning	0	0	0	13	0	(13)	0		(13)	
6014 Water	21	0	(21)	62	234	172	935		873	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6101 Telephone	10	12	2	20	24	4	145		125	
6104 Mobile Telephone	18	27	9	37	54	17	322		285	
6105 Broadband wi-fi service	25	0	(25)	50	0	(50)	0		(50)	
6320 Staff Training	0	0	0	0	0	0	3,000		3,000	
6330 Welfare/Hospitality	373	33	(340)	378	66	(312)	392		14	
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	14	14	88		88	
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	241	226	(15)	338	452	114	2,718		2,380	
6952 Protective Clothing	42	124	82	42	248	206	1,484		1,442	
O/ Spaces & Leisure - General :- Indirect Expenditure	25,043	25,252	209	45,015	50,131	5,116	345,488	0	300,473	1,823
Net Income over Expenditure	(23,113)	(24,369)	(1,256)	(39,245)	(44,884)	(5,639)	(310,689)			
8001 plus Transfer from EMR	1,823			1,823						
Movement to/(from) Gen Reserve	(21,290)			(37,422)						

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1700 Cemetery Income	6,451	6,268	(183)	8,495	12,536	4,041	75,214		0	
O/ Spaces & Leisure - Cemetery :- Income	6,451	6,268	(183)	8,495	12,536	4,041	75,214			0
4010 Gross Pay	7,620	7,760	140	14,833	15,520	687	93,114		78,281	
4011 Mileage	26	0	(26)	26	0	(26)	0		(26)	
4012 Expenses	13	0	(13)	13	0	(13)	0		(13)	
4270 Employers Pension Contribution	658	646	(12)	1,251	1,292	41	7,747		6,496	
5210 Cemetery Chapel & Office	0	0	0	94	0	(94)	65		(29)	
5230 Cemetery Wshop/Messroom Mtce	34	0	(34)	34	0	(34)	701		667	
5410 Repairs & General Maintenance	407	96	(311)	1,182	192	(990)	1,147		(35)	
5412 Capital Refurbishments	0	0	0	0	0	0	1,328		1,328	
5500 Equipment Hired and New	0	310	310	0	620	620	3,722		3,722	
5525 Equipment Maintenance	51	317	266	99	634	535	9,489		9,390	
5700 Fuel	120	97	(23)	191	194	3	1,166		975	
6000 Rent & Rates	848	875	27	1,699	1,750	51	10,499		8,800	
6010 Light Heat & Cleaning	0	357	357	0	714	714	4,287		4,287	
6013 Cleaning	113	0	(113)	113	0	(113)	0		(113)	
6014 Water	231	88	(143)	231	176	(55)	1,058		827	
6101 Telephone	41	48	7	82	96	14	580		498	
6104 Mobile Telephone	0	0	0	0	0	0	16		16	
6105 Broadband wi-fi service	10	10	0	20	20	0	123		103	
6240 Computer/ Data Base/WP's	36	56	20	73	112	39	666		593	
6320 Staff Training	0	0	0	0	0	0	1,500		1,500	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6330 Welfare/Hospitality	150	18	(132)	164	36	(128)	222		58	
6500 Goods for Resale	0	10	10	0	20	20	125		125	
6720 Books and Periodicals	0	0	0	0	0	0	51		51	
6730 Subscriptions	0	0	0	0	200	200	200		200	
6802 Trees Plants Turf & Fertilizer	23	0	(23)	23	0	(23)	3,309		3,286	
6822 Roads Path & Boundaries	0	0	0	389	204	(185)	814		425	
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	116		116	
6922 Health&Safety/Risk Assessments	0	372	372	0	372	372	1,489		1,489	
6930 Alarm Maintenance	618	620	2	618	620	2	883		265	
6932 Cemetery Security	503	490	(13)	1,005	980	(25)	5,882		4,877	
6935 Waste Bin Disposal-Waste Bins	81	106	25	161	212	51	1,272		1,111	
6952 Protective Clothing	14	54	40	177	108	(69)	644		467	
7611 Contingency provision	0	(1,342)	(1,342)	0	(2,684)	(2,684)	(16,104)		(16,104)	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	11,597	10,988	(609)	22,478	21,388	(1,090)	136,111	0	113,633	0
Net Income over Expenditure	(5,146)	(4,720)	426	(13,983)	(8,852)	5,131	(60,897)			
23 O/ Spaces & Leisure- Allotment										
1010 Rental Income	(50)	0	50	(33)	0	33	1,417		0	
1047 QH Allotments Income	25	0	(25)	35	0	(35)	7,907		0	
O/ Spaces & Leisure- Allotment :- Income	(25)	0	25	2	0	(2)	9,324			0
4010 Gross Pay	399	267	(132)	725	534	(191)	3,202		2,477	
4270 Employers Pension Contribution	16	11	(5)	30	22	(8)	128		98	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5410 Repairs & General Maintenance	0	0	0	464	339	(125)	1,355		891	
6002 QH Allotments Costs	5	0	(5)	(125)	0	125	3,649		3,774	
6014 Water	67	0	(67)	148	0	(148)	880		732	
6300 Computer Software	0	0	0	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	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	488	278	(210)	1,256	895	(361)	9,353	0	8,097	0
Net Income over Expenditure	(512)	(278)	234	(1,254)	(895)	359	(29)			
<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	0	0	0	0	0	(0)	11,455			0
6861 Public Clock Maintenance	0	0	0	0	0	0	142		142	
6862 Street Lighting	1,540	1,412	(128)	5,942	2,824	(3,118)	16,939		10,997	(638)
6865 In Bloom Costs	2,494	412	(2,082)	2,912	824	(2,088)	14,000		11,088	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	4,034	1,824	(2,210)	8,854	3,648	(5,206)	31,081	0	22,227	(638)
Net Income over Expenditure	(4,034)	(1,824)	2,210	(8,854)	(3,648)	5,206	(19,626)			
8001 plus Transfer from EMR	(638)			(638)						
Movement to/(from) Gen Reserve	(4,673)			(9,492)						

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>28 O/ Spaces & Leisure-Vine Cafe</u>										
1211 Sale of Goods	4,989	7,825	2,836	6,877	11,382	4,505	71,138		0	
1213 Event catering	535	472	(63)	535	944	409	2,829		0	
O/ Spaces & Leisure-Vine Cafe :- Income	5,524	8,297	2,773	7,412	12,326	4,914	73,967			0
4010 Gross Pay	3,312	4,831	1,519	6,311	9,563	3,252	49,864		43,553	
4270 Employers Pension Contribution	157	252	95	308	499	191	2,606		2,298	
5410 Repairs & General Maintenance	0	102	102	13	204	192	1,222		1,210	
5500 Equipment Hired and New	290	415	125	295	830	535	2,489		2,194	
5525 Equipment Maintenance	0	0	0	0	0	0	360		360	
6000 Rent & Rates	72	82	10	144	164	20	825		681	
6010 Light Heat & Cleaning	15	772	757	43	1,544	1,501	9,267		9,224	
6011 Electricity	1,299	0	(1,299)	1,299	0	(1,299)	0		(1,299)	
6014 Water	13	0	(13)	(498)	0	498	1,314		1,812	
6101 Telephone	27	29	2	56	58	2	347		291	
6200 Printing & Stationery	21	6	(15)	21	12	(9)	71		50	
6500 Goods for Resale	1,940	2,512	572	3,054	3,654	600	22,839		19,785	
6505 Cafe consumables	78	161	83	223	234	11	1,462		1,239	
6635 Professional Fees Licensing	0	51	51	0	102	102	307		307	
6900 Sundry Expenses	8	0	(8)	9	0	(9)	42		33	
6922 Health&Safety/Risk Assessments	77	113	36	155	226	71	1,021		866	
6930 Alarm Maintenance	0	0	0	85	0	(85)	568		483	
6935 Waste Bin Disposal-Waste Bins	146	179	33	292	358	66	2,147		1,855	
6976 Credit card charges	0	175	175	114	255	141	1,593		1,479	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
7611 Contingency provision	0	(365)	(365)	0	(730)	(730)	(4,377)		(4,377)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	7,457	9,315	1,858	11,925	16,973	5,048	93,967	0	82,042	0
Net Income over Expenditure	(1,934)	(1,018)	916	(4,513)	(4,647)	(134)	(20,000)			
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	234	234	660	468	(192)	1,407		0	
1805 Tea Kiosk Rental & Pavilion	0	0	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	0	234	234	1,535	1,343	(192)	5,274			0
4010 Gross Pay	1,869	1,744	(125)	3,551	3,488	(63)	20,932		17,381	
4270 Employers Pension Contribution	67	105	38	129	210	81	1,256		1,127	
5010 Vine Area General Maintenance	195	210	15	654	420	(234)	2,515		1,861	
5015 Vine Pavilion maintenance	0	133	133	0	133	133	133		133	
5020 Vine Public Convenience	1,128	1,000	(128)	5,693	2,000	(3,693)	12,000		6,307	4,500
5410 Repairs & General Maintenance	0	65	65	0	130	130	782		782	
5500 Equipment Hired and New	1,823	334	(1,489)	1,823	668	(1,155)	2,006		184	1,823
6014 Water	24	35	11	67	70	3	423		356	
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	0	0	0	340	139	(201)	139		(201)	
6931 CCTV Maintenance	0	0	0	0	0	0	730		730	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6935 Waste Bin Disposal-Waste Bins	0	72	72	64	144	80	868		804	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	5,106	3,698	(1,408)	12,320	7,402	(4,918)	45,605	0	33,285	6,323
Net Income over Expenditure	(5,106)	(3,464)	1,642	(10,785)	(6,059)	4,726	(40,331)			
8001 plus Transfer from EMR	1,823			6,323						
Movement to/(from) Gen Reserve	(3,283)			(4,463)						
30 F& G P - Bat & Ball Station										
1022 Letting & Hire of Facilities	1,818	782	(1,036)	3,047	1,564	(1,483)	9,385		0	
1211 Sale of Goods	4,090	3,310	(780)	7,783	6,620	(1,163)	39,720		0	
1213 Event catering	1,033	613	(420)	1,848	1,226	(622)	7,355		0	
1550 Insurance Claims	0	0	0	500	0	(500)	0		0	
F& G P - Bat & Ball Station :- Income	6,942	4,705	(2,237)	13,177	9,410	(3,767)	56,460			0
4010 Gross Pay	7,272	6,534	(738)	15,343	13,068	(2,275)	78,410		63,067	
4270 Employers Pension Contribution	196	204	9	389	408	19	2,445		2,056	
5410 Repairs & General Maintenance	59	631	572	59	1,262	1,203	7,577		7,518	
5500 Equipment Hired and New	987	176	(811)	1,131	352	(779)	2,107		976	
6000 Rent & Rates	373	325	(48)	746	650	(96)	3,899		3,153	
6011 Electricity	1,865	1,017	(848)	1,865	2,034	169	12,203		10,338	
6012 Gas	379	147	(232)	379	294	(85)	1,766		1,387	
6013 Cleaning	411	354	(57)	424	708	284	4,245		3,821	
6014 Water	23	342	319	70	684	614	4,101		4,031	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6020 Insurance Cost	0	0	0	0	0	0	921		921	
6101 Telephone	74	19	(55)	147	38	(109)	233		86	
6200 Printing & Stationery	12	0	(12)	12	0	(12)	10		(2)	
6241 Website Costs	0	0	0	0	0	0	343		343	
6330 Welfare/Hospitality	94	38	(56)	135	76	(59)	453		318	
6460 Publicity & Democratic notices	59	92	33	118	184	66	1,103		985	
6500 Goods for Resale	2,269	1,617	(652)	4,076	3,234	(842)	19,403		15,327	
6505 Cafe consumables	223	121	(102)	217	242	25	1,454		1,237	
6635 Professional Fees Licensing	0	0	0	0	0	0	599		599	
6869 Special Events	136	375	239	304	750	446	4,500		4,196	
6900 Sundry Expenses	7	24	17	2,010	48	(1,962)	284		(1,726)	
6922 Health&Safety/Risk Assessments	77	0	(77)	155	303	148	1,213		1,058	
6930 Alarm Maintenance	85	0	(85)	85	0	(85)	614		529	
6931 CCTV Maintenance	0	0	0	0	0	0	170		170	
6935 Waste Bin Disposal-Waste Bins	81	130	49	398	260	(138)	1,564		1,166	
6976 Credit card charges	0	90	90	190	180	(10)	1,085		895	
F & G P - Bat & Ball Station :- Indirect Expenditure	14,682	12,236	(2,446)	28,253	24,775	(3,478)	150,702	0	122,449	0
Net Income over Expenditure	(7,741)	(7,531)	210	(15,076)	(15,365)	(289)	(94,242)			
<u>31 F & G P - Establishments</u>										
1115 Interest on Deposits	2,407	1,500	(907)	4,282	3,000	(1,282)	18,000		0	
1230 Roadside Advertising-Charities	0	0	0	360	0	(360)	0		0	
1231 Banner Income	0	0	0	330	0	(330)	0		0	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
1232 Town Crier Advertising	0	150	150	150	300	150	350		0	
1889 Waste Sacks Income	838	359	(479)	1,347	718	(629)	4,308		0	
F & G P - Establishments :- Income	3,245	2,009	(1,236)	6,469	4,018	(2,451)	22,658			0
4010 Gross Pay	29,621	28,049	(1,572)	59,659	53,704	(5,955)	322,224		262,565	2,000
4011 Mileage	30	44	14	42	88	46	522		480	
4012 Expenses	486	26	(460)	538	52	(486)	312		(226)	
4270 Employers Pension Contribution	3,661	4,175	514	7,323	7,322	(1)	43,937		36,614	
4271 Pension Deficiency	6,417	5,667	(750)	12,833	12,834	1	77,000		64,167	
5500 Equipment Hired and New	0	99	99	0	198	198	1,193		1,193	
6020 Insurance Cost	1,035	1,148	113	7,128	6,890	(238)	18,376		11,248	
6101 Telephone	434	428	(6)	867	856	(11)	5,130		4,263	
6200 Printing & Stationery	2,946	1,373	(1,573)	3,202	2,746	(456)	16,477		13,275	
6210 Postage & Courier	277	254	(23)	277	508	232	3,042		2,766	
6240 Computer/ Data Base/WP's	5,344	1,426	(3,918)	7,609	2,852	(4,757)	17,117		9,508	
6241 Website Costs	12	0	(12)	12	0	(12)	416		404	
6242 I.T. Infrastructure	904	675	(229)	1,822	1,350	(472)	10,126		8,304	
6300 Computer Software	428	314	(114)	2,836	2,514	(322)	5,344		2,508	
6315 Recruitment Costs	504	174	(330)	504	348	(156)	2,084		1,580	
6320 Staff Training	0	274	274	0	548	548	3,287		3,287	
6321 Investors in People	0	0	0	0	0	0	1,335		1,335	
6330 Welfare/Hospitality	122	314	192	1,890	628	(1,262)	3,765		1,875	
6410 Civic Exps/Annual Reception	938	1,105	167	1,288	1,105	(183)	2,105		817	
6415 Gifts/hospitality	39	93	54	269	186	(83)	1,117		848	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6420 Annual Parish Meeting	0	0	0	0	0	0	120		120	
6421 Honour Bd. Badges & Insignia	0	100	100	0	100	100	139		139	
6435 Members Expenses	0	0	0	0	0	0	3,401		3,401	
6460 Publicity & Democratic notices	423	0	(423)	423	0	(423)	410		(13)	
6461 Banner Costs	440	105	(335)	440	210	(230)	1,264		824	
6610 Audit Fees	0	587	587	0	587	587	5,285		5,285	
6611 Quality Parish	0	0	0	0	0	0	315		315	
6620 Legal Expenses	0	0	0	0	1,310	1,310	2,617		2,617	
6635 Professional Fees Licensing	0	0	0	40	0	(40)	1,583		1,543	
6710 Conference Fees & Expenses	702	198	(504)	958	396	(562)	2,374		1,416	
6730 Subscriptions	925	375	(550)	4,333	3,753	(580)	6,505		2,172	
6889 Waste Sacks	0	180	180	52	360	309	2,164		2,113	
6900 Sundry Expenses	0	46	46	0	92	92	552		552	
6922 Health&Safety/Risk Assessments	0	0	0	4,840	4,000	(840)	5,126		287	
6975 Bank Charges	89	131	42	192	262	70	1,573		1,381	
6976 Credit card charges	10	58	48	229	116	(113)	702		473	
7010 Election Expenses	0	0	0	0	0	0	5,252		5,252	
7611 Contingency provision	0	0	0	0	0	0	46,192		46,192	
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	55,784	47,418	(8,366)	119,603	105,915	(13,688)	693,085	0	573,482	2,000
Net Income over Expenditure	(52,539)	(45,409)	7,130	(113,134)	(101,897)	11,237	(670,427)			
8001 plus Transfer from EMR	2,000			2,000						
Movement to/(from) Gen Reserve	(50,539)			(111,134)						

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
32 F & G P - General										
1490 Christmas Lights Switch On	0	0	0	0	0	0	6,180		0	
1491 Coronation Sponsorship	600	0	(600)	900	0	(900)	0		0	
1492 Coronation Donations	196	0	(196)	196	0	(196)	0		0	
1496 Special events income	33	0	(33)	33	0	(33)	0		0	
F & G P - General :- Income	829	0	(829)	1,129	0	(1,129)	6,180			0
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	5,433	10,000	4,567	11,699	10,000	(1,699)	17,487		5,788	
F & G P - General :- Indirect Expenditure	5,433	10,000	4,567	11,699	10,000	(1,699)	50,108	0	38,409	0
Net Income over Expenditure	(4,603)	(10,000)	(5,397)	(10,570)	(10,000)	570	(43,928)			
33 F & G P - Council Offices										
1022 Letting & Hire of Facilities	926	986	60	1,733	1,972	239	11,838		0	
1030 Electricity recharge	0	0	0	0	0	(0)	0		0	
F & G P - Council Offices :- Income	926	986	60	1,734	1,972	238	11,838			0
4010 Gross Pay	319	(1,760)	(2,079)	636	680	44	4,083		3,447	
4270 Employers Pension Contribution	18	(89)	(107)	36	57	21	317		281	
5410 Repairs & General Maintenance	407	58	(349)	527	116	(411)	691		164	
5500 Equipment Hired and New	0	0	0	0	0	0	443		443	
6000 Rent & Rates	2,662	2,789	127	5,328	5,578	250	27,891		22,563	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6010 Light Heat & Cleaning	27	915	888	140	1,830	1,690	10,985		10,845	
6011 Electricity	1,345	0	(1,345)	1,345	0	(1,345)	0		(1,345)	
6012 Gas	758	0	(758)	1,401	0	(1,401)	0		(1,401)	
6014 Water	378	183	(195)	1,383	366	(1,017)	2,195		812	
6104 Mobile Telephone	17	5	(12)	25	10	(15)	57		32	
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	66	108	42	204	216	12	1,302		1,098	
6952 Protective Clothing	0	0	0	0	0	0	35		35	
F & G P - Council Offices :- Indirect Expenditure	5,997	2,209	(3,788)	11,024	8,853	(2,171)	49,675	0	38,651	0
Net Income over Expenditure	(5,070)	(1,223)	3,847	(9,290)	(6,881)	2,409	(37,837)			
36 F & G P - Bat & Ball Centre										
1022 Letting & Hire of Facilities	8,949	8,342	(607)	14,950	16,684	1,734	100,106		0	
1030 Electricity recharge	0	0	0	0	0	(0)	161		0	
1213 Event catering	34	0	(34)	45	0	(45)	0		0	
1445 Outdoor Activities	0	0	0	17	0	(17)	22		0	
1457 Indoor Activities	548	412	(136)	986	824	(162)	4,946		0	
F & G P - Bat & Ball Centre :- Income	9,531	8,754	(777)	15,999	17,508	1,509	105,235			0
4010 Gross Pay	6,297	7,952	1,655	12,737	11,704	(1,033)	70,221		57,484	
4270 Employers Pension Contribution	168	214	46	413	428	15	2,570		2,157	
5318 SCC Car Park	0	0	0	0	0	0	509		509	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

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
5340 Plants	57	0	(57)	79	0	(79)	190		111	
5410 Repairs & General Maintenance	86	0	(86)	3,194	0	(3,194)	1,529		(1,665)	
5500 Equipment Hired and New	32	0	(32)	143	256	113	1,025		882	
6000 Rent & Rates	482	552	70	964	1,104	140	5,518		4,554	
6011 Electricity	2,093	1,252	(841)	4,083	2,504	(1,579)	15,021		10,938	
6012 Gas	70	0	(70)	183	412	229	1,648		1,465	
6013 Cleaning	127	215	88	399	430	31	2,579		2,180	
6014 Water	101	249	148	141	498	357	2,987		2,846	
6101 Telephone	48	50	2	96	100	4	598		502	
6104 Mobile Telephone	8	20	12	25	40	15	240		215	
6200 Printing & Stationery	0	0	0	0	0	0	2		2	
6240 Computer/ Data Base/WP's	0	114	114	0	228	228	1,370		1,370	
6330 Welfare/Hospitality	41	38	(3)	83	76	(7)	459		376	
6520 Refreshments for Resale	267	211	(56)	477	422	(55)	2,535		2,058	
6635 Professional Fees Licensing	0	0	0	0	0	0	533		533	
6842 Grounds Maintenance	0	45	45	0	90	90	545		545	
6900 Sundry Expenses	4	0	(4)	4	0	(4)	14		10	
6922 Health&Safety/Risk Assessments	3	0	(3)	403	400	(3)	776		373	
6930 Alarm Maintenance	0	100	100	0	100	100	836		836	
6931 CCTV Maintenance	0	0	0	0	0	0	346		346	
6935 Waste Bin Disposal-Waste Bins	96	164	68	342	328	(14)	1,966		1,624	
6952 Protective Clothing	0	0	0	0	0	0	360		360	
F & G P - Bat & Ball Centre :- Indirect Expenditure	9,980	11,176	1,196	23,766	19,120	(4,646)	114,377	0	90,611	0
Net Income over Expenditure	(449)	(2,422)	(1,973)	(7,767)	(1,612)	6,155	(9,142)			

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

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>38 F & G P - Grants</u>										
6933 Annual Subsidy - Bat & Ball St	99	0	(99)	99	0	(99)	0		(99)	
6937 Annual Subsidy-Comm Centre	1,063	458	(605)	1,684	916	(768)	5,493		3,809	
6938 Annual Subsidy-Council Chamber	0	57	57	0	57	57	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>1,161</u>	<u>515</u>	<u>(646)</u>	<u>1,782</u>	<u>973</u>	<u>(809)</u>	<u>52,720</u>	<u>0</u>	<u>50,938</u>	<u>0</u>
Net Expenditure	<u>(1,161)</u>	<u>(515)</u>	<u>646</u>	<u>(1,782)</u>	<u>(973)</u>	<u>809</u>	<u>(52,720)</u>			
<u>39 F & G P - Property</u>										
1469 O/S Ground Rents & Wayleaves	0	0	0	1,949	1,950	1	5,933		0	
F & G P - Property :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,949</u>	<u>1,950</u>	<u>1</u>	<u>5,933</u>			<u>0</u>
Net Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,949</u>	<u>1,950</u>	<u>1</u>	<u>5,933</u>			
<u>40 Town Team</u>										
1206 Business Awards	0	0	0	0	0	0	7,426		0	
1207 Business Show	3,885	0	(3,885)	3,885	0	(3,885)	4,377		0	
Town Team :- Income	<u>3,885</u>	<u>0</u>	<u>(3,885)</u>	<u>3,885</u>	<u>0</u>	<u>(3,885)</u>	<u>11,803</u>			<u>0</u>

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6101 Telephone	0	0	0	0	0	0	108		108	
6200 Printing & Stationery	0	9	9	0	18	18	110		110	
6240 Computer/ Data Base/WP's	43	69	26	372	138	(234)	827		455	
6241 Website Costs	0	0	0	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	132	132	786		786	
7000 Reinvestment	0	0	0	0	0	0	841		841	
Town Team :- Indirect Expenditure	43	144	101	372	358	(14)	16,803	0	16,431	0
Net Income over Expenditure	3,841	(144)	(3,985)	3,513	(358)	(3,871)	(5,000)			
<u>41 Business Hub</u>										
1022 Letting & Hire of Facilities	1	88	87	185	176	(9)	1,052		0	
1026 Hot Desking Facility	675	334	(341)	1,139	668	(471)	4,008		0	
1029 Office Pods	1,412	1,307	(105)	2,617	2,614	(3)	15,687		0	
1031 Chamber of Commerce	433	432	(1)	866	864	(2)	5,191		0	
Business Hub :- Income	2,521	2,161	(360)	4,807	4,322	(485)	25,938			0
4010 Gross Pay	505	472	(33)	1,081	944	(137)	5,668		4,587	
4270 Employers Pension Contribution	0	19	19	0	38	38	227		227	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

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
5410 Repairs & General Maintenance	0	14	14	0	28	28	166		166	
5500 Equipment Hired and New	0	39	39	0	78	78	464		464	
6000 Rent & Rates	165	249	84	327	498	171	2,489		2,162	
6010 Light Heat & Cleaning	1,096	1,262	166	2,272	2,524	252	15,150		12,878	
6105 Broadband wi-fi service	142	145	4	283	290	7	1,739		1,456	
6460 Publicity & Democratic notices	0	0	0	7	0	(7)	0		(7)	
6511 Sales commission	0	173	173	0	346	346	2,075		2,075	
6900 Sundry Expenses	99	100	1	199	200	1	1,206		1,007	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	164		164	
6930 Alarm Maintenance	153	150	(3)	153	150	(3)	243		90	
6931 CCTV Maintenance	153	153	(0)	153	153	(0)	153		(0)	
6976 Credit card charges	53	27	(26)	79	54	(25)	320		241	
Business Hub :- Indirect Expenditure	2,367	2,803	436	4,555	5,303	748	30,064	0	25,509	0
Net Income over Expenditure	154	(642)	(796)	252	(981)	(1,233)	(4,126)			
42 Sevenoaks Town Mayor										
1500 Fundraising	862	0	(862)	2,127	0	(2,127)	0		0	
1752 Quiz Night Income	0	0	0	16	0	(16)	0		0	
1757 Mayor's Stag event	1,925	0	(1,925)	4,895	0	(4,895)	0		0	
Sevenoaks Town Mayor :- Income	2,787	0	(2,787)	7,038	0	(7,038)	0			0
6437 Mayors Allowance 2022/23	62	0	(62)	252	0	(252)	0		(252)	
6441 Mayors Allowance 2023/24	125	484	359	125	968	843	5,805		5,680	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

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
6442 Mayors Car Allowance 2023/24	0	216	216	0	432	432	2,586		2,586	
7208 Mayor's Stag event Exp.	306	0	(306)	306	0	(306)	0		(306)	
Sevenoaks Town Mayor :- Indirect Expenditure	494	700	206	684	1,400	716	8,391	0	7,707	0
Net Income over Expenditure	2,293	(700)	(2,993)	6,354	(1,400)	(7,754)	(8,391)			
<u>43 Youth Council</u>										
7555 Youth Council Support	0	0	0	0	0	0	500		500	
Youth Council :- Indirect Expenditure	0	0	0	0	0	0	500	0	500	0
Net Expenditure	0	0	0	0	0	0	(500)			
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	1,033	209	(824)	1,247	418	(829)	2,512		0	
1211 Sale of Goods	295	158	(137)	612	316	(296)	1,894		0	
Youth Cafe :- Income	1,328	367	(961)	1,859	734	(1,125)	4,406			0
4010 Gross Pay	3,840	4,696	856	7,708	7,712	4	46,273		38,565	
4012 Expenses	0	0	0	13	0	(13)	0		(13)	
4270 Employers Pension Contribution	113	125	12	231	250	19	1,505		1,274	
5410 Repairs & General Maintenance	719	80	(639)	864	160	(704)	955		91	
5500 Equipment Hired and New	0	0	0	35	0	(35)	0		(35)	
6010 Light Heat & Cleaning	9	14	5	20	28	8	163		143	
6101 Telephone	50	51	1	100	102	2	612		512	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6200 Printing & Stationery	1	23	22	1	46	45	273		272	
6210 Postage & Courier	0	0	0	0	0	0	31		31	
6240 Computer/ Data Base/WP's	17	31	14	51	62	11	369		318	
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	274	152	(122)	623	304	(319)	1,821		1,198	
6505 Cafe consumables	0	0	0	2	0	(2)	73		71	
6635 Professional Fees Licensing	0	0	0	273	120	(153)	444		171	
6900 Sundry Expenses	5	31	26	46	62	16	372		326	
6922 Health&Safety/Risk Assessments	77	105	28	155	210	55	948		793	
Youth Cafe :- Indirect Expenditure	5,106	5,308	202	10,120	9,056	(1,064)	54,402	0	44,282	0
Net Income over Expenditure	(3,778)	(4,941)	(1,163)	(8,261)	(8,322)	(61)	(49,996)			
60 Markets										
1017 Rental Income Sat Market	1,940	1,632	(308)	4,253	3,264	(989)	19,588		0	
1018 Rental Income Wed Market	1,475	992	(483)	2,583	1,984	(599)	11,910		0	
1019 Rental Income Blighs Market	1,670	1,469	(201)	3,860	2,938	(922)	17,630		0	
1033 Rental income Christmas Market	0	0	0	0	0	0	823		0	
Markets :- Income	5,085	4,093	(992)	10,696	8,186	(2,510)	49,951			0
4010 Gross Pay	154	158	4	307	316	9	1,898		1,591	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

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
5410 Repairs & General Maintenance	0	0	0	152	0	(152)	116		(36)	
5420 Saturday market charges	1,399	1,319	(80)	2,519	2,967	448	17,144		14,625	
5421 Wednesday Market charges	569	1,145	576	1,025	2,061	1,036	11,910		10,885	
6001 Blighs Market Charges	880	1,059	179	2,369	2,118	(251)	12,713		10,344	
6010 Light Heat & Cleaning	51	0	(51)	103	39	(64)	156		53	
6635 Professional Fees Licensing	0	0	0	0	0	0	195		195	
6730 Subscriptions	0	0	0	60	78	18	78		18	
Markets :- Indirect Expenditure	3,054	3,681	627	6,535	7,579	1,044	44,210	0	37,675	0
Net Income over Expenditure	2,031	412	(1,619)	4,160	607	(3,553)	5,741			
<u>70 Precept</u>										
1995 Precept	114,173	114,173	0	228,346	228,346	0	1,370,074		0	
Precept :- Income	114,173	114,173	0	228,346	228,346	0	1,370,074			0
Net Income	114,173	114,173	0	228,346	228,346	0	1,370,074			
Grand Totals:- Income	165,132	152,930	(12,202)	320,301	307,898	(12,403)	1,880,509			
Expenditure	161,009	150,237	(10,772)	325,957	298,721	(27,236)	1,954,750	0	1,628,793	
Net Income over Expenditure	4,122	2,693	(1,429)	(5,656)	9,177	14,833	(74,241)			
plus Transfer from EMR	5,007			9,507						
Movement to/(from) Gen Reserve	9,129			3,851						

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May 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	(5,717)	(4,952)	765	(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 for cllrs.
Open Spaces & Leisure Committee					
General	(37,422)	(44,884)	(7,462)	(310,689)	7 Raleys permits remain unsold - criteria recently amended. £4.5K favourable pay related, mainly due to ongoing staff vacancy. £1.7k variance in New Equipment relates to a new Bottle Filling Station. (CIL?) Other variances mainly relate to the phasing of spend.
Cemetery	(13,983)	(8,852)	5,131	(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	(1,254)	(895)	359	(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	(9,492)	(3,648)	5,844	(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. In Bloom costs is a phasing difference.
Vine Grounds	(4,463)	(6,059)	(1,596)	(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. Bottle Filling Station (£1.8k) responsible for the current overspend in New Equipment. (CIL?)

May 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	(4,513)	(4,647)	(134)	(20,000)	<p>Sale of Goods is behind expectation through May by £4.5k due to poor weather. Catering income is mainly via Cricket teas which have recommenced on 6th May. Staff costs are £3.2K lower than budget, partly due to the cafe running with 1 staff member on occasion.</p> <p>Overspend in Electricity due to budget for it currently being attributed to Light Heat & Cleaning instead. Variance is currently favourable there overall.</p> <p>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.</p>
Bat & Ball Station	(15,076)	(15,365)	(289)	(94,242)	<p>The station has performed favourably to budget on all income lines, indicating positive result from investment in HEO.</p> <p>£500 second tranche of insurance claim received re damaged window.</p> <p>Gross Pay is £2.3K above budget re 6 month extension of HEO post.</p> <p>£700 new freezer in New Equipment accounts for the negative variance to date there.</p> <p>The overspend on Sundry expenses is £2K further payment re the DVCRP Mural, to be reimbursed.</p>

May 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
	£	£	£	£	
Establishments	(111,134)	(101,897)	9,237	(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. Computer spend includes cost of iPads for new cllrs (£3.9k) & £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	(10,570)	(10,000)	570	(43,928)	All activity relates to coronation events held in May with £10K budget set aside.
Council Offices	(9,290)	(6,881)	2,409	(64,477)	Budget virement to be done for the Pay budget regarding the Facilities Manager role. This pay budget is now in CC36. Current overspend in repairs relates to a boiler repair. Catch up on gas bills via British gas - reflects higher consumption over winter. Water billed in advance, through to 18th June. Current Electricity and Gas costs are budgeted for in Light Heat & Cleaning. To be looked at once new RFO starts.

May 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	(7,767)	(1,612)	6,155	16,058	Use of Bat & Ball centre has been lower than expected in April. May beat expectations but the deficit hasn't been overcome fully. Pay includes facilities manager (budget vired from cc33). 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. Electricity is higher than expected due to inflation & higher consumption.
Grants	(1,782)	(973)	809	(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

May 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	3,513	(358)	(3,871)	(5,000)	Business Show is due to happen in June. Phasing causing current variances.
Business Hub	252	(981)	(1,233)	(4,126)	Hub use continues to improve. All 5 pods are let. Profit made through May and expected for the summer months while the cost to heat is low.
Sevenoaks Town Mayor	6,354	(1,400)	(7,754)	(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	(8,261)	(8,322)	(61)	(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	4,160	607	(3,553)	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	228,346	228,346	-	1,370,074	
Revenue Surplus/ (Deficit) Total	3,851	9,177	5,326	(74,241)	
To be transfered from Bat & Ball Management & Maintenance Reserve	15,076	15,365	289	94,242	
Adjusted Revenue Surplus/ (Deficit) Total	18,927	24,542	5,615	20,001	

May 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
	£	£	£	£	
Capital Infrastructure	(1,257)	-	1,257	-	£29K QH land payment received. Capital Receipts are moved to reserves & capital spend covered by CIL, Capital Receipts Reserve, and grants.
Total inc Capital	17,670	24,542	6,872	20,001	

Summary by Committee:

Planning	(5,717)	(4,952)	765	(28,108)
Open spaces & Leisure	(66,614)	(64,338)	2,276	(431,572)
Vine Café	(4,513)	(4,647)	(134)	(20,000)
Bat Ball Station	(15,076)	(15,365)	(289)	(94,242)
Finance & General Purpose	(132,576)	(129,867)	2,709	(870,393)
Precept	228,346	228,346	-	1,370,074
Capital Infrastructure	(1,257)	-	1,257	-

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

	B/fwd 01-Apr-23 £	Movement* £	C/fwd 31-May-23 £	30-May-23 £
<u>Current Assets</u>				
Stock	2,220	-	2,220	2,061
Trade debtors	29,893	(955)	28,938	46,797
VAT	22,741	(16,649)	6,092	8,553
Prepayments and other debtors	40,248	(25,734)	14,514	21,153
Total Cash at Bank	1,665,479	526,343	2,191,822	2,233,524
	1,760,581	483,005	2,243,586	2,312,088
<u>Current Liabilities</u>				
Trade creditors	43,787	6,225	50,012	38,400
Accruals and other creditors	103,926	2,560	106,486	92,582
Precept received in advance of budget	-	456,692	456,692	431,892
Receipts in advance (rent, hall hire, cemetery)	41,049	(5,057)	35,992	28,281
	188,762	460,420	649,182	591,155
Net Current Assets	1,571,819	22,585	1,594,404	1,720,933
<u>Represented by:</u>				
<u>General Funds</u>				
Revenue Reserves	459,542	3,851	463,393	Note 1 436,845
<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	638	6,054	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	12,833	455,172	Note 2 472,907
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	(2,000)	4,000	Note 3 8,500
Bat & Ball Center Maintenance reserve	10,578	-	10,578	0
Recruitment reserve	10,000	-	10,000	0
CIL Earmarked Reserve	209,822	7,263	217,085	Note 4 314,106
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	18,734	1,131,011	1,284,088
	1,571,819	22,585	1,594,404	1,720,933

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

Note 1 YTD movement is a net surplus of £3851

Note 2 £14K earlier year correction with CIL, offset by YTD capital spend

Note 3 £2K YTD release re environmental project extension

Note 4 £4.5K spend on Vine Toilet door, funded from CIL -Vine area improvements: £3.6K spent on 2 bottle filler stations, £14K earlier year

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Sevenoaks Town Council

Statement of Fund Balances as at 31st May 2023

£ (2022/23)		S&P Rating 31/05/2023		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%	
34,284	<u>National Westminster Bank</u>	A+	A1				
212,501	Business Reserve Account			38,877			1.05%
1,000	Current Account			728,269			
1,000	Payroll Account			1,000			
9,949	HITB Youth café			1,000			
10,073	Sevenoaks Town Partnership			9,949			
	Mayors Charity Account			16,362	795,456	36.29%	
50,694	<u>HSBC</u>	A+	A1				
	Business money manager			50,694	50,694	2.31%	1.31%
65,074	<u>Handelsbanken</u>	AA-	A1+				
262,558	Deposit account			65,074			1.90%
	35 day notice account			262,558	327,632	14.95%	2.20%
2,835	<u>Nationwide</u>	A+	A1				
10,225	Instant Saver			2,835			0.00%
	Sevenoaks Fund Instant Saver			10,225	13,059	0.60%	1.45%
500,000	<u>CCLA</u>	AAA (Fitch only)		500,000	500,000	22.81%	4.12%
0	<u>Clydesdale</u>	A-	A2				
	Current account			0	0		
1	<u>Virginmoney</u>	BBB-	A3				
504,395	Current account			1			
	95 Day Notice			504,395	504,396	23.01%	2.10%
892	<u>Petty Cash</u>				648	0.03%	
0	<u>Cashbook suspense</u>				-63	0.00%	
1,665,479					2,191,822	100.00%	

Instant access funds

1,387,748

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 31/05/2023

Month No: 2

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>										
2011 Capital Receipts	0	0	0	29,498	0	(29,498)	0		0	29,498
Capital Infrastructure Budget :- Income	0	0	0	29,498	0	(29,498)	0			29,498
9014 Play Areas	0	0	0	417	0	(417)	0		(417)	
9053 Vine Area	1,214	0	(1,214)	1,214	0	(1,214)	0		(1,214)	
9066 NDP	95	0	(95)	95	0	(95)	0		(95)	
9071 Business Hub	(468)	0	468	(468)	0	468	0		468	
Capital Infrastructure Budget :- Indirect Expenditure	840	0	(840)	1,257	0	(1,257)	0	0	(1,257)	0
Net Income over Expenditure	(840)	0	840	28,241	0	(28,241)	0			
8002 less Transfer to EMR	29,498			29,498						
Movement to/(from) Gen Reserve	(30,338)			(1,257)						
Grand Totals:- Income	0	0	0	29,498	0	(29,498)	0			
Expenditure	840	0	(840)	1,257	0	(1,257)	0	0	(1,257)	
Net Income over Expenditure	(840)	0	840	28,241	0	(28,241)	0			
less Transfer to EMR	29,498			29,498						
Movement to/(from) Gen Reserve	(30,338)			(1,257)						

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10/07/2023

Sevenoaks Town Council

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PURCHASE LEDGER INVOICE LISTING

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Purchase Ledger for Month No 2

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
17/05/2023	194343168	33652	AA DEVELOPMENTS LTD	AA002	469.00	93.80	562.80	6869	32	469.00	Coronation road signs
31/05/2023	1/IM9728	33733	ALTOOFFICE	ALTO001	110.00	22.00	132.00	6200	31	110.00	print chg
15/05/2023	15/05/2023	33698	BANKLINE	BANKL01	89.00	0.00	89.00	6975	31	89.00	bank chgs
05/05/2023	2081503	33590	BOOKER	BOOK001	1,968.65	0.00	1,968.65	5421	60	569.23	May market rent
								5420	60	1,399.42	May market rent
05/05/2023	2081503REV	33624	BOOKER	BOOK001	-1,968.65	0.00	-1,968.65	5421	60	-569.23	May market rent
								5420	60	-1,399.42	May market rent
04/05/2023	3587183	33588	BOOKER	BOOK001	144.28	2.79	147.07	6500	28	136.29	Goods for resale,
								6505	28	7.99	consumables
04/05/2023	3587184	33589	BOOKER	BOOK001	107.33	21.47	128.80	6500	28	107.33	Goods for resale
17/05/2023	3587599	33645	BOOKER	BOOK001	183.16	15.54	198.70	6500	28	183.16	goods for resale
24/05/2023	3587820	33707	BOOKER	BOOK001	228.37	5.81	234.18	6500	28	223.58	goods for resale
								6010	28	4.79	cleaning eq
31/05/2023	3588043	33742	BOOKER	BOOK001	176.29	15.15	191.44	6500	28	176.29	Goods for resale
31/05/2023	3588044	33741	BOOKER	BOOK001	49.67	0.00	49.67	6500	28	49.67	Goods for resale
10/05/2023	232031473	33666	BP FUEL	BPF001	38.03	7.61	45.64	5700	21	38.03	fuel
10/05/2023	232031474	33610	BP FUEL	BPF001	23.47	0.00	23.47	5700	21	23.47	fuel
16/05/2023	232032376	33773	BP FUEL	BPF001	182.04	36.41	218.45	5700	21	61.96	fuel
								5700	22	120.08	fuel
16/05/2023	232032377	33667	BP FUEL	BPF001	33.89	0.00	33.89	5700	21	33.89	fuel
23/05/2023	232033962	33720	BP FUEL	BPF001	142.18	28.43	170.61	5700	21	142.18	fuel
23/05/2023	232033963	33721	BP FUEL	BPF001	12.76	0.00	12.76	5700	21	12.76	fuel
31/05/2023	232034960	33768	BP FUEL	BPF001	162.41	32.48	194.89	5700	21	162.41	fuel
31/05/2023	232037008	33767	BP FUEL	BPF001	43.20	0.00	43.20	5700	21	43.20	fuel
26/05/2023	811220560	33769	BRITISH GAS	BRI001	259.90	12.99	272.89	6012	30	259.90	gas chg 1/4-20/5
11/05/2023	833613276	33676	BRITISH GAS	BRI001	293.35	58.67	352.02	6012	30	293.35	Mar gas chg
11/05/2023	833613276REV	33710	BRITISH GAS	BRI001	-293.35	-58.67	-352.02	6012	30	-293.35	833613276REV
11/05/2023	833613277	33677	BRITISH GAS	BRI001	5.92	0.29	6.21	6012	30	5.92	Mar gas chg

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/05/2023	833613277REV	33709	BRITISH GAS	BRI001	-5.92	-0.29	-6.21	6012	30	-5.92	833613277REV
17/05/2023	M1479V	33646	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	May phone chg
11/05/2023	720342125	33701	BRITISH GAS	BRIT007	162.60	32.52	195.12	6010	33	162.60	gas bill - 1/2-14/2
11/05/2023	720342126	33702	BRITISH GAS	BRIT007	297.52	59.50	357.02	6010	33	297.52	gas bill 15/2-14/3
11/05/2023	720342127	33703	BRITISH GAS	BRIT007	179.64	8.98	188.62	6010	33	179.64	gas bill 15/3-14/4
11/05/2023	720397524	33704	BRITISH GAS	BRIT007	118.25	5.91	124.16	6010	33	118.25	gas bill 15/4-13/5
12/05/2023	720348432	33740	BRITISH GAS	BRIT008	167.89	33.57	201.46	6012	36	167.89	gas chg 1/2-21/2
12/05/2023	720348433	33739	BRITISH GAS	BRIT008	158.99	31.79	190.78	6012	36	158.99	gas chg 22/02-11/03
12/05/2023	720348434	33738	BRITISH GAS	BRIT008	151.97	7.59	159.56	6012	36	151.97	gas chg 12/03-11/04
12/05/2023	720348435	33737	BRITISH GAS	BRIT008	132.88	6.64	139.52	6012	36	132.88	gas chg 12/04-10/05
22/05/2023	0000305514	33744	BROXAP	BROX001	5,329.00	1,065.80	6,394.80	5310	21	5,329.00	Sevenoaks Env park gate
25/05/2023	0000305669	33743	BROXAP	BROX001	4,193.00	838.60	5,031.60	5310	21	4,193.00	Sevenoaks Env park gate instal
01/05/2023	3950	33611	CJS PLANTS	CJS001	2,494.00	498.80	2,992.80	6865	26	2,494.00	MAY floral maint
09/05/2023	189629	33605	HW COLDBREATH	COL003	68.73	0.00	68.73	6500	30	68.73	Goods for resale
08/05/2023	152901	33598	CONNECTAPHONE	CON001	408.33	81.67	490.00	6101	36	47.81	Apr Telephone chg
								6101	30	73.53	Apr Telephone chg
								6101	22	11.49	Apr Telephone chg
								6101	31	275.50	Apr Telephone chg
31/05/2023	INV379145	33766	COUNTRY STYLE RECYCL	COU001	80.20	16.04	96.24	6935	21	80.20	May glass collection
31/05/2023	INV380784	33734	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	May glass collection chg
20/05/2023	20/5/23	33792	DANIEL BRAZIER	DAN002	700.00	0.00	700.00	5410	50	700.00	decorating
12/05/2023	12/05/23	33614	DAVID WILDE	DAV001	300.00	0.00	300.00	6869	32	300.00	Coronation Punch & Judy
12/05/2023	471	33620	DEBBIE LEE DESIGN	DEB001	32.25	0.00	32.25	6500	30	32.25	8 magnets and prints
15/05/2023	933706	33672	ERNEST DOE	DOE001	50.54	10.11	60.65	5525	22	50.54	bolt.screw.blades
30/05/2023	988157	33762	ERNEST DOE	DOE001	554.79	110.96	665.75	5525	21	554.79	mower roller
15/05/2023	SO26659	33658	EDE & RAVENSCROFT	EDE001	29.17	5.83	35.00	6410	31	29.17	civic robe covers
25/05/2023	22677	33714	EDEN PARK	EDEN001	96.75	19.35	116.10	5120	21	96.75	25kg loam
05/05/2023	000015289949	33595	EDF ENERGY	EDF002	1,989.82	397.97	2,387.79	6011	36	1,989.82	Apr electric chg
05/05/2023	000015290934	33596	EDF ENERGY	EDF003	51.49	2.57	54.06	6010	60	51.49	Apr electric chg

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/05/2023	000015331064	33659	EDF ENERGY	EDF004	1,098.13	219.62	1,317.75	6010	41	1,098.13	Apr electric chg
11/05/2023	000015333214	33660	EDF ENERGY	EDF004	-2,212.89	-442.58	-2,655.47	6010	41	-2,212.89	Mar electric chg
11/05/2023	000015333223	33661	EDF ENERGY	EDF004	2,170.12	434.03	2,604.15	6010	41	2,170.12	Mar electric chg
03/05/2023	0003921140	33587	ELITE	EFS001	201.08	0.00	201.08	6500	28	201.08	Goods for resale
09/05/2023	0003922848	33603	ELITE	EFS001	105.64	5.40	111.04	6500	30	105.64	Goods for resale
15/05/2023	0003924700	33655	ELITE	EFS001	88.12	6.37	94.49	6505	30	3.95	250 straws
								6500	30	84.17	goods for resale
15/05/2023	0003925308	33654	ELITE	EFS001	-17.44	-3.49	-20.93	6500	30	-13.49	goods for resale
								6505	30	-3.95	250 straws
26/05/2023	0003928283	33706	ELITE	EFS001	142.80	0.00	142.80	6500	28	142.80	goods for resale
15/05/2023	85672	33670	ATLAS FM/EMPRISE SVS	EMP001	502.52	100.50	603.02	6932	22	502.52	May lock up chg
15/05/2023	85673	33669	ATLAS FM/EMPRISE SVS	EMP001	1,298.90	259.78	1,558.68	5311	21	1,298.90	May lock up chg Pontoise
15/05/2023	85674	33668	ATLAS FM/EMPRISE SVS	EMP001	866.14	173.23	1,039.37	5311	21	866.14	May H.Street lock up chg
19/05/2023	2283041	33697	EVERFLOW WATER	EVE002	855.04	0.00	855.04	6002	23	5.41	Water chg 19/6-18/7
								5025	21	220.77	Water chg 19/6-18/7
								6014	33	378.43	Water chg 19/6-18/7
								6014	36	101.48	Water chg 19/6-18/7
								6014	30	23.48	Water chg 19/6-18/7
								6014	21	21.31	Water chg 19/6-18/7
								6014	28	13.08	Water chg 19/6-18/7
								6014	29	24.27	Water chg 19/6-18/7
								6014	23	66.81	Water chg 19/6-18/7
04/05/2023	0063/03769731	33608	FAIRALLS	FAIR001	17.10	3.42	20.52	5410	22	17.10	pea gravel - 5 bags
10/05/2023	0063/03778415	33664	FAIRALLS	FAIR001	34.20	6.84	41.04	5230	22	34.20	10 gravel bags
11/05/2023	31381	33612	GEER	GEER001	402.05	80.41	482.46	5410	33	402.05	boiler repair
14/05/2023	29UK023-0005	33583	GEOXPHERE	GEO001	350.00	70.00	420.00	6730	31	350.00	digital mapping subs 2023-24
31/05/2023	113A	33770	GLENN BALL	GLE001	1,213.58	242.72	1,456.30	9053	91	1,213.58	Architect fees
15/05/2023	126314	33663	GODFREYS	GOD001	19.81	3.96	23.77	5525	21	19.81	mower clutch cable
15/05/2023	126355	33673	GODFREYS	GOD001	63.00	12.60	75.60	5700	21	63.00	fuel

10/07/2023

Sevenoaks Town Council

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PURCHASE LEDGER INVOICE LISTING

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Purchase Ledger for Month No 2

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
10/05/2023	9500	33679	GRAHAM TAYLOR ENGRAV	GTE001	94.98	19.00	113.98	6437	42	94.98	Mayor's awards
23/05/2023	9501	33700	GRAHAM TAYLOR ENGRAV	GTE001	47.50	9.50	57.00	6437	42	47.50	Cadet plaque amendment
16/05/2023	87573	33657	HERBERT & WARD	HAW001	183.00	9.60	192.60	6500	30	135.00	goods for resale
								6505	30	48.00	consumables
17/05/2023	20323	33678	HELIOCENTRIX	HELI001	3,887.93	777.59	4,665.52	6240	31	3,887.93	10 ipads for cllrs
23/05/2023	20332	33686	HELIOCENTRIX	HELI001	-468.48	-93.70	-562.18	9071	91	-468.48	TV credit
30/05/2023	20380	33718	HELIOCENTRIX	HELI001	374.71	74.94	449.65	6240	31	374.71	ipad for Cllr L
30/05/2023	20389	33717	HELIOCENTRIX	HELI001	1,958.85	391.77	2,350.62	6240	31	1,055.24	May IT support chg
								6242	31	903.61	May IT support chg
31/05/2023	T2749	33761	HELIOCENTRIX	HELI001	327.95	65.59	393.54	6101	31	141.51	May wifi chgs
								6101	21	9.99	May wifi chgs
								6105	41	141.50	May wifi chgs
								6105	22	10.00	May wifi chgs
								6105	21	24.95	May wifi chgs
24/05/2023	INV-034867	33705	HGS	HGS001	67.96	13.60	81.56	6505	28	67.96	consumables
22/05/2023	INV-0130	33694	HIGH STREET SAFARI	HIG002	704.00	109.80	813.80	6869	32	704.00	Coronation game
12/05/2023	006/23	33651	HISTORICAL PROMOTION	HIST002	1,745.00	349.00	2,094.00	6869	32	1,745.00	Coronation entertainment
27/05/2023	0063539	33725	HOLLYBUSH LAUNDRY	HOL002	120.00	0.00	120.00	6013	36	120.00	tablecloth laundry
01/05/2023	INV-2683	33568	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
09/05/2023	6622701269	33591	KALC	KALC	16.00	3.20	19.20	6710	31	16.00	Course for G.E
12/05/2023	6654326009	33582	KALC	KALC	160.00	32.00	192.00	6710	31	160.00	Planning course for 10 Cllrs
12/05/2023	6654417889	33615	KALC	KALC	64.00	12.80	76.80	6710	31	64.00	4 planning courses for Cllrs
15/05/2023	6674041019	33618	KALC	KALC	32.00	6.40	38.40	6710	31	32.00	planning course for Cllrs x 2
19/05/2023	1007100	33650	KALL KWIK	KALL001	161.00	32.20	193.20	6200	31	161.00	ACM Agenda printing
19/05/2023	1007101	33708	KALL KWIK	KALL001	80.00	0.00	80.00	6869	32	80.00	Coronation booklets x 250
19/05/2023	1007102	33649	KALL KWIK	KALL001	128.00	16.00	144.00	6869	30	128.00	'Forget me not' leaflets
19/05/2023	1007103	33648	KALL KWIK	KALL001	63.00	0.00	63.00	6460	31	63.00	Youth Council election leaflet
19/05/2023	1007104	33719	KALL KWIK	KALL001	59.00	4.00	63.00	6460	30	59.00	DVCRP leaflets
19/05/2023	1007105	33647	KALL KWIK	KALL001	12.00	2.40	14.40	6200	30	12.00	cafe menu

10/07/2023

Sevenoaks Town Council

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PURCHASE LEDGER INVOICE LISTING

User: 6700.M.BABBAGE

Purchase Ledger for Month No 2

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
19/05/2023	1007110	33687	KALL KWIK	KALL001	239.00	0.00	239.00	6200	31	239.00	250 STNP docs
05/05/2023	I4196745	33723	KCC KCS	KCC003	162.89	32.58	195.47	6200	31	162.89	stationery
12/05/2023	I4199338	33724	KCC KCS	KCC003	34.65	6.93	41.58	6200	31	34.65	stationery
19/05/2023	I4202409	33722	KCC KCS	KCC003	63.68	12.74	76.42	6200	31	0.95	stationery
								6010	33	21.99	cleaning eq
								6010	41	40.74	cleaning eq
28/05/2023	I4206624	33712	KCC KCS	KCC003	113.48	22.70	136.18	6013	22	113.48	cleaning eq
15/05/2023	7550071	33656	KFF	KFF001	93.89	0.00	93.89	6500	30	93.89	goods for resale
02/05/2023	7948699	33599	KFF	KFF001	120.28	0.00	120.28	6500	30	120.28	Goods for resale
04/05/2023	7952047	33600	KFF	KFF001	89.08	1.88	90.96	6500	30	89.08	Goods for resale
09/05/2023	7954715	33601	KFF	KFF001	104.07	0.00	104.07	6500	30	104.07	Goods for resale
09/05/2023	7954716	33602	KFF	KFF001	86.37	5.68	92.05	6500	30	86.37	Goods for resale
22/05/2023	7966400	33680	KFF	KFF001	139.86	2.82	142.68	6500	30	139.86	goods for resale
25/05/2023	7969767	33699	KFF	KFF001	86.37	0.00	86.37	6500	30	86.37	goods for resale
30/05/2023	7973026	33736	KFF	KFF001	93.21	0.00	93.21	6500	30	93.21	goods for resale
04/05/2023	120441	33561	LANDSCAPE SUPPLY CO	LAND001	111.77	22.35	134.12	5500	21	55.68	tools
								5525	21	14.11	tools, tarapaulin
								6952	21	41.98	helmet
16/05/2023	120823	33662	LANDSCAPE SUPPLY CO	LAND001	104.03	20.81	124.84	5525	21	19.88	gardening equip
								5320	21	47.45	weed spray
								6802	22	22.75	weed spray
								6952	22	13.95	gloves x 10
16/05/2023	923175	33665	LISTER WILDER	LIST002	950.00	190.00	1,140.00	5500	21	950.00	seeder hire
17/05/2023	17/5/23	33623	MAYOR OF MAIDSTONE	MAI001	80.00	0.00	80.00	6441	42	80.00	Maidstone Scenic Cruise 25/5
17/05/2023	17/05/23	33775	MAYOR OF MAIDSTONE	MAI001	-80.00	0.00	-80.00	6437	42	-80.00	Maidstone Scenic Cruise refund
22/05/2023	413625	33682	NATIONAL LEAFLET CO	NAT010	2,220.90	0.00	2,220.90	6200	31	2,220.90	Town Crier print chg
28/05/2023	UKSPS00108610	33771	NEXUDUS SL	NEX001	99.40	19.88	119.28	6900	41	99.40	June hub cooking chg
24/05/2023	1587646	33728	NISBETS	NIS001	-44.97	-8.98	-53.95	5500	30	-44.97	equipment
17/03/2023	26509875	33776	NISBETS	NIS001	90.11	13.02	103.13	6013	30	20.56	cleaning eq

Purchase Ledger for Month No 2

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
								6505	30	5.84	consumables
								5500	30	26.16	kitchen eq
								6500	30	37.55	goods for resale
12/04/2023	26641557	33729	NISBETS	NIS001	34.47	6.89	41.36	6013	30	34.47	cleaning eq
13/04/2023	26648866	33731	NISBETS	NIS001	86.23	17.24	103.47	6013	30	27.05	cleaning eq
								6505	30	36.29	consumables
								6500	30	22.89	goods for resale
17/04/2023	26665607	33790	NISBETS	NIS001	284.98	56.99	341.97	5500	28	284.98	2 sandwich pavement boards
19/04/2023	26681385	33730	NISBETS	NIS001	699.99	139.99	839.98	5500	30	699.99	freezer
21/04/2023	26696123	33732	NISBETS	NIS001	80.16	14.53	94.69	6013	30	20.95	cleaning eq
								6505	30	24.65	consumables
								6500	30	30.38	goods for resale
								5500	30	4.18	equipment
26/04/2023	26722426	33726	NISBETS	NIS001	52.26	1.20	53.46	6330	31	52.26	refreshments
12/05/2023	26812027	33727	NISBETS	NIS001	89.75	17.95	107.70	5500	30	44.97	equipment
								6505	30	19.49	consumables
								6013	30	20.42	cleaning equip
								6500	30	4.87	goods for resale
26/05/2023	26896645	33791	NISBETS	NIS001	78.93	13.88	92.81	6505	30	27.48	consumables
								6013	30	11.99	cleaning eq
								6500	30	39.46	goods for resale
16/05/2023	21635917	33671	NISSAN	NIS002	216.04	32.24	248.28	5550	21	216.04	GK20DZO service & MOT
24/05/2023	0001/00154955	33764	OBM	OBM001	29.86	5.97	35.83	5525	21	29.86	blade
26/05/2023	0001/00155148	33763	OBM	OBM001	6.75	1.35	8.10	5026	21	6.75	door handle
28/05/2023	28/MAY23/ANN	33760	ONECARD	ONE002	2,324.88	168.92	2,493.80	6104	33	8.34	caretaker mob
								6104	21	5.00	O/S ipad
								6104	36	8.34	KW mobile
								6104	21	5.00	RG mob
								6104	21	8.34	NC mob

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6104	33	8.34	Caretaker mob
								6869	32	12.00	Coronation Ad
								6869	32	8.00	Coronation ad
								6240	11	10.95	Adobe Standard lic
								6240	31	9.16	software design subs
								6240	50	16.64	Adobe - HITB
								6240	31	16.64	Acrobat Pro
								6240	40	43.32	Creative Cloud subs
								6500	30	168.95	goods for resale
								6500	28	53.98	goods for resale
								6500	28	47.64	goods for resale
								6500	28	-3.00	goods for resale
								6500	50	63.52	goods for resale
								6500	50	11.54	goods for resale
								6500	28	79.85	goods for resale
								6500	28	77.02	goods for resale
								6500	30	130.79	goods for resale
								6500	30	5.83	goods for resale
								6500	30	50.13	goods for resale
								6500	30	4.50	goods for resale
								6500	28	96.46	goods for resale
								6500	28	21.06	goods for resale
								6500	30	164.56	goods for resale
								6500	30	-9.10	goods for resale
								6500	50	27.85	goods for resale
								6500	50	28.91	goods for resale
								6500	50	54.50	goods for resale
								6500	28	75.55	goods for resale
								6500	28	40.57	goods for resale

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	30	182.27	goods for resale
								6500	30	53.85	goods for resale
								6500	30	24.67	goods for resale
								6500	50	59.39	goods for resale
								6500	50	27.13	goods for resale
								6500	28	138.77	goods for resale
								6500	28	44.62	goods for resale
								6013	30	2.50	cleaning eq
								6013	30	7.50	cleaning eq
								6013	30	13.75	cleaning eq
								6013	30	2.50	cleaning eq
								6010	28	5.15	cleaning eq
								6010	50	4.58	cleaning eq
								6010	33	5.00	cleaning eq
								6010	50	4.87	cleaning eq
								6010	28	3.87	cleaning eq
								5500	30	166.23	2 chalkboards
								5500	36	31.59	padlock
								9066	91	4.00	NDP ad
								9066	91	12.00	NDP ad
								9066	91	4.00	NDP ad
								5410	33	5.00	tape
								6101	31	16.67	LL ipad
								6505	30	3.62	consumables
								6505	28	2.08	consumables
								6505	30	19.96	consumables
								6505	30	29.95	consumables
								6330	31	2.50	milk
								6330	31	21.30	refreshments

Purchase Ledger for Month No 2					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
28/05/2023	28/MAY23/LIN	33759	ONECARD	ONE002	58.59	11.00	69.59	6200	31	16.45	mouse mat
								6200	50	1.33	stationery
								6441	42	90.00	Mayor's Reception wine
								6441	42	-45.00	Mayor's Reception wine
								6241	31	11.60	Vine Café website domain
								6869	32	14.98	Coronation refreshments
								6869	32	3.60	Coronation refreshments
								6869	32	0.84	Coronation refreshments
								6415	31	39.17	sympathy flowers for R.G
								5500	30	44.16	7 tablecloths
28/05/2023	28/MAY23/ROS	33754	ONECARD	ONE002	1,472.93	238.69	1,711.62	6869	32	854.50	50 white plastic chairs
								6210	31	275.00	100 1st & 2nd class stamps
								6012	30	299.27	March gas chg
								5340	36	56.70	plants
18/05/2023	146160	33715	PALMSTEAD	PALM002	557.40	106.16	663.56	5340	21	500.70	plants
10/05/2023	10/05/23	33584	COUNCILLOR PARRY	PAR003	83.50	0.00	83.50	6410	31	83.50	Mayoral robe repair
10/05/2023	10/05/23A	33586	COUNCILLOR PARRY	PAR003	179.55	0.00	179.55	7208	42	179.55	refreshments
11/05/2023	11/05/23	33585	COUNCILLOR PARRY	PAR003	46.00	0.00	46.00	7208	42	46.00	gifts for sponsors
02/05/2023	0037115	33560	PERFECT CUISINE CATE	PER001	100.00	0.00	100.00	6410	31	100.00	Cllr End Of Term Rec catering
15/05/2023	123079	33675	PHC	PHC001	500.00	100.00	600.00	6330	21	350.00	Health assesments
								6330	22	150.00	Health assesments
04/05/2023	00002976949-061	33565	PLUSNET	PLUS01	27.38	5.48	32.86	6101	28	27.38	May phone chgs
04/05/2023	00003028653-061	33564	PLUSNET	PLUS01	49.80	9.96	59.76	6101	50	49.80	May phone chgs
03/05/2023	00003028673-061	33563	PLUSNET	PLUS01	21.19	4.24	25.43	6101	22	21.19	May phone chgs
01/05/2023	207229	33594	PREMIER ALARMS	PREM001	618.02	123.60	741.62	6930	22	618.02	Security syst annual renewal
01/05/2023	207435	33593	PREMIER ALARMS	PREM001	153.25	30.65	183.90	6930	41	153.25	Security syst annual renewal
01/05/2023	207470	33592	PREMIER ALARMS	PREM001	153.25	30.65	183.90	6931	41	153.25	CCTV annual maint renewal
24/05/2023	207699	33735	PREMIER ALARMS	PREM001	85.00	17.00	102.00	6930	30	85.00	alarm repair
26/05/2023	202929	33711	PROVENDER	PRO002	75.00	15.00	90.00	5010	29	75.00	fertilizer

Purchase Ledger for Month No 2

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
24/05/2023	RS105568	33683	RAWSTONE HIRE	RAW001	151.20	30.24	181.44	6869	32	151.20	Coronation road signs
06/04/2023	1353REV	33756	RDC ATTACIONS	RDC001	-555.00	0.00	-555.00	6869	32	-555.00	1353REV
25/04/2023	SM27746	33789	RIALTAS	RIAL001	179.40	35.88	215.28	6300	31	179.40	Data back up service
07/05/2023	42605	33604	RIGHT GUARD	RIGHT001	1,136.25	227.25	1,363.50	6869	32	1,136.25	Coronation security
11/05/2023	5844	33696	RYAL MEDIA GROUP	RYA001	195.00	39.00	234.00	6315	31	195.00	RFO Advert
09/05/2023	STC0001	33617	SALLY LAYNE	SAL002	200.00	0.00	200.00	6869	32	200.00	Coronation performance
30/05/2023	1379837537	33765	SCREWFIX	SCREW001	59.97	12.00	71.97	5500	21	59.97	hose kit
05/05/2023	2081503	33625	SDC	SDC001	1,968.65	0.00	1,968.65	5421	60	569.23	May market rent
								5420	60	1,399.42	May market rent
23/05/2023	2081875	33689	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	May bin collection chg
23/05/2023	2081976	33688	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	Feb bin collection chg
23/05/2023	2081977	33691	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	May bin collection chg
23/05/2023	2081978	33692	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	May bin collection chg
23/05/2023	2081985	33690	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	May bin collection chg
23/05/2023	2081986	33693	SDC DIRECT SERVICES	SDC002	146.20	0.00	146.20	6935	28	146.20	May bin collection chg
31/05/2023	579000741	33745	SEVENOAKS FLORIST	SEV009	80.83	16.17	97.00	7208	42	80.83	Bouquet x 1
03/05/2023	03MAY23	33597	WATER CHOICE	SEWAT001	230.79	0.00	230.79	6014	22	230.79	water chg 11/11/22-26/04/23
07/05/2023	100397113	33609	SHELL	SHEL001	39.08	7.82	46.90	5700	21	39.08	fuel
25/05/2023	BK210374-1	33685	SLCC	SLCC001	430.00	65.80	495.80	6710	31	430.00	Place at management conference
11/05/2023	SD785-1	33607	SLCC	SLCC001	309.00	61.80	370.80	6315	31	309.00	RFO job ad
09/05/2023	9MAY2023	33616	STEPHANIE'S	STEP001	725.00	0.00	725.00	6410	31	725.00	Mayor's Reception catering
09/05/2023	92224	33613	JS TAYLOR	TAYL001	390.00	0.00	390.00	5410	22	390.00	electrical work
09/05/2023	92225	33606	JS TAYLOR	TAYL001	120.00	0.00	120.00	5010	29	120.00	lighting repair
09/05/2023	09/05/23	33569	TOWN CRIER	TOW001	39.80	0.00	39.80	6869	32	39.80	Town Crier Coronation Appearan
17/05/2023	INV-5058	33674	TREE ABILITY	TREE001	392.00	78.40	470.40	5070	21	392.00	tree work
12/03/2023	SIA239264	33716	REACH PLC	TRM	360.00	72.00	432.00	6460	31	360.00	Sev Chronicle ad
24/05/2023	2335	33684	ULTRALITE	ULTRA001	660.00	132.00	792.00	6869	32	220.00	Coronation Banner
								6461	31	440.00	NDP & climate fair Banner
25/05/2023	INV-42639	33746	WASHWARE ESSENTIALS	WAS001	3,645.00	729.00	4,374.00	5500	21	1,822.50	bottle filler

Purchase Ledger for Month No 2

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
								5500	29	1,822.50	bottle filler
31/05/2023	SHOW-2309	33772	WEST KENT SPORT AND	WES005	75.00	15.00	90.00	9066	91	75.00	Advert in West Kent Sport
30/04/2023	151423	33681	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	Apr hygiene units clean
								5025	21	12.94	Apr hygiene units clean
								5020	29	12.95	Apr hygiene units clean
30/04/2023	151424	33713	WETTON CLEANING SERV	WET001	1,991.00	398.20	2,389.20	6013	30	249.00	Apr clean & lock up chg
								5026	21	249.00	Apr clean & lock up chg
								5025	21	747.00	Apr clean & lock up chg
								5020	29	746.00	Apr clean & lock up chg
01/05/2023	WM12104668	33562	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Apr card trans chg
03/05/2023	01118778	33567	YU ENERGY	YUE001	40.21	2.01	42.22	6862	26	40.21	Apr electric chg
03/05/2023	01118779	33695	YU ENERGY	YUE001	128.25	6.41	134.66	6862	26	128.25	Apr electric chg
03/05/2023	01118781	33566	YU ENERGY	YUE001	2,010.07	402.01	2,412.08	6862	26	2,010.07	Apr electric chg
TOTAL INVOICES					66,033.14	10,395.06	76,428.20			66,033.14	

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List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2023	Sevenoaks District Council	DD01/MAY	848.00		May Business Rates chg
02/05/2023	Sevenoaks District Council	DD02/MAY	2,662.00		May Business Rates chg
02/05/2023	Sevenoaks District Council	DD03/MAY	482.00		May Business Rates chg
02/05/2023	Sevenoaks District Council	DD04/MAY	72.00		May Business Rates chg
02/05/2023	Sevenoaks District Council	DD05/MAY	165.00		May Business Rates chg
02/05/2023	Sevenoaks District Council	DD06/MAY	373.00		May Business Rates chg
02/05/2023	BP Fuel	DD07	39.80		fuel
02/05/2023	EDF Energy - Business Hub	DD08	2,655.47		Mar electric chg
02/05/2023	Payroll A/c	DD2/5	4,290.38		April L&G Tfr
03/05/2023	Reach Plc	DD09	9.97		May Sev Chron subs
03/05/2023	EMAP Publishing Ltd	DD10	385.00		Local Government Cronicle subs
05/05/2023	NATWEST ONE CARD	DD11	4,000.39		Apr Onecard Ann
09/05/2023	Shell Account	DD12	264.01		fuel
09/05/2023	BP Fuel	DD13	10.15		fuel
10/05/2023	BACS P/L Pymnt Page 6297	BACS Pymnt	17,564.29		BACS P/L Pymnt Page 6297
11/05/2023	Plusnet	DD14	25.43		May phone chgs
11/05/2023	YU ENERGY	DD15	42.22		Apr electric chg
11/05/2023	YU ENERGY	DD17	2,412.08		Apr electric chg
11/05/2023	YU ENERGY	DD16	134.66		Apr electric chg
12/05/2023	Nexodus S.L	DD18	119.57		Apr Hub booking chg
12/05/2023	Plusnet	DD19	32.86		May phone chgs
12/05/2023	Plusnet	DD20	59.76		May phone chgs
15/05/2023	BACS P/L Pymnt Page 6304	BACS Pymnt	725.00		BACS P/L Pymnt Page 6304
15/05/2023	NatWest Bankline	bln	89.00		bank chgs
16/05/2023	Connectaphone	DD21	490.00		Apr Telephone chg
17/05/2023	BP Fuel	DD22	69.11		fuel
19/05/2023	BACS P/L Pymnt Page 6307	BACS Pymnt	10,542.69		BACS P/L Pymnt Page 6307
19/05/2023	WorldPay	DD23	106.23		Apr card trans chg
19/05/2023	WorldPay	DD24	87.32		Apr card trans chg
19/05/2023	WorldPay	DD25	61.07		Apr card trans chg
19/05/2023	WorldPay	DD26	69.75		Apr card trans chg
19/05/2023	WorldPay	DD27	11.94		Apr card trans chg
22/05/2023	Shell Account	DD28	46.90		fuel
22/05/2023	Petty Cash	001955	345.06		petty cash top up
22/05/2023	St John Ambulance	001940	170.00		Remembrance Day attendance
23/05/2023	BACS P/L Pymnt Page 6318	BACS Pymnt	-562.18		BACS P/L Pymnt Page 6318
23/05/2023	D.T	001953	20.00		allot key refund
23/05/2023	BP Fuel	DD29	252.34		fuel
24/05/2023	BACS P/L Pymnt Page 6313	BACS Pymnt	14,996.92		BACS P/L Pymnt Page 6313
24/05/2023	BACS P/L Pymnt Page 6323	BACS Pymnt	-555.00		BACS P/L Pymnt Page 6323
25/05/2023	EDF Energy - Business Hub	DD30	1,317.75		Apr electric chg
25/05/2023	Payroll A/c	BACS25/5	57,445.50		May Wages Tfr
26/05/2023	EDF Energy - Bat and Ball Cent	DD31	2,387.79		Apr electric chg
26/05/2023	EDF Energy - High Street Marke	DD32	54.06		Apr electric chg
26/05/2023	Payroll A/c	BACS26/5	29,563.25		May HMRC/KCC Tfr
30/05/2023	Everflow Water	DD33	855.04		Water chg 19/6-18/7
30/05/2023	Country Style Recycling	DD34	94.97		Apr glass collection

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/05/2023	BP Fuel	DD35	183.37		fuel
31/05/2023	British Gas - Offices	DD36	740.76		gas bill 15/3-14/4
Total Payments			<u>156,256.68</u>		

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/05/2023	BACS P/L Pymnt Page 6326	BACS Pymnt	-80.00		BACS P/L Pymnt Page 6326
Total Payments			-80.00		

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Receipts for Month 2

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: 02/05/2023	4,290.38						
DD2/5	Nat West - Current Account	4,290.38			201		4,290.38	April L&G Tfr
	Banked: 25/05/2023	57,445.50						
BACS25/5	Nat West - Current Account	57,445.50			201		57,445.50	May Wages Tfr
	Banked: 26/05/2023	29,563.25						
BACS26/5	Nat West - Current Account	29,563.25			201		29,563.25	May HMRC/KCC Tfr
Total Receipts for Month		91,299.13	0.00	0.00			91,299.13	
Cashbook Totals		<u>92,299.13</u>	<u>0.00</u>	<u>0.00</u>			<u>92,299.13</u>	

Date: 10/07/2023

Sevenoaks Town Council

Page: 2

Time: 15:50

Cashbook 5

User: 6700.M.BABBAGE

Payroll A/c

For Month No: 2

Payments for Month 2

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>
02/05/2023	Legal & General	DD2/5	4,290.38			516		4,290.38	April L&G Payment
25/05/2023	Employees	BACS25/5	57,445.50			520		57,445.50	May Wages Payments
26/05/2023	HMRC/KCC	BACS26/5	29,563.25			515		17,930.23	May HMRC Payments
						516	0	11,633.02	May KCC Payments
Total Payments for Month			91,299.13	0.00	0.00			91,299.13	
Balance Carried Fwd			1,000.00						
Cashbook Totals			92,299.13	0.00	0.00			92,299.13	

Receipts for Month 2				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 :		913.37					913.37
Banked: 22/05/2023		345.06					
001955	Nat West - Current Account	345.06			201		345.06 petty cash top up
Total Receipts for Month		345.06	0.00	0.00			345.06
Cashbook Totals		<u>1,258.43</u>	<u>0.00</u>	<u>0.00</u>			<u>1,258.43</u>

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/05/2023	Open Spaces	984	22.74			6330	21	22.74	refreshments
05/05/2023	bat and Ball Cafe	984/A	65.26			6500	30	65.26	Goods for resale
05/05/2023	General	968/B	3.77		0.63	6869	32	3.14	Coronation bunting
05/05/2023	bat and Ball Cafe	986/C	6.37		1.06	6505	30	5.31	consumables
05/05/2023	Bat and Ball Cafe	986/D	4.30		0.72	6500	30	3.58	Goods for resale
05/05/2023	Bat and Ball Cafe	986/E	8.99		1.50	6900	30	7.49	chalk
05/05/2023	Bat and Ball Cafe	986/F	2.00			6505	30	2.00	consumables
05/05/2023	Bat and Ball Cafe	986/G	-6.00		-1.00	5500	30	-5.00	cake stand refund
09/05/2023	Establishments	987	7.75			6330	31	7.75	milk
10/05/2023	Bat and Ball St	988/A	2.60			5410	30	2.60	weed killer
10/05/2023	Bat and Ball St	988/B	67.69		11.28	5410	30	56.41	plants
12/05/2023	Establishments	989	4.50			4012	31	4.50	parking
12/05/2023	Establishments	990	2.00			4012	31	2.00	parking
12/05/2023	Vine Cafe	991/A	38.70			6500	28	38.70	Goods for resale
12/05/2023	Vine Cafe	991/B	9.00		1.50	6900	28	7.50	Easter Decs
12/05/2023	Vine Cafe	991/C	10.75		1.80	6500	28	8.95	Goods for resale
12/05/2023	Vine Cafe	991/D	5.50		0.92	6200	28	4.58	stationery
12/05/2023	Vine Cafe	991/E	1.50		0.25	6010	28	1.25	cleaning eq
12/05/2023	Vine Cafe	991/F	6.50		1.08	5500	28	5.42	kitchen equip
12/05/2023	Vine Cafe	991/G	16.83			6200	28	16.83	stationery
12/05/2023	Bat and Ball Centre	992/A	8.83		1.47	6013	36	7.36	cleaning eq
12/05/2023	Bat and Ball Centre	992/B	5.00		0.83	6900	36	4.17	batteries
12/05/2023	Bat and Ball Centre	992/C	3.85		0.64	6922	36	3.21	first aid eq
19/05/2023	bat and Ball Cafe	993/A	63.33			6500	30	63.33	Goods for resale
19/05/2023	bat and Ball Cafe	993/B	23.99		4.00	5500	30	19.99	kitchen eq
23/05/2023	Youth Cafe	994/A	1.50			6500	50	1.50	Goods for resale
23/05/2023	Youth Cafe	994/B	1.99			5410	50	1.99	plants
23/05/2023	Youth Cafe	994/C	21.00		3.50	5410	50	17.50	plants
23/05/2023	Youth Cafe	995/A	22.26		3.71	6869	32	18.55	Coronation expenses
23/05/2023	Youth Cafe	995/B	26.70			6869	32	26.70	Coronation expenses
30/05/2023	Establishments	996	1.50			6210	31	1.50	postage
31/05/2023	Open Spaces	997	7.90			4012	21	7.90	train ticket
31/05/2023	Bat and Ball Centre	998/A	103.30		17.22	5410	36	86.08	plants, weedkiller, bark
31/05/2023	Bat and Ball St	998/B	38.08		6.34	5500	30	31.74	frame, toilet seat
Total Payments for Month			609.98	0.00	57.45			552.53	
Balance Carried Fwd			648.45						
Cashbook Totals			1,258.43	0.00	57.45			1,200.98	

Rosalind Shaw
Responsible Finance Officer
Sevenoaks Town Council
Council Offices
Bradbourne Vale Road,
Sevenoaks,
TN13 3QG

Internal Audit
Room 3.23
3rd Floor, A Block
Sessions House
County Hall
Maidstone
Kent ME14 1XQ

Direct Dial: 03000 418576
Ask for: Louise Taylor
Date: March 2023

Dear Ros,

Parish Council Internal Audit 2023/24

I would like to take this opportunity to advise you of our Internal Audit fees for 2023/24. They will be £368 per day, an increase of 5%, which is below the rate of inflation.

As in previous years, to sufficiently test your organisation's controls, 4 audit visits will be required during 2023/24. The time taken to carry out an audit visit is 1.5 days therefore the cost for each visit for your authority will be £552.00 + VAT, which will be a total fee of £2,208.00 + VAT for 2023/24.

We will be in touch closer to the audit to agree the specific timing and scope of the review.

Existing arrangements apply for your visits until the end of May 2023 and you will be charged at the 2022/23 rate, as these are audits of the 2022/23 financial year.

We will be reviewing our audit programme and reporting style for 2023/24, to ensure our audits continue to efficiently and effectively add value. Our work programme will continue to be aligned with the National Association of Local Councils Joint Panel on Accountability and Governance latest [Practitioner's Guide](#), to facilitate the completion of the Internal Audit Report in the authority's Annual Governance and Accountability Return (AGAR) for 2024.

Please notify us in advance of the date you need us to return the signed Internal Audit section of the AGAR form, so we can schedule our work accordingly.

The work programme will be provided in good time for your Council to consider and formally approve ahead of the commencement of the 2023/24 visits.

To ensure our audits are as effective and efficient as possible and subject to authorisation from your organisation, we are moving towards remote auditing. We are setting up a Teams SharePoint site with you to enable secure document sharing. We will be requesting that all digital evidence is shared securely well in advance of the audit. Alternatively, you can email documents to us. Any physical documents, that cannot be shared digitally, would be collected by the Auditor for remote testing and returned by an agreed date.

If you have any concerns or queries regarding the 2023/24 audit plan, please contact myself via email at louise.taylor3@kent.gov.uk.

Yours sincerely,

Louise Taylor
Principal Auditor

Alison Futtit
Senior Committee Clerk
Sevenoaks Town Council
Council Offices
Bradbourne Vale Road,
Sevenoaks,
TN13 3QG

Internal Audit
Room 3.23
3rd Floor, A Block
Sessions House
County Hall
Maidstone
Kent ME14 1XQ

Direct Dial: 03000 418576
Ask for: Louise Taylor
Date: July 2023

Dear Alison,

Internal Audit 2023/24 – Work Programme

In March 2023 we wrote to advise of our Internal Audit fees for 2023/24 and the number of audits we are proposing to conduct that year. I've attached a copy of that letter to the covering email for your information.

We have reviewed our audit programme for 2023/24 to ensure they continue to add value efficiently and effectively. The work programme continues to be aligned with the National Association of Local Councils Joint Panel on Accountability and Governance latest [Practitioner's Guide](#), to facilitate the completion of the Internal Audit Report in the authority's Annual Governance and Accountability Return (AGAR) for 2024.

The work programme's internal audit control objectives are attached to this letter for you to consider and formally approve ahead of the commencement of the 2023/24 visits.

During 2023/24 we will also be introducing a new style audit report and we'd appreciate your feedback on this after our first audit of the year.

If you have any concerns or queries regarding the 2023/24 audit plan, please contact myself via email at louise.taylor3@kent.gov.uk.

Yours sincerely,

Louise Taylor
Principal Auditor

Audit Programme 2023/24

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 Internal Audit work programme is aligned with the National Association of Local Councils Joint Panel on Accountability and Governance Practitioner's Guide (March 2023) and will be amended upon the publication of revised guidance.

The internal audits review the authority's financial and governance records and controls facilitating the completion of the Internal Audit Report in the authority's Annual Governance and Accountability Return (AGAR) for 2023/24. The controls will be evaluated across the financial year and not at every visit.

Internal Audit will review whether the controls in place adequately mitigate risks. Implementation of controls will be verified by evaluating evidence to confirm that expected outcomes have been achieved. Sample testing of a sufficient number of transactions is carried out to gain assurance that the systems of control work effectively and provide accurate information to support the Council's activities.

A review of the following AGAR Internal Audit Control objectives is carried out to ensure they are being achieved to a standard adequate to meet the needs of the Council:

- Appropriate accounting records have been properly kept throughout the year.
- This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.
- This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.
- Where applicable, Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
- Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.
- Asset and investment registers were complete and accurate and properly maintained. This section/assurance should be extended to include loans to or by the authority.
- Periodic bank account reconciliations were properly carried out during the year.
- Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

- If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.
- The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation.
- The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.
- The authority complied with the publication requirements for the prior year AGAR.
- Trust funds (including charitable) - the Council met its responsibilities as a trustee.

If there are any matters that the Council would like to be included in the audit programme, or greater emphasis given to an item, then notify your Auditor and our testing schedule can be re-prioritised accordingly.

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Sevenoaks Town Council
Finance & General Purposes Committee – 24th July 2023

Recommendation from the Open Spaces & Leisure Committee - Allotment Rent

Since the Town Council took over the management of the Quaker's Hall site from Sevenoaks Allotment Holders' Association (SAHA) in October 2017, rents have been set as follows:

2017-18	£2.00 per rod*	
2018-19	£3.50 per rod	(75% increase)
2019-20	£4.00 per rod	(14% increase)
2020-21	£4.15 per rod	(3.5% increase)
2021-22	18p per square metre	(9% increase)
2022-23	19.8p per square metre	(10% increase)
2023-24	21.8p per square metre	(10% increase)

**this figure was set by SAHA in 2016-17 and was one third less than 2015-16 (£3.00). This meant that Sevenoaks Town Council started from a low point, hence the 75% increase the following year.*

Allotments are an important way for a tenant to supplement their diet with home-grown produce. Nothing about being an allotment tenant is cheap: composts and soil improvers, fertilisers, seeds and equipment all cost money, and with the cost of living rising at such a rate, it is important that allotments remain affordable.

At its meeting on 10th July 2023 (*Minute 208.1, OSL 10.07.23 refers*) the Open Spaces & Leisure Committee considered allotment rents. A smaller increase was proposed for the tenants at Bradbourne Vale Road as they do not enjoy the same on-site facilities as the tenants at Quaker's Hall, namely the Trading Centre and toilets.

The following was agreed:

208.1 Allotment Rents

RESOLVED:

- (1) To recommend to the Finance & General Purposes Committee that 2024/2025 allotment rents for Quakers Hall Allotments be increased by no more than 10% i.e., to 23p per square metre, slightly more than the rate of inflation.
- (2) To recommend to the Finance & General Purposes Committee that 2024/2025 allotment rents for Bradbourne Vale Allotments be increased by 0.2p to round up to 22p per square metre.
- (3) That any increase be communicated to the tenants in September along with their renewal letter and invoice, with the increase effective from 1st October 2024.

RECOMMENDATION: That this Committee approves the recommendations of the Open Spaces & Leisure Committee regarding allotment rents, with effect from 1st October 2024.

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**Sevenoaks Town Council
Finance & General Purposes Committee – 24th July 2023**

Recommendation from the Open Spaces & Leisure Committee – Sevenoaks Greensands Common Project

The Sevenoaks Greensands Common Project has run for the last four years. Sevenoaks Common has benefited from numerous volunteer hours along with Forest Schools, Bio Blitz days, Fungus Forays, and once the Annual Greensands Fair. As a project it has been successful at attracting not just people with an interest in wildlife but also history and archaeology.

The project is seeking funding support as they believe they can continue for a further four years with a single project officer to provide a lasting legacy. They are looking for a contribution of perhaps £5,000 pa from the smaller stakeholders who took part.

At its meeting on 10th July 2023 (*Minute 206.2, OSL 10.07.23 refers*) the Open Spaces & Leisure Committee considered the advantages of remaining part of the project and agreed:

206.2 Sevenoaks Greensands Common Project

The project which had run for four years and benefitted Sevenoaks Common was coming to an end and a request had been received to continue funding for an additional four years.

A review of the works carried out to date had shown several other sites had received a greater amount of conservation work and it was hoped that regular reviews would take place to ensure that Sevenoaks Common received an equal amount of time and resources in future.

RESOLVED: To recommend to Finance & General Purposes Committee to consider in future budgets to contribute £5,000 p.a. for four years to continue funding the project.

RECOMMENDATION: That this Committee approves in principle the recommendation of the Open Spaces & Leisure Committee that funding of £5,000 p.a. be considered in future budgets for the Sevenoaks Greensands Common Project.

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

Skateboard Park

The Youth Services Committee considered the following report and made the recommendation below. The report was also noted at the meeting of the Open Spaces & Leisure Committee.

This could be funded by CIL available funds.

RECOMMENDED: For the Finance & General Purposes Committee to review the options for funding the repairs as per option 1 to the skate park at £40,000.

Petition for replacement of Skateboard Park, Greatness Recreation Ground

In 2008 a skateboard park was installed in Greatness Recreation Ground. This was very controversial at the time with local residents. A considerable amount of resources was invested in noise attenuation and the location and type of surface was chosen to address this.

The Skateboard Park cost £100, 000 to install and an annual maintenance figure of £2,700 budgeted, and currently £7,779 in Earmarked Reserves. In addition, STC normally arranges an event during the school holidays to bring in professional skaters with music to arrange entertainment, encouragement and tips for young people using the facility.

Annual repairs have been carried out in June this year.

Recently a petition has been created by Oliver Ireland with the following wording:

Local young people benefit socially, physically, and mentally from the use of a 'great' skatepark. The Greatness Skate Park, although well used, is in a terrible state and in need of resurfacing or maybe rebuilding!

With a modernised, safe, and progressive skatepark, young and older people can have free access to skating, BMXing, or scootering. Safe and structured sessions can be run to get new people there too.

The 'Skatelite' boards that cover the ramps are becoming loose and potentially dangerous. Some younger children and families aren't keen on using the park when people not actually using the skate park hang out there. A great skate park encourages positive behaviour and a safe environment for all.

Now is the time to act. If you agree with the above, sign to make a difference to our community. If enough of us speak out this will happen!

STC had agreed to carry out a public consultation exercise in relation to future provision of facilities within Greatness Park and had appointed a joint consultant with Sevenoaks Town

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

Football Club, unfortunately this consultation has not progressed to date and STC may need to act on this separately.

Bearing in mind the age of the skateboard park and the petition we have obtained a professional view of the condition of the current facility and options for its future.

- 1 Replace all the existing boards and resurface a new but retaining the existing frames.
- 2 Replace all frames and boards
- 3 Rebuild the park in concrete, but trying to avoid excavation into the ground and damaging the capping over the land fill.

1. Replace all the existing boards and resurface a new but retaining the existing frames.

Resurfacing all ramps with a new sublayer of ply and new skatelite, remove the old surface, firming up the frame with extra beams and cross bracing – to remove the vibrations. Adding extra bracing to the ground. The current frames are very minimal so extra bracing would also give more fixing points to fasten the Skatelite. This would cost approximately £40,000.

2. Replace current Skateboard Park

Based on recent build costs £80,000 is about right to replace the skate park with something similar in volume but brought up to date with better a design (and build method). As with concrete the price varies a lot dependent on the design, but for £80,000 that space could be filled with a top-notch modern skate park.

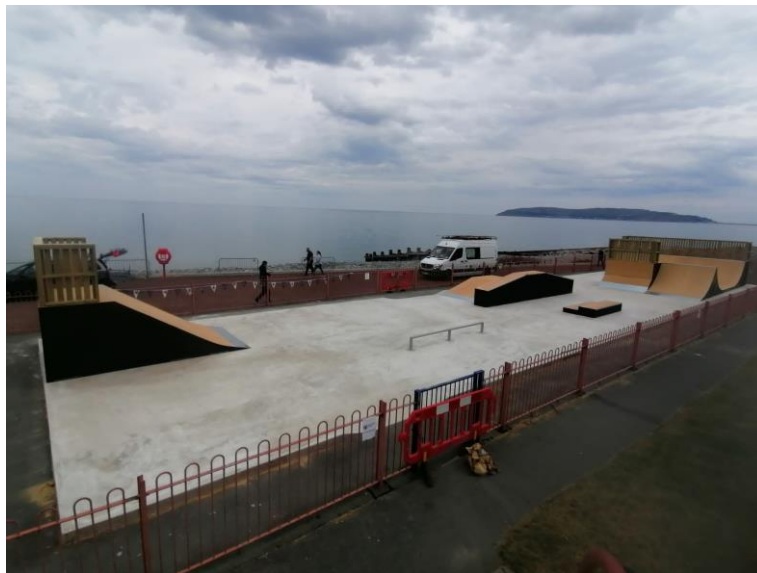
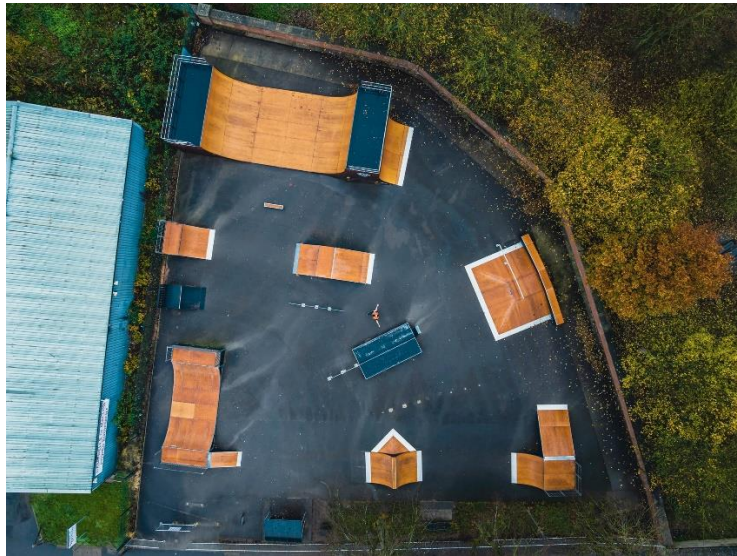
Ideally laying a concrete base on top of the existing tarmac prior to the ramps being installed would be the way to go. Not essential, but it certainly makes for a way more user-friendly skate park if the floors smooth. To additionally lay concrete would be a further £35,000 which would bring the skateboard park up to £120,000.

The pics below show two of our recent Skatelite builds. The top park in Norton has a mix of steel and timber frames and the bottom pic is of a small park we put in in Wales. Neither of which have had a problem with broken screws, it's those pesky jiggly frames at your skate park that causes the snaps... all ramps are boxed in all frames and cladding treated with fire retardant paint and a ten-year guarantee as standard.

3. Rebuild the park in concrete but trying to avoid excavation into the ground and damaging the capping over the land fill.

The price for a concrete park as with wood varies a lot based on design and material prices have all gone up a lot in recent years. £200,000 is an approximate price but could cost nearly double if excavation etc is intensive.

Sevenoaks Town Council
Finance & General Purposes Committee 24th July 2023



OFFICER RECOMMENDATION to Youth Services Committee: Noting that the Town Council's skateboard park is now 15 years old and although still well used would benefit from renovating and redesign:

- i) Review options for funding new facility with a budget of £140,000.
- ii) Using Option 2, concrete base, new design and new ramps using skatelite with 10-year guarantee.
- iii) Young local people to be involved in the design – workshops to be arranged via HitB Youth Café manager.
- iv) Recommendations from 'Make Space for Girls' be incorporated.

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Sevenoaks Town Team Executive Board Meeting

6:30pm: Wednesday 21st June 2023

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

Meeting started 6.30 p.m.

Meeting concluded: 8.20pm

Executive Board

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

In attendance: CLlr Marilyn Canet, CLlr Wightman, John Ingram, Dennis Glasspool, Jim Hughes, John Levett, CLlr Dixon, CLlr Dancell, CLlr Varley, Nicola Gibbs, Divisional Commander Neil Loudon.

Apologies for Absence

Dawn Blee
Elizabeth Dolding
Maxine Morgans
Byron Brown

Election of the Town Team Chairman

Having stood down as a councillor, Chairman Andrew Eyre could no longer continue in that role and an election was held to find a replacement. Cllr Tony Clayton was proposed by Cllr Victoria Granville, and being unopposed, was elected.

Cllr Clayton's first address was to thank Andrew Eyre for his long and enthusiastic service to the Town Team, and a hydrangea was presented to Andrew as a gift. Andrew made a brief speech about his dedication to the team and his pleasure at its success. He also advised that he will continue to support the team as an ongoing board member representing The Stag.

1. Declarations of Interest

None expressed.

2. Minutes

The minutes of the Town Team Board Meeting of 5th April 2023 were agreed.

3. Policing in Sevenoaks with special reference to Business Crime

The meeting was addressed by Divisional Commander, Chief Supt, Neil Loudon. Kent is split in to 3 policing areas, "North, East and West" Divisions, of which Mr Loudon is responsible for the West with his principle towns being Sevenoaks, Maidstone, Tonbridge, Tunbridge Wells, Cranbrook and Swanley. The local District Commander for Sevenoaks area is Chief Inspector Lizzie Jones, and the Town Police Officer is Nick Hubbard.

The meeting was advised that a new Community Safety Unit is being developed with objectives which are set out in the "Kent Control Strategy 2023" a copy of which is appended. In addition, the CSU will be responsible for local issues, such as ASB.

The police maintain a range of statistics concerning the numbers of types of crime reported and success rates. These are on a rolling basis so that comparisons can be readily made. Presently the police have seen an upsurge in shoplifting in the area, and while that might be happening, they believe that the increase might well be due to increased reporting from the public, due to recent engagement with the larger stores. Mr Loudon frequently urged Members (and the world at large) to report any crime however small, as without being alerted to crime, they will not know about it and be able to focus resources where needed.

In Sevenoaks the police records show that the main victims of shoplifting are Waitrose, Sainsburys and M&S, with no mention of Boots. When queried about this Mr Loudon repeated that if the crime is unreported, they will not know about it. Anecdotally many retailers have a threshold of perhaps £100-£200 where they do not consider it worth pursuing a theft and this

might be the reason. The police are working with major stores to bolster their resolve and own security arrangements. They are also working more closely with British Transport Police to crack down on “crime tourism”.

Mr Loudon advised, with great pleasure, that Kent Police is undergoing huge restaffing, with large intakes of new officers starting in the force, the most he has seen in his career, with 44 new officers coming under his control over the next few months. The Neighbourhood Police Teams will include more beat officers, though some will have been PCSO’s. The model is for the public to see a greater police presence on the streets and for every ward to have a named officer.

The SDC police front office has been closed for several months and Mr Loudon was asked to explain. The front offices are not under his control and he is aware of the closures at Sevenoaks and Cranbrook. There does not appear to be a plan to re-open them, but this is under review with chief officers. It was pointed out to Mr Loudon, that whatever the future of the Sevenoaks police desk that at a minimum the police should change the image and address from the former High Street address to Argyle Road. (Post meeting note: Google and other search engines are showing Argyle Road).

Concerns were raised about several issues, among them being:

- A reduction in number of PCSO’s.
- That Sevenoaks Town Police Officer is for the time being covering 5 wards, all of which are near to the town, when he is needed full time in Sevenoaks 10.00-18.00.
- Businesses being concerned not just with shoplifting but threats and violence towards staff.

Roberta Ware has had long and ongoing dialogue with Kent Police on crimes against her business and businesses generally, and has a further meeting with senior police personnel planned.

In conclusion Mr Loudon said that he would be very willing to attend a future meeting to update on progress and that in the interim PC Hubbard (or other members of the Community police team) would attend regularly (he had already booked himself in to future Board meetings).

4. Spring Vegan Market

The vegan markets are proving popular with the Spring event attracting 33 stalls, which compares very favourably with markets held in about 50 other towns across the country by the organisers, Vegan Markets UK. The music, facilitated by The Listening Room Agency is perhaps one reason with it adding greatly to the ambiance of the occasion.

The Autumn Vegan Market will take place on Saturday 23rd September.

5. Coronation Events

Linda Larter reported on the Coronation Street Party when the whole High Street was closed and set out with 170 tables. The event was highly successful with the High Street being packed with

partygoers. The event was sponsored and/or supported by the companies shown in the photo to whom the Team's thanks are given.



6. Coronation Childrens High Street Safari

Footfall was slightly down on the Christmas event, perhaps with families pre-occupied by the Coronation itself.



This picture shows the Millien Family winners of the lucky draw for a £100 Bat & Ball Sports voucher donated by the Town Team. The event was sponsored by Sevenoaks District Council through the UK Levelling Up Fund

7. Sevenoaks Business Show

The 2023 show took place on 9th June and was attended by 24 exhibitors. It was opened by Mayor Cllr Claire Shea and Laura Trott MBE MP with the speakers being Paul Baker of Wealden Properties advising on “How to Green your Buildings” and Geoff Baxter of West Kent Partnership, a new body funded by the Levelling Up Fund and which is introducing a wide range of business support across West Kent.

The show was once again supported by six sponsors and as a result, while not wanting to make a loss, reached its goal of a small profit to be used for other Town Team activities.

An exhibitor satisfaction survey is in the process of being undertaken.

8. Sevenoaks Business Hub

The Chamber of Commerce has relocated to new premises and the office they previously occupied has been let to a new hirer with an increase in the rent being received.

A new advert has been designed and is being used.

Work continues to consider ways to improve the energy efficiency of the building and make further improvements. Glenn Ball has produced a report which is under consideration.

While Town Team had initiated a liaison to work in tandem with Lime Tree Work Shop and Help VA to jointly promote co-working facilities in Sevenoaks, work is now beginning to move forwards financed by the Levelling Up Fund. There are no details yet – it is work in progress.

9. Wayfinding project

The outcome of the local elections has briefly stalled progress as two of the working group have had to be replaced. The broad design is developing well and an invitation to create new imagery representing the town or its people is being considered.

10. Shop, café, restaurant, and pub occupancy survey

At the last meeting the headline results were given and discussed by the Board. As an outcome it was felt that the survey would be a very useful marker in monitoring shopping trends if the more detailed analysis detailed the numbers of business types in a location. This was appended to this agenda and created considerable interest. Members were invited to suggest business types which Town Team could approach with a view to them opening a branch in the town. Please forward suggestions.

11. South and South East in Bloom



Sevenoaks has once again entered the competition. This year we have new main sponsors being Knocker & Foskett Solicitors. Judging will take place on Friday 30th June.

12. DVCRP: Sevenoaks and Bat & Ball Station Bridge Mural Designs



Darent Valley Community Rail Partnership have commissioned London based mural artist Olga Sielicka to design two murals for Sevenoaks Railway Bridge and Bat & Ball Station Railway Bridge; both murals will be paid for by DVCRP. These are to be consulted by DVCRP Steering Group and undergo public consultations also. Designs were circulated at the meeting and received good support for the project.



13. Public loos at the bus station

New signs for the location of public loos around the town have been created and installed.

14. Reports from Town Team Members

Helen O'Sullivan - Concerned to make sure the 20mph speed limit is introduced.

Austin Blackburn – Following the KCC tender Go Coach have retained their routes and services for the next 3 ½ years. Go2, which is not profitable, has a loyal patronage and will continue for another year. Routes 1 & 6 will have an increase to an hourly service. The No 8 bus has been retained. The weekend of 24-25th June is a “Free Bus” weekend throughout the whole of Kent. Recruitment numbers are increasing, though sadly their quality is often not as desired.

Elizabeth Purves – the Hollybush Resident's Association is lobbying for the redundant bowling green at Hollybush Lane recreation ground to become an arboretum or orchard.

Avril Hunter – the outcome of the Brittain's Lane public enquiry has still not been released.

Geraldine Tucker - the Sevenoaks Society was very pleased with interest in its stalls at the Coronation Street Party and Climate Fair, and on 7th June organised a guided tour of Bat & Ball and Shoreham stations.

Cllr Richard Streatfeild – The 20mph working group has yet to report on the revised proposals.

Cllr Marilyn Canet – The Sevenoaks District Seniors Action Forum is concerned about the lack of progress on the 20 mph limit and also the ongoing condition of the public toilets at the bus station.

John Ingram – Bradbourne RA is very pleased with the outcomes of events it has held recently, with about 100 taking part in the Easter Egg Hunt and 2-300 people being at their Coronation Street Party. On 9th September there will be a Picnic in the Park. SDC has been helping clear the lakes of blanket weed.

Jim Hughes - is there any news on when the Tesco scheme will start? Purelake advised a few days ago that they have a planning application in process for some slight amendments. They expect to commence construction at the end of 2023.

Roger Walshe – in his view all the public services such as police and NHS are suffering due to understaffing.

Hannah Kay – Knole is very busy with numbers back to pre-Covid levels with a marked increase in overseas visitors. They have a Joshua Reynolds exhibition coming up. It will include talks and trails.

Cllr Graham Clack – The Sevenoaks Town East to West Walking, Wheeling and Cycling Route Consultation survey is available from Thursday 1 June until midnight on Friday 14 July 2023.

John Levett – There will be no Summer Festival in 2023, though The Anchor PH is running its own event over 24th June – 8th July.

Andrew Eyre – Though rising slowly, numbers are still down about 25% on pre-Covid. The problem now is affordability as household struggle with the cost of living increases.

Linda Larter – The Terrorism (Protection of Premises) Bill is making its way through the legislative process and if enacted in its present form is going to cause event organisers everywhere with problems on how to deal with crowd security. It has already caused the cancellation of Sevenoaks Fireworks and would impact on events like the Christmas Lights Switch-on. There are several childrens' summer events. The success in obtaining a positive vote in the referendum means that starting with a sports strategy review, work on implementing the NDP can commence. EV charging facilities are going to be installed at Raleys. Sevenoaks has been the first town to be granted "Town of Sanctuary" status.

Cllr Tony Clayton – All very quite on Rail travel news at the moment.

Date of the Next and Future Meetings

Wednesday 2nd August 2023

Wednesday 11th October 2023 – AGM

Wednesday 6th December 2023

Wednesday 21st February 2024

Wednesday 10th April 2024

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Review of Sevenoaks Town Council's Social Media Policy

To consider the recommendations from the Working Party reviewing the STC Social Media Policy. **Proposed revisions to Policy shown in red.**

**Sevenoaks Town Council
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, **Instagram**, and uses email to communicate **(full list of current digital communication at end of policy)**. 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's ~~Facebook pages and Twitter~~ **social media** accounts intend 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 **party** 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.

The sites are 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~~ social media 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~~ social media not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the ~~Facebook~~ social media 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.

All email accounts (including councillors) with a sevenoakstown.gov.uk address are subject to The Freedom of Information Act.

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.

Digital Communication Methods used by Sevenoaks Town Council, as at July 2023

Email e.g., Press Releases

Websites:

- Sevenoaks Town Council
- Bat & Ball Station
- Town Team
- STNP (Sevenoaks Town Neighbourhood Plan)
- Sevenoaks Youth Council
- House in the Basement Youth Cafe

Facebook:

- Sevenoaks Town Council
- Bat & Ball Station
- Town Team
- House in the Basement Youth Café
- Bat & Ball Station Café

Instagram:

- House in the Basement Youth Café
- Bat & Ball Station Café

Tik Tok

- House in the Basement Youth Café

QR Codes on posters, flyers, and documents

Surveys/Feedback

Mailchimp

Information Screens x 4

YouTube of Meetings



Community Engagement Strategy

Sevenoaks Town Council
Council Offices
Bradbourne Vale Road
Sevenoaks, Kent TN15 8RS
Tel: 01732 459953
Email:
council@sevenoakstown.gov.uk
Website:
www.sevenoakstown.gov.uk



Approved by Sevenoaks Town Council on 10th February 2014

1. Introduction

Welcome to Sevenoaks Town Council's Community Engagement Strategy.

Sevenoaks is situated in the County of Kent in the South of England with a population of 18,500.

It is an ancient market town that grew up where historic roads from North Kent and London crossed the greensand ridge, overlooking the Kentish Weald surrounded by Green Belt

Due to its proximity to London, a significant number of people commute to London to work. However, Sevenoaks has a very active community ethos and was voted the 'happiest' town in Britain in 2007.

A large part of Sevenoaks Town Centre is pedestrianised, with lots of individual specialist shops. There is a vibrant café culture and the Stag Community Arts Centre with its busy schedule of events in both the theatre and cinema boosts the night-time economy.

It is believed that the original seven oaks from which the town derived its name stood near the church on the southern side of the town. Indeed, the motto for Sevenoaks is 'Floreat Septem Quercus' [may the Seven Oaks Flourish].

This also forms part of the Sevenoaks Town Council crest.

Sevenoaks made the world headlines in 1987 when six of the seven oaks which had been planted in 1902 to celebrate the coronation of King Edward VII were blown over in the 'hurricane' in October of that year.

Sevenoaks Town Council has 16 voluntary Town Councillors representing the following electoral wards:-

Town Councillors 2019-2023

Name	Party
EASTERN WARD	
Cllr Tony Clayton	Liberal democrat
Cllr Thomas Morris Brown	Liberal democrat
Cllr Edward Waite	Liberal democrat
KIPPINGTON WARD	
Cllr Andrew Eyre	Conservative
Cllr Richard Parry	Conservative
Cllr Robert Piper	Conservative
NORTHERN WARD	
Cllr Marilyn Canet	Liberal democrat
Cllr Victoria Granville-Baxter	Liberal democrat
Cllr Claire Shea	Liberal democrat
ST JOHN'S WARD	
Cllr Sue Camp	Liberal democrat
Cllr Rodrick Hogarth	Conservative
Cllr Simon Raikes	Conservative
TOWN WARD	

Sevenoaks Town Council- 24th July 2023

Cllr Keith Bonin	Conservative
Cllr Nicholas Busvine	Conservative
Cllr Lise Michaelides	Liberal democrat
WILDERNESSE WARD	
Cllr Rachel Parry	Conservative

This strategy sets out what community engagement is, why we do it and the aims and actions which support it.

This strategy is about building on the good practice which already exists in the Town and making it better. It also acknowledges the genuine desire of all partners within our community to work more closely together for the benefit of local residents. Crucially, it seeks to ensure that the many 'communities' in Sevenoaks have a voice in the debate around improving the delivery of local services and thus having a positive impact on life and work in the Town.

2. What is Community Engagement?

Community Engagement is a term covering many different activities carried out with people who make up our communities. It is about making sure that people can participate and engage in lots of different ways to make Sevenoaks a better place. Community engagement can happen in many ways from Town Meetings, survey polls, questionnaires, Mayor's surgeries, big events, through to the arts, festivals and much more.

Community engagement can also take place at a number of different levels from low involvement activity to high involvement activity. For example this can range from providing information to people, to consultation by asking for feedback on a particular service or policy, to participation when decision making is shared and through to empowerment which gives people ownership of the decisions and support to carry out their own activities.

3. The aim of the Community Engagement Strategy

The strategy is about trying to change the way Sevenoaks Town Council and its partners work. It is about developing an approach to our work which puts communities and people truly at the centre of our work. It is about doing everything we can to tailor our services as closely as possible to the needs and wants of people, to recognise that different people have different needs and wants, and to help those people make their own choices and exercise their own control over events.

The aim of the Community Engagement Strategy is therefore to continuously review engagement methods with the public:-

- So that we have a better understanding of their needs and views; and
- Help us better meet people's needs;
- Improve Sevenoaks Town Council's efficiency and effectiveness; and
- Empower people and communities to influence the things that affect their daily lives.

4. What is a Community?

Communities can be:

Communities of Place – people within a defined geographical area like the town wards of Bradbourne Lakes, Greatness, or Kippington.

Communities of Interest – People who share a particular experience or characteristic, such as young people, allotment holders, sports organisations, businesses, faith groups, older people, disabled people, ethnic groups or as an example.

Communities may define themselves and definitions do change and people often belong to more than one community and communities themselves are often very diverse. The key point is that we always endeavour to engage with all residents.

5. Why Do We Engage?

Community Engagement gives individuals, communities and partners a range of very important benefits:

- Developing a better understanding of and relationship with communities through genuine dialogue
- Involving residents in public services and making sure their knowledge, experience and priorities shape those services so they are more responsive to need
- Encouraging more voluntary and community groups to become involved in planning and delivering local services
- Helping people to establish an improved sense of neighbourhood and more cohesive communities
- Engaging more people in local democracy

6. Our Partners:

There are different partners involved in working together on community engagement:

- All residents of Sevenoaks
- Councillors as elected representatives of their communities
- Voluntary and community groups both individually and through local organisations
- Private sector organisations, local businesses and social enterprises
- Public service providers

The approach to community engagement in Sevenoaks is founded upon the principle that each agency, public, private or voluntary is responsible for its own community engagement activity.

7. Our Principles which support Engagement:

Through this strategy and the engagement work we are all involved in across the town, we aim to:

Sevenoaks Town Council- 24th July 2023

- Have clear objectives for engagement and to communicate clearly and openly about decisions and actions and the reasons for them.
- Seek to reach those communities and individuals not yet engaged.
- Share information and expertise.
- Engage in innovative and creative ways using 21st century social media where appropriate.
- Recognise and value existing channels and work to make these more responsive and effective.
- Engage using a range of flexible methods to avoid relying on one source or route.

8. Our Commitments:

Through this strategy we are committed to:

- Using the most appropriate level of involvement and participation for each activity.
- Building on the existing skills of local people and communities so they are empowered to engage in decision making.
- Developing the voluntary and community sector to play a key role in helping in delivering services.
- Developing a culture where other peoples' views are valued and listened to and are part of the decision making process and help build cohesion in Sevenoaks.

9. How we will do it:

To help us achieve effective community engagement we will make use of:

- Noticeboards, the Town Crier newsletter, the website for polls and surveys, public meetings, the Town Forum, press releases, distribution of information via resident associations and recognised community groups, digital information screens, infopods, social media and public events.

The Council's approach must be one that seeks to communicate with everyone with an interest in a particular issue, and will use a variety of different communication techniques to try to be as effective as possible. It will choose the techniques on the basis of the particular community or people being targeted, and will try to make the communications as focused and specific as possible. It will try to work as closely as possible with partner organisations in engaging with the community. Communication may produce either hard or soft data (or both) and the Council will exercise care in interpreting these types of data, being in mind the potential shortcomings of each.

10. How will we measure success?

- Through attendance at meetings of the Council, Committees, Annual Town Meeting, public meetings and events.
- Responses received to questionnaires, surveys and polls.
- Statistics from the website and other forms of social media.

The Town Council's annual report will include a section on community engagement

11. Consideration of Hard and Soft Information

Some communication approaches produce 'hard' factual information, which can then be subject to mathematical analysis. Others tend only to produce 'soft' information – impressions, views, opinions, anecdotes, etc. – words rather than numbers.

Soft data is often regarded as less reliable than hard data, and it can often be hard to produce simple results from it. However, soft data still has important uses – particularly in describing qualitative things, or in explaining a situation. The Council needs to make use of both types of information in communicating with its communities.

Care has to be taken, however, about how representative any particular piece of information is – an individual may hold impassioned views on a particular service, but they may simply be the views of that one individual; the rest of the community may have a diametrically opposed view. This is not to say that the person's views are invalid merely that they have to be used with care and in recognition of the context in which they are given.

12. Financial Constraints

Communication inevitable has a cost attached to it, and the strategy should seek to increase community engagement only where a cost versus benefit calculation has been made. Within this constraint, there are other methods which can be used to at a minimal cost by changing the way we communicate with our residents and influencing the attitudes of staff to this with more emphasis on 'serving' and less on 'governing'.

The differences between a dissatisfied resident and a satisfied one can be as simple as the words used in a letter, an email, or on the telephone. If people receive an excessively arbitrary or bureaucratic letter from an officer of member they are much more likely to become upset. The same message conveyed in simple and reasonable terms is more likely to help achieve our goal.

Would you like further information on how to become involved?

For more information on this strategy, or to find out more about becoming involved in putting it into action, contact:

The Town Clerk, email townclerk@sevenoakstown.gov.uk

Sevenoaks Town Council
Council Offices
Bradbourne Vale Road
Sevenoaks, Kent TN13 3QG
Tel: 01732 459953

Website: www.sevenoakstown.gov.uk
Twitter: <https://twitter.com/SevenoaksTC>

Sevenoaks Town Council – 27th July 2023**Sevenoaks Town Council (STC) Communication Summary Output January – June 2023**

This document is a summary output, snapshot of STC's Communication Output between January – June 2023.

It should be read in conjunction with Sevenoaks Town Council's Communication Engagement Strategy 2015 (needs review and updating with new councillors) which provides further information relating to the following:

1. Introduction
2. What is Community Engagement?
3. The aim of the Community Engagement Strategy
4. What is a Community?
5. Why do we Engage?
6. Our Partners
7. Our Principles which support Engagement
8. Our Commitments
9. How we will do it
10. How will we measure success?
11. Consideration of Hard and Soft Information
12. Financial Constraints

There is also a Sevenoaks Town Council's Social Media and Electronic Communication Policy.

It should also be noted that STC is a small local authority and does not have a 'Communications Team or dedicated Officer'. We have a Social Media and Event Officer who helps with this part of his time, much of his time is dedicated to creating 'in house' to save costs, the artwork for the many and frequent flyers and posters we produce, also helping colleagues, the public and councillors with administrative matters. Other staff combine the role of promoting their / STC's activities within their daily work.

Press Releases

STC has a press distribution list, see below, which circulates all press releases. Press releases are also added to STC website.

Press Distribution List	
BBC Radio Kent	Internal for website & Town Crier
Kent Association of Local Councils	Chamber of Commerce
Kent on Sunday	Sevenoaks Chronicle
Clerks & Councils Direct	Sevenoaks District Council
National Association of Local Councils	Editor, Sevenoaks Chronicle
In Your Area Community News (Reach) PLC	ITV Meridian
Jenny Seymour, Reach PLC	Shops in Sevenoaks
Kent Live	KM Group 2
Messenger News at KM Group	MP
Local Government Chronicle News	Visit Kent
Matthew Hemmings, Community Publishing	Multi Media News at KM Groups
Society of Local Council Clerks	SDC & STC Liaison Officer
Sennockians	SO, Magazine
South East	Town Councillors
Sevenoaks Women's Forum	My Sevenoaks Community

Sevenoaks Town Council – 27th July 2023

Between January – June 2023 the following Press Releases have been issued:

Date	Topic
10/01/2023	INDEPENDENT EXAMINER'S REPORT ON SEVENOAKS TOWN COUNCIL'S NEIGHBOURHOOD DEVELOPMENT PLAN RECEIVED WITH RECOMMENDATION TO GO DIRECT TO REFERENDUM
18/01/2023	SEVENOAKS TOWN COUNCIL SETS ITS COUNCIL TAX PRECEPT FOR 2023/24 TO CONTINUE TO DELIVER, PROTECT, AND ENHANCE COMMUNITY FACILITIES WITHIN A GREEN COMMUNITY INVESTMENT PLAN
19/01/2023	STC PRECEPT AWARD
24/01/2023	SEVENOAKS TOWN COUNCIL WAS FLUSHED WITH SUCCESS. AT THE 2023 LOO OF THE YEAR AWARDS
13/02/2023	AFTER MANY YEARS OF CONSULTATION AND VOLUNTARY WORK THERE IS NOW THE CHANCE FOR SEVENOAKS RESIDENTS TO HAVE A VOTE ON THE FUTURE OF THEIR TOWN. THE REFERENDUM DATE FOR THE 1ST SEVENOAKS NEIGHBOURHOOD PLAN WILL BE 4TH MAY 2023 (ALONGSIDE LOCAL ELECTIONS)
15/02/2023	SEVENOAKS TOWN COUNCIL'S SPEED INDICATOR DEVICE INSTALLED IN SEVENOAKS TOWN
16/02/2023	SEVENOAKS CORONATION CELEBRATIONS – CALL FOR VOLUNTEERS
06/03/23	VINE ANTI-SOCIAL BEHAVIOUR – CALL FOR RESIDENTS' HELP
07/03/2023	GREEN FLAG AWARD
13/03/2023	COMMONWEALTH FLAG RAISING
14/03/2023	CORONATION BIG TEA PARTY CELEBRATION
17/03/2023	SEVENOAKS TOWN COUNCIL - GRANTS TO LOCAL VOLUNTARY ORGANISATIONS
22/03/2023	LOOK OUT FOR ZERO 2 DRIVING AROUND THE TOWN SECOND ELECTRIC VAN FOR SEVENOAKS TOWN COUNCIL
23/03/2023	ELECTRIC VAN – MEET ZERO 2
24/03/2023	SEVENOAKS TOWN COUNCIL RECOMMENDS REFUSAL OF SEVENOAKS GASHOLDER STATION PLANNING APPLICATION AND ADVISES DEVELOPER TO REFER TO DESIGN GUIDANCE IN ITS SEVENOAKS TOWN NEIGHBOURHOOD PLAN – DUE FOR REFERENDUM 4TH MAY 2023
April	Celebrating 10 years of HitB Youth Cafe
14/04/2023	SEVENOAKS TOWN COUNCIL TO EXPLORE INSTALLATION OF A "KEEP CLEAR" SIGN AT WESTERN ENTRANCE OF HILLINGDON AVENUE
25/04/2023	FREE COPIES OF THE SEVENOAKS TOWN NEIGHBOURHOOD PLAN ARE AVAILABLE TO BE PICKED UP AT VARIOUS LOCATIONS IN SEVENOAKS TOWN
25/04/2023	AED AT KNOLE PADDOCK
04/05/2023	BEST DRESSED WINDOW COMPETITION – CORONATION
10/05/2023	TWO ICONIC LOCATIONS IN SEVENOAKS TOWN COMPETE TO WIN GOLD IN RHS COMPETITION
10/05/2023	SEVENOAKS SAYS YES! TO SEVENOAKS TOWN NEIGHBOURHOOD PLAN, WHOSE SUCCESS AT REFERENDUM MARKS IT THE FIRST NEIGHBOURHOOD DEVELOPMENT PLAN IN SEVENOAKS DISTRICT
11/05/2023	IN BLOOM VOLUNTEERING
15/05/23	PAST MAYOR PRESENTS AWARDS AND FUNDRAISING CHEQUE
16/05/2023	NEW MAYOR FOR SEVENOAKS
23/05/2023	SEVENOAKS TOWN COUNCIL – ELECTION VACANCY
May	Town Team Business Show x 2
01/06/2023	DESIGN A BUG OR BEE HOTEL
01/06/2023	IN BLOOM TIDY UP DAYS
01/06/2023	BIG GREEN WEEK
08/06/2023	SEVENOAKS TOWN COUNCIL MADE STRONG REPRESENTATION REGARDING THE SEVENOAKS QUARRY (TARMAC) OUTLINE PLANNING APPLICATION TO ENSURE ITS CONCERNS WERE ADDRESSED

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09/06/2023	TOWN OF SANCTUARY
22/06/2023	CYBER SECURITY ACCREDITATION
29/6/2023	FREE CHILDREN THEATRE SHOWS
29/6/2023	SEVENOAKS TOWN COUNCIL INVITES GRANT APPLICATIONS FROM THE LOCAL COMMUNITY

Comms Coverage

Summary of publications which have featured Sevenoaks Town Council and related

Date	Name of publication featured Sevenoaks TC	Screenshot of headline / article featured
5.1.23	Sevenoaks Chronicle	<i>Brilliant Ted, 10, Wins Town Council's Christmas light design competition- Article</i>
12.1.23	Sevenoaks Chronicle	<i>Steering group has done a good job- Letter</i>
12.1.23	Sevenoaks Chronicle	<i>Neighbourhood plan progresses- Article</i>
19.1.23	Sevenoaks Chronicle	<i>Sewer leaks overflowing 'into park and streets' – Article</i>
19.1.23	Sevenoaks Chronicle	<i>Sewage must be fixed before new homes are built- Article</i>
26.1.23	Sevenoaks Chronicle	<i>Town Council's Bat and Ball win award for loos- Article</i>
26.1.23	Sevenoaks Chronicle	<i>Town council precept to rise by 4.9%- Article</i>
9.2.23	Sevenoaks Chronicle	<i>Platinum Jubilee tree moved to Bradbourne Lakes- Article</i>
23.2.23	Sevenoaks Chronicle	<i>High Street to be closed for the Coronation Celebration- Article</i>
March	Town Crier	<i>STC Activities</i>
2.3.23	Sevenoaks Chronicle	<i>Artist wins People's Choice Award for Make the Change Work- Article</i>
9.3.23	Sevenoaks Chronicle	<i>Vandalism on the Vine- Article</i>
9.3.23	Sevenoaks Chronicle	<i>Council urges support for plan- Article</i>
9.3.23	Sevenoaks Chronicle	<i>Great news of defeat for flats development- Letter</i>
16.3.23	Sevenoaks Chronicle	<i>New plans revealed for 20mph zone in the town centre- Article</i>
16.3.23	Sevenoaks Chronicle	<i>Flags raised to mark Commonwealth Day- Article</i>
16.3.23	Sevenoaks Chronicle	<i>Raleys car park permits- Advert/ Article</i>
16.3.23	Sevenoaks Chronicle	<i>Get Set for the big High Street tea party- Article</i>
23.3.23	Sevenoaks Chronicle	<i>Vegan market back in town- Article</i>
23.3.23	Sevenoaks Chronicle	<i>Local heroes celebrated at council awards event- Article</i>
30.3.23	Sevenoaks Chronicle	<i>Gasholder site plan 'out of character'- Article</i>
30.3.23	Sevenoaks Chronicle	<i>Electric van boosts council's fleet- Article</i>
30.3.23	Sevenoaks Chronicle	<i>Welcome to the repair shop... Sevenoaks-style- Article</i>
April	STNP Summary	<i>STNP</i>
April	STNP	<i>STNP</i>
6.4.23	Sevenoaks Chronicle	<i>Market would be better placed in High street- Letter</i>
6.4.23	Sevenoaks Chronicle	<i>Youth Café has proved a great success- letter</i>

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13.4.23	Sevenoaks Chronicle	<i>Players stage Sweet Charity- Advert/Article</i>
20.4.23	Sevenoaks Chronicle	<i>Blindfold walk to highlight hazards- Article</i>
20.4.23	Sevenoaks Chronicle	<i>Sevenoaks Players- Sweet Charity- Advert/Article</i>
20.4.23	Sevenoaks Chronicle	<i>Neighbourhood plan will help to shape our future- Article</i>
27.4.23	Sevenoaks Chronicle	<i>Defibrillator installed at pavilion- Article</i>
27.4.23	Sevenoaks Chronicle	<i>Chance for a say on development plan- Letter</i>
27.4.23	Sevenoaks Chronicle	<i>The Big Afternoon Tea Celebration- Article</i>
May	SLCC Clerk Magazine	<i>STC Loo of the Year Award</i>
4.5.23	Sevenoaks Chronicle	<i>Campaign group says Climate Fair was a big success- Article</i>
11.5.23	Sevenoaks Chronicle	<i>Barbecues and bunting out as town celebrate the big day</i>
11.5.23	Sevenoaks Chronicle	<i>Best Dress shop windows also crowned- Article</i>
11.5.23	Sevenoaks Chronicle	<i>Lib Dems win all but one of the seats on Town Council- Article</i>
11.5.23	Sevenoaks Chronicle	<i>My family enjoyed the coronation- Sevenoaks MP Laura Trott</i>
18.5.23	Sevenoaks Chronicle	<i>New mayor installed at Town Council- Article</i>
18.5.23	Sevenoaks Chronicle	<i>New app gives walkers rail trails across valley- Article</i>
18.5.23	Sevenoaks Chronicle	<i>New app gives walkers rail trails across valley- Article</i>
18.5.23	Sevenoaks Chronicle	<i>Town prepares for annual in Bloom contest- Article</i>
18.5.23	Sevenoaks Chronicle	<i>Voters back plan for development of town's future- article</i>
18.5.23	Sevenoaks Chronicle	<i>TV's Gloria Hunniford opens theatre solar panels- Article</i>
June	Town Crier	New Mayor, Election & STNP results etc
June	Sevenoaks Society	STNP
June	Sevenoaks Signal	STNP
1.6.23	Sevenoaks Chronicle	<i>Sevenoaks Business Show 2023- Advert</i>
1.6.23	Sevenoaks Chronicle	<i>Only Tory in town council declines to take up role- Article</i>
1.6.23	Sevenoaks Chronicle	<i>Backing for plan is launchpad for town's future- Letter</i>
1.6.23	Sevenoaks Chronicle	<i>Grateful for support of refugees concert- Letter</i>
8.6.23	Sevenoaks Chronicle	<i>Sevenoaks Town Council elects new leader-Article</i>
8.6.23	Sevenoaks Chronicle	<i>Twin town friends take a tour- Article</i>
8.6.23	Sevenoaks Chronicle	<i>Business show-Article/Advert</i>
8.6.23	Sevenoaks Chronicle	<i>New Roundabout at Bat & Ball- Article</i>
8.6.23	Sevenoaks Chronicle	<i>We're honoured and look forward to challenges-Letter</i>
15.6.23	Sevenoaks Chronicle	<i>Order Set to tackle bad behaviour at beauty spot- Letter</i>
15.6.23	Sevenoaks Chronicle	<i>Business show highlights local talent- Sevenoaks MP Laura Trott</i>
June	Sevenoaks Chronicle (front page +)	Town of Sanctuary

Sevenoaks Town Council – 27th July 2023

June	Sevenoaks in Bloom brochure	Sevenoaks in Bloom
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Digital Coverage

Date	Name of publications featured Sevenoaks TC	
	Stag Theatre-	<i>Solar panels opened by TV star Gloria Hunniford-</i> Stag News Archives - The Stag Sevenoaks
	Kent online- what's on page- date unknown	<i>Sevenoaks Climate Fair-</i> Sevenoaks Climate Fair (kentonline.co.uk)
1.5.23	Kent online	<i>Celebrate King Charles' coronation in Kent with bank holiday street parties, screenings, music, crafts and more-</i> Celebrate King Charles' coronation in Kent with bank holiday street parties, screenings, music, crafts and more (kentonline.co.uk)
11.3.23	Kent online	<i>The Vine cricket ground in Sevenoaks targeted by vandals-</i> The Vine cricket ground in Sevenoaks targeted by vandals (kentonline.co.uk)
2.6.23	Kent online	<i>950 homes plan at Sevenoaks Quarry approved by council-</i> 950 homes plan at Sevenoaks Quarry approved by council (kentonline.co.uk)
13.6.23	Kent online	<i>Sevenoaks Town Council raises 'ongoing concerns' over 950 homes plan at Sevenoaks Quarry-</i> Sevenoaks Town Council raises 'ongoing concerns' over 950 homes plan at Sevenoaks Quarry (kentonline.co.uk)
May	My London	<i>Sevenoaks voted best commuter town</i>
June	Telegraph	<i>Sevenoaks in Top 50 places to live</i>
July	Clerks & Councils Direct	<i>STC Loo of the Year Award</i>

Audience & Engagement Data

Website	Views	% Increase	Most Viewed Page
Sevenoaks Town Council	TBC	TBC	TBC
Bat & Ball Station	4,723		1 st Home Page 2 nd Café at the Station
Town Team	TBC	TBC	
STNP	2,492	75% more than 2022	STNP documents 2,041 views

Sevenoaks Town Council – 27th July 2023

	7,367 file downloads (2,897 STNP, 1,574 summary doc 675 2022 version)		
Sevenoaks Youth Council Sevenoakseyouthcouncil.weebly.com (only available since April 2023)	343		Minutes Page 54%
House in the Basement Youth Café Houseinthebasement.weebly.com (created May 2023)	1,546	No previous site data to compare % to current info	Events Page

Twitter

Twitter account	Tweet Impressions	Followers	New Followers
@SevenoaksTC	20,262	2,468	7
@SevenoaksMayor	5,546	1,919	9
@7oaksEvents	49,158	3,032	28
@BatandBalltrain	27,034	96	18
Town Team @SevenoaksTP			

Facebook

Facebook Page	Views / Likes	Followers	Most common demographic with Sevenoaks area
Sevenoaks Town Council	14,285	588	77% women 23% men
Bat & Ball Station	364	184	75% women 25% men Highest age bracket 35 -44
Town Team	11,196	165	66% women 34% men
HITB Youth Café	686	717	
Bat & Ball Station Cafe	988	552	78% women 22% men Highest age bracket 45 - 54

Sevenoaks Town Council – 27th July 2023**Instagram**

Account	Posts	Followers	Following
HitB Youth Café	147	170	265
B&B Station Café		354	

TIK TOK

Account	Likes	Followers	Following
HitB Youth Café	105	41	20

QR codes use

Month produced	Promotion	Quantity of Engagements
February	Mayor's Quiz Night	87
February	Bat & Ball Station Hire	8
March	Int Women's Day Event	14
March	Town Crier	28
March	Vegan Supper Club	3
March	STC Annual Report	7
April	Friends of Bat & Ball Station	9
April	STNP	36
May	STNP	33
May	Allotments	3
May	Youth Council	20
May	Coronation Event	44
May	Big Help Out	13
May	Darent Valley link	4
May	High Street Safari	4
June	Town Crier	11
June	Big Green Week	5
June	Venues to Hire	3
June	Music on Bandstand	3
June	Sevenoaks in Bloom – Recipe	2
Total		337

Surveys / Feedback

Survey Name	Opening vs last modified date	Number of responses
Sevenoaks Business Show 2023 – feedback	11.6.2023 19.6.2023	13
Town Team Newsletter subscription	18.5.2020 09.06.2023	189
Greening Sevenoaks	10.2.2022 08.06.2023	146
Facility Hire – feedback	09.05.2022 24.5.2023	42

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Mailchimp – analytical data (used for STNP update subscribers and Agenda distribution)

Topic of email	Date sent	Number of subscribers	Opens
Announcing STNP prints available	19/04/2023	122	80
Creation of STNP Summary document	07/03/2023	121	75
Announcing Referendum date	14/02/2023	121	83
Independent Examiner's Report	10/01/2023	121	84

You Tube Views (available from April 2023)

DATE	COMMITTEE:	VIEWERSHIP:
03/04/23	Planning Committee	53
17/04/23	Planning Committee	23
24/04/23	Finance & General Purposes / Council	24
02/05/23	Planning Committee	17
15/05/23	Annual Council Meeting	49
22/05/23	Planning Committee	18
06/06/23	Planning Committee	14
12/06/23	Finance & General Purposes / Council	41
19/6/23	Planning Committee	24
26/6/23	Community Infrastructure Committee	23

Information Screens

STC has information screens at the following locations, which has information on a rolling loop.

- Sevenoaks Station
- Bat & Ball Station Café
- Bat & Ball Centre foyer
- Stag foyer

Non-Digital

- Posters and leaflets for all events on town wide noticeboards (include QR codes, see above)
- Banners across town and over highway
- Town Crier 12,023 delivered by Royal Mail to all households and 300 to STC office.
- Events – engaging directly with public – Annual Town Meeting, Climate Fair, Coronation Tea Party, Bat & Ball Station events.
- Visitors to STC offices between 10 – 20 per day
- Public engagement meetings, e.g., Coronation Event, Sevenoaks in Bloom

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- Sevenoaks Town Neighbourhood Plan
Approx 1,050 **printed** summaries with a few remaining
1574 **online** copies of the summary have been downloaded from the website

Approx 550 **printed** copies of the STNP with 1,450 remaining
2,897 **online** copies of the STNP referendum version have been downloaded from the website

Overall, 2,614 summaries and 3,447 STNPs have been distributed to the public.

Note: the document relating to consultation and communication for the STNP runs to 400 pages.

Complaints

Month	Topic
May	Allotment Administration
May	Closure of High St for Coronation Event
May	OS Staff Behaviour
June	Inappropriateness of horse on the Vine
June	Town Crier typo
June	Cemetery condition x 3
June	Business Show – low footfall

Compliments

No.	Date	From	Event/Subject	Compliment
1.	06.01.23	Cllr Busvine	Draft STC Comments on SDC Local Plan 2040 Public Consultation	This is an impressive piece of work. Congratulations to all involved.
2.	10.02.23	Trader	Christmas Lights Switch On	I just wanted to say thank you so much for letting us be involved in your Christmas event. It was brilliant, we met some great people and really enjoyed it. Could you put our name down for this year?
3.	11.01.23	Cllr Piper	NDP – Independent Examiner's Report	Linda—really well done.
4.	13.01.23	Executive Officer, Fleet Town Council	Precept Flyer (as example)	Thank you so much. I am loving your colourful format!! Something very visual but informative was just what I was after.
5.	16.01.23	Local resident	Julian's Close - dropped kerbs	Hi Beatriz..... I was going to email you regarding the dropped kerb – it's fantastic! 😊 I'm delighted with it and I'm sure it will benefit many residents and users of the green space and lovely new park. You played a pivotal role in getting this through and I really appreciate all your help. It was a pleasure to meet you and to work with you on this.

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No.	Date	From	Event/Subject	Compliment
6.	19.01.23	Local resident	Purchase of Eynsford Railway poster (via Ben Thornevell)	You are a complete star. Thank you so much for doing this. Can you make sure that you share this positive feedback with your line manager as your customer service skills are of a quality most employers would kill for! You're a credit to your employer.
7.	21.01.23	Member of Public Review on Google Business Profile	Bat & Ball Cafe	A really nice place to go and eat. Welcoming atmosphere and great customer service. Tasty vegetarian options Food: 5/5 Service: 5/5 Atmosphere: 5/5 Parking space Plenty of parking - Paid parking lot, Free street parking
8.	21.01.23	Member of Public Review on Google Business Profile	Bat & Ball Cafe	Nice place to have a coffee on a cold winter's morning. Food: 4/5 Service: 4/5 Atmosphere: 3/5
9.	21.01.23	Member of Public Review on Google Business Profile	Bat & Ball Cafe	Service: 5/5 Atmosphere: 5/5
10.	23.01.23	Therese Hammond Project Officer – Kent Community Rail Partnership	Hollingbourne Station meeting at Bat & Ball Station	Hi Linda and Iona, Thank you so much for the warm welcome we received on Friday and for the invaluable information sharing. Our group are very impressed with what you have achieved and came away with lots of answers and a few more areas to explore after hearing your words of wisdom. Their enthusiasm has resulted in us meeting on-line this evening to progress our station project – onwards and upwards! Many thanks again and we'll extend an invitation to join us once we've launched.
11.	24.01.23	Member of Public Review on Google Business Profile	Bat & Ball Centre	4-star review
12.	26.01.23	Cllr Granville-Baxter	Green Action Plan – Open Spaces	I would like to congratulate the Open Spaces staff for their efforts in planting sustainably, especially in the more decorative areas, and hope that the continued use of hardy perennials will form the bulk of new planting.
13.	03.02.23	Madeleine Busvine	Mayor's visit to St Thomas' Primary School	Please could you pass on our thanks to the Mayor and Consort for a really enjoyable and valuable visit today. The children loved meeting them both and learning more about what our Mayor and councillors do. Many thanks to you, too, for arranging everything - much appreciated!
14.	06.02.23	Cllr Granville-Baxter	Loo of the Year Award	Continuing to be very proud of thisit's an important marker of our hospitality in Sevenoaks.

Sevenoaks Town Council – 27th July 2023

No.	Date	From	Event/Subject	Compliment
15.	13.02.23	User of B&B Centre	Party at Bat & Ball Centre	4 stars. Visited for a children's birthday party. Super venue, very clean and ideal for purpose.
16.	15.02.23	Town Clerk	Installation of Speed Indicator Device	The SID on Bradbourne Vale Road is up and working. Thank you to Georgie and Nicholas on all their work on this.
17.	15.02.23	The Mayor	Installation of Speed Indicator Device	Well done, you're a great team!
18.	15.02.23	Cllr Eyre	Installation of Speed Indicator Device	Excellent news. Congratulations to the officers for following this through so quickly.
19.	15.02.23	Sevenoaks Vine Cricket Club	Remedial action regarding vandalism to Cricket Pavilion roof	This is fantastic. Thank you so much for the immediate attention from you and your teams. Whilst they may never know, it is great that our members are being looked after. Many thanks. In terms of the prevention measures, it sounds good to me. I appreciate your question. Thanks again to you and your team.
20.	16.02.23	Cllr Granville-Baxter	Installation of Speed Indicator Device	Really good news. It will make a difference – thank you Georgie and Nicholas.
21.	15.02.23	Local residents	Cemetery plot purchase	Everyone in your office (CS) has been so kind and helpful in emails and face to face. Mr Cotterill at the cemetery was especially helpful and considerate when helping us choose a plot.
22.	17.02.23	Cllr Clayton	Installation of Speed Indicator Device	Excellent - and thanks to all who worked hard to make it happen.
23.	21.02.23	Member of Public	Christmas Lights	Firstly, apologies that this letter is quite late in sending! The time between Christmas and now has flown by! I wanted to say a BIG Thank you to Sevenoaks [District] Council for the beautiful Christmas lights that were put up in both the High Street and London Road this year. They were stunning. It was an absolute joy to visit the High Street once daylight became twilight and then night-time – everything was transformed into a tasteful winter wonderland. LOVED IT – so, so nice and WELL DONE TO YOU! More of the same next year please.
24.	21.02.23	Member of public on social media	B&B Station Supper Club	Thank you, Tomas, and your lovely wife, for a fantastic meal tonight. We met new people and ate far too much of your wonderful home-made vegan Polish cooking. You even prepared gluten free alternatives where needed. We now need to starve for a week! A great initiative. The Supper Club is born.
25.	05.03.23	Member of Public Review on Google Business Profile	Bat & Ball Station Cafe	5-star rating

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No.	Date	From	Event/Subject	Compliment
26.	06.03.23	Local resident	Letter Box Lane Resurfacing	Beatriz, Many thanks for this....Very happy with the end result and particularly pleased to have it completed !
27.	07.03.23	Cllr Granville-Baxter	7 th Green Flag Award for The Vine	Thank you - this is a brilliant record.
28.	07.03.23	Member of Public Review on Google Business Profile	Bat & Ball Cafe	5-star rating
29.	08.03.23	Cllr Busvine	Town Clerk Election as European Board Director of IIMC, a world-wide network of Clerks	Many congratulations on this recognition for all you have done - and continue to do!
30.	08.03.23	Cllr Ancrum	Town Clerk Election as European Board Director of IIMC, a world-wide network of Clerks	Congratulations Linda.
31.	08.03.23	Cllr Granville-Baxter	Town Clerk Election as European Board Director of IIMC, a world-wide network of Clerks	Absolutely deserved: fortunate for them and for us. Congratulations Linda
32.	08.03.23	Cllr Canet	Town Clerk Election as European Board Director of IIMC, a world-wide network of Clerks	Many congratulations Linda, so interesting for you.
33.	08.03.23	The Mayor, Cllr Mrs Parry	Town Clerk Election as European Board Director of IIMC, a world-wide network of Clerks	Many congratulations, it just shows how all your work is appreciated, not just by us here in Sevenoaks but by a much wider audience. They always say if you need something done, ask a busy person and now you'll be even busier. Bonne chance!
34.	08.03.23	Cllr Michaelides	Town Clerk Election as European Board Director of IIMC, a world-wide network of Clerks	That is excellent news. Congratulations, Linda!
35.	10.03.23	Member of Public Review on Google Business Profile	Bat & Ball Centre	Great venue and was used for a teamwork day. The John London Hall was perfect as a self-contained space for 20 people. Brilliant.
36.	12.03.23	Isobel Groves	Mayor's Quiz Night	The quiz was a great success. Thank you for letting us sit near the quiz master. It was very helpful. Congratulations to all concerned for making it such an enjoyable evening!
37.	13.03.23	Regular hirer of B&B Centre	Mayor's Quiz Night	Just to say how much Team Probus enjoyed the quiz on Saturday.

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No.	Date	From	Event/Subject	Compliment
				It was all very well organised and run, even the microphone and projector behaved perfectly!!!! All the graphics involved with the answers were super, a lot of hard work went into it all round. P.S. the bar was very well organised and run too!!
38.	13.03.23	Parent of HitB user	House in the Basement Youth Cafe	My son attends your youth club - he loves it, so thank you to all involved for the work that you do - and I was wondering if you would be interested in any donations for your food/snack menu?
39.	13.03.23	Hirer of B&B Centre	Bat & Ball Centre	5-star rating
40.	13.03.23	Member of Public Review on Google Business Profile	Bat & Ball Cafe	A hidden gem! I visited here whilst waiting for some work to be done on my car in the nearby industrial area. The ladies were really friendly, taking the time to have a chat with everyone who visited. Food was so good! Everything is made "proper" and homemade. I had a jacket potato and it was baked to perfection. Prices were good too! £5.95 for the jacket. It's really unusual for a station cafe to actually be decent! So, I'm gutted I'm not local and can't visit more! But I'd highly recommend if you're in the area.
41.	14.03.23	Member of Public Review on Google Business Profile	Bat & Ball Cafe	Good coffee & friendly staff.
42.	14.03.23	Office of Laura Trott MP	Green Flag Award for The Vine for 7 th consecutive year	Laura is grateful to receive this press release and has asked me to pass on her congratulations to all concerned.
43.	15.03.23	Hi Kent	Attendance at Annual Town Meeting	Debra really enjoyed her evening with you on Monday, so thank you for making her so welcome.
44.	16.03.23	Town Clerk	District Council's Community & Voluntary Awards	Congratulations to Daren, Manager at HitB youth café for all his work in the project and jointly receiving the prize for: Youth Group of the Year - Sevenoaks District Youth Mentoring Project
45.	16.03.23	Mayor	District Council's Community & Voluntary Awards	Dear Daren, Congratulations indeed! This is very apt, as HiTB is coming up to its 10 th anniversary. Apparently, that's the Tin one, so if you have any cans of cola etc you can celebrate in style. Only another 15 years for your Silver anniversary!
46.	16.03.23	Member of Public Review on Google	Bat & Ball Centre	5-star rating

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No.	Date	From	Event/Subject	Compliment
		Business Profile		
47.	17.03.23	Cllr Shea	District Council's Community & Voluntary Awards	That is brilliant news, I am so pleased for Daren and the team. Congratulations to all, the hard work is paying off!
48.	17.03.23	Cllr Busvine	District Council's Community & Voluntary Awards	Yes indeed. Many congratulations to Daren and the team on this well-deserved award.
49.	17.03.23	Cllr Canet	District Council's Community & Voluntary Awards	Well done Daren and team. Always good to be recognised for your work.
50.	19.03.23	Cllr Granville-Baxter	District Council's Community & Voluntary Awards	Please add my congratulations to Darren: this is really great news.
51.	19.03.23	Member of Public Review on Google Business Profile	Bat & Ball Centre	Great place to book large community events
52.	20.03.23	Member of Public Review on Google Business Profile	Bat & Ball Centre	Smart new community facilities!
53.	23.03.23	Adopt-a Tree Sponsor (via phone call)	Adopt-a Tree (Nicholas Cave)	I have just taken a call from one of the sponsors for Adopt a Tree. She called into the office a few days ago, to make payment, and was full of praise for the Open Spaces Manager who was so kind and helpful. He gave her a plan of the cemetery and indicated where her tree is planted.
54.	30.03.23	Clerk to Dunton Green Parish Council	Town Crier, Chris Conlan	Just a quick note to say that we have had the pleasure of meeting and being entertained by the Sevenoaks Town Crier, Chris Conlan. He was with us last night and was very well received. A super evening. What a great asset for Sevenoaks! Thank you for putting us in contact with him.
55.	30.03.23	Member of Public Review on Google Business Profile	Bat & Ball Centre	5-star rating
56.	31.03.23	Cllr Eyre	Queries arising at Committee meeting	Please pass on my thanks to Mark for his wonderfully clear and straightforward answers to the queries asked of him. He is a real asset to the Council.
57.	31.03.23	Member of Public Review on Google Business Profile	Bat & Ball Centre	Very nice centre and plenty of space with great facilities.

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No.	Date	From	Event/Subject	Compliment
58.	04.04.23	Retired Youth Worker, KCC	House in the Basement	It was good to visit the House in the Basement on Saturday and to see that after 10 years it is still going strong, unlike so much of Youth Services across the country. Sevenoaks Town is to be applauded for the work being done with young people in Sevenoaks.
59.	08.04.23	Member of public	Vine Gardens	The tulips in Vine Gardens have been stunning this week and set off by the under planting! More are on the way in the rest of the garden. Congratulations to Open Spaces.
60.	18.04.23	Member of public	Advice on cemetery procedures (Beatriz Day)	You were very patient and kind on the telephone, and I want it documented that you were of great assistance and understanding, which is rare these days.... Again, I thank you sincerely for listening to me, and being so patient and kind.
61.	20.04.23	The Mayor	Mayor's End of Term Reception	Dear Ann, Thank you so much for all your and Georgie's hard work yesterday evening, it was much appreciated by everyone. Our supper was very tasty!
62.	20.04.23	CEO of Rockdale Housing Association	Mayor's End of Term Reception	Can you please thank the Mayor and the Town Council for such a lovely event last night. We felt very honoured to be invited and it was great to meet so many interesting people. And the canapes were wonderful!! Thanks again.
63.	22.04.23	Member of Public Review on Google Business Profile	Bat & Ball Centre	5-star rating
64.	24.04.23	Cllr Avril Hunter, Chairman of SDC	Mayor's End of Term Reception	Thank you for inviting us to your Reception on Wednesday. It was a very enjoyable evening, and it was a privilege to meet so many of the local people who do so much for our town. Once again, many thanks.
65.	30.04.23	Cllr Shea	Climate Fair at Vine Gardens	Dear Linda, A huge thank you to you and to all of your team who gave up their Saturday to support the Climate Fair. It was a leap of faith to support a team which hadn't run an event before, and your support was invaluable in making it the success that it was. On the ground, I heard nothing but positivity for the concept and the event, and I know it would not have been possible this time without the energy and support from you, Nicholas and his team, Georgie, Jonathon, the cafe team and no doubt others who were involved along the way.
66.	02.05.23	Cllr Clayton	Climate Fair at Vine Gardens	Dear Linda and Nick As one of the volunteers for SCAN on Saturday I'd like to offer many thanks for all the help from you and the Town Council team. The

Sevenoaks Town Council – 27th July 2023

No.	Date	From	Event/Subject	Compliment
				organisers were absolutely delighted with the day and how well it went. Please pass on my appreciation to the whole team I know you'll be hearing from SCAN 'officially' - they couldn't have hoped for a more supportive approach from the Town Council. The crowds were great, and the whole atmosphere was positive. I hope you enjoyed it as much as we did.
67.	02.05.23	Sevenoaks Climate Action Network	Climate Fair at Vine Gardens	Dear Linda, I think you and the town council team were also brilliant. Thank you so much for helping make the Climate Fair such a great success. Let's hope we will be able to arrange another fair for next year.
68.	03.05.23	Cllr Ancrum	PowerPoint – What we achieved since 2019	Thanks Georgie. Extremely useful when people ask what the Town Council does!
69.	03.05.23	Cllr Granville-Baxter	PowerPoint – What we achieved since 2019	Thank you, this is so useful: please pass on my thanks to Linda, and for the splendid send off last night. All the best.
70.	08.05.23	Member of Public via Google Business Profile	Bat & Ball Cafe	Lovely small cafe in this iconic train station. The staff is amiable. Great prices Food: 5/5 Service: 5/5 Atmosphere: 4/5
71.	09.05.23	Town Clerk	Coronation Event – thank you to staff	I just wanted to say a tremendous, big thank you for all your hard work leading up, afterwards and during the Coronation Afternoon Tea event. You saw for yourselves how successful it was and how many people enjoyed themselves. We also created a bit of social history. Thanks again.
72.	11.05.23	Entertainers at Coronation event	Coronation event	Thank you for your email and for letting me know that your event was a great success and well received by members of the public. The entertainers very much enjoyed working with you and for your kind hospitality and making them feel welcome.
73.	11.05.23	Spec & Bear, Trader at event	Coronation Event	Just a quick email to say thank you for asking me to attend the coronation event last weekend in the Sevenoaks High Street. It was a great event and really put together well, the security teams were also very good so please pass on my thanks.
74.	12.05.23	Entertainer at Event	Coronation Event	Thank you so much for inviting me to perform my Punch and Judy show at your Coronation Event last Sunday. I had two packed out shows which was very pleasing!

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No.	Date	From	Event/Subject	Compliment
75.	13.05.23	Local Resident	Coronation Event	I just wanted to say a massive thank you to all those in the Sevenoaks Council who organised the street party last Sunday. What an awesome event it was! My family and friends were so impressed with all of the things that had been organised. Closing the road and laying out tables etc and putting on stalls and singing - the atmosphere was wonderful, and it made me so proud to live here so I just wanted to let you know.
76.	15.05.23	Cllr Granville	Coronation Event	Thank you for forwarding this, Linda: a highly deserved opinion. We all had a great time too for which many thanks to you and all the team.
77.	14.05.23	Member of Public Review on Google Business Profile	Bat & Ball Centre	5-star rating. Big and nice with a good garden.
78.	15.05.23	Cllr Varley	Coronation Event	It was a magnificent event, and thanks to you and your town for all your work on it.
79.	15.05.23 & 17.05.23	Member of public	Bat & Ball Café (Iona)	Today my wife and I, together with our grandson ... had one of our regular lunches in the cafe. As usual the meals were superb. Thank you for your helpful email.... I would also add, as regards the cafe, the staff are very friendly, and the food is good value for money.
80.	16.05.23	Parent of Child at HitB	House in the Basement	I would just like to express how much my son enjoys the SEN Youth Club at House in the Basement, which he attends on a Tuesday evening. The staff there are very welcoming and friendly and ensure that X has an enjoyable time. It enables him to socialise with other children with similar needs in a safe and caring environment and looks forward to going every week. This is crucial, as outside of school there are limited opportunities for him to socialise with other children and to be able to make friends. Without support and understanding he would be unable to experience a social life and House in the Basement gives him a chance to do this.
81.	18.05.23	Cllr Layne	Coronation Event	Thank you for forwarding this, Linda. I had the great opportunity to have been invited to play the piano and sing for the occasion. It was a really joyous occasion.
82.	19.05.23	Trader at Event	Coronation Event	Thank you for letting us be involved in the coronation event it was another fantastic event.
83.	21.05.23	The Sevenoaks Society	Sevenoaks Town Neighbourhood	Congratulations to you and your team for successfully achieving the recent referendum result. Most pleasing.

Sevenoaks Town Council – 27th July 2023

No.	Date	From	Event/Subject	Compliment
			Plan Referendum Success	
84.	18.05.23	Cllr Layne	Coronation Event	Thank you for forwarding this, Linda. I had the great opportunity to have been invited to play the piano and sing for the occasion. It was a really joyous occasion.
85.	23.05.23	Member of Public Review on Google Business Profile	Café on the Vine	5-star rating Food: 4/5 Service: 5/5 Atmosphere: 4/5
86.	25.05.23	Local Residents	Greatness Cemetery – Andrew Cotterill	We are just writing to say that on our visit to Greatness Cemetery we appreciated the creation of meadow land with longer grass allowing wildflowers to flourish. Mr Andrew Cotterill continues to be a credit to the Town Council – he is always happy to offer guidance and help.
87.	02.06.23	Member of public	Replacement rose & plaque at Greatness Cemetery	Mr P called to convey his gratitude to Andrew Cotterill for handling the situation with the rose at his mother's grave. He was extremely pleased with the outcome and how quickly it was sorted.
88.	07.06.23	Member of Public Review on Google Business Profile	Bat & Ball Cafe	5-star rating Jacket potato and Chilli delicious
89.	09.06.23	Marnie Fry fourfrys creative	Business Show	Hi Mike Thank you again to you and Conway for sponsoring my stand today at the Business Show. I had a very interesting time and met many lovely people. Fingers crossed I will gain one or two jobs from today's efforts.
90.	10.06.23	Member of Public Review on Google Business Profile	Bat & Ball Cafe	5-star rating Brilliant breakfast- I would say best in Sevenoaks and lovely homemade cakes to take away as a treat and all at a very reasonable price
91.	12.06.23	Sevenoaks Society	Trip from Bat & Ball Station to Shoreham	The trip to Shoreham was a great success, we had 22 in attendance and Jonathan Fenner was brilliant and explained the details of the support that the area has received from UK and French funds. Thank you again for all your help.
92.	14.06.23	Sevenoaks Welcomes Refugees Newsletter	Sevenoaks Business Show	We were delighted to participate in the annual Sevenoaks Business Show for the second successive year, at the kind invitation and sponsorship of the Mayor, Cllr Claire Shea and the Sevenoaks Town Council. As before, the event provided a good platform for starting (and strengthening existing) partnerships with companies to help us with finding landlords/hosts, volunteer recruitment,

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No.	Date	From	Event/Subject	Compliment
				fundraising, work/training opportunities and publicity..... The event was lively and well attended – it was addressed by Mayor Shea as well as Laura Trott, MP. The Mayor made mention of SWR being one of her chosen charities for the year A very big thank you to the Mayor & Sevenoaks Town Council.
93.	14.06.23	Resident	STNP Thank You & Celebration Event	Thanks for a really lovely evening. Please thank the friendly catering staff as well - the food was delicious!
94.	15.06.23	Family member at Funeral	Andrew Cotterill - Cemetery	Thank you for your very kind and considerate services yesterday. Your professional conduct helped, along with the spitfire (how did you organise that?) helped us cope with a difficult day.
95.	16.06.23	Cllr Clayton	Town of Sanctuary Award	Brilliant news for the Town of Sanctuary initiative - well done to everyone involved.
96.	22.06.23	Resident	Vine Gardens	A resident - who also grew up in Sevenoaks - phoned to say: Vine Gardens is looking fantastic and so well maintained. It looks natural and not overly manicured. Over the years, it's always been a place for her to go and relax. She also enjoys coffee and cakes from the Café. Thank you to everyone involved!
97.	29.6.23	Jess Gibson TN Card	Town Team Business Show	It was a great show, thank you for organising and also for arranging a table for me. I don't think you can get better than the new location.

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Sevenoaks Town Council
Finance & General Purposes Committee – 24th July 2023

Current Matters

NB: Updates shown in red

Item	Minute No		Status	Latest update
1	Update from Town Clerk 24.07.23	Street Lighting		All private roads have now agreed to contribute towards their streetlights. There has been some delay with the procurement of lighting for Woodside Road due to supply problems, but delivery is now due by 11th August.
2	44 F&GP 24.04.23 Update from Town Clerk 24.07.23	Market Tenders	Ongoing	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. Sevenoaks Town Council has previously requested that the Wednesday Market be relocated to the High Street. Decision to be reviewed at STC Council meeting 24.07.23
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 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	Ongoing	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)	Ongoing	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

Sevenoaks Town Council
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Item	Minute No		Status	Latest update
				<ul style="list-style-type: none"> Possible start date at STC – Monday 14th August <p>Interviews took place on 7th & 17th July 2023.</p>
7	125 F&GP 12.06.23	Sevenoaks Day Nursery	<i>Ongoing</i>	RESOLVED: 1) That the Town Clerk discuss with Sevenoaks Day Nursery whether a temporary supplement could be added to the room hire rate whilst utility costs remain high, rather than raising the rent of the Club Room permanently. 2) That the request to reconsider the legal agreement with Sevenoaks Day Nursery regarding the joint use of the Club Room is not agreed at this stage, but that discussions continue with the Nursery and the Montessori Play Group to reach a mutually acceptable way forward to improve the childcare services on site.
8	127 F&GP 12.06.23	Participatory Budgeting	<i>Ongoing</i>	RESOLVED: That a working group comprising Cllr Clayton, Cllr Ancrum, Cllr Dr Canet and the Town Clerk be established to look at ideas and the process for a <i>[Participatory Budgeting]</i> project, and report back to a future committee meeting.
9	128 F&GP 12.06.23	Current Matters & Priorities	<i>Ongoing</i>	To be reviewed at Blue Skies Meeting 09.09.2023

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 <i>F&GP Committee 24.4.23 resolved to work with Ubitricity to install 12 EV charging bollards at Raleys Car Park.</i> • Consider enabling community initiatives for sustainable living e.g. Toy Library, Zero Waste Shop, Community

Finance & General Purposes Committee –24th July 2023
Sevenoaks Town Council Priorities - To be reviewed September 2023

Agenda Item 10(b)

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</i> <i>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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Agenda Item 10(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>Successful Climate Fair, held in partnership with Sevenoaks Climate Action Network (SCAN) held 29th April</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>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.</p> <p>Created with the considerable involvement of the local community, this positive result represents a significant success for the Town and</p>

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Agenda Item 10(b)

No	Project	Details	Proposed target timescale	£	Update / comment
					its residents, as it provides local detail and protections to the assets and character which make Sevenoaks unique. 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.
5	Business Hub	Convert old Red cross building to Business Hub for new start-up of small businesses	June 2020	£373,000	Finance department relocation completed. Completed
6	Business Improvement District (BID)	To progress a BID to ensure that Sevenoaks remains a competitive environment to do business.	Tbc	Tbc	Referendum to be on hold until after the NDP referendum Postponed due to Covid-19
7	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	Unknown	£1,500,000	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.

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Agenda Item 10(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>CLRs 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>Preparations for Sevenoaks' entry in South & South East In Bloom 2023 underway. Judging day 30th June 2023</p>

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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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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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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.