

16th April 2024

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 22nd April 2024 at the conclusion of the Council meeting which commences at 7pm.** Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: https://youtube.com/live/_gqPZi0kLGQ?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 (Leader & Chair)	Cllr Victoria Granville
Cllr Nigel Wightman (Deputy Leader & Vice-Chair)	Cllr Chloe Gustard
Cllr Libby Ancrum	Cllr Claire Shea, Mayor (ex officio)
Cllr Dr Marilyn Canet	Cllr David Skinner OBE
Cllr Dr Peter Dixon	

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	<p><u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.</p>	<p>Town Council Offices Bradbourne Vale Road Sevenoaks Kent TN13 3QG</p>
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tel: 01732 459 953 fax: 01732 742 577
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Town Clerk

2	<p><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).</p>	-
3	<p><u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.</p>	-
4	<p><u>MINUTES OF MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE – 26TH FEBRUARY 2024</u> To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 26th February 2024 as a true record.</p>	Attached
5	<p><u>FINANCE REPORTS</u> To receive and consider the Responsible Finance Officer’s reports.</p> <p>5.1 <u>Statement of Accounts – to 29th February 2024</u> To receive and consider the Statement of Accounts, together with the Finance Officer’s report for the month ended 29th February 2024. Including: Appendix 1 - Income and Expenditure by cost centre Appendix 2 – Variance Analysis Appendix 3 – Statutory Balance Sheet Appendix 4 – Earmarked Reserves Appendix 5 - Capital Expenditure & Funds</p> <p>5.2 <u>Suppliers’ Accounts</u> To authorise payment of the accounts listed in the schedules for the periods: <ul style="list-style-type: none"> • 1st to 29th February 2024 </p> <p>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 29th February 2024 • Mayor’s Charity Account: 1st to 29th February 2024 </p>	All reports 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 29th February 2024 	
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 29th February 2024 	
5.6	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 5 th February to 31 st March 2024: None.	
5.7	<u>Insurance Renewal Documents</u> To receive and note: <ul style="list-style-type: none"> • Sevenoaks Town Council Insurance 2024/25. • Sevenoaks Town Council Motor Fleet Insurance 2024/25 	
6	<u>INTERNAL AUDIT</u>	
6.1	<u>INTERNAL AUDIT VISIT 3 REPORT</u> To receive and note the report and the recommendations therein.	Attached
6.2	<u>INTERNAL AUDIT LETTER, LETTER OF ENGAGEMENT & WORKS PLAN 2024/25</u> To agree the appointment of the internal auditor & fees, letter of engagement and works plan for 2024/ 2025.	Attached
7	<u>MEMBERS ALLOWANCES POLICY</u> To agree allowances for 2024/25.	Attached
8	<u>RECOMMENDATION FROM PERSONNEL COMMITTEE</u> To consider recommendations in relation to Central Services Administration	Attached
9	<u>COMPUTER SOFTWARE FOR MEETINGS</u> To consider software systems for agenda management and the recording of decisions.	Attached
10	<u>SEVENOAKS TOWN COUNCIL COMPLAINTS POLICY</u> To consider and adopt STC Complaints Policy.	Attached

11	<u>GRANT SUBSIDIES – ROOM HIRE.</u> To note grant subsidies for room hire awarded during 2023/24 and to consider criteria for 2024/25.	Attached
12	<u>GRANT AWARDS POLICY</u> To confirm Sevenoaks Town Council’s Policy: <i>“Sevenoaks Town Council supports local communities and uses the criteria set out in the Guidance Notes”.</i>	Guidance Notes attached.
13	<u>SEVENOAKS TOWN COUNCIL – 50 YEARS</u> To note arrangements to celebrate 50 years of Sevenoaks Town Council and its community.	Attached
14	<u>SEVENOAKS CAR CLUB</u> To note update on Car Club.	Attached
15	<u>SEVENOAKS TOWN COUNCIL’S THERMAL IMAGE CAMERA LOAN SCHEME</u> To note creation of Thermal Imaging Scheme.	Attached
16	<u>KCC DEBT ADVICE TABLET AT BAT & BALL CENTRE</u> To note installation of Kent Money Advice Hub tablet.	Attached
17	<u>SEVENOAKS TOWN TEAM</u>	
17.1	<u>Recommendation from Sevenoaks Town Team: Business Improvement District (Bid)</u> To consider funding for the Bid Buddy service.	Attached
17.2	To receive and note the minutes of the meetings held on: <ul style="list-style-type: none"> • 21st February 2024 • 10th April 2024 	Attached Attached
18	<u>BAT & BALL CENTRE USER GROUP</u> To receive and note the minutes of the meeting of the Bat & Ball Centre User Group held on 6 th March 2024.	Attached
19	<u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release.	–

20	<u>PRIVATE & CONFIDENTIAL</u> To Resolve under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.	–
21	<u>CAFÉ ON THE VINE</u> To consider report relating to moving to a concession.	Circulated separately

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Sevenoaks Town Council

Minutes of the meeting of the Finance & General Purposes Committee Held on 26th February 2024 in the Council Chamber, Town Council Offices, TN13 3QG

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

<https://youtube.com/live/KuxdHNg8E3s?feature=share>

Meeting commenced: 7:37 pm

Meeting Concluded: 9:14 pm

Present:

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

Substitute	For
Cllr Claire Shea	Cllr Tony Clayton
Cllr Lionel O'Hara	Cllr Dr Peter Dixon
Cllr Catherine Daniell	Cllr Victoria Granville
Cllr Lise Michaelides	Cllr Nigel Wightman

**Councillors attending via Zoom may take part in the discussion but are not permitted to vote on matters under consideration.*

In Attendance: Cllr Sue Camp, Cllr Sally Layne, Cllr Nick Varley, Cllr Gareth Willis, Town Clerk, Responsible Finance Officer/Deputy Town Clerk, Senior Committee Clerk and Planning Committee Clerk.

Members of Public in Attendance: 1

Representations received from Members of the Public: None

702 Apologies for Absence: As noted above.

703 Dispensations

Noted that all Councillors who were also Stag Trustees had a pre-approved dispensation, reference Minute 714.3 below insofar as it related to the grant application from the Stag Community Arts Centre.

704 Declarations of Interest

Cllr Sally Layne declared an interest in Agenda Item 13.3 Grant Applications (Minute 714.3 below), insofar as it related to Art in June, and did not vote thereon.

Sevenoaks Town Council
Finance & General Purposes Committee – 26th February 2024

705 Minutes of the Finance & General Purposes Committee on 15th January 2024

RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 15th January 2024 as a true record.

706 Finance Reports to 31st January 2024

706.1 The Committee received and noted, for the period ended 31st January 2024, the Responsible Finance Officer's (RFO) Report with Income and Expenditure, Variance Analysis, Working Capital, Statement of Fund Balances and Capital Expenditure and funds.

It was noted that the year-to-date position at the end of January 2024 gave a revenue surplus of £56,487, allowing for adjustment required for Bat & Ball Station Management & Maintenance Reserves movement to be actioned at year end which offsets the Bat & Ball Station year to date deficit of £76,190 YTD.

Income & Expenditure variances were noted: in particular, the favourable variances at the Bat & Ball Centre and interest on investments.

The Committee noted the disposal of IT assets following the completion of the server decommissioning project, together with items of Open Spaces equipment,

RESOLVED that:

- 1) the report of the Responsible Finance Officer and Management Accounts to 31st January 2024 be received and accepted; and
- 2) the disposal of assets set out in the report be noted.

706.2 Finance Reports to 31st December 2023 and 30th November 2023

The Committee received and noted, for the periods ended 31st December 2023 and 30th November 2023, the Responsible Finance Officer's (RFO) Report with Income and Expenditure, Variance Analysis, Working Capital, Statement of Fund Balances and Capital Expenditure and funds.

706.3 The Committee received and noted the following:

Suppliers' Accounts

- 1st to 31st January 2024, total gross invoices £96,255.65
- 1st to 31st December 2023, total gross invoices £58,383.18
- 1st to 30th November 2023, total gross invoices £65,322.60

List of Payments - Sevenoaks Town Council Nat West Account:

- 1st to 31st January 2024, total £215,373.01
- 1st to 31st December 2023, total £353,771.80
- 1st to 30th November 2023, total £211,803.46

List of Payments – Mayor's Charity Account

- 1st to 31st January 2024, total £-58.00
- 1st to 31st December 2023: None

Sevenoaks Town Council
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- 1st to 30th November 2023: None

Payroll Account

- 1st to 31st January 2024, total £80,288.83
- 1st to 31st December 2023, total £90,114.78
- 1st to 30th November 2023, total £87,843.76

Petty Cash Account

- 1st to 31st January 2024, total payments £361.77
- 1st to 31st December 2023, total payments £382.06
- 1st to 30th November 2023, total payments £373.62

706.4 Hospitality and Gifts Register

Noted the following hospitality or gifts received by Councillors or staff for the period 1st November to 4th February 2024:

Date	Event	Nature of Hospitality	Approximate value
04.02.2024	Sevenoaks Chinese School – Lunar New Year event	Gifts to the Mayor - a hand-written calendar scroll, a wooden fan, Chinese New Year window stickers and a silk scarf	£50

707 Fidelity Guarantee

The Committee noted the comment of the Internal Auditor that the Town Council’s fidelity cover was insufficient to cover funds over £2m in the bank which could put funds at risk. Fidelity insurance cover protects the employer against the theft of money, property, forgery or fraud by an employee.

It was noted that current cover with the Town Council’s insurers, Zurich, was for £2m. Zurich had suggested querying the need for higher level of cover as the Town Council had internal controls/processes in place to stop the full amount of the bank accounts being taken.

Having considered this issue, the Committee felt that the risk was minimal, the Town Council’s internal controls were strong, and the existing cover was satisfactory.

RESOLVED that:

Sevenoaks Town Council retain its current level of Fidelity Insurance cover at £2m.

708 Sevenoaks Town Council Internal Audit Report – Visit 2

The Committee considered the Town Council’s Internal Audit Report Visit 2 and the issues raised therein, together with progress on previous issues raised.

The Responsible Finance Officer advised that one new issue had been identified as there wasn’t a process in place for reporting outstanding debts to the Town Council.

Sevenoaks Town Council
Finance & General Purposes Committee – 26th February 2024

It was agreed that a summary of debts over £50 which had been outstanding for more than 3 months, be included in the Responsible Finance Officer's Reports to the Finance & General Purposes Committee.

RESOLVED that:

- 1) the Town Council's Internal Audit Report Visit 2 be received and noted, together with the new issue raised and progress on previous issues.
- 2) a summary of debts over £50 which had been outstanding for more than 3 months be included in the Responsible Finance Officer's Reports to the Finance & General Purposes Committee.

709 Review of Internal Controls: Financial Regulations

The Committee received and considered the amendments to the Town Council's Financial Regulations; in particular, the increase in the level of emergency expenditure delegated to the Chief Executive/Town Clerk from £5000 to £10,000. (paragraph 4.5)

RESOLVED: To adopt the updated Financial Regulations 2024/2025.

710 Sevenoaks Town Council Risk Assessment, Annual Review

The Committee received and considered the Town Council's Risk Assessment.

The Responsible Finance Officer advised of Action Plans in place in relation to three risks:

- Computing (Cyber Security) – actions taken and ongoing.
- Financial Management (risk of County or District Council going bankrupt) – Town Council aimed to increase its revenue reserves by £20,000 per year.
- Markets (ensure charges reviewed as part of budgetary process) – completed, market charges included in annual review of all charges.

RESOLVED: that the Sevenoaks Town Council Risk Assessment be received and accepted, progress on Action Plans noted, and market risk be removed as addressed.

711 St John's Hill Car Park Public Toilets: Refurbishment Update

Progress with the refurbishment of the St John's Hill public toilets was noted.

RESOLVED:

- 1) That the budget for the refurbishment of the St John's Hill Car Park public toilets be increased from £40,000 to £46,000 to enable improved specification.
- 2) That the additional £6,000 be allocated from Community Infrastructure Levy (CIL) funds.
- 3) Transfer of CIL £28,546 be moved from "Otford Steps" CIL Budget to Public Toilets CIL Budget.

712 Community Infrastructure Levy (CIL) Report

The Committee received an update on CIL income and expenditure.

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It was noted that Sevenoaks District Council (SDC) had recommended that £28,546 originally allocated to a project that had been unable to progress, be retained by the Town Council and allocated to an alternative project by the end of 2024.

It was noted that the unallocated CIL balance, taking into account the current SDC CIL balance due to be paid April 2024, and allocation of CIL funds to projects, was £86,234.10.

The commitment for future CIL funding, together with priorities allocated for Open Spaces projects, were considered. It was noted that the cemetery garage roof repairs had been funded otherwise.

RESOLVED that:

- 1) the update on CIL income and expenditure be received and noted.
- 2) the Open Spaces & Leisure Committee current future requirements for CIL funding, together with the allocated priorities, be agreed.

713 Christmas Lights Switch On Event 2024: Trialling Afternoon Event

The Committee received and considered a review of the Christmas Lights Switch On Event 2023. It was noted that the event was traditionally held on the evening of the last Friday in November, and over the last 15 years had grown from attracting a few hundred people to large crowds up to 10,000.

Unfortunately, with large crowds it seems almost expected that there will be a small but significant element of anti-social behaviour. In 2023 this was more pronounced and included a large gathering on the Vine.

The Committee considered the suggestion, supported by the Police, Town Team and Town Council staff, that the event might be more family friendly if moved to a Saturday afternoon.

RESOLVED: that the Christmas Lights Switch On event 2024 be trialled as an afternoon event, on Saturday 30th November.

714 Grants Reports and Applications

714.1 Reports received from Grant Recipients 2023/24

The Committee received and noted the reports submitted by recipients of grant awards from the Town Council in 2023/24.

714.2 Grant Subsidies for Room Hire

The annual budget and balance for grant subsidies for room hire 2023/24 was noted, together with the list of those groups currently approved to receive free room hire.

The Committee was requested to consider the budget for 2024/25.

Sevenoaks Town Council
Finance & General Purposes Committee – 26th February 2024

RESOLVED that:

- 1) grant subsidies for room hire awarded to February 2024 be noted.
- 2) new residents' associations be offered one free room hire at their establishment.
- 3) budget for grant subsidies for room hire 2024/25 be an increase of 5% on the 2023/24 budget.

714.3 Grant Applications Received

The Committee noted the budget for grants to local voluntary organisations for 2023/24 and the balance to date.

Councillors considered the grant applications received. It was agreed that two of the applications, which were youth related, be referred to the Youth Services Committee for consideration.

The Committee noted the difficulties being faced by the Sevenoaks Bowling Club and invited them to attend the next meeting of the Sports Strategy Working Group to discuss this.

RESOLVED:

- 1) That the grant applications received from We Are Beams and Kent Youth Jazz Orchestra be referred to the Youth Services Committee for consideration at its next meeting.
- 2) That grant requests be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation	Purpose of Award	Grant Application	Grant Approved
5	Friends of Pontoise	Mayor & Consort to attend New Year Lunch in February, Diamond Anniversary gifts to present to Pontoise Les Amis, and contribution to website costs.	£250	£250
9	Friends of Rheinbach	Publicity campaign to increase awareness, promote benefits of town twinning, encourage connections and recruitment.	£250	£250
72	Art in June	Contribution to printing costs of 12,500 booklets featuring all artists.	£500	£500
12	South East Open Studios	Design & production of 2500 Sevenoaks Artists' Trail Map.	£250	£250
6	Sevenoaks Three Arts	Hire of performance space for competition and Cup Winners concert.	£600	£600

Sevenoaks Town Council
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Grant Ref No.	Organisation	Purpose of Award	Grant Application	Grant Approved
17	West Kent Mediation	Contribution to costs, including volunteer training & expenses, hall hire and publicity.	£900	£900
3	Sevenoaks Voluntary Transport Group	To help with costs in 2024/25 to enable SVTG to continue supporting elderly people needing transport for medical reasons.	£1,000	£1,000
70	Sevenoaks Samaritans	To recruit 12 new volunteers via the advertising via Town Council opportunities – Market Stalls, Screens, Town Crier magazine. Including hire costs of John London Hall for volunteer engagement event (£220)	£1,488	£1,488
67	Baby Umbrella	Towards 6 months funding to serve 76 1:1 support appointments for Sevenoaks Town residents	£3,040	£500
62	West Kent Mind	Towards running costs of Chat Room project for one year	£4,591	£2,500
10	Stag Community Arts Centre	Towards staging costs at The Stag of the Stag Arts Festival 2024.	£10,000	£4,000
79	Sevenoaks Bowling Club	Towards maintenance of the green by a specialist contractor.	£5,000	£1,000
Total grants awarded				£13,238

715 IT Meeting Equipment Update

The Committee noted the purchase of the “Owl” sector specific system to far improve the sound quality of live streamed meetings and provide a more professional screening where each speaker’s face is shown on screen at the time of talking rather than just an overview of the meeting.

RESOLVED: To note the purchase of the “Owl” sector specific system to improve the quality of livestreamed meetings, at a cost of £2,969.67.

716 Current Matters

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

Sevenoaks Town Council
Finance & General Purposes Committee – 26th February 2024

717 Press Releases

Agreed that press releases be issued in respect of the grant awards and the refurbishment of the St John’s Car Park public toilets (once completed)

There being no further business the Chair closed the Meeting.

Signed Dated
Chair

Sevenoaks Town Council
Finance Officer's Report
Financial report for the period ended 29 February 2024

1. Summary

The year-to-date position at the end of February gives a revenue surplus of £85,417. (Allowing for the Bat & Ball Station offset of £83,898 YTD. Please note that the following is yet to be moved/ paid:

- £20k surplus for general reserves.
- £12k unbudgeted election costs.

This therefore leaves a revenue surplus of £53,417.

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

- Open Spaces & Leisure - General: Year to date underspend of £19k, mainly down to staff vacancy.
- Cemetery: there has been a lower income from the cemetery (deficit £12k) which is the main issue for the adverse variance.
- Vine Café: lower income from the Vine Café (deficit of £32k) – YTD it is running at a £26k loss.
- Establishments: £10.5k deficit year to date.
- Bat and Ball Centre: Year to date surplus of £7k.
- Business Hub: Year to date surplus of £4k.
- Markets: Year to date surplus of £27k

The following Appendices are attached in support of the summary information contained in this report

Appendix 1 - Income and Expenditure by cost centre

Appendix 2 – Variance Analysis

Appendix 3 – Statutory Balance Sheet

Appendix 4 – Ear Marked Reserves

Appendix 5 – Capital Expenditure

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

Income and expenditure variances (+/- £5,000) by cost centre: *Favourable (F); Negative/Adverse (A)

<u>Cost Centre</u>	<u>Name</u>	<u>Variance £</u>	
11	Planning	£6,897 (A)	Please refer to the variance report.
22	Cemetery	£14,694 (A)	Please refer to the variance report.
28	Vine Café	£9,190 (A)	Please refer to the variance report.
31	Establishments	£10,516 (A)	Please refer to the variance report.
21	Open Spaces	£19,867 (F)	Please refer to the variance report.
36	Bat and Ball Centre	£16,456 (F)	Please refer to the variance report.
41	Business Hub	£8,108 (F)	Please refer to the variance report.
60	Markets	£21,980(F)	Please refer to the variance report.

3. Statutory Balance Sheet

The total assets year to date are £1,867,447. Revenue (general) reserves have increased by £1,481 leaving a year-to-date balance of £461,023.

Earmarked Reserves have increased by £35,145 leaving a year-to-date balance of £1,140,951.95. (This varies from the balance sheet as I made a payment from reserves before printing the ear marked reserves), moving forward all papers will be printed at time of month close down.

This includes:

1. CIL payments of £30,476 towards the St John's Hill toilet refurbishment.
5. Moving £1,135 (Investors in People) and £315 (Quality Parish) to the non-annual commitment reserve.
6. Moving £1,488 into an ear marked reserves as a new reserve for a grant.

The full movement in earmarked reserves is detailed in Appendix 4.

4. Outstanding Debts

It was agreed at the February F&GP Committee meeting that any debt over £50 and outstanding for three months will be reported to the Committee.

February 2024

The council has an outstanding debt of £25 from October 2023.

RECOMMENDATION

For the F&GP Committee to recommend to Full Council to write off the outstanding debt.

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>11 Planning - General</u>											
4010 Gross Pay	2,677	2,102	(575)	27,649	23,122	(4,527)	25,219		(2,430)	109.6%	
4270 Employers Pension Contribution	96	84	(12)	987	924	(63)	1,009		22	97.8%	
6240 Computer/ Data Base/WP's	22	40	18	757	570	(187)	602		(155)	125.7%	
6630 Professional Fees	32	0	(32)	3,358	863	(2,495)	863		(2,495)	389.1%	
6730 Subscriptions	0	34	34	0	374	374	415		415	0.0%	
Planning - General :- Indirect Expenditure	2,827	2,260	(567)	32,750	25,853	(6,897)	28,108	0	(4,642)	116.5%	0
Net Expenditure	(2,827)	(2,260)	567	(32,750)	(25,853)	6,897	(28,108)				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	2,621	2,648	27	24,109	25,598	1,489	28,250			85.3%	
1030 Electricity recharge	2,062	0	(2,062)	2,989	2,895	(94)	3,861			77.4%	
1316 Raleys Car Park Permits	4	0	(4)	1,749	1,672	(77)	1,672			104.6%	
1350 Revenue Grant income	0	0	0	5,000	0	(5,000)	0			0.0%	
1550 Insurance Claims	0	0	0	326	0	(326)	0			0.0%	
1850 Log Sales	0	204	204	527	754	227	754			69.8%	
1853 Adopt a Tree income	0	0	0	411	0	(411)	0			0.0%	
1990 Other Income	928	44	(884)	1,556	264	(1,292)	262			594.0%	
2002 Capital Grants	0	0	0	5,227	0	(5,227)	0			0.0%	
2003 Asset/equipment sales	0	0	0	2,470	0	(2,470)	0			0.0%	
O/ Spaces & Leisure - General :- Income	5,615	2,896	(2,719)	44,364	31,183	(13,181)	34,799			127.5%	0
4010 Gross Pay	10,664	15,496	4,832	140,056	170,456	30,400	185,959		45,903	75.3%	

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 Mileage	0	0	0	695	0	(695)	0		(695)	0.0%	
4012 Expenses	0	0	0	105	0	(105)	0		(105)	0.0%	
4270 Employers Pension Contribution	793	1,183	390	9,817	13,013	3,196	14,196		4,379	69.2%	
5010 Vine Area General Maintenance	(23)	0	23	0	0	0	0		0	0.0%	
5013 Graffiti Removal	0	0	0	602	1,357	755	1,357		755	44.4%	
5020 Vine Public Convenience	(760)	0	760	0	0	0	0		0	0.0%	
5025 Lower St Johns Toilets	15,951	1,328	(14,623)	45,670	14,608	(31,062)	15,935		(29,735)	286.6%	30,476
5026 Greatness Rec Convenience	546	258	(288)	2,841	2,838	(3)	3,100		259	91.6%	
5030 St Nicholas Burial Ground	0	0	0	3,773	0	(3,773)	0		(3,773)	0.0%	3,250
5050 Seats And Litter Bins	928	0	(928)	3,052	1,716	(1,336)	2,289		(763)	133.3%	
5060 Sevenoaks Common	0	0	0	550	4,694	4,144	4,694		4,144	11.7%	
5065 Tree Safety Survey	0	0	0	3,783	0	(3,783)	0		(3,783)	0.0%	
5070 Other Woodlands	0	0	0	12,685	3,912	(8,773)	3,912		(8,773)	324.3%	
5110 Knole Paddock & Pavilion	0	330	330	5,157	7,493	2,336	7,827		2,670	65.9%	
5120 Knole Paddock Pitch & Grnd Mt	0	190	190	3,769	2,090	(1,679)	2,280		(1,489)	165.3%	
5130 Knole Paddock Storage Compound	0	0	0	34	0	(34)	0		(34)	0.0%	
5131 Public Realm	0	0	0	5,227	0	(5,227)	0		(5,227)	0.0%	
5310 Miscellaneous Open Spaces	211	408	197	61,972	4,488	(57,484)	4,890		(57,082)	1267.3%	55,374
5311 Security Open Spaces	2,025	2,077	52	23,396	22,847	(549)	24,927		1,531	93.9%	
5316 Skatepark Maintenance	0	0	0	2,472	2,052	(420)	2,052		(420)	120.5%	
5317 Raleys Car Park	20	0	(20)	506	422	(84)	422		(84)	119.9%	
5320 Fertilizers	0	0	0	393	0	(393)	294		(99)	133.7%	
5330 Grass Seed	0	0	0	789	0	(789)	2,000		1,211	39.5%	
5340 Plants	366	0	(366)	2,841	2,070	(771)	2,758		(83)	103.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5410 Repairs & General Maintenance	7	145	138	1,298	1,595	297	1,745		447	74.4%	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	0.0%	
5500 Equipment Hired and New	20	640	620	15,020	7,040	(7,980)	7,676		(7,344)	195.7%	11,323
5525 Equipment Maintenance	436	492	56	5,245	8,371	3,126	8,374		3,129	62.6%	
5550 Vehicle Expenses	210	351	141	2,328	3,871	1,543	21,371		19,043	10.9%	(20,000)
5700 Fuel	98	490	392	4,395	5,390	995	5,877		1,482	74.8%	
6010 Light Heat & Cleaning	0	671	671	5,385	7,381	1,996	8,053		2,668	66.9%	
6013 Cleaning	32	0	(32)	311	0	(311)	0		(311)	0.0%	
6014 Water	19	0	(19)	459	936	477	935		476	49.1%	
6101 Telephone	10	12	2	110	132	22	145		35	76.0%	
6104 Mobile Telephone	18	27	9	193	297	104	322		129	60.1%	
6105 Broadband wi-fi service	25	0	(25)	274	0	(274)	0		(274)	0.0%	
6200 Printing & Stationery	11	0	(11)	27	0	(27)	0		(27)	0.0%	
6320 Staff Training	0	0	0	162	2,250	2,088	3,000		2,838	5.4%	
6330 Welfare/Hospitality	17	33	17	448	363	(85)	392		(56)	114.3%	
6460 Publicity & Democratic notices	0	0	0	0	618	618	618		618	0.0%	
6635 Professional Fees Licensing	0	0	0	295	189	(106)	189		(106)	156.1%	
6730 Subscriptions	0	0	0	164	172	8	172		8	95.6%	
6812 Road Dues	1,365	1,076	(289)	1,562	1,076	(486)	1,076		(486)	145.2%	
6900 Sundry Expenses	0	7	7	0	77	77	88		88	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	939	0	(939)	1,685		746	55.7%	
6930 Alarm Maintenance	0	0	0	646	817	171	817		171	79.1%	
6931 CCTV Maintenance	0	562	562	0	562	562	562		562	0.0%	
6934 Waste Bin Collection-Dog Bins	0	0	0	1,966	1,965	(1)	2,620		654	75.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6935 Waste Bin Disposal-Waste Bins	161	226	65	2,572	2,486	(86)	2,718		146	94.6%	
6952 Protective Clothing	106	124	18	758	1,364	606	1,484		726	51.1%	
O/ Spaces & Leisure - General :- Indirect Expenditure	33,258	26,126	(7,132)	374,744	301,008	(73,736)	350,011	0	(24,733)	107.1%	80,422
Net Income over Expenditure	(27,643)	(23,230)	4,413	(330,380)	(269,825)	60,555	(315,212)				
8001 plus Transfer from EMR	15,710			80,422							
Movement to/(from) Gen Reserve	(11,933)			(249,958)							
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	5,603	6,268	665	56,620	68,948	12,328	75,214			75.3%	
O/ Spaces & Leisure - Cemetery :- Income	5,603	6,268	665	56,620	68,948	12,328	75,214			75.3%	0
4010 Gross Pay	7,251	7,760	509	79,311	85,360	6,049	93,114		13,803	85.2%	
4011 Mileage	0	0	0	62	0	(62)	0		(62)	0.0%	
4012 Expenses	0	0	0	26	0	(26)	0		(26)	0.0%	
4270 Employers Pension Contribution	684	646	(38)	7,103	7,106	3	7,747		644	91.7%	
5210 Cemetery Chapel & Office	0	0	0	518	65	(453)	65		(453)	796.4%	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	497	525	28	701		204	70.9%	
5410 Repairs & General Maintenance	0	96	96	1,938	1,056	(882)	1,147		(791)	169.0%	540
5412 Capital Refurbishments	0	0	0	3,531	0	(3,531)	1,328		(2,203)	265.9%	3,531
5500 Equipment Hired and New	0	310	310	1,928	3,410	1,482	3,722		1,794	51.8%	
5525 Equipment Maintenance	0	319	319	1,364	3,489	2,125	9,489		8,125	14.4%	
5700 Fuel	47	97	50	826	1,067	241	1,166		340	70.9%	

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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	% Spent	Transfer to/from EMR
6000 Rent & Rates	0	875	875	8,675	9,625	950	10,499		1,824	82.6%	
6010 Light Heat & Cleaning	(73)	357	430	3,421	3,927	506	4,287		866	79.8%	
6013 Cleaning	0	0	0	423	0	(423)	0		(423)	0.0%	
6014 Water	0	88	88	378	968	590	1,058		680	35.7%	
6101 Telephone	56	48	(8)	842	528	(314)	580		(262)	145.2%	
6104 Mobile Telephone	0	0	0	0	16	16	16		16	0.0%	
6105 Broadband wi-fi service	10	10	0	110	110	0	123		13	89.4%	
6200 Printing & Stationery	455	0	(455)	455	0	(455)	0		(455)	0.0%	
6210 Postage & Courier	0	0	0	3	0	(3)	0		(3)	0.0%	
6240 Computer/ Data Base/WP's	120	0	(120)	722	666	(56)	666		(56)	108.5%	
6320 Staff Training	0	0	0	630	1,125	495	1,500		870	42.0%	
6330 Welfare/Hospitality	0	18	18	310	198	(112)	222		(88)	139.7%	
6500 Goods for Resale	0	10	10	0	110	110	125		125	0.0%	
6720 Books and Periodicals	0	0	0	0	51	51	51		51	0.0%	
6730 Subscriptions	0	0	0	0	200	200	200		200	0.0%	
6802 Trees Plants Turf & Fertilizer	10	0	(10)	1,771	2,481	710	3,309		1,538	53.5%	
6822 Roads Path & Boundaries	0	0	0	522	816	294	814		292	64.1%	
6832 Lawn/Wall of Remembrance	0	0	0	33	87	54	116		83	28.7%	
6922 Health&Safety/Risk Assessments	0	372	372	202	1,488	1,286	1,489		1,287	13.5%	
6930 Alarm Maintenance	0	0	0	1,423	883	(540)	883		(540)	161.1%	
6932 Cemetery Security	517	490	(27)	5,672	5,390	(282)	5,882		210	96.4%	
6935 Waste Bin Disposal-Waste Bins	81	106	25	1,119	1,166	47	1,272		153	88.0%	
6952 Protective Clothing	66	54	(12)	365	594	229	644		279	56.7%	
7611 Contingency provision	0	(1,342)	(1,342)	0	(14,762)	(14,762)	(16,104)		(16,104)	0.0%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	9,225	10,314	1,089	124,181	117,745	(6,436)	136,111	0	11,930	91.2%	4,071
Net Income over Expenditure	(3,622)	(4,046)	(424)	(67,562)	(48,797)	18,765	(60,897)				
8001 plus Transfer from EMR	0			4,071							

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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	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(3,622)			(63,491)							
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	0	0	0	1,256	1,417	161	1,417			88.7%	
1047 QH Allotments Income	(95)	0	95	7,749	7,907	158	7,907			98.0%	
O/ Spaces & Leisure- Allotment :- Income	(95)	0	95	9,006	9,324	318	9,324			96.6%	0
4010 Gross Pay	(1,669)	267	1,936	4,852	2,937	(1,915)	3,202	(1,650)		151.5%	
4270 Employers Pension Contribution	52	11	(41)	237	121	(116)	128	(109)		185.2%	
5410 Repairs & General Maintenance	141	0	(141)	801	1,356	555	1,355	554		59.1%	
6002 QH Allotments Costs	211	0	(211)	2,949	2,736	(213)	3,649	700		80.8%	
6014 Water	11	0	(11)	(149)	660	809	880	1,029		(17.0%)	
6300 Computer Software	0	0	0	14	13	(1)	13	(1)		108.9%	
6730 Subscriptions	0	0	0	0	0	0	58	58		0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	68	68	68	68		0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	(1,255)	278	1,533	8,704	7,891	(813)	9,353	0	649	93.1%	0
Net Income over Expenditure	1,160	(278)	(1,438)	302	1,433	1,131	(29)				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	0	0	(0)	11,255			0.0%	
1990 Other Income	0	0	0	0	0	0	200			0.0%	
1997 In Bloom Income	0	0	0	1,000	0	(1,000)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	1,000	0	(1,000)	11,455			8.7%	0

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6861 Public Clock Maintenance	0	0	0	1,760	142	(1,618)	142		(1,618)	1239.2%	1,730
6862 Street Lighting	900	1,412	512	18,397	15,532	(2,865)	16,939		(1,458)	108.6%	(638)
6865 In Bloom Costs	0	0	0	14,966	14,001	(965)	14,000		(966)	106.9%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	900	1,412	512	35,123	29,675	(5,448)	31,081	0	(4,042)	113.0%	1,092
Net Income over Expenditure	(900)	(1,412)	(512)	(34,123)	(29,675)	4,448	(19,626)				
8001 plus Transfer from EMR	1,730			1,092							
Movement to/(from) Gen Reserve	830			(33,031)							
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	1,718	3,201	1,483	35,083	67,936	32,853	71,138			49.3%	
1213 Event catering	0	0	0	2,802	2,832	30	2,829			99.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	1,718	3,201	1,483	37,885	70,768	32,883	73,967			51.2%	0
4010 Gross Pay	1,989	3,100	1,111	32,414	46,762	14,348	49,864		17,450	65.0%	
4270 Employers Pension Contribution	110	162	52	1,676	2,444	768	2,606		930	64.3%	
5410 Repairs & General Maintenance	29	102	73	489	1,122	633	1,222		733	40.0%	
5500 Equipment Hired and New	120	415	295	708	2,490	1,782	2,489		1,781	28.4%	
5525 Equipment Maintenance	32	0	(32)	32	270	238	360		328	8.8%	
6000 Rent & Rates	0	0	0	720	825	105	825		105	87.3%	
6010 Light Heat & Cleaning	6	772	766	6,992	8,492	1,500	9,267		2,275	75.5%	
6011 Electricity	0	0	0	1,299	0	(1,299)	0		(1,299)	0.0%	
6013 Cleaning	0	0	0	13	0	(13)	0		(13)	0.0%	

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6014 Water	61	0	(61)	228	984	756	1,314		1,086	17.4%	
6101 Telephone	51	29	(22)	561	319	(242)	347		(214)	161.8%	
6200 Printing & Stationery	0	6	6	43	66	23	71		28	60.7%	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	0.0%	
6320 Staff Training	0	0	0	130	0	(130)	0		(130)	0.0%	
6330 Welfare/Hospitality	0	0	0	20	0	(20)	0		(20)	0.0%	
6500 Goods for Resale	465	1,028	563	12,532	21,811	9,279	22,839		10,307	54.9%	
6505 Cafe consumables	0	66	66	650	1,397	747	1,462		812	44.5%	
6635 Professional Fees Licensing	0	0	0	361	306	(55)	307		(54)	117.5%	
6900 Sundry Expenses	0	0	0	60	30	(30)	42		(18)	142.9%	
6922 Health&Safety/Risk Assessments	0	0	0	1,090	1,019	(71)	1,021		(69)	106.8%	
6930 Alarm Maintenance	0	0	0	1,793	480	(1,313)	568		(1,225)	315.6%	
6935 Waste Bin Disposal-Waste Bins	146	179	33	1,906	1,969	63	2,147		241	88.8%	
6976 Credit card charges	46	72	26	853	1,522	669	1,593		740	53.5%	
7611 Contingency provision	0	(365)	(365)	0	(4,015)	(4,015)	(4,377)		(4,377)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	3,055	5,566	2,511	64,600	88,293	23,693	93,967	0	29,367	68.7%	0
Net Income over Expenditure	(1,337)	(2,365)	(1,028)	(26,715)	(17,525)	9,190	(20,000)				
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	0	0	0	1,000	1,404	404	1,407			71.1%	
1550 Insurance Claims	0	0	0	800	0	(800)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	0	0	0	3,500	3,500	0	3,500			100.0%	
1870 Vine Club Insurance Contrib.	0	0	0	0	367	367	367			0.0%	
O/Spaces & Leisure-Vine Ground :- Income	0	0	0	5,300	5,271	(29)	5,274			100.5%	0

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	1,625	1,744	119	19,635	19,184	(451)	20,932		1,297	93.8%	
4270 Employers Pension Contribution	60	105	45	709	1,155	446	1,256		547	56.4%	
5010 Vine Area General Maintenance	211	210	(1)	4,691	2,310	(2,381)	2,515		(2,176)	186.5%	865
5015 Vine Pavilion maintenance	0	0	0	2,122	1,283	(839)	1,283		(839)	165.4%	
5020 Vine Public Convenience	2,398	1,000	(1,398)	14,663	11,000	(3,663)	12,000		(2,663)	122.2%	4,500
5410 Repairs & General Maintenance	7	65	58	39	715	676	782		743	5.0%	
5500 Equipment Hired and New	0	0	0	1,823	2,004	182	2,006		184	90.9%	1,823
6014 Water	12	35	23	90	385	295	423		333	21.2%	
6330 Welfare/Hospitality	0	0	0	15	0	(15)	0		(15)	0.0%	
6460 Publicity & Democratic notices	369	0	(369)	369	0	(369)	62		(307)	595.2%	
6635 Professional Fees Licensing	0	0	0	70	210	140	210		140	33.3%	
6868 Summer Concerts	0	0	0	2,985	3,549	564	3,549		564	84.1%	
6869 Special Events	545	0	(545)	1,855	139	(1,716)	139		(1,716)	1334.3%	
6922 Health&Safety/Risk Assessments	0	0	0	1,050	0	(1,050)	0		(1,050)	0.0%	
6931 CCTV Maintenance	0	0	0	2,580	730	(1,850)	730		(1,850)	353.4%	
6935 Waste Bin Disposal-Waste Bins	64	72	8	790	792	2	868		78	91.0%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	5,291	3,231	(2,060)	53,485	43,456	(10,029)	46,755	0	(6,730)	114.4%	7,188
Net Income over Expenditure	(5,291)	(3,231)	2,060	(48,185)	(38,185)	10,000	(41,481)				
8001 plus Transfer from EMR	0			7,188							
Movement to/(from) Gen Reserve	(5,291)			(40,998)							

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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	% Spent	Transfer to/from EMR
<u>30 F&G P - Bat & Ball Station</u>											
1022 Letting & Hire of Facilities	673	782	109	14,146	8,602	(5,544)	9,385			150.7%	
1208 Other Events Income	0	0	0	83	0	(83)	0			0.0%	
1211 Sale of Goods	3,362	3,310	(52)	37,921	36,410	(1,511)	39,720			95.5%	
1213 Event catering	802	613	(189)	10,372	6,743	(3,629)	7,355			141.0%	
1350 Revenue Grant income	0	0	0	840	0	(840)	0			0.0%	
1550 Insurance Claims	0	0	0	500	0	(500)	0			0.0%	
1990 Other Income	0	0	0	100	0	(100)	0			0.0%	
F&G P - Bat & Ball Station :- Income	4,837	4,705	(132)	63,963	51,755	(12,208)	56,460			113.3%	0
4010 Gross Pay	7,231	6,534	(697)	80,117	71,874	(8,243)	78,410	(1,707)		102.2%	
4011 Mileage	0	0	0	10	0	(10)	0	(10)		0.0%	
4270 Employers Pension Contribution	255	204	(51)	2,362	2,244	(118)	2,445	83		96.6%	
5410 Repairs & General Maintenance	107	631	525	3,869	6,941	3,072	7,577	3,708		51.1%	
5500 Equipment Hired and New	91	176	85	4,369	1,936	(2,433)	2,107	(2,262)		207.3%	
5525 Equipment Maintenance	23	0	(23)	23	0	(23)	0	(23)		0.0%	
6000 Rent & Rates	0	325	325	3,730	3,575	(155)	3,899	169		95.7%	
6010 Light Heat & Cleaning	29	0	(29)	29	0	(29)	0	(29)		0.0%	
6011 Electricity	282	1,017	735	12,740	11,187	(1,553)	12,203	(537)		104.4%	
6012 Gas	169	147	(22)	1,422	1,617	195	1,766	344		80.5%	
6013 Cleaning	614	354	(260)	3,440	3,894	454	4,245	805		81.0%	
6014 Water	21	342	321	186	3,762	3,576	4,101	3,915		4.5%	
6020 Insurance Cost	0	0	0	0	0	0	921	921		0.0%	
6101 Telephone	52	19	(33)	851	209	(642)	233	(618)		365.2%	

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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	% Spent	Transfer to/from EMR
6105 Broadband wi-fi service	0	0	0	28	0	(28)	0		(28)	0.0%	
6200 Printing & Stationery	0	0	0	136	10	(126)	10		(126)	1361.5%	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	0.0%	
6240 Computer/ Data Base/WP's	0	0	0	599	0	(599)	0		(599)	0.0%	
6241 Website Costs	0	0	0	90	343	253	343		253	26.2%	
6330 Welfare/Hospitality	11	38	27	1,164	418	(746)	453		(711)	256.9%	
6460 Publicity & Democratic notices	19	92	73	137	1,012	875	1,103		966	12.4%	
6500 Goods for Resale	2,271	1,617	(654)	20,856	17,787	(3,069)	19,403		(1,453)	107.5%	
6505 Cafe consumables	117	121	4	1,373	1,331	(42)	1,454		81	94.4%	
6635 Professional Fees Licensing	0	0	0	295	599	304	599		304	49.2%	
6869 Special Events	117	375	258	1,378	4,125	2,747	4,500		3,122	30.6%	
6900 Sundry Expenses	0	24	24	2,182	264	(1,918)	284		(1,898)	768.5%	
6922 Health&Safety/Risk Assessments	0	0	0	1,373	1,212	(161)	1,213		(160)	113.2%	
6930 Alarm Maintenance	821	0	(821)	2,055	614	(1,441)	614		(1,441)	334.7%	
6931 CCTV Maintenance	0	0	0	184	170	(14)	170		(14)	108.3%	
6935 Waste Bin Disposal-Waste Bins	81	130	49	1,440	1,430	(10)	1,564		124	92.1%	
6952 Protective Clothing	0	0	0	14	0	(14)	0		(14)	0.0%	
6976 Credit card charges	234	90	(144)	1,380	990	(390)	1,085		(295)	127.2%	
F & G P - Bat & Ball Station :- Indirect Expenditure	12,545	12,236	(309)	147,861	137,544	(10,317)	150,702	0	2,841	98.1%	0
Net Income over Expenditure	(7,708)	(7,531)	177	(83,898)	(85,789)	(1,891)	(94,242)				

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

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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	% Spent	Transfer to/from EMR
<u>31 F & G P - Establishments</u>											
1115 Interest on Deposits	8,670	1,500	(7,170)	54,901	16,500	(38,401)	18,000			305.0%	
1230 Roadside Advertising-Charities	180	0	(180)	810	0	(810)	0			0.0%	
1231 Banner Income	30	0	(30)	908	0	(908)	0			0.0%	
1232 Town Crier Advertising	0	0	0	550	350	(200)	350			157.1%	
1432 Mayors Charity Receipts	0	0	0	64	0	(64)	0			0.0%	
1889 Waste Sacks Income	535	359	(176)	6,761	3,949	(2,812)	4,308			156.9%	
1990 Other Income	13	0	(13)	145	0	(145)	0			0.0%	
F & G P - Establishments :- Income	9,428	1,859	(7,569)	64,138	20,799	(43,339)	22,658			283.1%	0
4010 Gross Pay	28,936	26,852	(2,084)	300,844	295,372	(5,472)	322,224		21,380	93.4%	2,000
4011 Mileage	15	44	29	290	484	194	522		232	55.6%	
4012 Expenses	104	26	(78)	1,337	286	(1,051)	312		(1,025)	428.7%	
4270 Employers Pension Contribution	3,564	3,661	97	36,105	40,271	4,166	43,937		7,832	82.2%	
4271 Pension Deficiency	6,413	6,417	4	70,543	70,587	44	77,000		6,457	91.6%	
5500 Equipment Hired and New	732	99	(633)	1,077	1,089	12	1,193		116	90.2%	
6020 Insurance Cost	1,035	1,148	113	16,438	17,222	784	18,376		1,938	89.5%	
6101 Telephone	464	428	(36)	4,970	4,708	(262)	5,130		160	96.9%	
6200 Printing & Stationery	619	1,373	754	15,395	15,103	(292)	16,477		1,082	93.4%	
6210 Postage & Courier	0	254	254	4,331	2,794	(1,537)	3,042		(1,289)	142.4%	
6240 Computer/ Data Base/WP's	5,021	1,426	(3,595)	35,569	15,686	(19,883)	17,117		(18,452)	207.8%	2,400
6241 Website Costs	25	0	(25)	491	416	(75)	416		(75)	118.1%	
6242 I.T. Infrastructure	975	675	(300)	9,623	9,450	(173)	10,126		503	95.0%	
6300 Computer Software	0	0	0	5,578	5,341	(237)	5,344		(234)	104.4%	

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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	% Spent	Transfer to/from EMR
6315 Recruitment Costs	0	174	174	4,510	1,914	(2,596)	2,084		(2,426)	216.4%	
6320 Staff Training	808	274	(534)	1,839	3,014	1,175	3,287		1,448	56.0%	
6321 Investors in People	0	0	0	0	0	0	1,335		1,335	0.0%	(1,335)
6330 Welfare/Hospitality	7	314	307	4,031	3,454	(577)	3,765		(266)	107.1%	
6410 Civic Exps/Annual Reception	0	0	0	1,550	2,105	555	2,105		555	73.6%	
6415 Gifts/hospitality	0	93	93	395	1,023	628	1,117		722	35.4%	
6420 Annual Parish Meeting	731	0	(731)	731	0	(731)	120		(611)	608.8%	
6421 Honour Bd. Badges & Insignia	0	0	0	313	139	(174)	139		(174)	224.8%	
6435 Members Expenses	0	0	0	2,473	3,401	928	3,401		928	72.7%	
6460 Publicity & Democratic notices	333	0	(333)	2,098	306	(1,792)	410		(1,688)	511.6%	
6461 Banner Costs	192	105	(87)	1,566	1,155	(411)	1,264		(302)	123.9%	
6610 Audit Fees	552	0	(552)	1,631	5,284	3,654	5,285		3,655	30.9%	
6611 Quality Parish	0	0	0	0	0	0	315		315	0.0%	(315)
6620 Legal Expenses	0	0	0	0	2,617	2,617	2,617		2,617	0.0%	
6630 Professional Fees	0	0	0	42	0	(42)	0		(42)	0.0%	
6635 Professional Fees Licensing	0	0	0	2,083	1,188	(895)	1,583		(500)	131.6%	
6710 Conference Fees & Expenses	32	198	166	3,023	2,178	(845)	2,374		(649)	127.3%	
6720 Books and Periodicals	0	0	0	572	0	(572)	0		(572)	0.0%	
6730 Subscriptions	448	375	(73)	6,899	6,503	(396)	6,505		(394)	106.1%	
6889 Waste Sacks	0	180	180	4,255	1,980	(2,275)	2,164		(2,091)	196.6%	
6900 Sundry Expenses	0	46	46	207	506	299	552		345	37.5%	
6922 Health&Safety/Risk Assessments	0	0	0	5,051	5,126	75	5,126		75	98.5%	
6975 Bank Charges	75	131	56	1,335	1,441	106	1,573		238	84.9%	
6976 Credit card charges	144	58	(86)	1,291	638	(653)	702		(589)	183.9%	

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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	% Spent	Transfer to/from EMR
7010 Election Expenses	0	0	0	100	0	(100)	5,252		5,152	1.9%	(5,100)
7611 Contingency provision	0	0	0	0	(9,700)	(9,700)	36,492		36,492	0.0%	(15,000)
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	(1,000)
7617 PWLB Loan Repayment	0	0	0	71,602	71,602	0	71,602		0	100.0%	
F & G P - Establishments :- Indirect Expenditure	51,224	44,351	(6,873)	620,188	584,683	(35,505)	683,385	0	63,197	90.8%	(18,350)
Net Income over Expenditure	(41,796)	(42,492)	(696)	(556,050)	(563,884)	(7,834)	(660,727)				
8001 plus Transfer from EMR	750			(18,350)							
Movement to/(from) Gen Reserve	(41,046)			(574,400)							
32 F & G P - General											
1208 Other Events Income	0	0	0	250	0	(250)	0			0.0%	
1490 Christmas Lights Switch On	0	0	0	6,765	6,180	(585)	6,180		(971)	109.5%	1,181
1491 Coronation Sponsorship	0	0	0	2,700	0	(2,700)	0			0.0%	
1492 Coronation Donations	0	0	0	196	0	(196)	0			0.0%	
1496 Special events income	0	0	0	1,233	0	(1,233)	0			0.0%	
F & G P - General :- Income	0	0	0	11,144	6,180	(4,964)	6,180			180.3%	0
6490 Christmas Lights Switch On	0	0	0	29,652	28,682	(970)	28,681		(971)	103.4%	1,181
6491 Remembrance Day/Civic Serv.	0	0	0	5,193	3,940	(1,253)	3,940		(1,253)	131.8%	
6869 Special Events	0	0	0	20,763	17,487	(3,276)	17,487		(3,276)	118.7%	
F & G P - General :- Indirect Expenditure	0	0	0	55,608	50,109	(5,499)	50,108	0	(5,500)	111.0%	1,181
Net Income over Expenditure	0	0	0	(44,463)	(43,929)	534	(43,928)				
8001 plus Transfer from EMR	0			1,181							
Movement to/(from) Gen Reserve	0			(43,283)							

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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	% Spent	Transfer to/from EMR
<u>33 F & G P - Council Offices</u>											
1022 Letting & Hire of Facilities	913	986	73	8,921	10,846	1,925	11,838			75.4%	
1030 Electricity recharge	0	0	0	0	0	(0)	0			0.0%	
1213 Event catering	0	0	0	56	0	(56)	0			0.0%	
F & G P - Council Offices :- Income	913	986	73	8,977	10,846	1,869	11,838			75.8%	0
4010 Gross Pay	370	340	(30)	3,873	3,740	(133)	4,083	211		94.8%	
4270 Employers Pension Contribution	21	26	5	204	291	87	317	113		64.4%	
5410 Repairs & General Maintenance	0	58	58	1,549	638	(911)	691	(858)		224.1%	
5500 Equipment Hired and New	0	0	0	24	443	419	443	419		5.4%	
6000 Rent & Rates	0	0	0	26,624	27,890	1,266	27,891	1,267		95.5%	
6010 Light Heat & Cleaning	156	915	759	7,929	10,065	2,136	10,985	3,056		72.2%	
6011 Electricity	0	0	0	1,345	0	(1,345)	0	(1,345)		0.0%	
6012 Gas	0	0	0	1,401	0	(1,401)	0	(1,401)		0.0%	
6014 Water	135	183	48	831	2,013	1,182	2,195	1,364		37.9%	
6104 Mobile Telephone	8	5	(3)	117	55	(62)	57	(60)		204.8%	
6330 Welfare/Hospitality	0	0	0	35	0	(35)	0	(35)		0.0%	
6635 Professional Fees Licensing	0	0	0	295	0	(295)	0	(295)		0.0%	
6900 Sundry Expenses	0	0	0	71	0	(71)	0	(71)		0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	255	840	585	840	585		30.4%	
6930 Alarm Maintenance	75	0	(75)	6,703	9,386	2,683	9,386	2,683		71.4%	
6935 Waste Bin Disposal-Waste Bins	66	108	42	1,037	1,188	151	1,302	265		79.7%	
6952 Protective Clothing	0	0	0	67	35	(32)	35	(32)		191.2%	
F & G P - Council Offices :- Indirect Expenditure	832	1,635	803	52,359	56,584	4,225	58,225	0	5,866	89.9%	0
Net Income over Expenditure	82	(649)	(731)	(43,382)	(45,738)	(2,356)	(46,387)				

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

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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	% Spent	Transfer to/from EMR
<u>36 F & G P - Bat & Ball Centre</u>											
1022 Letting & Hire of Facilities	6,503	8,342	1,839	106,513	91,762	(14,751)	100,106			106.4%	
1030 Electricity recharge	0	0	0	0	120	120	161			0.2%	
1213 Event catering	122	0	(122)	1,166	0	(1,166)	0			0.0%	
1445 Outdoor Activities	0	22	22	221	22	(199)	22			1003.2%	
1457 Indoor Activities	557	412	(145)	6,548	4,532	(2,016)	4,946			132.4%	
1550 Insurance Claims	0	0	0	14,943	0	(14,943)	0			0.0%	
1990 Other Income	79	0	(79)	155	0	(155)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	7,261	8,776	1,515	129,546	96,436	(33,110)	105,235			123.1%	0
4010 Gross Pay	6,867	5,852	(1,015)	73,570	64,372	(9,198)	70,221		(3,349)	104.8%	
4270 Employers Pension Contribution	239	214	(25)	2,563	2,354	(209)	2,570		7	99.7%	
5318 SCC Car Park	0	0	0	0	509	509	509		509	0.0%	
5340 Plants	90	0	(90)	262	190	(72)	190		(72)	137.9%	
5410 Repairs & General Maintenance	16,127	0	(16,127)	14,556	1,146	(13,410)	1,529		(13,027)	952.0%	5,347
5500 Equipment Hired and New	125	0	(125)	1,100	1,024	(76)	1,025		(75)	107.3%	
6000 Rent & Rates	0	0	0	4,820	5,518	698	5,518		698	87.4%	
6011 Electricity	2,478	1,252	(1,226)	16,749	13,772	(2,977)	15,021		(1,728)	111.5%	
6012 Gas	257	0	(257)	1,411	1,648	237	1,648		237	85.6%	
6013 Cleaning	0	215	215	1,460	2,365	905	2,579		1,119	56.6%	
6014 Water	50	249	199	383	2,739	2,356	2,987		2,604	12.8%	
6101 Telephone	51	50	(1)	618	550	(68)	598		(20)	103.3%	
6104 Mobile Telephone	8	20	12	133	220	87	240		107	55.6%	
6200 Printing & Stationery	0	0	0	0	2	2	2		2	0.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6240 Computer/ Data Base/WP's	0	114	114	73	1,254	1,181	1,370		1,297	5.3%	
6330 Welfare/Hospitality	2	38	36	580	418	(162)	459		(121)	126.3%	
6520 Refreshments for Resale	240	211	(29)	2,736	2,321	(415)	2,535		(201)	107.9%	
6635 Professional Fees Licensing	0	0	0	180	533	353	533		353	33.8%	
6842 Grounds Maintenance	0	45	45	0	495	495	545		545	0.0%	
6900 Sundry Expenses	6	0	(6)	153	14	(139)	14		(139)	1094.4%	
6922 Health&Safety/Risk Assessments	0	0	0	3,821	776	(3,045)	776		(3,045)	492.4%	
6930 Alarm Maintenance	95	0	(95)	535	836	301	836		301	63.9%	
6931 CCTV Maintenance	0	0	0	0	346	346	346		346	0.0%	
6935 Waste Bin Disposal-Waste Bins	96	164	68	1,561	1,804	243	1,966		405	79.4%	
6952 Protective Clothing	0	0	0	121	180	59	360		239	33.7%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	26,731	8,424	(18,307)	127,386	105,386	(22,000)	114,377	0	(13,009)	111.4%	5,347
Net Income over Expenditure	(19,470)	352	19,822	2,159	(8,950)	(11,109)	(9,142)				
8001 plus Transfer from EMR	5,347			5,347							
Movement to/(from) Gen Reserve	(14,123)			7,506							
<u>38 F & G P - Grants</u>											
6933 Annual Subsidy - Bat & Ball St	0	0	0	228	0	(228)	0		(228)	0.0%	
6937 Annual Subsidy-Comm Centre	1,030	458	(572)	5,611	5,038	(573)	5,493		(118)	102.1%	
6938 Annual Subsidy-Council Chamber	146	0	(146)	390	285	(105)	340		(50)	114.7%	
7500 Local Organisations Grants	0	4,000	4,000	5,600	12,000	6,400	12,000		6,400	46.7%	(1,488)
7520 Twinning Support	0	1,000	1,000	0	1,000	1,000	1,000		1,000	0.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7552 Youth Outreach	0	0	0	3,255	0	(3,255)	3,887		632	83.7%	
7556 Stag Community Arts Centre	0	0	0	71,354	27,000	(44,354)	27,000		(44,354)	264.3%	44,354
7557 Community Rail Partnership	0	0	0	3,000	3,000	0	3,000		0	100.0%	
F & G P - Grants :- Indirect Expenditure	1,176	5,458	4,282	89,437	48,323	(41,114)	52,720	0	(36,717)	169.6%	42,866
Net Expenditure	(1,176)	(5,458)	(4,282)	(89,437)	(48,323)	41,114	(52,720)				
8001 plus Transfer from EMR	(1,488)			42,866							
Movement to/(from) Gen Reserve	(2,664)			(46,572)							
<u>39 F & G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	0	0	0	6,068	5,933	(135)	5,933			102.3%	
1870 Vine Club Insurance Contrib.	0	0	0	440	0	(440)	0			0.0%	
F & G P - Property :- Income	0	0	0	6,509	5,933	(576)	5,933			109.7%	0
Net Income	0	0	0	6,509	5,933	(576)	5,933				
<u>40 Town Team</u>											
1204 Holly Party	0	0	0	982	0	(982)	0			0.0%	
1206 Business Awards	0	0	0	5,776	7,426	1,650	7,426			77.8%	
1207 Business Show	0	0	0	4,445	4,377	(68)	4,377			101.5%	
Town Team :- Income	0	0	0	11,203	11,803	600	11,803			94.9%	0
6101 Telephone	0	0	0	0	0	0	108		108	0.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6200 Printing & Stationery	0	9	9	0	99	99	110		110	0.0%	
6240 Computer/ Data Base/WP's	47	69	22	774	759	(15)	827		53	93.6%	
6241 Website Costs	0	0	0	310	280	(30)	282		(28)	109.9%	
6244 Information Screens	0	0	0	360	1,008	648	1,345		985	26.8%	
6322 Business Awards	0	0	0	5,302	8,116	2,814	8,116		2,814	65.3%	
6323 Business Show	0	0	0	2,356	2,992	636	2,992		636	78.7%	
6325 Holly Party Expense	0	0	0	3,065	0	(3,065)	0		(3,065)	0.0%	
6460 Publicity & Democratic notices	0	0	0	500	0	(500)	0		(500)	0.0%	
6461 Banner Costs	0	0	0	0	606	606	807		807	0.0%	
6730 Subscriptions	0	0	0	0	589	589	589		589	0.0%	
6900 Sundry Expenses	0	66	66	27	726	699	786		759	3.5%	
7000 Reinvestment	0	0	0	0	0	0	841		841	0.0%	
7607 Christmas events	0	0	0	619	0	(619)	0		(619)	0.0%	
Town Team :- Indirect Expenditure	47	144	97	13,314	15,175	1,861	16,803	0	3,489	79.2%	0
Net Income over Expenditure	(47)	(144)	(97)	(2,111)	(3,372)	(1,261)	(5,000)				
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	177	88	(89)	1,619	968	(651)	1,052			153.9%	
1026 Hot Desking Facility	651	334	(317)	7,544	3,674	(3,870)	4,008			188.2%	
1029 Office Pods	1,047	1,307	260	12,727	14,377	1,650	15,687			81.1%	
1031 Chamber of Commerce	1,000	432	(568)	5,387	4,752	(635)	5,191			103.8%	
Business Hub :- Income	2,875	2,161	(714)	27,277	23,771	(3,506)	25,938			105.2%	0

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	665	472	(193)	6,455	5,192	(1,263)	5,668		(787)	113.9%	
4270 Employers Pension Contribution	0	19	19	0	209	209	227		227	0.0%	
5410 Repairs & General Maintenance	0	14	14	418	154	(264)	166		(252)	251.8%	
5500 Equipment Hired and New	16	39	23	26	429	403	464		438	5.5%	
6000 Rent & Rates	0	0	0	1,647	2,490	843	2,489		842	66.2%	
6010 Light Heat & Cleaning	2,192	1,262	(930)	9,984	13,882	3,898	15,150		5,166	65.9%	
6105 Broadband wi-fi service	142	145	4	1,557	1,595	39	1,739		183	89.5%	
6460 Publicity & Democratic notices	0	0	0	7	0	(7)	0		(7)	0.0%	
6511 Sales commission	0	173	173	0	1,903	1,903	2,075		2,075	0.0%	
6900 Sundry Expenses	100	100	0	1,269	1,100	(169)	1,206		(63)	105.2%	
6922 Health&Safety/Risk Assessments	0	0	0	888	164	(724)	164		(724)	541.5%	
6930 Alarm Maintenance	87	0	(87)	433	243	(190)	243		(190)	178.0%	
6931 CCTV Maintenance	0	0	0	153	153	(0)	153		(0)	100.2%	
6976 Credit card charges	31	27	(4)	373	297	(76)	320		(53)	116.4%	
Business Hub :- Indirect Expenditure	3,232	2,251	(981)	23,209	27,811	4,602	30,064	0	6,855	77.2%	0
Net Income over Expenditure	(357)	(90)	267	4,068	(4,040)	(8,108)	(4,126)				
<u>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	0	0	0	3,748	0	(3,748)	0			0.0%	
1752 Quiz Night Income	799	0	(799)	985	0	(985)	0			0.0%	
1756 Int'l Women's Day Event Income	1,656	0	(1,656)	2,302	0	(2,302)	0			0.0%	
1757 Mayor's Stag event	0	0	0	5,138	0	(5,138)	0			0.0%	
1758 Garden Party Income	0	0	0	981	0	(981)	0			0.0%	

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
2011 Capital Receipts	0	0	0	8,076	0	(8,076)	0			0.0%	8,076
Sevenoaks Town Mayor :- Income	2,455	0	(2,455)	21,231	0	(21,231)	0				8,076
6200 Printing & Stationery	0	0	0	369	0	(369)	0		(369)	0.0%	
6433 Mayors Allowance 2021/22	(36)	0	36	(36)	0	36	0		36	0.0%	
6437 Mayors Allowance 2022/23	(200)	0	200	252	0	(252)	0		(252)	0.0%	
6441 Mayors Allowance 2023/24	500	484	(16)	4,990	5,324	334	5,805		815	86.0%	
6442 Mayors Car Allowance 2023/24	0	216	216	0	2,376	2,376	2,586		2,586	0.0%	
7100 Mayoral Charity Donations	0	0	0	13,370	0	(13,370)	0		(13,370)	0.0%	
7206 Int'l Women's Day Event Exp.	0	0	0	235	0	(235)	0		(235)	0.0%	
7207 Mayor's Stag Event Exp.	0	0	0	306	0	(306)	0		(306)	0.0%	
7208 Garden Party Exp.	0	0	0	960	0	(960)	0		(960)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	264	700	436	20,446	7,700	(12,746)	8,391	0	(12,055)	243.7%	0
Net Income over Expenditure	2,191	(700)	(2,891)	785	(7,700)	(8,485)	(8,391)				
8002 less Transfer to EMR	0			8,076							
Movement to/(from) Gen Reserve	2,191			(7,291)							
<u>43 Youth Council</u>											
7555 Youth Council Support	0	0	0	500	500	0	500		0	100.0%	
Youth Council :- Indirect Expenditure	0	0	0	500	500	0	500	0	0	100.0%	0
Net Expenditure	0	0	0	(500)	(500)	0	(500)				

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>44 Public Realm</u>											
5001 Public Realm signs & panels	0	0	0	300	0	(300)	0		(300)	0.0%	
Public Realm :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>(300)</u>	<u>0</u>	<u>0</u>	<u>(300)</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(300)</u>	<u>0</u>	<u>300</u>	<u>0</u>				
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	465	209	(256)	5,577	2,299	(3,278)	2,512			222.0%	
1211 Sale of Goods	164	158	(6)	2,715	1,738	(977)	1,894			143.3%	
1350 Revenue Grant income	0	0	0	4,460	0	(4,460)	0			0.0%	
1990 Other Income	0	0	0	150	0	(150)	0			0.0%	
Youth Cafe :- Income	<u>629</u>	<u>367</u>	<u>(262)</u>	<u>12,902</u>	<u>4,037</u>	<u>(8,865)</u>	<u>4,406</u>			<u>292.8%</u>	<u>0</u>
4010 Gross Pay	5,458	3,856	(1,602)	50,618	42,416	(8,202)	46,273		(4,345)	109.4%	
4012 Expenses	0	0	0	16	0	(16)	0		(16)	0.0%	
4270 Employers Pension Contribution	196	125	(71)	1,411	1,375	(36)	1,505		94	93.8%	
5410 Repairs & General Maintenance	0	80	80	1,266	880	(386)	955		(311)	132.6%	
5500 Equipment Hired and New	0	0	0	593	0	(593)	0		(593)	0.0%	
6010 Light Heat & Cleaning	16	14	(2)	259	154	(105)	163		(96)	158.6%	
6101 Telephone	51	51	0	688	561	(127)	612		(76)	112.4%	
6105 Broadband wi-fi service	28	0	(28)	236	0	(236)	0		(236)	0.0%	
6200 Printing & Stationery	0	23	23	14	253	239	273		259	5.1%	
6210 Postage & Courier	0	0	0	28	31	3	31		3	90.2%	
6240 Computer/ Data Base/WP's	17	31	14	201	341	140	369		168	54.5%	

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6241 Website Costs	12	0	(12)	96	0	(96)	0		(96)	0.0%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	354	354	474		474	0.0%	
6320 Staff Training	0	0	0	20	0	(20)	0		(20)	0.0%	
6330 Welfare/Hospitality	0	0	0	0	1	1	1		1	0.0%	
6340 Staff Uniforms	0	0	0	427	0	(427)	81		(346)	527.0%	
6460 Publicity & Democratic notices	70	0	(70)	100	0	(100)	7		(93)	1428.6%	
6500 Goods for Resale	250	152	(98)	2,956	1,672	(1,284)	1,821		(1,135)	162.4%	
6505 Cafe consumables	3	0	(3)	38	54	16	73		35	51.9%	
6635 Professional Fees Licensing	0	0	0	432	444	12	444		12	97.4%	
6900 Sundry Expenses	68	31	(37)	323	341	18	372		49	86.9%	
6922 Health&Safety/Risk Assessments	0	0	0	1,002	946	(56)	948		(54)	105.7%	
Youth Cafe :- Indirect Expenditure	6,169	4,363	(1,806)	60,724	49,823	(10,901)	54,402	0	(6,322)	111.6%	0
Net Income over Expenditure	(5,541)	(3,996)	1,545	(47,823)	(45,786)	2,037	(49,996)				
<u>60 Markets</u>											
1017 Rental Income Sat Market	1,811	1,632	(179)	21,864	17,952	(3,912)	19,588			111.6%	
1018 Rental Income Wed Market	908	992	85	12,983	10,912	(2,071)	11,910			109.0%	
1019 Rental Income Blighs Market	1,770	1,469	(301)	17,780	16,159	(1,621)	17,630			100.9%	
1033 Rental income Christmas Market	0	0	0	3,165	823	(2,342)	823			384.6%	
Markets :- Income	4,489	4,093	(396)	55,792	45,846	(9,946)	49,951			111.7%	0
4010 Gross Pay	154	158	4	1,690	1,738	48	1,898		208	89.1%	
5410 Repairs & General Maintenance	53	0	(53)	206	87	(119)	116		(90)	177.3%	

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5420 Saturday market charges	1,120	1,319	199	12,315	15,825	3,510	17,144		4,829	71.8%	
5421 Wednesday Market charges	455	916	461	6,584	10,992	4,408	11,910		5,326	55.3%	
5426 Christmas Market	0	0	0	1,080	0	(1,080)	0		(1,080)	0.0%	
5500 Equipment Hired and New	0	0	0	77	0	(77)	0		(77)	0.0%	
6001 Blighs Market Charges	0	1,059	1,059	6,161	11,649	5,488	12,713		6,552	48.5%	
6010 Light Heat & Cleaning	49	0	(49)	512	156	(356)	156		(356)	328.1%	
6635 Professional Fees Licensing	0	0	0	0	195	195	195		195	0.0%	
6730 Subscriptions	0	0	0	60	78	18	78		18	76.9%	
Markets :- Indirect Expenditure	1,831	3,452	1,621	28,685	40,720	12,035	44,210	0	15,525	64.9%	0
Net Income over Expenditure	2,657	641	(2,016)	27,106	5,126	(21,980)	5,741				
<u>61 Longspring Woods</u>											
1854 Longspring Woods Donations	50,720	0	(50,720)	50,720	0	(50,720)	0			0.0%	50,720
Longspring Woods :- Income	50,720	0	(50,720)	50,720	0	(50,720)	0				50,720
6460 Publicity & Democratic notices	38	0	(38)	38	0	(38)	0		(38)	0.0%	
Longspring Woods :- Indirect Expenditure	38	0	(38)	38	0	(38)	0	0	(38)		0
Net Income over Expenditure	50,682	0	(50,682)	50,682	0	(50,682)	0				
8002 less Transfer to EMR	50,720			50,720							
Movement to/(from) Gen Reserve	(38)			(38)							

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>70 Precept</u>											
1995 Precept	114,173	114,173	0	1,255,903	1,255,903	0	1,370,074			91.7%	
Precept :- Income	114,173	114,173	0	1,255,903	1,255,903	0	1,370,074			91.7%	0
Net Income	114,173	114,173	0	1,255,903	1,255,903	0	1,370,074				
<u>91 Capital Infrastructure Budget</u>											
2011 Capital Receipts	0	0	0	29,498	0	(29,498)	0			0.0%	29,498
2012 CIL income allocation	0	0	0	70,666	0	(70,666)	0			0.0%	70,666
Capital Infrastructure Budget :- Income	0	0	0	100,164	0	(100,164)	0				100,164
9014 Play Areas	0	0	0	417	0	(417)	0		(417)	0.0%	
9053 Vine Area	0	0	0	1,214	0	(1,214)	0		(1,214)	0.0%	
9063 New Community Centre	0	0	0	1,796	0	(1,796)	0		(1,796)	0.0%	
9066 NDP	125	0	(125)	415	0	(415)	0		(415)	0.0%	
9071 Business Hub	0	0	0	(468)	0	468	0		468	0.0%	
Capital Infrastructure Budget :- Indirect Expenditure	125	0	(125)	3,373	0	(3,373)	0	0	(3,373)		0
Net Income over Expenditure	(125)	0	125	96,791	0	(96,791)	0				
8002 less Transfer to EMR	0			100,164							
Movement to/(from) Gen Reserve	(125)			(3,373)							

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	210,620	149,485	(61,135)	1,973,641	1,718,803	(254,838)	1,880,509			105.0%	
Expenditure	157,515	132,201	(25,314)	1,937,015	1,738,279	(198,736)	1,959,273	0	22,258	98.9%	
Net Income over Expenditure	<u>53,105</u>	<u>17,284</u>	<u>(35,821)</u>	<u>36,626</u>	<u>(19,476)</u>	<u>(56,101)</u>	<u>(78,764)</u>				
plus Transfer from EMR	22,048			123,815							
less Transfer to EMR	50,720			158,960							
Movement to/(from) Gen Reserve	<u>24,433</u>			<u>1,481</u>							

February 2024 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	(32,750)	(25,853)	6,897	(28,108)	£4k overspend on Gross Pay. Computer overspend relates to one off purchase of flashdrives. Professional fees are over due to unbudgeted 20mph analysis at £2.4k.
Open Spaces & Leisure Committee					
General	(249,958)	(269,825)	(19,867)	(315,212)	Sports income lhas a £1.5k deficit but income overall has a £10k surplus due to grant funding. £30K favourable pay related, mainly due to ongoing staff vacancy. Unbudgeted tree safety survey and tree works (£9k). Knole Paddock pitch and ground maintenance has overspend, the pitch work alone went over budget for painting, vertidrainng etc.
Cemetery	(63,491)	(48,797)	14,694	(60,897)	£12K lower cemetery income than budget. This is the main driving force behind the adverse variance. 5210 has overspent due to handrails and new chair. Repairs and general maintenance over budget as there were unforeseen works at the beginning of the year - unblocking the sewer - £608. Telephone is slightly over budget due to the purchase of a new mobile. There is a slight overspend on Welfare and Hospitality. Alarm maintenance provision was slightly under budgeted for plus an unbudgeted upgrade to GPRS.
Allotments	302	1,433	1,131	(29)	Negative variance in Pay and pension contributions due to having the Allotment Administrator's successor train under them for several months prior to leaving in September. The Gross Pay (4010) is now £3k over its annual budget.
Street lighting/ general	(33,031)	(29,675)	3,356	(19,626)	£7K streetlighting costs includes maintenance contract billed 6 monthly, as well as higher electricity tariff. £1.5k costs for public clock repairs that were unbudgeted. The streetlights will be invoiced in March.
Vine Grounds	(40,998)	(38,185)	2,813	(41,481)	Other events income is down/ special events expenditure high due to vegan market Vine area maintenance is nearly £2.3k over budget due to 15 oak posts £900 and two drinking fountains £800. There has also been repairs to the gas boiler flue at the Vine Pavilion. £1.8k on CCTV cameras.

February 2024 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	(26,715)	(17,525)	9,190	(20,000)	Sale of Goods/ income is under Budget (£32K) year to date. Staff costs are £14 K lower than budget, partly due to the cafe running with 1 staff member on occasion. With Sales being low, the Costs of Goods is also under budget (£9k) There is an overspend on the telephone budget line this is due to the changing over of the phones to Connectaphone. Alarm maintenance is over budget due to an alarm upgrade. Prior year total spend was £75K - YTD is £65k.
Bat & Ball Station	(83,898)	(85,789)	(1,891)	(94,242)	The station has performed favourably to budget on all income lines. Overbudget on gross pay by £8k year to date. The overspend on Sundry expenses is £2K further payment re the DVCRP Mural, to be reimbursed. £2.7k Timber Bench and freezer £700 responsible for the majority of the overspend in New Equipment Electricity charges are over budget by £2k YTD. The telephone budget line is overspent by £600. The printing and stationery is slightly over budget. The Welfare budget line is overspent due to hot water tap maintenance which was unexpected. Goods for resale is £3k over budget but the sale of goods is only £1.5k in surplus. Alarm maintenance is £1.4k over budget due to a couple of fire alarm call outs and an alarm upgrade.
Establishments	(574,400)	(563,884)	10,516	(660,727)	Interest rates are higher than when budget was set, resulting in a large favourable variance. Gross pay is higher in part due to ongoing environmental project, covered by reserves. Expenses is over budget due to higher subsistence claims. Postage and courier £1k over annual budget. Computer spend is overbudget £17k includes £1.2K new laptop, 10 new ipads and IT computer upgrade and meeting PC equipment, much of which was unbudgeted. Recruitment Costs overspend relates to the recruitment of a new RFO. Publicity and Democratic Notices overspend includes Sev Chronicle ad (£360), QR code generator (£318) and mayor photographs (£220). Professional fees overspend unbudgeted architect for Mill Pond. Conference fees has an adverse variance due to councillor training and having a new council. Waste sacks overspend of £2k Credit card charges have gone over budget by almost half year to date.

February 2024 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
	£	£	£	£	
General	(43,283)	(43,929)	(646)	(43,928)	Income favourable due to Coronation sponsorship. Special events expenditure over spend due to Coronation and skatepark workshop
Council Offices	(43,382)	(45,738)	(2,356)	(46,387)	Income slightly down £1.5k. General Maintenance overspend due to boiler repair £400 and chamber roof repair £430. Mobile telephone has been under budgeted.
Bat & Ball Centre	7,506	(8,950)	(16,456)	(9,142)	Hire of the Centre has improved and is now £14k over where it was expected to be YTD. Gross pay is over budget by £9k. Repairs and General Maintenance is £8k over budget due to £2k appliances service, £1k solar panel safety assessment, £1k boiler service, £850 repairs to cladding and £665 kitchen sensor install. Electricity is over budget by £1.5k. Welfare and Hospitality has gone over budget due to water machine service. Sundries has an overspend due to the purchase of a Christmas trees and cups/ filter for the water dispenser. Health & Safety/Risk Assessments overspend due to a Metal Bait Safe (£1.6k).
Grants	(46,572)	(48,323)	(1,751)	(52,720)	All expenditure is where you would expect it to be.
Property	6,509	5,933	(576)	5,933	Approximately where it should be.

February 2024 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	(2,111)	(3,372)	(1,261)	(5,000)	Income is £1.5k down on the business awards. Business Awards expenditure is down £3k.
Business Hub	4,068	(4,040)	(8,108)	(4,126)	Hub use continues to improve. All 5 pods are let. Current overall favourable variance due to lower YTD expenditure and increased Hot Desk income. Gross Pay is £1,200 over budget. There has been £200 spent on guttering clearance and £700 spent on non domestic EPC both of which were unbudgeted.
Sevenoaks Town Mayor	(7,291)	(7,700)	(409)	(8,391)	
Youth Council	(500)	(500)	-	(500)	Contribution towards the skating event.
Public Realm	(300)	-	300	-	
Youth Cafe	(47,823)	(45,786)	2,037	(49,996)	Use of the HITB is higher than budget, and staffing levels have had to increase. Income has increased. Goods for resale is over budget due to the freezer defrosting twice. Staff uniform expenditure of £427 was unbudgeted.
Markets	27,106	5,126	(21,980)	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. Expenditure of £152 for door fabricatiton was unbudgeted. Electricity expenditure has exceeded agreed budget.
Precept	1,255,903	1,255,903	-	1,370,074	
Revenue Surplus/ (Deficit) Total	4,892	(19,476)	(24,368)	(78,764)	
To be transferred from Bat & Ball Management & Maintenance Reserve	83,898	85,789	1,891	94,242	
Adjusted Revenue Surplus/ (Deficit) Total	88,790	66,313	(22,477)	15,478	
Capital Infrastructure	(3,373)	-	3,373	-	
Total inc Capital	85,417	66,313	(19,104)	15,478	

February 2024 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
	£	£	£	£	

Summary by Committee:

Planning	(32,750)	(25,853)	6,897	(28,108)
Open spaces & Leisure	(387,176)	(385,049)	2,127	(437,245)
Vine Café	(26,715)	(17,525)	9,190	(20,000)
Bat Ball Station	(83,898)	(85,789)	(1,891)	(94,242)
Finance & General Purpose	(720,473)	(761,163)	(40,690)	(869,243)
Precept	1,255,903	1,255,903	-	1,370,074
Capital Infrastructure	(3,373)	-	3,373	-

Balance Sheet as at 29th February 2024

31 March 2023

31 March 2024

Current Assets	
9,260	Debtors 18,962
20,307	Miscellaneous Debtors 0
20,633	SCC Bookings Debtors 19,634
22,741	Vat Control 15,433
19,941	Prepayments 10,192
2,220	Stock 2,220
212,501	Nat West - Current Account 217,363
1,000	Payroll Account 1,000
10,073	Mayors Charity Account 20,617
1,000	House i/t Basement Youth Cafe 1,000
9,949	Sevenoaks Town Partnership 9,949
892	Petty Cash 922
65,074	Handelsbanken Investment 66,362
262,558	Handelsbanken Notice Account 269,139
2,835	Nationwide Instant Saver 2,835
34,284	Natwest Investment 54,553
1	Virgin Money Current Account 1
50,694	HSBC Investment 51,598
10,225	Nationwide Sevenoaks Fund 10,399
500,000	CCLA Public Sector Deposit 575,000
504,395	Virgin Money 90 day Notice 520,268

1,760,581

1,867,447

1,760,581 Total Assets**1,867,447****Current Liabilities**

0	Miscellaneous Debtors 0
0	Cash Book Suspense 279
43,787	Creditors 59,171
21,159	Miscellaneous Creditors 12,444

Balance Sheet as at 29th February 2024

31 March 2023		31 March 2024
73,315	Accruals	43,066
35,777	Receipts in Advance	131,061
5,273	Receipt in Advance-Cemetery	3,011
3,216	Damage Deposit	3,215
277	Key Deposit	408
5,275	QH Allotment Key deposits	5,680
685	BV Allotment key deposits	667
188,762		259,003
1,571,819	Total Assets Less Current Liabilities	1,608,444
	Long Term Liabilities	
0		0
1,571,819	Total Assets Less Long Term Liabilities	1,608,444
	Represented By	
459,542	Revenue Reserve	461,023
1,112,276	Earmarked Reserves	1,147,421
1,571,819		1,608,444

The above statement represents fairly the financial position of the authority as at 29th February 2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Account	Opening Balance	Net Transfers	Closing Balance
313 Youth Council Reserve	1,727.10		1,727.10
314 Council Offices Reserve	1,547.63		1,547.63
315 Pension Reserve	2,814.23		2,814.23
316 Rolling Cap Prog Rev Reserve	42,393.24	-4,130.00	38,263.24
317 Street Lighting Reserve	5,415.59	638.38	6,053.97
319 Stag winding-up reserves	10,000.00	1,000.00	11,000.00
320 Planning Fees Reserve	12,500.00		12,500.00
321 Youth Activities Reserve	1,268.75		1,268.75
327 STP Activities Reserve	8,676.78		8,676.78
328 Non-annual commitments reserve	15,653.00	6,750.00	22,403.00
329 Staff training reserve	2,890.00		2,890.00
339 Capital Receipts Quaker Hall	87,692.76		87,692.76
340 Capital Receipts Reserve	442,338.88	-19,802.66	422,536.22
343 B&B Management Maint Reserve	132,018.25		132,018.25
346 Vehicle/machinery replacement	22,829.00	20,000.00	42,829.00
347 Environmental Reserve	6,000.00	-2,000.00	4,000.00
348 B&B Ctr Maintenance Reserve	10,578.00		10,578.00
349 Recruitment reserve	10,000.00		10,000.00
360 CIL Earmarked reserve	209,821.84	-49,064.09	160,757.75
370 No 8 bus reserve	78,808.26		78,808.26
374 Mayor's Charity Reserve	7,303.02		7,303.02
376 Mayor's Regalia Reserve	0.00	8,075.99	8,075.99
377 WKH Reserve - Youth Service	0.00	15,000.00	15,000.00
378 Longspring Wood Donations	0.00	50,720.00	50,720.00
379 Samaritans Reserve	0.00	1,488.00	1,488.00
	1,112,276.33	28,675.62	1,140,951.95

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>70 Precept</u>											
1995 Precept	114,173	114,173	0	1,255,903	1,255,903	0	1,370,074			91.7%	
Precept :- Income	114,173	114,173	0	1,255,903	1,255,903	0	1,370,074			91.7%	0
Net Income	114,173	114,173	0	1,255,903	1,255,903	0	1,370,074				
<u>91 Capital Infrastructure Budget</u>											
2011 Capital Receipts	0	0	0	29,498	0	(29,498)	0			0.0%	29,498
2012 CIL income allocation	0	0	0	70,666	0	(70,666)	0			0.0%	70,666
Capital Infrastructure Budget :- Income	0	0	0	100,164	0	(100,164)	0				100,164
9014 Play Areas	0	0	0	417	0	(417)	0		(417)	0.0%	
9053 Vine Area	0	0	0	1,214	0	(1,214)	0		(1,214)	0.0%	
9063 New Community Centre	0	0	0	1,796	0	(1,796)	0		(1,796)	0.0%	
9066 NDP	125	0	(125)	415	0	(415)	0		(415)	0.0%	
9071 Business Hub	0	0	0	(468)	0	468	0		468	0.0%	
Capital Infrastructure Budget :- Indirect Expenditure	125	0	(125)	3,373	0	(3,373)	0	0	(3,373)		0
Net Income over Expenditure	(125)	0	125	96,791	0	(96,791)	0				
8002 less Transfer to EMR	0			100,164							
Movement to/(from) Gen Reserve	(125)			(3,373)							

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Purchase Ledger for Month No 11

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
12/02/2024	24-686-1	35202	ACEUM	ACE002	545.00	0.00	545.00	6869	29	545.00	Tree lighting design
31/01/2024	1/IN3660	35175	ALTOOFFICE	ALTO001	44.00	8.80	52.80	6200	31	44.00	print chg
28/02/2024	1/IN4178	35280	ALTOOFFICE	ALTO001	151.00	30.20	181.20	6200	22	151.00	print chgs
15/02/2024	15/02/24	35200	BANKLINE	BANKL01	74.90	0.00	74.90	6975	31	74.90	bank chgs
29/02/2024	SO100038187	35281	BILLI	BIL001	50.47	10.09	60.56	6330	30	11.22	hot water tap maint chg
								110	0	39.25	hot water tap maint chg
31/10/2022	0001021610	35227	BJF CONNECTIONS LTD	BJF002	10,779.18	2,155.84	12,935.02	5410	36	10,779.18	flooring works
27/04/2023	001022763	35228	BJF CONNECTIONS LTD	BJF002	5,346.66	1,069.33	6,415.99	5410	36	5,346.66	flooring works
07/02/2024	3596036	35145	BOOKER	BOOK001	178.60	9.24	187.84	6500	30	142.36	goods for resale
								6505	30	36.24	consumables
06/02/2024	242010039	35187	BP FUEL	BPF001	125.07	25.01	150.08	5700	22	46.90	fuel
								5700	21	78.17	fuel
20/02/2024	242012876	35234	BP FUEL	BPF001	7.13	0.00	7.13	5700	21	7.13	fuel
27/02/2024	242014043	35260	BP FUEL	BPF001	3.97	0.00	3.97	5700	21	3.97	fuel
29/02/2024	242016439	35285	BP FUEL	BPF001	8.59	0.00	8.59	5700	21	8.59	fuel
09/02/2024	SVO/371061	35186	BREWERS	BREW001	10.42	2.08	12.50	5410	28	10.42	maint equip
26/02/2024	867251015	35271	BRITISH GAS	BRI001	169.22	8.46	177.68	6012	30	169.22	gas chg 22/01-21/02
20/02/2023	881643014	35229	BRITISH GAS	BRIT007	189.90	9.49	199.39	6010	33	189.90	gas chg 14/01/24-14/02/24
14/02/2024	816099306	35230	BRITISH GAS	BRIT008	256.97	51.39	308.36	6012	36	256.97	gas chg 12/01-11/02
29/02/2024	29/02/24	35247	MAYOR OF BROMLEY	BRO003	30.00	0.00	30.00	6441	42	30.00	Bromley's Biggin Hill tour
06/02/2024	INV-D-02857	35139	CLOUDY GROUP	CLO001	2,969.67	593.93	3,563.60	6240	31	2,969.67	meeting PC equip
06/02/2024	191141	35161	HW COLDBREATH	COL003	87.95	0.00	87.95	6500	30	87.95	goods or resale
20/02/2024	191208	35219	HW COLDBREATH	COL003	85.90	0.00	85.90	6500	30	85.90	goods for resale
06/02/2024	153822	35179	CONNECTAPHONE	CON001	561.95	112.39	674.34	6101	50	50.98	Jan telephone chg
								6101	30	51.73	Jan telephone chg
								6101	22	50.98	Jan telephone chg
								6101	28	50.98	Jan telephone chg
								6101	36	51.44	Jan telephone chg

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6101	31	305.84	Jan telephone chg
29/02/2024	INV436559	35286	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Feb bin collection chg
29/02/2024	INV437048	35274	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Feb glass collection
14/12/2023	240	35174	CREATIVE MINDS	CRE005	80.00	0.00	80.00	6869	30	80.00	Forget Me Not Art session
05/02/2024	05/02/24REV	35292	MAYOR OF DARTFORD	DAR002	-10.00	0.00	-10.00	6441	42	-10.00	Dartfords Indoor Bowling Event
12/02/2024	14270	35232	STREETLIGHTS	DIR001	154.25	30.85	185.10	6862	26	154.25	repair to streetlight W.Avenue
02/02/2024	910600	35255	ERNEST DOE	DOE001	26.36	5.27	31.63	5525	21	26.36	oil, file
08/02/2024	910788	35258	ERNEST DOE	DOE001	55.17	11.03	66.20	5525	21	55.17	strimmer service
13/02/2024	910976	35256	ERNEST DOE	DOE001	155.23	31.05	186.28	5525	21	155.23	chainsaw repair
15/02/2024	911085	35257	ERNEST DOE	DOE001	18.47	3.70	22.17	5525	21	18.47	air filters
19/02/2024	911188	35254	ERNEST DOE	DOE001	30.74	6.15	36.89	5525	21	30.74	LED beacon
01/02/2024	000018129695	35156	EDF ENERGY	EDF002	2,477.84	495.57	2,973.41	6011	36	2,477.84	Jan electric chg
29/02/2024	000018361893	35270	EDF ENERGY	EDF003	49.18	2.46	51.64	6010	60	49.18	Feb electric chg
01/02/2024	000018143179	35160	EDF ENERGY	EDF004	2,192.11	438.42	2,630.53	6010	41	2,192.11	Jan electric chg
08/02/2024	000018204288	35178	EDF ENERGY	EDF009	513.29	102.65	615.94	6010	22	513.29	Jan electric chg
28/01/2024	000018034458	35240	EDF ENERGY	EDF010	-102.45	-5.12	-107.57	6010	33	-102.45	electric chg 07/07/23-6/10/23
01/02/2024	00001810731	35159	EDF ENERGY	EDF011	1,181.85	236.37	1,418.22	6011	30	1,181.85	Jan electric chg
02/02/2024	14021951	35125	ELITE	EFS001	95.87	3.12	98.99	6500	30	95.87	goods for resale
19/02/2024	14026904	35220	ELITE	EFS001	127.54	8.71	136.25	6500	30	127.54	goods for resale
22/02/2024	14027908	35225	ELITE	EFS001	151.05	0.00	151.05	6500	28	151.05	goods for resale
23/02/2024	14028307	35223	ELITE	EFS001	81.17	0.00	81.17	6500	30	81.17	goods for resale
23/01/2024	INV-46538	35196	EJPFIREPROTECT	EJPFIRE001	821.00	164.20	985.20	6930	30	821.00	fire alarm service & battery
24/01/2024	INV-46550	35197	EJPFIREPROTECT	EJPFIRE001	75.00	15.00	90.00	6930	33	75.00	fire alarm service
24/01/2024	INV-46551	35198	EJPFIREPROTECT	EJPFIRE001	87.00	17.40	104.40	6930	41	87.00	fire alarm service
24/01/2024	INV-46552	35195	EJPFIREPROTECT	EJPFIRE001	95.00	19.00	114.00	6930	36	95.00	fire alarm service
03/02/2024	SV361589	35172	ELS	ELS001	41.50	8.30	49.80	5410	60	41.50	sockets, plugs
03/02/2024	SV361594	35239	ELS	ELS001	11.89	2.38	14.27	5410	60	11.89	maint equip
01/02/2024	97908	35184	ATLAS FM/EMPRISE SVS	EMP001	516.98	103.39	620.37	6932	22	516.98	Feb lock up chg
01/02/2024	97909	35183	ATLAS FM/EMPRISE SVS	EMP001	1,215.10	243.02	1,458.12	5311	21	1,215.10	Feb lock up chg Pointoise

Purchase Ledger for Month No 11

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
01/02/2024	97910	35182	ATLAS FM/EMPRISE SVS	EMP001	810.26	162.05	972.31	5311	21	810.26	Feb lock up chg H.Street
16/02/2024	151850	35235	ENGLISH WOODLANDS	ENG001	455.63	91.13	546.76	5340	21	365.63	plants
								5340	36	90.00	plants
19/02/2024	2911756	35233	EVERFLOW WATER	EVE002	620.64	0.00	620.64	6002	23	211.44	water chg19/03-18/04
								5025	21	100.33	water chg19/03-18/04
								6014	33	135.33	water chg19/03-18/04
								6014	36	49.62	water chg19/03-18/04
								6014	30	21.45	water chg19/03-18/04
								6014	21	19.36	water chg19/03-18/04
								6014	28	60.87	water chg19/03-18/04
								6014	29	11.62	water chg19/03-18/04
								6014	23	10.62	water chg19/03-18/04
15/02/2024	CASV130056	35236	EXPRESS FACTORS	EXPR001	25.10	5.02	30.12	5500	21	20.45	car parts
								5550	21	4.65	car parts
29/01/2024	0063/04285326	35180	FAIRALLS	FAIR001	98.64	19.73	118.37	5310	21	98.64	cement
27/02/2024	SI236845	35259	FLEET LINE	FLEE001	149.94	29.99	179.93	5525	21	149.94	plumbing part
28/02/2024	28/02/24	35248	FOLKESTONE HYTHE DC	FOL003	80.00	0.00	80.00	6441	42	80.00	Westenhanger Castle visit 18/4
23/02/2024	I033706	35252	FORGE GARAGE	FORG001	203.73	29.78	233.51	5550	21	203.73	FV70UFR service
13/02/2024	INV544089	35288	GAZA TIMBER	GAZA001	21.55	4.31	25.86	5310	21	21.55	timber
29/02/2024	INV545242	35289	GAZA TIMBER	GAZA001	9.99	2.00	11.99	5410	29	7.40	timber
								5410	21	2.59	timber
12/02/2024	90747	35189	HERBERT & WARD	HAW001	135.00	0.00	135.00	6500	30	135.00	good for resale
14/02/2024	90813	35203	HERBERT & WARD	HAW001	120.00	24.00	144.00	5500	28	120.00	coffee machine rental
15/02/2024	90847	35221	HERBERT & WARD	HAW001	101.00	20.20	121.20	6500	30	101.00	goods for resale
20/02/2024	90903	35224	HERBERT & WARD	HAW001	76.50	0.00	76.50	6500	28	76.50	goods for resale
06/02/2024	22584	35157	HELIOCENTRIX	HELI001	180.00	36.00	216.00	6320	31	180.00	IT training for councillors
31/01/2024	22594	35176	HELIOCENTRIX	HELI001	446.25	89.25	535.50	6240	31	446.25	remote IT support
19/02/2024	22605	35207	HELIOCENTRIX	HELI001	120.36	24.07	144.43	6240	22	120.36	printer
27/02/2024	22612	35206	HELIOCENTRIX	HELI001	649.00	129.80	778.80	6240	31	649.00	cyber essentials certificate

Purchase Ledger for Month No 11

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
29/02/2024	22736	35267	HELIOCENTRIX	HELI001	1,903.57	380.71	2,284.28	6240	31	928.50	Feb IT support chg
								6242	31	975.07	Feb IT support chg
29/02/2024	T3054	35273	HELIOCENTRIX	HELI001	356.39	71.28	427.67	6101	31	141.50	Feb wifi chg
								6101	21	9.99	Feb wifi chg
								6105	41	141.50	Feb wifi chg
								6105	22	10.00	Feb wifi chg
								6105	21	24.95	Feb wifi chg
								6105	50	28.45	Feb wifi chg
16/02/2024	2006136274	35204	HM LAND REGISTRY	HML001	12.00	0.00	12.00	6630	11	12.00	title register view
01/02/2024	INV-4236	35130	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
21/02/2024	1007750	35212	KALL KWIK	KALL001	39.00	7.80	46.80	6460	30	19.00	cafe menu
								6869	30	20.00	forget me not poster
21/02/2024	1007751	35211	KALL KWIK	KALL001	70.00	0.00	70.00	6460	50	70.00	youth climate change flyers
21/02/2024	1007752	35210	KALL KWIK	KALL001	192.00	38.40	230.40	6461	31	192.00	6 ATM banners
21/02/2024	1007753	35209	KALL KWIK	KALL001	68.00	13.60	81.60	6900	50	68.00	4 lanyards
23/02/2024	1007760	35268	KALL KWIK	KALL001	354.00	53.20	407.20	6200	31	354.00	500 precept leaflets
27/02/2024	SI007519	35261	KEEP BRITAIN TIDY	KBT001	369.00	73.80	442.80	6460	29	369.00	Green Flag application
15/02/2024	900186889	35199	KENT COUNTY COUNCIL	KCC002	552.00	110.40	662.40	6610	31	552.00	2nd audit visit of 23/24
25/02/2024	I4322695	35244	KCC KCS	KCC003	147.82	29.56	177.38	6010	33	5.90	cleaning eq
								6200	31	141.92	stationery
27/02/2024	I4323511	35208	KCC KCS	KCC003	25.98	5.20	31.18	6200	31	25.98	stationery
29/02/2024	I4325370	35287	KCC KCS	KCC003	42.59	8.52	51.11	6013	21	31.60	cleaning eq
								6200	21	10.99	stationery
29/02/2024	I42325371	35249	KCC KCS	KCC003	95.23	19.05	114.28	6200	31	32.24	stationery
								6010	33	62.99	cleaning eq
22/02/2024	8196075	35262	KFAS	KFAS001	79.26	6.40	85.66	6500	30	79.26	goods for resale
26/02/2024	8196075REV	35324	KFAS	KFAS001	-79.26	-6.40	-85.66	6500	30	-79.26	goods for resale
12/02/2024	8184618	35193	KFF	KFF001	25.07	0.00	25.07	6500	30	25.07	good for resale
12/02/2024	8184619	35192	KFF	KFF001	86.52	0.00	86.52	6500	30	86.52	good for resale

Purchase Ledger for Month No 11

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
26/02/2024	8196075	35325	KFF	KFF001	79.26	6.40	85.66	6500	30	79.26	googs for resale
28/02/2024	130740	35251	LANDSCAPE SUPPLY CO	LAND001	131.90	26.38	158.28	6952	21	65.95	boots
								6952	22	65.95	boots
14/02/2024	43903	35188	MAIDSTONE SIGNS	MAI002	186.00	37.20	223.20	5010	29	186.00	3 signs
06/02/2024	811373	35162	NALC	NALC001	580.00	116.00	696.00	110	0	580.00	RFO LGA membership
19/02/2021	1618908135	35279	NALC	NALC001	32.44	6.49	38.93	6710	31	32.44	Leaders talk conference
28/02/2024	UKSPS00129601	35246	NEXUDUS SL	NEX001	99.64	19.93	119.57	6900	41	99.64	Hub booking chg
09/02/2024	28398642	35194	NISBETS	NIS001	42.50	8.50	51.00	6013	30	42.50	cleaning equip
26/02/2024	28495921	35242	NISBETS	NIS001	39.99	7.99	47.98	6505	30	39.99	burger boxes
27/02/2024	28500149	35243	NISBETS	NIS001	69.93	13.98	83.91	6505	30	40.99	consumables
								6010	30	28.94	cleaning eq
29/02/2024	28519654	35272	NISBETS	NIS001	33.99	6.79	40.78	6013	30	33.99	cleaning eq
01/02/2024	01/02/24	35124	OAKHILL ROAD	OAK001	1,365.00	0.00	1,365.00	6812	21	1,365.00	Annual Road Dues
13/02/2024	000/00171503	35238	OBM	OBM001	4.39	0.88	5.27	5410	21	4.39	tape
28/02/2024	28/FEB24/ANN	35264	ONECARD	ONE002	2,497.90	287.14	2,785.04	110	0	625.00	Planning survey membership
								9066	91	125.00	Planning survey membership
								5317	21	20.00	car parking permits
								6500	30	154.37	Goods for resale
								6500	28	0.83	Goods for resale
								6500	28	55.12	Goods for resale
								6500	30	164.15	Goods for resale
								6500	28	3.21	Goods for resale
								6500	28	66.89	Goods for resale
								6500	28	-1.35	Goods for resale
								6500	30	120.04	Goods for resale
								6500	28	1.37	Goods for resale
								6500	28	80.73	Goods for resale
								6500	28	-17.15	Goods for resale
								6500	30	102.64	Goods for resale

Purchase Ledger for Month No 11

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	28	48.00	Goods for resale
								6500	30	146.99	Goods for resale
								5500	41	15.82	hoover hose
								5500	30	11.29	Heritage display
								5500	30	30.00	Heritage display
								5500	30	16.64	Heritage display
								5500	30	33.50	Heritage display
								5500	31	72.00	D day flags x 3
								6104	21	5.00	O/S team iPad
								6104	33	8.34	Caretaker mob
								6104	21	5.00	Town Warden mobile
								6104	36	8.34	KW mobile
								6104	21	8.34	O/S manager mobile
								6010	28	0.83	cleaning equip
								6010	28	5.12	cleaning equip
								6240	11	10.95	Acrobat Standard Licence
								6240	31	10.83	Software design subs
								6240	50	16.64	Adobe Illustrator - HITB
								6240	31	16.64	Acrobat Pro DC
								6240	40	47.48	Creative Cloud Subs
								6101	22	5.00	AC mobile
								6101	31	16.67	Town Clerk ipad
								6320	31	32.68	Course for Councillor
								6320	31	120.00	course for RFO
								6320	31	50.00	Course for Councillor
								6460	61	12.00	Longspring Wood Advert
								6460	61	12.00	Longspring Wood Advert
								6460	31	183.68	Sev Chronicle public notice
								6460	61	2.45	Longspring Wood Advert

Purchase Ledger for Month No 11

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
								6460	61	12.00	Longspring Wood Advert
								6241	50	12.00	website maintenance
								6200	31	20.82	credit card rolls
28/02/2024	28/FEB24/LIN	35241	ONECARD	ONE002	1,074.22	172.42	1,246.64	6630	11	19.97	survey subscription
								6500	50	4.08	goods for resale
								6500	50	64.55	goods for resale
								6500	50	11.67	goods for resale
								6500	50	47.70	goods for resale
								6500	50	18.75	goods for resale
								6500	50	48.30	goods for resale
								6500	50	3.33	goods for resale
								6500	50	51.53	goods for resale
								6505	50	2.92	consumables
								6010	50	3.29	cleaning eq
								6010	50	3.50	cleaning eq
								6010	50	4.17	cleaning eq
								6010	50	5.46	cleaning eq
								5500	36	125.00	audio equip
								5500	31	660.00	STC 50 years badges
02/02/2024	I323094	35146	Q CATERING	QCA001	144.48	0.00	144.48	6500	30	144.48	goods for resale
14/02/2024	I324272	35190	Q CATERING	QCA001	85.91	0.00	85.91	6500	30	85.91	good for resale
15/02/2024	I324376	35191	Q CATERING	QCA001	123.66	2.39	126.05	6500	30	123.66	good for resale
23/02/2024	I325470	35222	Q CATERING	QCA001	91.29	3.15	94.44	6500	30	91.29	goods for resale
21/02/2024	79592	35266	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	Monthly till machne cost
28/02/2024	79859	35265	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	Monthly till machne cost
04/02/2024	NO2	35136	RIVERSIDE CON.	RIVE001	5,637.30	1,127.46	6,764.76	5025	21	5,637.30	Toilet refurbishment
24/02/2024	NO3	35226	RIVERSIDE CON.	RIVE001	10,072.28	2,014.45	12,086.73	5025	21	10,072.28	toilet refurbishment
16/02/2024	SEVENOAKSTC16	35250	RYANSWAY HR CONSULTARYA002		730.60	140.00	870.60	6420	31	730.60	supervisor design IIP training
23/01/2024	1457005247	35282	SCREWFIX	SCREW001	53.97	2.80	56.77	5310	21	13.98	screws

Purchase Ledger for Month No 11

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
								6952	21	39.99	boots
02/02/2024	2087584	35131	SDC	SDC001	1,574.92	0.00	1,574.92	5421	60	455.38	Feb market rent
								5420	60	1,119.54	Feb market rent
26/02/2024	2087858	35213	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 29/01-25/02
26/02/2024	2087951	35216	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 06/11-03/12
26/02/2024	2087952	35217	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 29/01-25/02
26/02/2024	2087953	35215	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 29/01-25/02
26/02/2024	2087960	35214	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection 29/01-25/02
26/02/2024	2087961	35218	SDC	SDC001	146.20	0.00	146.20	6935	28	146.20	bin collection 29/01-25/02
19/02/2024	29833	35231	SEEMP	SEEMP001	425.60	85.12	510.72	6320	31	425.60	code of conduct training
24/01/2024	29864	35177	SEV GLAZING	SEV001	106.50	21.30	127.80	5410	30	106.50	mirror
19/02/2024	2059	35253	SGE	SGE001	2.46	0.49	2.95	5010	29	2.46	6 bolts
14/02/2024	000292800	35237	SHAW & SONS	SHAW001	304.00	60.80	364.80	6200	22	304.00	register of burials book
07/02/2024	MEM248325-1	35163	SLCC	SLCC001	436.00	0.00	436.00	6730	31	436.00	RFO SLCC subs
05/02/2024	11519	35181	STREETMASTER	STREE001	928.00	185.60	1,113.60	5050	21	928.00	Cavendish 1800 bench
21/02/2024	0000575431	35291	TATE FENCING	TATE001	77.11	15.42	92.53	5310	21	77.11	fencing
21/02/2024	000575432	35290	TATE FENCING	TATE001	140.58	28.12	168.70	5410	23	140.58	fencing BVR
29/02/2024	SIA451983	35269	REACH PLC	TRM	149.00	29.80	178.80	6460	31	149.00	ATM ad in Sev Chronicle
01/02/2024	17814	35129	VISION ICT	VISICT001	285.00	57.00	342.00	110	0	285.00	TP website support
14/02/2024	17894	35201	VISION ICT	VISICT001	25.00	5.00	30.00	6241	31	25.00	stnp website domain renewal
31/01/2024	154968	35205	WETTON CLEANING SERV	WET001	1,471.41	294.28	1,765.69	6013	30	268.74	Jan clean & lock up chg
								5026	21	268.75	Jan clean & lock up chg
								5025	21	127.69	Jan clean & lock up chg
								5020	29	806.23	Jan clean & lock up chg
31/01/2024	154970	35185	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	Jan hygiene unit clean
								5025	21	12.94	Jan hygiene unit clean
								5020	29	12.95	Jan hygiene unit clean
29/02/2024	155389	35283	WETTON CLEANING SERV	WET001	1,343.72	268.74	1,612.46	6013	30	268.74	Feb clean & lock up chg
								5026	21	268.75	Feb clean & lock up chg

Purchase Ledger for Month No 11

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
								5020	29	806.23	Feb clean & lock up chg
29/02/2024	155390	35284	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5026	21	4.31	Feb hygiene unit clean
								5020	29	12.95	Feb hygiene unit clean
31/01/2024	291645821	35245	WORLDPAY	WOR001	115.17	15.97	131.14	6976	30	115.17	Jan card trans chgs
29/02/2024	295570326	35276	WORLDPAY	WOR001	118.99	16.17	135.16	6976	30	118.99	Feb card trans chgs
29/02/2024	295585607	35277	WORLDPAY	WOR001	56.00	10.53	66.53	6976	31	56.00	Feb card trans chgs
29/02/2024	295688321	35278	WORLDPAY	WOR001	78.03	0.07	78.10	6976	31	78.03	Feb card trans chgs
29/02/2024	295814333	35275	WORLDPAY	WOR001	45.62	5.70	51.32	6976	28	45.62	Feb card trans chgs
01/02/2024	WM12297727	35128	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Jan card trans chg
06/02/2024	IUKP/38035359	35137	WORKMAN	WOR003	441.10	88.22	529.32	110	0	441.10	Market Licence fee 03/24-03/25
01/02/2024	01494074	35127	YU ENERGY	YUE001	47.68	2.38	50.06	6862	26	47.68	Jan electric chg
01/02/2024	01494075	35158	YU ENERGY	YUE001	7.15	0.36	7.51	6862	26	7.15	Jan electric chg
01/02/2024	01494076	35126	YU ENERGY	YUE001	691.16	138.23	829.39	6862	26	691.16	Jan electric chg
TOTAL INVOICES					<u>73,324.42</u>	<u>12,878.13</u>	<u>86,202.55</u>			<u>73,324.42</u>	

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List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2024	BACS P/L Pymnt Page 6545	BACS Pymnt	12,311.30		BACS P/L Pymnt Page 6545
01/02/2024	BACS P/L Pymnt Page 6549	BACS Pymnt	264.00		BACS P/L Pymnt Page 6549
01/02/2024	Reach PLC	DD01/FEB24	11.92		Sev Chronicle chgs Feb
02/02/2024	British Gas - Community Centre	DD02	53.92		gas chg 1/1-11/11
05/02/2024	Nexodus S.L	DD03	329.76		Hub booking chg & training
05/02/2024	NATWEST ONE CARD	DD04	2,800.09		Linda Onecard Jan
05/02/2024	EDF ENERGY - B&B Station	DD05	1,219.32		Dec electric chg
06/02/2024	BP Fuel	DD06	8.17		fuel
07/02/2024	BP Fuel	DD07	13.19		fuel
07/02/2024	British Gas - Offices	DD08	189.44		gas chg 15/12-13/01
08/02/2024	BACS P/L Pymnt Page 6555	BACS Pymnt	31,478.12		BACS P/L Pymnt Page 6555
08/02/2024	YU ENERGY	DD09	50.06		Jan electric chg
08/02/2024	YU ENERGY	DD10	7.51		Jan electric chg
08/02/2024	YU ENERGY	DD11	829.39		Jan electric chg
08/02/2024	T.P	BACS08/02	15.00		allot key refund
08/02/2024	Payroll A/c	DD8/2	21.62		January NEST Tfr
09/02/2024	Petty Cash	001974	274.56		petty cash top up
09/02/2024	EDF ENERGY - Cemetery	DD12	592.44		Dec electric chg
09/02/2024	Payroll A/c	DD9/2	4,000.86		January L&G Tfr
13/02/2024	BP Fuel	DD13	150.08		fuel
15/02/2024	BACS P/L Pymnt Page 6562	BACS Pymnt	1,043.47		BACS P/L Pymnt Page 6562
15/02/2024	EDF Energy - Business Hub	DD14	2,630.53		Jan electric chg
15/02/2024	NatWest Bankline	bln	74.90		bank chgs
16/02/2024	Connectaphone	DD15	674.34		Jan telephone chg
16/02/2024	EDF Energy - Vine Cafe	DD16	3,822.50		electric chg 7/10/23-06/1/24
19/02/2024	EDF Energy - Vine Gardens	DD17	389.37		electric chg 7/10-6/1
19/02/2024	EDF Energy - St John's Hill	DD18	2,335.56		electricity chg 7/10-6/1
20/02/2024	WorldPay	DD19	41.68		Jan card trans chg
20/02/2024	WorldPay	DD21	67.66		Jan card trans chg
20/02/2024	WorldPay	DD22	42.11		Jan card trans chg
20/02/2024	WorldPay	DD23	11.94		Jan card trans chg
20/02/2024	HM Land Registry	DD24	12.00		title register view
20/02/2024	WorldPay	DD19	131.14		Jan card trans chgs
21/02/2024	BACS P/L Pymnt Page 6567	BACS Pymnt	17,707.73		BACS P/L Pymnt Page 6567
21/02/2024	EDF Energy - High Street Marke	DD27	54.69		Jan electric chg
21/02/2024	Reposs Ltd	DD25	38.11		Monthly till machne cost
21/02/2024	Reposs Ltd	DD26	27.82		Monthly till machne cost
22/02/2024	EDF Energy - Bat and Ball Cent	DD28	2,973.41		Jan electric chg
22/02/2024	EDF ENERGY - Knole Paddock	DD29	2,347.30		electricity chg 14/10-13/01
23/02/2024	Payroll A/c	BACS23/2	52,824.05		February Salaries Tfr
26/02/2024	Payroll A/c	BACS26/2	28,035.27		February Pensions Tfr
27/02/2024	Everflow Water	DD30	620.64		water chg19/03-18/04
27/02/2024	BP Fuel	DD31	7.13		fuel
27/02/2024	EDF ENERGY - Offices	DD34	1,323.00		Electricity 7/10/23-6/1/24
27/02/2024	EDF ENERGY - Offices	DD33	1,303.93		Electricity 7/7/23-6/10/23
27/02/2024	EDF ENERGY - Offices	DD32	227.18		electric chg 07/07/23-6/10/23
28/02/2024	Payroll A/c	DD28/2	4,260.18		February L&G Tfr

List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/02/2024	Country Style Recycling	DD35	123.20		Jan glass collection
Total Payments			<u>177,771.59</u>		

List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/02/2024	BACS P/L Pymnt Page 6583	BACS Pymnt	-10.00		BACS P/L Pymnt Page 6583
Total Payments			<u>-10.00</u>		

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Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 08/02/2024	21.62						
DD8/2	Nat West - Current Account	21.62			201		21.62	January NEST Tfr
	Banked: 09/02/2024	4,000.86						
DD9/2	Nat West - Current Account	4,000.86			201		4,000.86	January L&G Tfr
	Banked: 23/02/2024	52,824.05						
BACS23/2	Nat West - Current Account	52,824.05			201		52,824.05	February Salaries Tfr
	Banked: 26/02/2024	28,035.27						
BACS26/2	Nat West - Current Account	28,035.27			201		28,035.27	February Pensions Tfr
	Banked: 28/02/2024	4,260.18						
DD28/2	Nat West - Current Account	4,260.18			201		4,260.18	February L&G Tfr
Total Receipts for Month		89,141.98	0.00	0.00			89,141.98	
Cashbook Totals		<u>90,141.98</u>	<u>0.00</u>	<u>0.00</u>			<u>90,141.98</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
08/02/2024	NEST	DD8/2	21.62			516		21.62	January NEST Payment
09/02/2024	Legal & General	DD9/2	4,000.86			516		4,000.86	January Legal & General paymen
23/02/2024	Councillors	BACS23/2	200.00			520		200.00	February Mayor's Allowance Pay
23/02/2024	Employees	BACS23/2-	52,524.05			520		52,524.05	February Salaries Payments
23/02/2024	BACS P/L Pymnt Page 6584	BACS Pymnt	100.00	100.00		500			BACS P/L Pymnt Page 6584
26/02/2024	HMRC/KCC	BACS26/2	28,035.27			515		16,459.91	February HMRC Payment
						516	0	11,575.36	February KCC Payment
28/02/2024	Legal & General	DD28/2	4,260.18			516		4,260.18	February L&G Payment
Total Payments for Month			89,141.98	100.00	0.00			89,041.98	
Balance Carried Fwd			1,000.00						
Cashbook Totals			<u>90,141.98</u>	<u>100.00</u>	<u>0.00</u>			<u>90,041.98</u>	

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	812.43					812.43	
	Banked: 09/02/2024	274.56						
001974	Nat West - Current Account	274.56				201	274.56	petty cash top up
Total Receipts for Month		274.56	0.00	0.00			274.56	
Cashbook Totals		<u>1,086.99</u>	<u>0.00</u>	<u>0.00</u>			<u>1,086.99</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/02/2024	Open Spaces	1077	13.60		2.26	5410	28	11.34	maintenance equip
01/02/2024	Vine Cafe	1078	9.00		1.50	5410	28	7.50	maintenance equip
02/02/2024	Bat and Ball Centre	1079/A	1.25		0.21	5410	36	1.04	maintenance equip
02/02/2024	Bat and Ball Centre	1079/B	2.45			6330	36	2.45	refreshments
02/02/2024	Bat and Ball Centre	1079/C	7.50		1.25	6900	36	6.25	batteries
08/02/2024	Bat and Ball Cafe	1080/A	17.25		2.88	6500	30	14.37	goods for resale
08/02/2024	Bat and Ball Cafe	1080/B	75.82			6500	30	75.82	goods for resale
15/02/2024	Open Spaces	1081/A	16.50			6330	21	16.50	refreshments
15/02/2024	Open Spaces	1081/B	1.68		0.28	5550	21	1.40	battery
27/02/2024	Establishments	1082	7.45			6330	31	7.45	refreshments
27/02/2024	Cemetery	1083	12.00		2.00	6802	22	10.00	rose
29/02/2024	CB Suspense	CORRECTION	0.12			299		0.12	Correcting Error
Total Payments for Month			164.62	0.00	10.38			154.24	
Balance Carried Fwd			922.37						
Cashbook Totals			1,086.99	0.00	10.38			1,076.61	



Ms Georgina Jackson
 Sevenoaks Town Council
 Town Council Offices
 Bradbourne Vale Road
 Sevenoaks
 Kent
 TN13 3QG

Select for Local Councils Policy Schedule

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

Policy Number	YLL-2720405273
Insured	Sevenoaks Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st April 2024
To	31 st March 2025

and any other period for which cover has been agreed.

Renewal Premium	£ 14,598.15
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	127505424
Long term agreement active until	01 st April 2025
Preparation Date	12 th March 2024
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACG08

Policy Cover Declaration:

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

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

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

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

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

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

Lines of Cover applying

Part A – Material Damage

Table Headings

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

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. The Pavilion, Address, The Vine Pavilion, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£1,617,840.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. , Address, Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG	£1,456,560.00	N/A	£83,238.07	£0.00	£29,828.65	£660.47	£0.00	£0.00	£0.00
3. Vine Cafe, Address, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£287,280.00	N/A	£0.00	£0.00	£0.00	£22,129.37	£0.00	£0.00	£0.00
4. Vine Bandstand, Address, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£176,400.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Knole Paddock Pavilion (including SRFC Veranda) and Groundsmans store. (Plus Loss of Rent for Sevenoaks Rugby Club at the same	£728,280.00	N/A	£7,825.69	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

location), Address, Plymouth Drive, Sevenoaks, Kent, TN13 3RP									
6. St Johns Toilets, Address, St. Johns Hill, Sevenoaks, Kent, TN13 3PF	£153,720.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
7. Chapel, Address, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£764,820.00	N/A	£5,480.71	£0.00	£1,284.12	£0.00	£0.00	£0.00	£0.00
8. Workshop/Mess Room, Address, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£91,980.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
9. Lock Up Garages, Address, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£108,360.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
10. Bat and Ball Centre, Address, Otford Road, Sevenoaks, Kent, TN14 5DN	£3,591,000.00	N/A	£123,515.30	£6,579.85	£0.00	£136,070.16	£0.00	£0.00	£0.00
11. Kraftmeier Mausoleum, Address, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£160,020.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
12. Youth Cafe, Address, London Road, Sevenoaks, Kent, TN13 1ZZ	£0.00	N/A	£12,268.17	£503.92	£7,902.14	£2,460.66	£0.00	£0.00	£0.00
13. Quaker Allotment Timber Hut & Blocks, Address, Sevenoaks Allotment Association, Allotment Lane, Sevenoaks, Kent, TN13 3UZ	£144,900.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

14. Business Hub, Address, Bradbourne Vale Road, Sevenoaks, TN13 3QG	£686,700.00	N/A	£16,114.58	£0.00	£5,096.46	£0.00	£0.00	£0.00	£0.00
15. Address, Bat & Ball Railway Station, Chatham Hill Road, Sevenoaks, Kent, TN14 5AP	£1,825,740.00	N/A	£48,345.64	£7,702.44	£6,038.67	£4,786.29	£0.00	£0.00	£0.00
16. Greatness Football Pavilion, Address, Greatness Football Pavilion, Mill Lane, Sevenoaks, Kent, TN14 5BU	£753,480.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
17. Address, Greatness Recreation Public Toilets, Mill Lane, Sevenoaks, Kent, TN14 5BU	£51,660.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
18. Address, Vine Public Toilets, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£98,280.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 12, 16, 17, 18

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

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

Insured Perils applicable to Material Damage: 1-16

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

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

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

Excesses Applicable to Premises 12

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

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

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

Part B – Business Interruption

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

For Premises: 12, 16, 17, 18

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

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

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All Risks
Table Headings

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

Additional Items:

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

Item Description	Sum Insured	Excess
Tractors & Off-Road Vehicles as per Open Spaces Fixed Asset Register	£25,111.60	£100
Tools as per Open Spaces Fixed Asset Register	£135,116.37	£100
Metal Seats & Benches as per Open Spaces Fixed Asset Register	£20,194.57	£100
Rugby Posts as per Open Spaces Fixed Asset Register	£6,596.78	£100
Cricket Screen as per Open Spaces Fixed Asset Register	£3,851.13	£100
CCTV at Vine	£6,370.88	£100
Flags & Flagpoles	£2,899.38	£100
TV, A/V and Tools as per Cemetery Fixed Asset Register	£51,199.59	£100
Assets listed as All Risks on Bat & Ball Centre Fixed Asset Register	£3,893.40	£100
Assets listed as 'All Risks' on Council Offices Fixed Asset Register	£14,331.12	£100
Civic Regalia including cover away from premises Europe	£16,146.41	£100
LCD Screens as per Town Partnership Asset Register	£8,265.02	£100
Computer Equipment as per Town Partnership Asset Register	£2,041.19	£100
Information Pods	£14,456.78	£100
Tea Kiosk, Holly Bush Lane, Sevenoaks TN13 3UH	£74,340.00	£100
Twinning Signs	£3,515.61	£100
Beacon and Stand	£3,464.81	£100
Stone Obelisks	£8,060.51	£100
Public Clock	£14,872.49	£100
War Memorial	£93,240.00	£100
Cemetery walls of remembrance	£52,877.18	£100
7 wooden bus shelters	£65,499.97	£100
Temporary hire tools - annual limit	£20,051.01	£100
Play equipment	£566,608.13	£100
Portable Market Stalls	£19,722.17	£100
Marquee	£3,281.68	£100
Kippington Railings	£122,220.00	£100

Ragstone, Stone & all other Walls, Railings,Gates, Boundaries & Fences	£1,442,700.00	£100
Worldpay credit card terminals	£2,005.10	£100
Assets listed as All Risks on Vine Cafe Fixed Asset Register	£929.04	£100
Rustic Timber Bridge at Vine Gardens	£18,404.15	£100
Tool Lockers at Allotment Lane	£5,842.86	£100
Allotment Hut	£7,303.92	£100
Silent Soldier	£354.24	£100
Streetlights	£291,408.01	£100
Speed Indication Device on Bradbourne Vale Road	£8,400.00	£100
Floodlights at Knole Paddock	£18,375.00	£100
AED Defib - Vine Grounds	£1,050.00	£100
Miniplaza Recycled Black Litter Bins x3	£730.00	£100
Kings Coronation Bench Seat	£1,887.00	£100
3 x CCTV Cameras - The Vine	£1,885.00	£100
7 x SLD LED lanterns	£4,894.00	£100
Venturo Bench - Black Aluminim Seat and Black Ends x 2	£918.32	£100
Sevenoaks Environmental Park Gate	£9,522.00	£100
2 x Outdoor Bottle Filler - Green Finish	£3,645.00	£100

The excess stated applies to each and every loss.

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

Part D – Money

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

Excess: £50 each and every loss

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

Operative Endorsements:

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

Part E – Public Liability

Limit of Indemnity: £15,000,000

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

Operative Endorsements:

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

Clean Up Costs

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

Remediation

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

Enforcing Authority

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

Cover

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

Provided always that:

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

Exclusions

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

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

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

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

Operative Endorsements

None

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander

Sum Insured

£250,000

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

Operative Endorsements

None

Part N – Fidelity Guarantee

Persons Guaranteed:
 All members and employees

Sum Guaranteed
 £2,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal Accident

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

Persons Insured:

Employees

Capital		5.00 times annual earnings
Weekly		1.00 times weekly earnings
Cover	Sections 2 and 3 - Accident and Assault Cover	

Volunteers

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

Directors/Councillors

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

Operative Endorsement:

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

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes	Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

The following is also operative: Debt Recovery

Insured Incident

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

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

Exceptions

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

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

General Notes

1. Fair presentation of the risk

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

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

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

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

2. Cancellation

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

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

3. Bonus and fee structure

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

Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	Online: https://propertyclaims.zurich.co.uk/index.html Tel: 0800 028 0336 Email: farnboroughpropertyclaims@uk.zurich.com Address: Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Business interruption		
Money		
Works in progress		
Public liability	Liability Claims	Online: https://liabilityclaims.zurich.co.uk/index.html Tel: 0800 783 0692 Email: fnlc@uk.zurich.com Address: Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Employers liability		
Personal assault under Money		
Personal accident		
Financial and administrative liability		
Motor Claims	Motor Claims	Online: https://motorclaims.zurich.co.uk/index.html Tel: 0800 916 8872 Email: zmnewmotorclaims@uk.zurich.com Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel: 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

DAS Head and Registered Office:

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

DAS Law Limited Head and Registered Office:

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

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CERTIFICATE OF MOTOR INSURANCE

Certificate Number

FPR417487

1 Description of Vehicles

Any commercial motor vehicle, the property of, or on hire or loan or lease to the Policyholder

2 Name of Policyholder

Sevenoaks Town Council

3 Effective Date of commencement of insurance for the purposes of the relevant law

15 April 2024 at 00:01 hrs

4 Date of the expiry of insurance

14 April 2025 at 23:59 hrs

5 Persons or classes of persons entitled to drive

Any person driving on the order or with the permission of the Policyholder provided that person holds a licence to drive the vehicle or has held and is not disqualified from holding or obtaining such a licence.

6 Limitations as to use

Use for Social, Domestic and Pleasure purposes and for the Business of the Policyholder

Exclusions: Unless specified under section 6 of this certificate of insurance, this policy does not cover:
Use for hiring, the carriage of passengers or goods for hire and reward, any purpose in connection with the Motor Trade, racing, pace-making, speed testing or reliability testing or use on any race track, race circuit or toll road without a speed limit including the Nurburgring
Recovery of any motor vehicle which has been seized by or on behalf of any government or public authority which was not the property of or in the custody or control of the policyholder at the time of the seizure

I hereby certify that the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney.



Colin Johnson
Director
Accredited Insurance (Europe) Limited

Issued by First Underwriting Ltd for and on behalf of Accredited Insurance (Europe) Limited
Authorised insurers

The insurance evidenced by this Certificate of Motor Insurance extends to include the compulsory motor insurance requirements of

- a) any other member country of the European Union;
- b) Andorra, Iceland, Liechtenstein, Norway, Serbia and Switzerland.

La police à laquelle ce certificat d'assurance automobile est applicable, inclut également les exigences obligatoires en matière d'assurance automobile

- a) des autres pays membres de la Union Européenne;
- b) Andorre, l'Islande, le Liechtenstein, la Norvège, la Serbie et la Suisse.

Die Police, auf welche sich dieser Kraftfahrzeugversicherungsschein bezieht, deckt ebenfalls die Anforderungen der obligatorischen Kraftfahrzeugversicherung

- a) aller anderen Mitgliedsstaaten der Europäischen Union;
- b) Andorra, Islandia, Liechtenstein, Norwegen, Serbien und der Schweiz.

La polizza comprovata dal presente certificato di Assicurazione Automobilistica si estende ad includere l'assicurazione automobilistica obbligatoria:

- a) di qualsiasi altro paese membro della Unione Europea;
- b) Andorra, Islandia, Liechtenstein, Norvegia, Serbia e Svizzera.

La póliza aplicable a este Certificado de Seguro de Automóvil se extiende para incluir los requerimientos de seguro de automóvil obligatorios en:

- a) Cualquier otro país miembro de la Union Europea;
- b) Andorra, Islandia, Liechtenstein, Noruega, Serbia y Suiza.

Advice to third parties: Nothing contained in this Certificate affects your right as a third party to make a claim.

IMPORTANT: FOR THE FULL DETAILS OF YOUR INSURANCE, PLEASE READ THE CERTIFICATE OF MOTOR INSURANCE, THE SCHEDULE AND DOCUMENT OF INSURANCE AS ONE DOCUMENT

Important - if you have an accident, please report all accidents to us immediately on 0333 305 8120 so we can tell you what to do next and help resolve any claim.

Cover has been issued & arranged by First Underwriting Ltd under authority granted by Accredited Insurance (Europe) Limited - UK Branch who are authorised and regulated by the Malta Financial Services Authority.
First Underwriting Limited is authorised and regulated by the Financial Conduct Authority under FRN 624585.

CERTIFICATE OF MOTOR INSURANCE

Certificate Number

FPR417487

1 Description of Vehicles

Any agricultural vehicle, the property of, or on hire or loan or lease to the Policyholder

2 Name of Policyholder

Sevenoaks Town Council

3 Effective Date of commencement of insurance for the purposes of the relevant law

15 April 2024 at 00:01 hrs

4 Date of the expiry of insurance

14 April 2025 at 23:59 hrs

5 Persons or classes of persons entitled to drive

Any person driving on the order or with the permission of the Policyholder provided that person holds a licence to drive the vehicle or has held and is not disqualified from holding or obtaining such a licence.

6 Limitations as to use

Use for Social, Domestic and Pleasure purposes and for the Business of the Policyholder

Exclusions: -Use for hiring, for the carriage of passengers or goods for hire and reward, any purpose in connection with forestry work, the Motor Trade, racing, pace-making, speed testing or reliability testing or use on any race track, race circuit or toll road without a speed limit including the Nurburgring
Recovery of any motor vehicle which has been seized by or on behalf of any government or public authority which was not the property of or in the custody or control of the policyholder at the time of the seizure

I hereby certify that the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney.



Colin Johnson
Director
Accredited Insurance (Europe) Limited

Issued by First Underwriting Ltd for and on behalf of Accredited Insurance (Europe) Limited
Authorised insurers.

The insurance evidenced by this Certificate of Motor Insurance extends to include the compulsory motor insurance requirements of

- a) any other member country of the European Union;
- b) Andorra, Iceland, Liechtenstein, Norway, Serbia and Switzerland.

La police à laquelle ce certificat d'assurance automobile est applicable, inclut également les exigences obligatoires en matière d'assurance automobile

- a) des autres pays membres de la Union Européenne;
- b) Andorre, l'Islande, le Liechtenstein, la Norvège, la Serbie et la Suisse.

Die Police, auf welche sich dieser Kraftfahrzeugversicherungsschein bezieht, deckt ebenfalls die Anforderungen der obligatorischen Kraftfahrzeugversicherung

- a) aller anderen Mitgliedsstaaten der Europäischen Union;
- b) Andorra, Islandia, Liechtenstein, Norwegen, Serbien und der Schweiz.

La polizza comprovata dal presente certificato di Assicurazione Automobilistica si estende ad includere l'assicurazione automobilistica obbligatoria:

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- b) Andorra, Islandia, Liechtenstein, Norvegia, Serbia e Svizzera.

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- b) Andorra, Islandia, Liechtenstein, Noruega, Serbia y Suiza.

Advice to third parties: Nothing contained in this Certificate affects your right as a third party to make a claim.

IMPORTANT: FOR THE FULL DETAILS OF YOUR INSURANCE, PLEASE READ THE CERTIFICATE OF MOTOR INSURANCE, THE SCHEDULE AND DOCUMENT OF INSURANCE AS ONE DOCUMENT

Important - if you have an accident, please report all accidents to us immediately on 0344 854 1157 so we can tell you what to do next and help resolve any claim.

Cover has been issued & arranged by First Underwriting Ltd under authority granted by Accredited Insurance (Europe) Limited - UK Branch who are authorised and regulated by the Malta Financial Services Authority.
First Underwriting Limited is authorised and regulated by the Financial Conduct Authority under FRN 624585.

Invicta Insurance reference number: SEVE02FL02
Motor Fleet Insurance Policy Number: FPR417487

4 April 2024

Sevenoaks Town Council
Bradbourne Vale Road
Sevenoaks
Kent
TN13 3QG

It's time to renew your fleet insurance.
Call us now on 01732 471965

Dear Christine

Your fleet insurance policy is due for renewal on the 15 April 2024.

35% Increase this year is due to the claims in last year.

	Annual cost	10 monthly instalments
First Underwriting premium	£5476.80	£607.65
Administration fee	£25.00	£2.77
Total cost for your insurance	£5501.80	£610.42

The monthly cost includes a credit charge of 10.95%, equivalent to APR of 21.50%. The total figures include Insurance Premium Tax at 12.00%. The cost of your insurance last year was £4085.00.

The renewal documents for your policy with First Underwriting are enclosed and these set out the policy details and any changes in cover.

It is important that you read the enclosed literature carefully to ensure that the proposed cover continues to meet your requirements. If your details are incorrect please contact us so that we may update our information as this may improve upon this renewal quotation.

Please remember that it is a condition of your policy to keep your insurers informed of any material alterations which may affect your policy. If you are in any doubt as to whether something needs to be disclosed please contact us prior to renewal for advice.

The simplest way to renew your policy is to contact me with your choice of payment.

- **Direct debit.** You can spread the cost by setting up a 10 month direct debit. Please call us with your bank details and we will arrange the rest. Please note that payments by direct debit will incur

an interest charge and you will be required to enter into a credit agreement and credit is subject to status.

- **Debit or credit card.** Please call us and we will take the details over the telephone.
- **Bank transfer.** Our sort code is 20-76-55 and our account number is 23969479. Please use your reference SEVE02FL02.
- **Cheque.** Please ensure that you write your reference number SEVE02FL02, on the reverse and make it payable to Invicta Insurance Services Limited.

There are no days of grace, to ensure continuous cover payment must be received prior to the renewal date.

As your insurance broker we take pride in providing a quality service to you at all times. Please call me or any member of our team on **01732 471950 Option 2**, quoting reference **SEVE02FL02**, if you have any questions or require any further assistance.

Yours sincerely

Jason Hull
Commercial Insurance Advisor
Please call me on 01732471965
Or email me at jason@invicta.co.uk

INVOICE

Customer :-

Sevenoaks Town Council
Bradbourne Vale Road
Sevenoaks
Kent

TN13 3QG

Invoice Date : 04 April 2024

Invoice Number : SEVE02FL02/15/04/2024/LP

Quantity	Description	Total
1	Renewal of policy with First Underwriting premium	£5476.80
1	Administration fee	£25.00
	Total cost for your insurance	£5501.80

The total figures above include Insurance Premium Tax at 12.00% where applicable.

Payments can be made by debit or credit card over the telephone or by cheque made payable to Invicta Insurance Services Limited and must be made before 15/04/2024.

Alternatively you can settle the amount by BACS transfer directly into our bank account our details are as follows:

Please use the reference: **SEVE02FL02**

Account Name: Invicta Insurance Services Ltd
Bank: Barclays Bank
Account Number: 23969479
Sort Code: 20-76-55

Thank you very much,

Invicta Insurance Services Limited

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Sevenoaks Town Council

INTERNAL AUDIT REPORT – Visit 3 (2023/24)

Date: Re-issued 16th April 2024

Report Author: Louise Taylor

Reviewed by: Hayley Jordan

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

1 SUMMARY

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

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

In accordance with the agreed audit plan (Appendix A) and following Internal Audit's visit on 4th March 2024, we tested the Internal Control Objective shown in the table below.

Details of new issues raised on progress made on existing issues can be found in section 2.

Internal Control Objective title	Visit 3 23/24
<p>B. Compliance with Financial Regulations</p> <ul style="list-style-type: none"> • Financial Regulations and Standing Orders • Contracts • Expenditure Controls and sample testing <p>Note: VAT returns will be tested at visit 4.</p>	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> • Issue 1: Inconsistent Acquisition of tender values • Issue 2: Direct Debit approvals • Issue 3: Purchase Orders for cheque payments

The outstanding Internal Control Objectives will be tested at subsequent 2023/24 audits/visits and our findings will inform the completion of the Internal Audit Report section of the 2023/24 AGAR form.

2 ISSUES IDENTIFIED

New Issue Raised

Issues Raised	Date raised
<p>Issue 1: Inconsistent Acquisition of tender values The acquisition values for Financial Regulations and Standing Orders are no longer in alignment, these will be re-aligned in May 2024 when the Standing Orders are reviewed.</p>	March 2024 – Visit 3 2023/24
<p>Issue 2: Direct Debit approvals The Financial Regulations state that the approval of the use of variable direct debits should be renewed by resolution of the Council at least every two years, but this approval process has been overlooked for all direct debits.</p>	March 2024 – Visit 3 2023/24
<p>Issue 3: Purchase Orders for cheque payments Cheque sample testing found one instance where a Purchase Order was not raised as expected by the Financial Regulations and a Purchase Order without a payment amount.</p>	March 2024 – Visit 3 2023/24

Progress on Previous Issues Raised

Original Issue raised	Date raised	Status
<p>Reporting debts to Council A monthly debtor report is used by officers to monitor unpaid debts. However, overdue amounts are not being reported to Council, as criteria is not defined in the Financial Regulations for when aged debts should be reported to Council. Or, when / under what circumstances unpaid debt should be written off. The Council should be aware of the extent of overdue debt, so they can act when appropriate.</p>	Visit 2 2023/2024	Resolved - It was agreed by the Finance & General Purposes (F&GP) Committee on 26th February 2024 that a summary of debts over £50 which had been outstanding for more than 3 months, be included in the Responsible Finance Officer's Report to the F&GP Committee.
<p>Risk Register The annual review of the Risk Register did not take place in July 2023 because the Council was between RFOs. The risk register should be regularly reviewed to ensure that risks are identified, assessed, and mitigated to minimise the impact of potential problems. The new RFO will ensure that the Risk Register is reviewed</p>	Visit 1 2023/2024	Resolved - The Council's Risk Assessment was received and accepted by the F&GP Committee on 26th February 2024.

Original Issue raised	Date raised	Status
by the Town Council before the end of the 2023/24 financial year.		
<p>Fidelity Insurance The Council's fidelity cover is insufficient to cover monies in the bank which could put funds at risk. A recommendation for action will be taken to the January 2024 Finance and General Purposes Committee.</p>	<p>Visit 1 2023/2024</p>	<p>Resolved - On 26th February 2024 F&GP Committee, having considered the issue, the Committee resolved to retain its current level of Fidelity Insurance cover at £2m. This is because the Committee felt that the risk was minimal, the Town Council's controls were strong, and the existing cover was satisfactory.</p> <p>The associated risk is being monitored.</p>
<p>Members Allowance Sevenoaks Town Council pays Members Allowances as identified by the Sevenoaks District Council's Independent Remuneration Panel, but this policy has not been published on the Town Council's website. The RFO has drafted a procedure note in line with the Members Allowance Act 2003, which will be published on the Town Council's website once it has been approved by Members.</p>	<p>Visit 1 2023/2024</p>	<p>In Progress – To be reported to the April 2024 F&GP Committee.</p>

Appendix A – 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 2021) 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. 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.



Georgina Jackson
Responsible Finance Officer
Sevenoaks Town Council
Council Offices
Bradbourne Vale Road,
Sevenoaks,
TN13 3QG

Internal Audit
Room G.56
Ground Floor, A Block
Sessions House
County Hall
Maidstone
Kent ME14 1XQ

Direct Dial: 03000 421914
Ask for: Edward Ashworth
Date: March 2024

Dear Georgina,

Parish Council Internal Audit 2024/25

I would like to take this opportunity to advise you of our Internal Audit fees for 2024/25. They will be £386 per day, an increase of 5%.

As in previous years, to sufficiently test your organisation's controls, 4 audit visits will be required during 2024/25. The time taken to carry out an audit visit is 1.5 days therefore the cost for each visit for your authority will be £579.00 + VAT, which will be a total fee of £2,316.00 + VAT for 2024/25.

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 2024 and you will be charged at the 2023/24 rate, as these are audits of the 2023/24 financial year.

We will be reviewing our audit programme and reporting style for 2024/25, 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 2025.

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 2024/25 visits. Please see attached.



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 2024/25 audit plan, please contact myself via email at edward.ashworth@kent.gov.uk.

Yours sincerely,

Edward Ashworth
Senior Auditor



Georgina Jackson
Responsible Finance Officer
Sevenoaks Town Council
Council Offices
Bradbourne Vale Road,
Sevenoaks,
TN13 3QG

Internal Audit
Room G.56
Ground Floor, A Block
Sessions House
County Hall
Maidstone
Kent ME14 1XQ

Direct Dial: 03000 421914
Ask for: Edward Ashworth
Date: March 2024

Dear Georgina,

Internal Audit 2024/25 – Work Programme

We have reviewed our audit programme for 2024/25 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 2025.

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 2024/25 visits.

If you have any concerns or queries regarding the 2024/25 audit plan, please contact myself via email at edward.ashworth@kent.gov.uk.

Yours sincerely,

Edward Ashworth
Senior Auditor

Audit Programme 2024/25

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.

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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.

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- 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.

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**Sevenoaks Town Council
Finance & General Purposes Committee- 22nd April 2024**

Members' Allowance Policy

The Local Authorities (Members' Allowances) (England) Regulations 2003

This regulation allows Town and Parish Councils to pay a basic parish allowance (Regulation 25) to its Chairman only or to each of its elected members.

Where an authority proposes to pay parish basic allowance, whether to its chairman only or to each of its members, it must have regard, in setting the level or levels of such allowances, to the recommendations which have been made in respect of it by a parish remuneration panel in accordance with regulation 28.

Under the Regulations the relevant Council is required to undertake a full review every four years.

Sevenoaks Town Council

In January 2024 Sevenoaks District Council set their basic allowance at £6,044 per annum.

The proposed basic parish allowance, to be set by Sevenoaks Town Council at its meeting held on 22 April 2024 is £309 per annum for members.

The proposed Mayor's parish allowance to be set is £6,044 along with a car/ travel allowance of £2,715 per annum.

Procedure and Payment

Payment of the basic allowance will be made directly into a Member's bank account.

When paying allowances under this policy, the Council is obliged by law to deduct income tax, where appropriate, under the PAYE system.

A Member is entitled to forgo all or part of their entitlement to the allowances.

At the end of the financial year, the council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid for all Member allowances.

The council is required to maintain records of payments made in respect of the allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish or town without payment of a fee upon giving reasonable notice. Copies must be provided if so requested, for which a reasonable fee can be charged.

**Sevenoaks Town Council
Finance & General Purposes Committee- 22nd April 2024**

RECOMMENDATIONS:

That members consider setting the following allowances:

- Sevenoaks Town Council Members parish allowance for 2024/25 at £309 per annum.
- Sevenoaks Mayors' parish allowance for 2024/25 at £6,044 per annum.
- Sevenoaks Mayor's car/travel allowance for 2024/25 at £2,715 per annum.

**Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024**

Recommendation from the Personnel Committee - 25th March 2024

At its meeting held on 25th March 2024, the Personnel Committee considered the operational challenges within the Central Services Administration Team and proposals to address these.

The Personnel Committee **RECOMMENDED** to Finance & General Purposes Committee that:

- 1) The Town Council offer an Intern post for the summer of 2024, as it had done in previous years.
- 2) The Town Council offer the part-time staff member of the Central Services Team, currently on 3 days per week, an extension to full-time hours.
- 3) The Town Council appoint a part time person for 6 months to assist with development of the BID, via an intern or regular recruitment.
- 4) It was noted that it was hoped that items 1) and 3) could be accommodated within the 2023-24 budget underspend.

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Sevenoaks Town Council

Computer Software for Meetings

1. Background

Many councils are using software systems for agenda management and for the recording of decisions. The software is designed to save time compiling meeting packs, reduce paper usage and printing costs and be able to quickly publish any last-minute changes to agendas without having to reprint all the meeting papers.

The Modern.Gov software is the market leader but there are now more providers offering similar packages, the software makes it easy to:-

- Coordinate high volumes of meetings.
- Track decisions and actions.
- Ensure transparency.

Due to the unbudgeted cost it is recommended to progress any roll out in two phases.

Phase 1 – To purchase the software for Officers to be able to set up agendas, Minutes and record decisions.

Phase 2 – To purchase additional software which enables agenda and minutes to be uploaded automatically to the website upon completion and centrally manage all meeting documents using the cloud-based APP.

2. The cost of different providers

2.1 Cloudy IT – Decisions Software

The Decisions software is used by Corby Town Council, Somerset West and Taunton Council, Trowbridge Town Council and many others.

Phase 1

Set up and Training	
Cloud agenda pack creation software and premium features – annual cost (up to 40 users)	£1,995
Admin support for 365	£60
Installation and set up	£825
Staff training	£825
Councillor Training	£695
Agenda and Minutes set up	£550
Prepaid support 10 hours	£850
Total	£5,800

Annual Costs if you don't proceed to Phase 2	£2,905
--	--------

Following installation there will be annual costs of £1,995 for the software, £60 for admin support for 365 and £850 for prepaid telephone support – this totals £2,905.

Phase 2

Centrally Managed Website Hosting	
Meeting Agenda Packs and associated Minutes are published to the council website with drag-and-drop simplicity. One-click triggers automated processes to publish full Agenda details and download links to the PDF version of both Agenda and Minutes. - Councillor profiles allow you to capture and display a range of information including contact details, committees, outside bodies, term of office, biography and political affiliations. - Centrally manage all meeting documents using our cloud-based APP. (Annual Charge)	£595
Decisions Web Presence Setup and configuration	£550
Annual Cost	£2,905
Total	£4,050
Annual costs following Phase 2	£3,500

2.2 IBabs

IBabs is used by Newquay Town Council, KPMG, Rabobank and many other large companies.

Phase 1

Set up and training	£995
Annual Cost (up to 30 users)	£4,560
Total	£5,555
Annual Costs if you don't proceed to Phase 2	£4,560

Phase 2

Centrally Managed Website Hosting	
Meeting Agenda Packs and associated Minutes are published to the council website. Centrally manage all meeting documents using our cloud-based APP. (Annual Charge)	£3,000
Total	£3,000
Annual costs following Phase 2	£7,560

2.3 Modern.Gov

Modern.Gov is used by 85% of principle councils and around a further 10 Parish/ Town Councils.

Modern.Gov would not separate out the elements into a phase 1 and phase 2 so you can only compare the annual cost after implementation.

Set up and training – to include agenda and minute templates	£11,180
Annual Cost	£12,560
Total	£23,740
Annual Costs after implementation	£12,560

Recommendation

Sevenoaks Town Council proceeds with obtaining Phase 1 of Cloudy IT Decisions & Meetings software at a cost of £5,800 using underspend of 2023 / 24 budget.

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Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024

SEVENOAKS TOWN COUNCIL
CODE OF PRACTICE FOR HANDLING COMPLAINTS

1. Introduction

- 1.1 The Council recognises that it is not subject to the jurisdiction of the Local Government Ombudsman but has adopted this Code to ensure that complainants are properly and fully considered.
- 1.2 The Town Council does not consider formal complaints about councillors. These are subject to the jurisdiction of the Monitoring Officer at Sevenoaks District Council.
- 1.3 All complaints should be addressed to the Town Clerk and will be dealt with within 5 working days.
- 1.4 Only complaints regarding the Town Clerk should be addressed to the Town Mayor.

2. Informal Complaints

- 2.1 The Town Council will seek to resolve all complaints informally prior to a formal complaint being lodged.
- 2.2 An informal complaint is made to the Town Clerk who will liaise with the complainant and relevant members/ officers to seek a resolution.
- 2.3 Should it not be possible to resolve a complaint informally the complainant may escalate the complaint to a formal complaint.
- 2.4 Should, in the opinion of the Town Clerk (or Town Mayor), the complaint be of a serious nature, the complaint shall be escalated to a formal complaint.

3. Formal Complaints

- 3.1 A formal complaint must be submitted in writing to the Town Clerk, (or Town Mayor), as appropriate. The complaint should cover as much detail as possible and enclose any relevant supporting documentation.
- 3.2 The Town Clerk (or Town Mayor) will attempt to acknowledge receipt of the complaint within 5 working days.
- 3.3 On receipt of a complaint the Town Clerk, in consultation with the Leader of the Town Council, will ascertain the category of the complaint and will take the relevant action with reference to the complaint categories detailed in Appendix 1.

**Sevenoaks Town Council
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- 3.4 The Town Clerk or Mayor will carry out an initial investigation into the complaint, and will, within 10 days, provide the complainant with an update of their findings and/ or a suggested resolution. If the complainant is satisfied with the resolution then the complaint will be considered closed.
- 3.5 If the Town Clerk, (or Town Mayor) is unable to resolve the complaint then the matter will be considered by the panel established for the purposes of hearing complaints.
- 3.6 The panel will consist of three of the following: the Town Mayor/ Deputy Town Mayor, the Chair or Vice Chair of a Town Council Committee.
- 3.7 The complainant shall be invited to attend the meeting of the panel and bring with them a representative.
- 3.8 Seven clear working days prior to the meeting the complainant shall provide the council with copies of any documentation or evidence that they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

4. At the Meeting

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

**Sevenoaks Town Council
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his/her representative return to hear decision or to be advised when decision will be made. The decision of the panel will be by simple majority and will be final.

5. Vexations and Repeated Complaints

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

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

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

6. After the Meeting

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

**Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024**

Appendix 1

Financial Irregularity	The Town Clerk/ Responsible Finance Officer shall endeavour to provide an explanation. The Town Clerk/ Responsible Finance Officer may need to consult with the auditor/ Audit Commission. If the complainant is not satisfied the Town Clerk should advise the complainant of the local Electors statutory right to object to the councils audit of accounts pursuant to s16 of the Audit Commission Act 1998.
Criminal Activity	The Town Clerk should refer the complainant to the Police.
Member Conduct	If the complaint relates to failure to comply with the Code of Conduct the complainant should be advised to submit the complaint to the Monitoring Officer at Sevenoaks District Council.
Employee Conduct	As in internal disciplinary matter this should be dealt with under the council's disciplinary procedures.
Other	Should be dealt with under this Complaints Procedure.

**Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024**

Grant Subsidies – Room Hire

Sevenoaks Town Council offers grants subsidies on room hire at its venues to local organisations and for activities benefiting the local community. The free room hires are considered on an individual basis on request.

The following groups are currently approved to receive free room hire (agreed at F&GP Committee on 02.10.2023 & 26.02.24):

<i>Friends of Rheinbach</i>	<i>Friends of Pontoise</i>
<i>Citizens Advice</i>	<i>Sevenoaks Greensands Common</i>
<i>Tea Dances at Bat & Ball Centre</i>	<i>Dorothy Parrott Trust</i>
<i>Sevenoaks Samaritans</i>	<i>KALC</i>
<i>Darenth Valley Community Rail Partnership</i>	<i>New residents’ associations - one free room hire at their establishment</i>

Additional Grant Awards for Room Hire 2024/25

At the last Finance & General Purposes Committee held on 26th February 2024, a grant award was made to Sevenoaks Samaritans – £220 for hire costs of John London Hall for volunteer engagement event (as part of a larger grant award).

At the Youth Services Committee on 20th March 2024, a grant award was made to We are Beams - £1,440 for hire costs of House in the Basement for 36 weeks of the year for advice clinic for families with disabled children.

2023/2024 Budget

The annual budget and balance to date for Grant Subsidies for Room Hire at Town Council venues is 2023/24 is:

Budget	2023/24	Balance at March 2024
Grant Subsidies Bat & Ball Station	0	-448
Grant Subsidies Bat & Ball Centre	5,493	-3,085
Grant Subsidies Council Chamber	340	-626
Total	5,833	-4,159

Sevenoaks Town Council
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Details of the free room hire usage to end of March 2024 is summarised below:

Organisation	No of hires	Venue	Total cost £	Comments
Tea Dance	51	Bat & Ball Centre	6,836.50	Hosted by the Town Council as long-term social provision
SLCC	1	Refreshments	56.25	STC hosting meeting
Stag Youth Theatre	1	Bat & Ball Centre	204.17	
Friends of Pontoise	4	Bat & Ball Centre x 4	611.88	
	2	Bat & Ball Station x 2	98.75	
	1	Council Chamber x 1	162.50	
Darent Valley Community Rail Partnership	1	Bat & Ball Centre x 1 plus 1 refreshments	38.33	Partnership meetings hosted by STC
	4	Bat & Ball Station x4 plus 4 refreshments	170.00	
Chamber of Commerce	2	Bat & Ball Centre	92.08	
Sevenoaks Welcomes Refugees		Bat & Ball Centre	288.75	Mayor supporting event
Friends of Rheinbach	2	Bat & Ball Centre	353.75	
Bat & Ball Resident's Association	1	Bat & Ball Centre	73.33	
Sevenoaks Society	1	Bat & Ball Station	93.75	
KALC	3	Council Chamber	225.00	
Dorothy Parrott Memorial Fund	4	Council Chamber	130.00	
Imago	1	Council Chamber	75.00	
Sevenoaks Samaritans		Council Chamber	373.75	
Total			9,991.79	

Via grant award by F&GP or Youth Services Committee

Organisation	No of hires	Total cost	Venue	Comments
Sevenoaks District Scouts	1	456.67	Bat & Ball Centre	2 more hires covered by grant award 2024/25

**Sevenoaks Town Council
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We are Beams	36	1,440.00	House in the Basement	Room hire 2024/25
Sevenoaks Samaritans		220.00	Bat & Ball Centre	2024/25

2024/25 Budget

The annual budget for Grant Subsidies for Room Hire at Town Council venues 2024/25 is:

Budget	2024/25
Grant Subsidies Bat & Ball Station	0
Grant Subsidies Bat & Ball Centre	5,768
Grant Subsidies Council Chamber	357
Total	6,125

Matters for Consideration

- It is noted that the weekly Tea Dance hosted by the Town Council represents £6,836.50 of the “free room hire” at the Bat & Ball Centre. This is a long-term social provision provided by Sevenoaks Town Council. The Tea Dance organiser provides the entertainment as a separate cost. Refreshments are purchased from the Bat & Ball Station Café, at a small surplus.
- In addition to the current approved list, free room hire when considered should be to enhance Sevenoaks Town Council priorities e.g. Climate Change.
- To note that the facilities need to be economically viable to enable the continued provision.
- Currently, when approving an organisation for free room hire no restrictions are placed in relation to the number of occasions or financial value of the hires. Councillors are requested to consider whether any restrictions should be put in place.
- Going forward it is suggested that free room hire be reviewed at the end of each financial year, together with consideration of those organisations to be granted free room hire subsidies for the following year.

**Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024**

RECOMMENDATIONS:

Councillors are asked to:

- 1) Note grant subsidies for room hire awarded up to March 2024;
- 2) Note annual Grant Subsidies Room Hire budget for 2024/2025;
- 3) To agree those organisations authorised to receive grant subsidies for free room hire in 2024/25;
- 4) To consider whether any restrictions are placed on the number of occasions or financial value of the free room hires.

**GRANTS TO LOCAL VOLUNTARY OR CHARITABLE ORGANISATIONS
GUIDANCE NOTES FOR APPLICANTS**

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

ABOUT THE GRANT SCHEME

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

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

Aims of the Grant Scheme

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

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

Terms and Conditions of Grant Awards:

Our terms and conditions for grant awards are that:

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

Where to get further information and an application pack
Application Forms and Guidance Notes are available on our website
www.sevenoakstown.gov.uk/Grant
Or on request from: council@sevenoakstown.gov.uk

COMPLETING THE APPLICATION FORM

PART 1

Who can apply?

Any organisation which:

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

We will not grant aid

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

Environmental Impact

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

Membership/Beneficiaries

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

PART 2

The Grant Scheme could support the following types of expenditure:

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

Please note that:

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

PART 3

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

The application form asks - Does your Project:

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

PART 4

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

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

SUBMITTING YOUR APPLICATION

Timetable

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

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

All applications must be signed: electronic signature is acceptable.

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

or by post to:

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

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

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**Sevenoaks Town Council
Finance & General Purposes Committee 22nd April 2024**

Sevenoaks Town Council 50th Year



Sevenoaks Town Council was created in the reorganisation relating to the Local Government Act 1972. The new Town Council formally came into being in 1974.

To celebrate 50 years of Sevenoaks Town Council and its community the following is being arranged:

- Purchase of Longspring Woods – funding from STC and local community.
- Events on the Vine BH Weekend
 - Saturday 4th May Climate Fair
 - Sunday 5th May Children’s Theatre – relating to woods.
- STC Social History in Art
Every year the Mayor donates a painting by a local artist of a local scene. This has built up to be a rich Social History in Art form, especially as some of the local scenes no longer exist.

The proposal is to photograph them all and produce a booklet indicating artist, local scene, year donated and donated by which Mayor. We are grateful to Cllr Granville and Roger Lee for their assistance with this.

- Commemorative badges as per logo above.
- Reception for past Councillors who have given their time voluntary to the Town Council and community during the past 50 years.
- Social History project of Sevenoaks 50 Years ago to now. Public to be asked to provide photographs. Souvenir brochure to be produced.

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**Sevenoaks Town Council
Finance & General Purposes Committee - 22nd April 2024**

Sevenoaks Car Club

Sevenoaks Town Council reviewed various options to provide a Car Club within Sevenoaks the most viable to be to work with Enterprise.

The commitment from the Town Council's perspective is to provide two free car parking spaces and joint promotion. It has been agreed that the car parking spaces will be provided at the Bat and Ball Centre.

Publicity and practical arrangements are being put in place with the aim to commence on 4th May 2024.

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**Sevenoaks Town Council
Finance & General Purposes Committee - 22nd April 2024**

Sevenoaks Town Council's Thermal Image Camera Loan Scheme.

Sevenoaks Town Council as part of its Green Investment Plan will create a Thermal Imaging Scheme to help local residents identify cold and damp spots and where heat is potentially being lost within their home.

Therma Imaging accuracy is dependent on weather conditions with dark, colder days being most useful to identify problem areas. Internal and external areas of the building can be scanned, however if the weather is bright and sunny, it will not be possible to take exterior scans as the sun's rays shining on a building will distort readings.

Sevenoaks Town Council has purchased two Thermal Imaging Cameras which we are offering to residents within the Town Council's parish boundary the opportunity to borrow.

The plan is to launch the scheme at the Climate Fair on 4th May 2024.

Further details available on attached draft promotional leaflet.

THERMAL IMAGING SCHEME

Sevenoaks Town Council has created a Thermal Imaging Scheme to help local residents identify cold and damp spots and where heat is potentially being lost within their home.

Therma Imaging accuracy is dependent on weather conditions with dark, colder days being most useful to identify problem areas. Internal and external areas of the building can be scanned, however if the weather is bright and sunny, it will not be possible to take exterior scans as the sun’s rays shining on a building will distort readings.

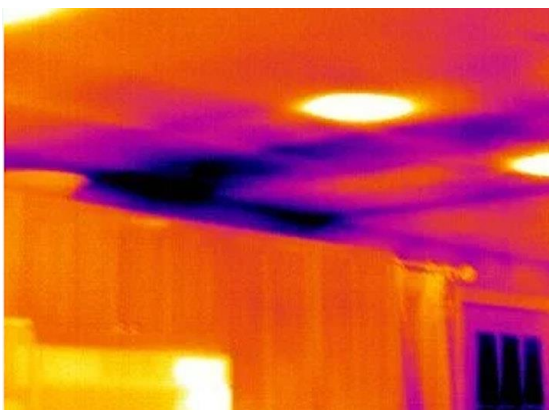
Sevenoaks Town Council has purchased two Thermal Imaging Cameras which we are offering to residents within the Town Council’s parish boundary the opportunity to borrow.

BORROWING TIMES

Friday – Monday	Tuesday - Thursday
------------------------	---------------------------

Thermal Imaging Cameras can be borrowed by residents at no charge; however, the Town Council will charge a late fee of £25 per day if the Camera is not returned at the agreed time. This is to cover the additional administrative processes required if we have to re-arrange bookings for other users and ensuring the Camera is set up in good time.

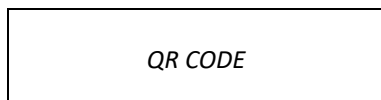
Residents using the camera will also be asked to complete and agree to Terms and Conditions of Hire and complete a short questionnaire so that the success of the scheme can be evaluated. Below are some images obtained from a Thermal Imaging Camera.



A potential issue identified in the ceiling area that requires further investigation.











Darker areas around doors and windows show draughts.



Please use QR code to express an interest in booking the Thermal Imaging Camera or contact the Town Council below.

TIPS FOR KEEPING YOUR HOME WARM

	<p>Use Foil If you have a radiator attached to an external wall, use some aluminium foil behind the radiator. The reflective nature of the foil will prevent heat from disappearing through the wall and instead will reflect it back into the room.</p>		<p>Close the Curtains Close the curtains when it is dark. This will help you to trap the heat inside your home.</p> <p>Thick curtains with thermal lining will help to reduce heat loss through the windows.</p>
	<p>Stop heat being lost up the chimney When not in use a chimney balloon or woollen chimney insulator but remember to remove before starting any fires!</p>		<p>Doors Closing internal doors will cut down uncomfortable draughts.</p> <p>In rooms that are not being used, close windows, blinds, curtains, turn down radiators down or off and close the door to prevent moisture from elsewhere causing condensation on cooler walls. Closing off conservatories in winter prevents draughts and help keep your home warmer.</p> <p>Using draught excluders along the base of exterior doors.</p>
	<p>Lofts Insulate your house with loft insulation to at least 270 mm and ensure the loft hatch is also insulated.</p>		<p>Turn down the Heat Turning down your central heating thermostat by 1 degree centigrade could result in a substantial saving for the average household.</p>
	<p>Controlling Moisture After a bath or shower, immediately wipe down all wet surfaces. Even if there is an extractor fan, open the window and shut the door until the condensation has gone out of the window and then turn off the fan. This will reduce the amount of moisture getting into the rest of the house and help to prevent condensation and mould problems.</p> <p>When cooking and using hot water, turn the extractor fan on, use lids on pans and close the kitchen door to prevent moisture getting to other parts of your home.</p>		<p>Drying Clothes If possible, it's always best to try and dry your clothes outside. If drying indoors, open the window and shut the door to stop moisture getting elsewhere and causing mould on cool walls and or corners.</p>

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**Sevenoaks Town Council
Finance & General Purposes Committee - 22nd April 2024**

KCC Debt Advice Tablet at Bat & Ball Centre

KCC will be providing a Kent Money Advice Hub tablet to the community in Sevenoaks Town, located at the Bat & Ball Centre. This will enable increased access to debt and money advice to local residents.

It is hoped this will be installed in April 2024.

The Kent Money Advice Hub tablet will be mobile and therefore can also be used at other events.

The tablet will be linked to KCC facilities to enable members of the public to receive relevant advice and will be available Monday – Fridays 10.00 a.m. – 3.00 p.m.

KCC will be providing relevant promotional materials.

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**Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024**

RECOMMENDATION FROM SEVENOAKS TOWN TEAM: BUSINESS IMPROVEMENT DISTRICT(BID)

At its meeting held on 21st February 2024, Sevenoaks Town Team received a zoom presentation from Prof Chris Turner, a director of British Bids.

The presentation was well received, and the Board agreed unanimously to proceed with the process to reach a ballot of qualifying business rate payers to decide whether the town will establish a BID.

A discussion ensued about how TT/STC would administer the process and it was agreed, so far as TT can sanction the expenditure, to proceed with the British Bids “BID Buddy” service which accompanies a town on making a successful plan, at the cost of approx. £10,000.

It was noted that there would be additional costs for the progression of the BID at a later date.

The additional funding required for a part time short term contract member of staff has been dealt with separately.

Sevenoaks Town Team RECOMMENDED to Sevenoaks Town Council’s Finance & General Purposes Committee that consideration be given to an investment of £10,000 for the services of BID Buddy to progress.

Initial Timetable

22 nd April	Sevenoaks Town Council to consider <ul style="list-style-type: none"> • Funding BID Buddy assistance @ £10,000 • Funding BID temporary administrative assistance @ £13,000
23 rd April	Assuming above is agreed, an order given to British BIDS to purchase the BID Buddy service and the recruitment for a temporary member of staff to begin.
7 th June	Sevenoaks Business Show Ben Collins and Lucy Stanford, both directors of British Bids will be speaking on the subject. <i>The activities of a BID are determined by its members. The Show will be an early opportunity seek opinions as people will be asked “What do you want the BID to achieve for Sevenoaks?”</i>

Recommendation: That the Finance & General Purposes Committee consider the funding for the Bid Buddy service, funds to be taken from the 2023 / 2024 budget underspend.

Sevenoaks Town Team Minutes of the Executive Board Meeting

6:30pm: Wednesday 10th April 2024

Held at

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

Meeting started 6.30 pm

Meeting concluded: 7.35 pm

Executive Board

Cllr Chloe Gustard	Sevenoaks Town Council	Apologies
Cllr Victoria Granville	Sevenoaks Town Council	Present
Linda Larter MBE	Sevenoaks Town Council	Apologies
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	Apologies
South Eastern	Gemma Louro	Absent
Andrew Eyre	Stag	Present
Hannah Kay	Knole	Apologies
Dawn Blee	Chamber of Commerce	Present
Steve Butler	Workman (Blighs)	Absent
Sevenoaks Chronicle	Vacant	Absent
Geraldine Tucker	Sevenoaks Society	Present
Maxine Morgan, V Chair	Specsavers	Present
Elizabeth Dolding	Warners Solicitors	Absent
Roberta Ware	Francis Jones Jewellers	Present
Glenn Ball	Local Architect	Absent
Avril Hunter	Redlands RA	Present
Helen O'Sullivan	Eardley Road RA	Apologies
Elizabeth Purves	Hollybush RA	Present
Byron Brown	Bradbourne RA	Apologies
Mike Williams	Round Table	Absent
Police	PC Nick Hubbard	Apologies
Cllr Dr Merylyn Canet	Sevenoaks District Seniors Action Forum	Present

In attendance: Dennis Glasspool, Cllr Peter Dixon, John Levett, Jim Hughes, PC Tom Costin and PC Pete Wilson.

Apologies for Absence: Helen O'Sullivan, Byron Brown, Cllr Gustard, Ausin Blackburn, Hannah Kay, Nick Hubbard and Linda Larter.

1. Apologies for absence

2. Declarations of Interest

None

3. Minutes

To receive and approve the minutes of the Executive Board meeting held on 21st February 2024. There were no amendments or matters arising which would not be covered in this meeting.

4. Business Improvement District (BID).

Just prior to the meeting a quotation had been received from British Bids setting out the costs involved. The quotation was not immediately to hand but is set out below. The Town Team Facilitator had said the cost quoted would be about £60,000.

The cost of the feasibility study is £13,500 + VAT (half at outset and half on report submission).

Campaign and ballot (post feasibility) £40,000 based on 650 levy paying businesses

Additional costs;

Design and print of business plan (logo & brand guidelines) is not included in the cost (copy writing is included)

Website domain and hosting & social media set up and management.

SDC has advised that to upgrade its software to administer and collect the levy will be in the region of £25,000.

Consideration is being given to how much of this development work can be done in house and the costs adjusted.

The BID set up costs can be recouped through the BID income though STC will be at risk if the ballot should fail.

The timeline for progressing.

22 nd April	Sevenoaks Town Council to consider <ul style="list-style-type: none"> Funding BID Buddy assistance @ £10,000 Funding BID temporary administrative assistance @ £13,000
23 rd April	Assuming above is agreed, an order given to British BIDS to purchase the BID Buddy service and the recruitment for a temporary member of staff to begin.
7 th June	Sevenoaks Business Show

	<p>Ben Collins and Lucy Stanford, both directors of British Bids will be speaking on the subject.</p> <p><i>The activities of a BID are determined by its members. The Show will be an early opportunity seek opinions as people will be asked “What do you want the BID to achieve for Sevenoaks?”</i></p>
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5. Sevenoaks Business Show 2024

Arranged for Friday 7th June 2024 with 19 stands taken to date. The main sponsor is Clive Emson Auctioneers with FM Conway, Berry & Lamberts, Specsavers, Sevenoaks Chamber and STC supporting too.

The speakers are from British Bids, and Mark Perkins of Insight 6 about mystery shopping.

6. Sevenoaks Master Plan.

A Town Council report forms an appendix to these minutes.

7. Shop occupancy

The survey undertaken in Feb/March 2023 has been revisited and the results for March 2024 were reviewed. It is now more correctly titled “Sevenoaks ground floor commercial premises occupancy report 2024”. Since undertaking this year’s survey there have been some further changes:

- SPN Sevenoaks in London Road has closed
- The Royal Oak Hotel has been sold to a residential developer
- Work at the former Tesco site in the High Street has now commenced
- The former Knobbly Knees and neighbouring shop in London Road are being converted into a single unit by new owners, Premier Security
- Hoads in London Road has been sold and is being stripped out.
- The ex-Latchetts unit in the High Street is also being stripped out.

The occupancy rate in March 2024 was 96.6% and while generally regarded as a great success concern was expressed that with so few shops now available there is virtually no choice for new business or relocations. This information to be fed into the Masterplan project.

8. Holly Party

It was reported that further to observations from some retailers, this year the event is moved from a Friday to Saturday 7th December. The main entertainment will be an Abba tribute band.

9. Lighting The Vine

A synopsis of the Aceum consultants report and recommendations was given. At this stage indicative costs for the hardware are white lighting will be about £3290 and colour (with attendant control kit) will be about £6150. Prices for the trenching are being sought. The budget for the whole scheme is £10,000.

There was some concern about the use of coloured lighting, though it was explained that its use would only be on “special occasions”.

10. Sevenoaks Summer Festival 2024

This event is going to take place over the period Saturday 22nd June to Sunday 7th July, organised by Ray Russell & John Levett.

11. Members Organisations

Maxine Morgans – Specsavers

The business is typically quiet over the Easter period but it was exacerbated this year by the introduction of Sunday parking charges. It seemed that the town was very quiet, and many businesses suffered.

Avril Hunter – Redlands RA

Residents are complaining about the extended time that road works have been taking place in Britains Lane. This led to many comments on the proliferation of road works across and around Sevenoaks at the moment. Chamber members are also very unhappy about the situation. While all seemed to agree that works in themselves are necessary, that often there are times when no work is actually taking place.

Cllr Streatfeild said this topic is high on the agenda at KCC with the Council trying to engage with the utilities to seek better co-operation on timing and progressing these projects.

Cllr Graham Clack – SDC

The Local Plan 2040 Regulation 18 Part 2 Consultation closed with a large number of responses being received. A revised version of the Local Plan will be published in the summer 2024 when there will be another opportunity to comment on the proposals.

The main item presently important at SDC is the opening of consultation on the Sevenoaks District Council’s proposals for the redevelopment of land to the east of the High Street.

SDC is seeking views on a once in a generation opportunity to improve the Buckhurst Lane area of Sevenoaks town, helping to make the area a more exciting place to live, work and spend time.

Sevenoaks District Council and Kent County Council own property and land around Buckhurst Lane and Suffolk Way, close to Sevenoaks High Street.

Early ideas include a new energy efficient leisure facility, a combined library and learning hub and other environmental and cultural improvements, including improved links to Knole Park, a new market hall for local vendors and a hotel to support the local economy.

Jim Hughes

What is the situation with the Wayfinding project? Significant funding through the CIL application was not successful and for the time being there is no further progress.

Richard Streatfeild – KCC

A strategy for the NHS and KCC to work together on healthcare and healthy living has been created, and it is one of the best plans that Richard has ever seen.

Social care and childrens' services costs are enormous and causing a real problem as KCC tries to address £90m in savings.

A timeline is being developed for the introduction of the 20mph scheme for Sevenoaks.

Andrew Eyre – Stag

A general round up of performances was given.

PCs Tom Costin and Pete Wilson – Police

The local police are enjoying a good measure of success in dealing with shoplifting, with this and other crime stories being publicised in My Community Voice. A straw poll revealed that nearly all TT Board members subscribe to this service.

The police surgeries held in and around the town are continuing. Most of the public interaction is with passers by/shoppers rather than people coming to them with specific concerns. But they are definitely a good PR tool.

A Speed Watch project in Seal resulted in several drivers being warned. Praise was received from residents and local councillors.

Dennis Glasspool – Business Crime Reduction Partnership

CCTV use is more intensive and helping with the shoplifting drive. The radio system is being used by publicans to alert the CCTV operators to seriously drinking customers leaving pubs intending to drive.

Merilyn Canet – Sevenoaks District Seniors Forum

Members want the town made more "Senior" friendly. They are also very concerned about growing exclusion created by the rise in so many digital services.

Dawn Blee – Sevenoaks District Chamber of Commerce

The West Kent Business Show was deemed to be a great success. Some TT board members went to the show and agreed that it was very good.

Geraldine Tucker - Sevenoaks Society

Forthcoming Society events are:

- 8th May – ‘The Beatles in Kent (including Sevenoaks)’
- 25th September – Society AGM followed by ‘The Wildlife and Estuaries of North Kent’
- 23rd October – ‘SOE: Special Operations Executive, Churchill’s Secret Army’
- 13th November - ‘Anti-colonial protestor on a post-imperial plinth: John Chilembwe in Trafalgar Square’

John Levett - The Listening Room Agency

The Sevenoaks Festival is definitely returning and thanks were given to STC as being the main sponsor. Tarmac too are providing funding this year.

He wished to promote The Mayors Fundraising Show supporting Sevenoaks Welcomes Refugees on 27th April. This will be a popular music concert of two halves. Celebrating the sound of the 80s with the acclaimed covers band 'Squeeze a Crowd' and Elektra Violin Duo.

Hannah Kay – Knole

Being in absentia Hannah had sent this report:

By way of an update for the team at the end of last month we held a large scale emergency salvage exercise at Knole working with the emergency services. We hosted 60 firefighters, members of the police force, paramedics and representatives from Sevenoaks District Council during the exercise which ran from early afternoon through into the evening.

We practiced wet and dry salvage, life rescue from behind compartmentation lines, hose laying, rescue from height, our full emergency plan including telephone tree and the setting up of an incident command. It was an incredibly demanding but rewarding day. We and the fire service have learnt a huge amount and will both be updating our emergency planning documentation as a result.

[Firefighters put skills to the test at historic site | Kent Fire and Rescue Service \(fire-uk.org\)](https://www.fire-uk.org)

12. Date of Next Meeting

Date to be announced once the STC calendar for the new Civic year has been set.

Meeting closed at 17.35

ANNEXE

Report to Sevenoaks Town Council on the Masterplans for Town Centre & St John’s Hill

In May 2023 following a public referendum the Sevenoaks Town Neighbourhood Plan was adopted and has now become part of the statutory development plan for Sevenoaks. The

Neighbourhood Plan sets out a future vision for the town and includes a number of objectives and policies to deliver the vision.

The Town Council is now moving forward with the next steps to delivering this vision and has commissioned the preparation of a masterplan for Sevenoaks town centre and a separate masterplan for the St. John's Hill area. These masterplans will provide spatial visions for these important parts of the town and progress some of the objectives and policies in the Neighbourhood Plan. This will include for instance preparation of design guidance for particular sites, consideration of the opportunities to improve the pedestrian environment and reduce the impact of traffic in the centre, and the potential to better link or enhance cultural attractions and to introduce more green infrastructure (for instance street trees, planting, and rain gardens) and enhance biodiversity in the centre.

The masterplans will be prepared collaboratively with the input of many people and organisations that care about and have an interest in Sevenoaks.

We have appointed masterplanners Urban Initiatives Studio to prepare the masterplan and they will facilitate the workshop with support from transport and public realm experts, Urban Movement. They will outline the purpose, scope, and timescales for preparing the masterplan and how you can get involved and shape its content. Following a brief introduction our consultants will lead, weather permitting, a 'Placecheck exercise' in the town centre to explore what works well and what works less well. We will then hold round table discussions to agree the future vision for the town and the issues and opportunities that the masterplan should seek to address.

At the previous Town Team meeting Sevenoaks Town Council provided an update including the specification for its proposals for two Masterplans for the Town Centre & St John's Hill. The Town Council are starting to put in place arrangements to progress the Masterplan(s). Please see outline of this below.

- UIS will be holding a meeting and discussion with STC Councillors in the near future.
- It is hoped that a separate online meeting will be held with Town Team members.
- UIS will be contacting as many people as possible on the contact list STC have supplied for one to one discussions via zoom calls.
- At present there are 3 initial Stakeholder meetings to be arranged:
 - i) Town Centre - At Stag Tuesday 23rd April 4 – 7 p.m.
 - ii) St John's Hill – At STC Offices Tuesday 30th April 4 – 7 p.m.
 - iii) Cultural Quarter – details tbc.
- All of the above and potentially more will be fed into a first draft document and plans for public consultation.
- UIS will be attending the Sevenoaks Business Show on 7th June 2024 to engage further with local businesses about the Masterplans.

- STC have provided SDC with all details and specification of its Masterplan(s) proposals as requested. It was agreed that SDC would share with STC its proposals and a coordination would be made between the two authorities' consultants.

Sevenoaks Town Team Minutes of the Executive Board Meeting

6:30pm: Wednesday 21st February 2024

Held at

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

Meeting started 6.30 p.m.

Meeting concluded: 8.15pm

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	Apologies
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	Absent
Dawn Blee	Chamber of Commerce	Present
Steve Butler	Workman (Blighs)	Absent
Sevenoaks Chronicle	Vacant	Absent
Geraldine Tucker	Sevenoaks Society	Present
Maxine Morgan, V Chair	Specsavers	Apologies
Elizabeth Dolding	Warners Solicitors	Apologies
Roberta Ware	Francis Jones Jewellers	Present
Glenn Ball	Local Architect	Absent
Avril Hunter	Redlands RA	Present
Helen O'Sullivan	Eardley Road RA	Apologies
Elizabeth Purves	Hollybush RA	Absent
Byron Brown	Bradbourne RA	Present
Mike Williams	Round Table	Absent
Police	PC Nick Hubbard	Present
Cllr Dr Merylyn Canet	Sevenoaks District Seniors Action Forum	Present

In attendance: Dennis Glasspool, Cllr Peter Dixon, John Levett, Jim Hughes, Nicola Gibbs

Apologies for Absence: Helen O'Sullivan, Elizabeth Dolding, Maxine Morgans, Cllr Graham Clack

1. Apologies for absence

2. Declarations of Interest

None

3. Minutes

To receive and approve the minutes of the Executive Board meeting held on 6th December 2023. There were no amendments or matters arising which would not be covered in this meeting.

4. Business Improvement District (BID).

A Zoom presentation was received from Prof Chris Turner, a director of British Bids and a copy is appended to these minutes.

The presentation was well received and the Board agreed unanimously to proceed with the process to reach a ballot of qualifying business rate payers to decide whether the town will establish a BID.

A discussion ensued about how TT/STC will administer the process and it was agreed, so far as TT can sanction the expenditure, to proceed with the British Bids “BID Buddy” service which accompanies a town on making a successful plan, at the cost of approx. £10,000.

The Chamber will make arrangements for one of their local meetings to be used to make a presentation about the BID proposal.

RECOMMENDED: To Sevenoaks Town Council’s Finance & General Purposes Committee to consider an investment of £10,000 for the services of BID Buddy to progress a Sevenoaks BID, noting that this would be repayable if the BID is successful.

5. Sevenoaks Business Show

This will take place on Friday 7th June.

The confirmed sponsors at time of writing are:

- Main sponsor – Clive Emson Auctioneers
- Sevenoaks District Chamber of Commerce
- Specsavers
- FM Conway
- Sevenoaks Town Council

6. Business Hub Marketing

A radio interview organised by TT with Paul Andrews of Biz Radio had just been broadcast. Speakers included Lime Tree Work Shop and Help VA, as we promote the whole town as a co-working venue.

Vicki Thornhill of West Kent Business will be making a familiarisation visit to the Hub, as promoting co-working is one of their remits and so that she can speak knowledgeably about it.

7. Public Realm

Warners Solicitors have kindly donated a Coronation memorial bench to the town. It is situated at the entrance to the Post Office in South Park.



The replacement lamp post has now been installed outside Josephs Kitchen in St Johns Hill. This almost completes the refurbishment of the blue street furniture in Sevenoaks, with just the Pembroke Road railings opposite the SDC offices to be painted by KCC, scheduled for April.



8. Christmas Lights Switch On

Although a successful event with thousands of people enjoying the Christmas Lights Switch On, the 2023 event was marred by some antisocial behaviour which took place at and around The Vine. This took the form of large numbers of young people misbehaving, many being intoxicated by drink or drugs.

As a result, and in an effort to mitigate the chances of this happening again it is likely that the event in 2024 will take place on a Saturday afternoon, subject to all the necessary arrangements being feasible. The main one of these will be in booking the fairground as it has several such events at this time of year.

9. Childrens Christmas High Street Safari

During the presentation of the prize to the Bolton Family there was discussion between Budare and the Mayor about the condition of the Shambles courtyard. As a result, SDC are going to undertake a "deep clean".

Management of the commercial waste bins is difficult to achieve as each occupier has their own contractors. It was suggested that communal Smart bins might be the solution, and this will be investigated.

10. Sevenoaks Best Dressed Christmas Window competition

While most businesses make some effort to dress their windows for Christmas, there are many which go “above and beyond”. Mayor Cllr Claire Shea and Chamber CEO judged the 2023 competition looking for businesses using their imagination, flair and their own “home made” décor rather than something bought. The winners were:

Retail: Leslie Warren



Non retail : joint winners - NFU & Dulces Patisserie



Charity shop: Children’s Trust



11. Holly Party

This took place on Friday 8th December. The entertainment and catering arrangements were far better than in the inaugural 2022 event. Numbers were fewer than expected, but attendees all had a really great time and word will spread for 2024. It was noticeable that while the target audience was businesses, the event attracted about an equal number of “social club” guests.

12. New Town Team website

At the December meeting it was agreed that the development of a new web-site should be deferred until the BID outcome is known.

It was suggested that we should discuss uploading TT/STC events to SDC’s “Visit Sevenoaks” and “More Sevenoaks” sites. A very positive meeting has been held with SDC and the first event has now been published with more to follow.

13. Lighting the Vine

From the UK Shared Prosperity Fund SDC has been awarded £10,000 for a “public realm” improvement and this is going to be invested in a scheme to light the trees in Vine Gardens. This scheme will not only make them into a night time attraction, complement the future Cultural Quarter but also help to improve security of the location. A consultant has been engaged to work on designing the proposal.

14. Clubs and Societies - Volunteers

This was a very full Board meeting and a detailed conversation on this subject was short. If any member of Town Team knows of a club or society looking for members, officers or volunteers which would benefit from publicity, then please inform townteam@sevenoakstown.gov.uk

15. Sevenoaks Summer Festival 2024

This event is going to take place over the period Saturday 22nd June to Sunday 7th July, organised by Ray Russell & John Levett. Businesses and organisations that would like to be involved, whether as participants or sponsors, were invited to contact: townteam@sevenoakstown.gov.uk.

A sponsorship poster is attached to these minutes.

16. Members Organisations

Police –PC Nick Hubbard reported that having made concerted efforts in connection with retail crime that clear up rates have now greatly improved and that he feels that “word is getting out there” to other potential thieves that Sevenoaks is no longer an easy target.

Burglaries though have been increasing.

The Police site “My Community Voice” is growing and receiving good feedback. Nick urged that all businesses and residents sign up to this free service.

Stag – Andrew Eyre said that the cinema is now relatively busy and that the theatre is doing well with June having shows on 28 out of the 30 days. The Footlights Bar with a capacity of about 55 is becoming a popular venue for small meetings and show. John Levett has a Gypsy Jazz & Swing duo performing on 1st March.

Sevenoaks Society – Geraldine Tucker reported that the Society has been re-energising its efforts to shame developers into building out their vacant sites. She illustrated this with a recent front page Sevenoaks Chronicle article highlighting the campaign.

Bradbourne RA – Byron Brown supported the view that My Community Voice is an excellent tool and said that all his residents have been urged to use it.

A summer sewage discharge at Bradbourne Lakes had been investigated with no source/culprit having been identified. However, it has not re-occurred.

He also advised that the consultation paper has been published on-line and that the consultation period closes on 18th March.

Jim Hughes feels that motorists are now becoming inured to the pop-up illuminated 30mph signs and asked whether more positive messages could be incorporated – a smiley face perhaps. Cost seems to be a factor in making such changes.

Jim has also undertaken a shops survey couched slightly differently from the one compiled by the Town Team Facilitator in Spring 2023. This second version is attached. The TT survey will be undertaken again during March to make direct comparisons on vacancy rates and any discernible business type trends.

He is also concerned about the proposed cuts to the Citizens Advice service and whether anything can be done to save it.

Sevenoaks District Chamber of Commerce – Dawn Blee suggested that if not exhibiting it would be good if TT members could visit the West Kent Expo for inspiration and ideas. It takes place at the River Centre in Tonbridge on Thursday 14th March.

Kent County Council – Richard Streatfield talked about the Councils budget savings and highlights. There are going to be major cuts to Youth Services and road repairs will cost an unfunded £100m pa over the next five years – despite monies from HS2. The Council is going to be part funding social and patient care from capital receipts. Overall, it would appear that the KCC budget is otherwise safe for the next two years.

Sevenoaks Business Crime Reduction Partnership – Dennis Glasspool is pleased with the way policing is improving in Sevenoaks the use of the radios by business owners, and performance of the CCTV. Seven recent incidents have been “sorted”.

Francis Jones – Roberta Ware is also very happy with the way business crime is being handled and would like the system to become the “Ware” model!

Sevenoaks District Seniors Forum – Cllr Canet reports that the Forum is working on ways to make the town more elderly friendly.

STC - Linda Larter said that the KCC working group would be meeting on Friday 23rd February to consider the outcome of the 20 mph consultation.

That an amazing £81,000 had been raised towards the £100,000 contribution from the public to acquire land at Longspring Woods. The pledge window closes on 26th February. (Post meeting note: The total pledged is £102,000.)

Work on the Bat & Ball railway bridge mural has commenced, though interrupted by the police thinking a graffiti artist was at work.

The toilets at St John's Hill car park are in the process of being refurbished.

A car club, based at Bat & Ball Centre is due to launch soon.

Work on developing the Sevenoaks Town Centre & St Johns Hill area Master Plan will commence in March.

Go Coach – Austin reported that since the sale of the business little has changed though he now has less to do with the financial aspects while the bus maintenance side is growing as the Derbyshire based purchaser is now sending their buses to Sevenoaks for servicing. He reported on the usual swings and roundabouts on tendering and service changes. The significant number of road works in the area are causing severe delays and deterring passengers due to unreliability.

Sevenoaks Rail Travellers Association – Tony Clayton explained that Sevenoaks station has unfortunately been branded worst for commuters after several months where delays and cancellations have hit performance. Combined with high fares the service compares poorly with others on value for money.

Sevenoaks Rail Travellers Association is working with other rail user groups to research the fare increases in December which hit Sevenoaks to London services particularly hard. They have discovered systemic problems with the way 'Contactless' is being rolled out, and asked the MP for help in contacting Department for Transport which is responsible.

17. Date of Next Meeting

The next meeting will be held on Wednesday 10th April 2024.

Meeting Closed at 8.15pm.

**Sevenoaks Town Council
Minutes of the Bat and Ball Centre User Group Meeting held at
The Bat & Ball Centre on Wednesday 6th March 2024**

Meeting commenced: 7.00 p.m.

Meeting concluded: 7.21 p.m.

Present:

Cllr Claire Shea	Sevenoaks Town Council (Acting Chair)
Cllr Dr Marilyn Canet	Sevenoaks Town Council
Linda Larter MBE	Sevenoaks Town Council
Liz Hodgson	Sevenoaks Town Council
Allan de Turberville	Probus
Myra de Turberville	The Arts Society Knole

730. Apologies for Absence

Cllr. Tony Clayton (Chair), Cllr. Victoria Granville Baxter, David Williams (Probus), Jo Wilkinson (Kent Blind), Gail Biggins (GB Pilates), Simon Hadlow (Oaks Martial Arts), Magda Sweetland (Knole U3A), Barbara Coleyshaw (U3A), Andrew Watts (Tea Dance).

731. Requests for Dispensation

There were no requests for dispensations from Councillors.

732. Declaration of Interests

There were no Declaration of Interests from Councillors.

733. Minutes of the previous meeting of the Community Centre User Group held on 18th October 2023.

RESOLVED: That the Minutes were a true record of the meeting and to be signed by the Chair.

734. Bat & Ball Centre

Business Development

The Centre continues to be busy, and the Town Council is pleased that it is now showing a good profit which will hopefully continue. The financial aim was for the Centre to make sufficient profit to pay the annual Public Works Loan Board repayments.

There is an ongoing need to keep up with general maintenance to ensure that the venue remains the high quality that people have come to expect.

Smokers Shelter Request



There has been a request for a Smokers Shelter to be installed near the signposts to avoid people smoking under the canopy at the entrance of the building, which is unpleasant for those who have to walk through it.

Response: It was agreed that this was a good idea as it could also be used as a waiting area for buses and taxis.

Car Club

STC will provide two parking bays at the Bat & Ball Centre, convenient for those coming from the station, for the use of the Sevenoaks Car Club. The cars will be available at approximately £7 per hour plus 27 pence per mile. There will be one Hybrid mid-size car and one small car.

All publicity, branding and signage will be joint between Enterprise Cars and STC.

STC chose Enterprise Cars for a couple of reasons - already have a working relationship with them, national operator, no capital investment required by STC. It was noted at the time that STC would not receive any income from this arrangement but would be facilitating a project as part of its Green Community Investment Plan.

Other options incurred considerable capital investment by STC.

Main Doors

We have had ongoing problems with the main doors and people not being patient for them to open automatically, this is compounded with people pushing rather than pulling and causing more damage. The post has also been damaged which we will remove temporarily and arrange to be repaired. Push and Pull door signs will also be placed on the front doors.

Flooring in Main Hall

Some additional work will take place in the near future on the flooring on the Main Hall.

The cost of this is approximate £10,000 for which the Town Council has within Earmarked Reserves.

735. Bat & Ball Station

Mural

Work on the Bat & Ball Station mural in Otford Road started in February, it has attracted a lot of interest and is progressing well.

Heritage Engagement Officer

The Town Council has been fortunate to have recruited two very good Heritage Engagement Officers. Initially Linda Read helped through the HLF process. Following the pandemic, it was agreed that much of the initial work had to be revisited to encourage engagement at the station. Iona Green has really reinvigorated the project with increased attendance, volunteering, and new projects. The Town Council has extended the contract a couple of times however for economic reasons is no longer able to do this and sadly Iona will be leaving us at the end of March 2024.

Station Café

The public have welcomed the café not only for refreshments but also to have staff at the station on a regular basis. It is also noted that there isn't another café facility, other than at Sainsburys in the ward. Many residents have built up a rapport with café staff.

The café's suffered greatly as did many other similar establishments during the pandemic and has only recently started to bounce back.

The Town Council believe there is still it is believed room to develop and improve the facility further. The Town Council believes if it was operated under a concession, it would operate differently, potentially increased hours and taking additional catering opportunities. Plans are being put in place subject to governance arrangements to go out to tender for a concession during 2024.

736. Feedback from Hirers

736.1 The Report relating to Feedback Forms was received and noted that almost all was positive and complimentary with people stating they would re-book.

736.2 Those present provided the following feedback:

<p>Allan de Turberville (Probus)</p>	<p>Feedback: A couple of members had fallen ill whilst attending Probus lunches. Allan asked if it would be possible for Probus to share training with Sevenoaks Town Council in the use of a defibrillator? Allan also asked if clear signage giving the postcode of the Centre could be displayed for people needing to give directions to the emergency services.</p> <p>Response: Linda Larter said that training in the use of defibrillators would be looked into. Cllr.Canet suggested that Probus could also contact Sevenoaks District Council to see if they could help. Liz Hodgson would look into the postcode signage.</p> <p>Feedback: The image projected onto the screen during presentations was too low for some people to see when sitting further back in rows of seating.</p> <p>Response: Linda Larter said that it might be possible to adjust the projector settings to facilitate easier viewing of the screen.</p>
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	<p>Feedback: The oven had not been hot enough when the caterer was trying to cook a large Christmas meal and the lunch was delayed.</p> <p>Response: Linda Larter commented that the Town Council and hirers had had other caterers in on several occasions cooking for large events and there had been no issues with the heating of the oven.</p> <p>Feedback: Very happy with the service given by caretaking staff.</p>
<p>Myra de Turberville (The Arts Society Knole)</p>	<p>Feedback: The sound of music being played by hirers using the John London Hall could be heard through the partitioning wall and was a distraction for members of The Arts Society trying to listen to the talk in the Harry Garrett Hall.</p> <p>Response: Linda Larter asked Liz Hodgson to look into bookings that are taken for the John London Hall.</p> <p>Feedback: Myra asked if it was necessary for the Society to pay for an hour's extra hall hire before and after their meeting.</p> <p>Feedback: Liz Hodgson said that this was necessary to allow time for the caretaker to set up for the meeting and tidy away afterwards which also involved cleaning the kitchen. However, it would be discussed with the Facility Manager to see if the hire time before the meeting could be reduced.</p>

737. Press Releases

It was agreed not to issue a Press Release.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated