



16th July 2024

You are hereby summoned to attend a meeting of the **FINANCE AND DELIVERY COMMITTEE** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 22nd July 2024 at the conclusion of the Sevenoaks Town Council meeting which commences at 7pm.** Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtube.com/live/d78nB2xlez0?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 (Chair)	Cllr Catherine Daniell (Deputy Leader)
Cllr Nigel Wightman (Leader & Vice-Chair)	Cllr Dr Peter Dixon
Cllr Libby Ancrum (Mayor, ex-officio)	Cllr David Skinner OBE
Cllr Dr Marilyn Canet	Cllr Nicholas Varley

AGENDA

PUBLIC QUESTIONS

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

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

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Town Clerk

2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	-
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	—
4	<u>MINUTES OF MEETING OF FINANCE & DELIVERY COMMITTEE – 10TH JUNE 2024</u> To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 10 th June 2024 as a true record.	Attached
5	<u>FINANCE REPORTS – JUNE 2024</u> To receive and consider the Responsible Finance Officer's reports.	All reports attached
5.1	<u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 30 th June 2024, including: Appendix 1 - Income and Expenditure by cost centre Appendix 2 – Variance Analysis Appendix 3 – Fund Balances Appendix 4 – Statutory Balance Sheet Appendix 5 – Earmarked Reserves	
5.2	<u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the period <ul style="list-style-type: none"> • 1st to 30th June 2024 	
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 30th June 2024 • Mayor's Charity Account: 1st to 30th June 2024 	
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 30th June 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 30th June 2024 	
5.6	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 st to 30 th June 2024: None.	
6	<u>FINANCE REPORTS – MAY 2024</u> To receive and consider the Responsible Finance Officer’s reports.	All reports attached
6.1	<u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer’s report for the month ended 31 st May 2024, including: Appendix 1 - Income and Expenditure by cost centre Appendix 2 – Variance Analysis Appendix 3 – Fund Balances Appendix 4 – Statutory Balance Sheet Appendix 5 – Earmarked Reserves	
6.2	<u>Suppliers’ Accounts</u> To authorise payment of the accounts listed in the schedules for the period <ul style="list-style-type: none"> 1st to 31st May 2024 	
6.3	<u>List of Payments</u> To note list of payments for: <ul style="list-style-type: none"> Sevenoaks Town Council Nat West Account: 1st to 31st May 2024 Mayor’s Charity Account: 1st to 31st May 2024 	
6.4	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for period: <ul style="list-style-type: none"> 1st to 31st May 2024 	
6.5	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the period <ul style="list-style-type: none"> 1st to 31st May 2024 	

6.6	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 st to 31 st May 2024: None.	
7 7.1 7.2	<u>DRAFT ETHICAL BANKING REPORT</u> To note ethical background of current banking arrangements. To agree that when reviewing potential new banking and investment opportunities a review takes place of the ethical background to the bank and investment opportunity.	Attached
8	<u>STC RISK ASSESSMENT</u> To review STC Risk Assessment.	Attached
9 9.1 9.2	<u>PARKING AND BEAT SURVEYS FOR ST JOHNS HILL AREA – COST PROPOSAL</u> To receive and discuss project and fee proposal for a parking and beat survey of St John’s area, to be delivered in tandem with the Town Centre and St John’s Masterplans and by the same traffic consultants. (Update report to follow in response to request for extra detail.) To consider the following RECOMMENDATION from the Planning & Environment Committee: <ul style="list-style-type: none"> • To approve the cost of £15,466 for a traffic and beat survey to be conducted in the St John’s area, with the caveat that it be conducted during term time unless consultants are confident that this would not impact data output. This with the accepted implication that undertaking the surveys during termtime would delay the Masterplan projects by 2-3 months. • To consider approval of any additional cost associated with adding pedestrian movement surveys to the project scope, should this not be adequately covered under the existing Masterplan remit. 	Attached (Update to follow)
10	<u>COMMUNICATIONS WORKING GROUP</u> To receive and note the minutes of the Communications Working Group held on 12 th June 2024.	Attached

11	<u>COMMUNITY ASSET WORKING GROUP</u>	
11.1	To receive and note the minutes of the Community Asset Working Group held on 17 th July 2024.	To follow
11.2	<u>RECOMMENDATIONS FROM COMMUNITY ASSET WORKING GROUP</u> To consider any RECOMMENDATIONS of the Working Group, including in relation to Allotment Rents.	
12	<u>CURRENT MATTERS & PRIORITIES</u> To receive and note list of: a) Current Matters b) Priorities of the Town Council	Attached Attached
13	<u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release.	–
14	<u>VINE LIGHTING PROJECT REPORT</u> To consider funding for tree lighting at the Vine.	Circulated separately.

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Sevenoaks Town Council

Minutes of the meeting of the Finance & Delivery Committee
Held on 10th June 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/qNNGydnAtB4?feature=share>

Meeting commenced: 7:00pm

Meeting Concluded: 8:10pm

Present:

Cllr Tony Clayton (Chair)	Present	Cllr Catherine Daniell (Deputy Leader)	Present
Cllr Nigel Wightman (Leader & Vice-Chair)		Cllr Dr Peter Dixon	Present
Cllr Libby Ancrum (Mayor, ex-officio)	Present	Cllr David Skinner OBE	Present
Cllr Dr Marilyn Canet	Present	Cllr Nicholas Varley	Apologies

Substitute	For
Cllr Lise Michaelides	Cllr Nigel Wightman (Leader & Vice Chair)

In attendance: Town Clerk and Responsible Finance Officer.

Also present: 3 Members of the Public

Representations received from Members of the Public: None

A member of the public made representations regarding his dissatisfaction with the 20mph consultation process. Cllr Clayton provided a response. The member of the public requested it was not recorded.

A second member of the public enquired about a proposal for the Vine zebra crossing and allocation of funds for 20mph. Cllr Clayton provided a response.

141 Chair and Vice-Chair

It was noted that at the Annual Town Council meeting held on 13th May 2024, the following appointments were made:

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

142 Apologies for Absence

As noted above.

143 Dispensations: There were no requests for dispensations.**144 Declarations of Interest:** There were no declarations of interest.**145 Minutes of the Finance & General Purposes Committee on 22nd April 2024**

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RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 22nd April 2024 as a true record.

- 146** Minute Item 151 was moved further up the Agenda and considered after approval of Minutes. This as per Standing Order 10.a.viii, whereby the order of business of the Agenda may be changed without prior written notice.

147 Finance Reports to Year End 2023/24

147.1 Management Accounts to 31st March 2024

The Committee received and noted, for the year end 2023/24, the Responsible Finance Officer's Report with Income and Expenditure by Cost Centre, Variance Analysis, Fund Balances, Statutory Balance Sheet and Earmarked Reserves, together with:

Suppliers' Accounts

- 1st to 31st March 2024, total gross invoices £112,025.43

List of Payments - Sevenoaks Town Council Nat West Account:

- 1st to 31st March 2024, total £229,943.94

List of Payments – Mayor's Charity Account

- 1st to 31st March 2024, total £1,507.90

Payroll Account

- 1st to 31st March 2024, total £85,348.24

Petty Cash Account

- 1st to 31st March 2024, total payments £342.56

The 2023/24 budget had been built to deliver a surplus of £20,000 as part of the Town Council's strategy to increase its general reserves. It was noted that the year-end position at the end of March 2024 gave a revenue surplus of £55,450 which was moved into general reserves for allocation to individual projects.

RESOLVED: that: the Management Accounts for the Year Ended 31st March 2024 be received and accepted.

147.2 Hospitality and Gifts Register

The following hospitality or gifts offered or received by Councillors or staff, for the period 1st to 31st March 2024, was noted:

Date of Offer	To	Accepted /Declined	From	For	Estimated Value
25.3.24	Mayor	Accepted	Tarmac	Lunch at SRFC Event	£25
25.3.24	Town Clerk	Declined	Tarmac	Lunch at SRFC Event	£25

Sevenoaks Town Council

25.3.24	Planning Committee Clerk	Declined	Tarmac	Lunch at SRFC Event	£25
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147.3 Review of Internal Controls

The Committee received and considered:

- Internal Audit Report for End of Year, Visit 4
- Financial Regulations 2024/25
- Statement on the System of Internal Control

The Finance and Delivery Committee thanked all Officers for their hard work in receiving a clear audit.

RESOLVED that:

- 1) the Internal Audit Report for End of Year, Visit 4, be received and accepted.
- 2) the Financial Regulations 2024/25 be approved and adopted.
- 3) the Statement on the System of Internal Control be approved and signed by the Chair of the Committee and the Responsible Finance Officer.

147.4 Annual Return for the Year Ended 31st March 2024

The Committee received and considered the Annual Governance and Accountability Return, comprising:

- Annual Internal Audit Report 2023/24;
- Annual Governance Statement 2023/24;
- Accounting Statements 2023/24;
- supporting papers for submission to External Auditors, including Notice of Public Rights of inspection.

It was noted that once the Annual Governance and Accountability Return documents had been approved and signed by the Town Council, they would be passed to the External Auditor for review and sign off.

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

1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Agreed
2.	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Agreed
3.	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Agreed

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4.	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Agreed
5.	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Agreed
6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Agreed
7.	We took appropriate action on all matters raised in reports from internal and external audit.	Agreed
8.	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Agreed

RESOLVED:

- 1) That the Annual Governance Statement 2023/24 be approved and RECOMMENDED to the full Council meeting for adoption and signature by the Mayor and the Town Clerk
- 2) That the Accounting Statements 2023/24, signed by the Responsible Finance Officer, be approved and RECOMMENDED to the full Council meeting for adoption and signature by the Mayor;
- 3) That the Annual Governance and Accountability Return 2023/24, including the Annual Governance Statement, Accounting Statements 2023/24, and supporting papers for submission to the External Auditors, be RECOMMENDED to full Council for adoption; and
- 4) That the approved accounts be made available for public inspection for 30 working days, from 12th June to 23rd July 2024

148 Management Accounts to 30th April 2024

- 148.1** The Committee received and noted, for the period ended 30th April 2024, the Responsible Finance Officer's Report with Income and Expenditure by Cost Centre, Variance Analysis, Fund Balances, Statutory Balance Sheet and Earmarked Reserves.

It was noted that the year-to-date position at the end of April 2024 gave a revenue deficit of £13,658; the budget year to date allowed for a deficit of £24,000.

RESOLVED: to accept the Management Accounts 1st to 30th April 2024.

- 148.2** The Committee received and noted:

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Suppliers Accounts

- 1st to 30th April 2024, total gross invoices £114,802

List of Payments Sevenoaks Town Council Nat West Account

- 1st to 30th April 2024, total £182,817.21

List of Payments Mayor's Charity Account: None

Payroll Accounts

- 1st to 30th April 2024, total payments £93,494.79

Petty Cash Accounts for:

- 1st to 30th April 2024, total payments £294.47

148.3 Community Infrastructure Levy (CIL) Report

The Committee received an update on CIL income and expenditure.

It was noted that the unallocated CIL balance, taking into account the current SDC CIL balance due to be paid October 2024, and allocation of CIL funds to projects, was £141,967.

The commitment for future CIL funding, for Greatness Recreation Ground Pavilion (£87,500) and the 20mph scheme and Dartford Road Crossing (£150,000) was noted.

RESOLVED that the update on CIL income and expenditure be received and noted.

148.4 Hospitality and Gifts Register

None received for the period 1st to 30th April 2024.

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

The Committee received and noted financial matters in accordance with the Town Council's Standing Orders, adopted at the Annual Council Meeting on 13th May 2024 (*Minute 96, 13.05.24 refers*).

RESOLVED:

- 1) that the Inventory of land and building assets be received and noted (attached).
- 2) that the current Town Council procedure for handling requests made under the Freedom of Information Act 2000, be received and re-adopted (attached).

150 Bank Signatories

In the light of the review of the Committee structure adopted at this year's Annual Town Council meeting held on 13th May 2024, it was proposed that the bank signatories be updated to reflect the new Committee structure.

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RESOLVED: That arrangements be made for the following current elected Councillors to be added as Sevenoaks Town Council bank signatories:

- The Mayor & Deputy Mayor
- Chair & Vice-Chair of the Finance & Delivery Committee
- Chair & Vice-Chair of the Community and Wellbeing Committee

151 20mph Scheme

A report relating to the design and costings provided by Kent County Council on 7th June had been circulated.

Consideration was given to the recommendation of the Movement & Net Zero Working Group held earlier that day (10th June 2024), in respect of the design work for the 20mph scheme received from Kent County Council and the final funding requirements for the scheme.

RESOLVED:

- to agree the funding of £153,456 (plus £10,000 contingency) and to liaise with Kent County Council on the final design elements of the Sevenoaks 20 mph scheme up to the value of the budget.
- To continue to raise concerns with Kent County Council about the creation of a blanket deillumination of road signs for the following reasons.
 - There is no legal reason or Highway Engineering reason or policy for the removal of all lighting from road signs within 20 mph area.
 - It is understood that KCC Streetlighting Dept has guidance which states 'Road signs within 20 mph do not need to be illuminated'. This is quite different to stating that all need to be turned off and disconnected.
 - It is Sevenoaks Town Council's understanding that no other parish in the County has been instructed to do this and charged for the process. Kent County Council Officers have mentioned that the charge may happen retrospectively although the Town Council cannot see how this would be viable.
 - By introducing the De-illumination of road signs as part of a 20-mph scheme it will create a precedent for all other parishes in the County and could be cost prohibitive for future schemes.
 - The De-illumination of road signs was not included in the original draft costings provided to Sevenoaks Town Council and on which a public consultation was based on.

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- The cost is prohibitive to the taxpayer with current estimates at 50 – 70 road signs at a cost of £700 - £800 for UKPN to disconnect each one. This does not include cost to reinstate de-illuminated signs.
- The blanket De-illumination of road signs does not take into account road safety.
- Even at 20 mph there is a need to see some signs in the dark, especially if they are the old signs which are not reflective.
- Sevenoaks Town Council is fully committed to reducing the Carbon footprint of the town including reviewing the need for streetlighting. It believes however that this should be on a case-by-case basis and relating to road safety, and or improving road signage to reflective which does not need lighting or changing lighting to LED etc. STC would be willing to have a conversation about this separately and act as a Pilot Project for such a scheme. It does however consider that this blanket removal and disconnection is not carbon friendly as per its believed intention.

152 Sevenoaks Town Council Policies

RESOLVED: that the following policies be approved and adopted:

- Equality & Diversity Policy (attached).
- Safeguarding of Vulnerable Adults Policy (attached).

153 Youth Services Working Group held on 22nd May 2024

The Committee received and noted the minutes of the Youth Services Working Group held on 22nd May 2024 and considered the recommendations therein.

RESOLVED:

- 1) To receive and note the minutes of the meeting of the Youth Services Working Group held on 22nd May 2024.
- 2) That funds be provided (from contingency budget) to enable the installation of **new swing entrance doors to the House in the Basement Youth Café**, and that Quotation 4, in the sum of £4,223.13 (excl VAT) be accepted.
- 3) That the children's **Design a Christmas Light Competition** be run in 2024/25, and the £695 (+ VAT) cost of the manufacture of the light from the winning design be funded from the Youth Outreach Budget.

154 Communications Working Group held on 2nd May 2024

RESOLVED: to receive and note the minutes of the meeting of the Communications Working Group held on 2nd May 2024.

155 Sevenoaks Town Team meeting held on 5th June 2024

RESOLVED: to receive and note the minutes of the meeting of the Sevenoaks Town Team held on 5th June 2024.

Sevenoaks Town Council

- 156 Press Release:** It was agreed that a press release be issued in respect of the 20 mph scheme.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

DRAFT

Sevenoaks Town Council
Finance Officer's Report
Financial report for the period ended 30th June 2024

1. Summary

The year-to-date position at the end of June gives a revenue surplus of £44,054, the budget year to date allowed for a deficit of £26,000. The surplus is due to an increase in income.

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

- Cemetery: income to date is £32k – the total income for 2023/2024 was approximately £57k.
- Bat and Ball Centre: Income has increased and expenditure is under budget.

The following Appendices are attached in support of the summary information contained in this report
Appendix 1 - Income and Expenditure by cost centre

Appendix 2 – Variance Analysis

Appendix 3 – Fund Balances.

Appendix 4 – Statutory Balance Sheet

Appendix 5 – Ear Marked Reserves

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>	
21	Open Spaces	£20,499 (F)	Please refer to the variance report.
22	Cemetery	£12,449 (F)	Please refer to the variance report.
32	General	£6,345 (F)	Please refer to the variance report.
36	Bat and Ball Centre	£17,084 (F)	Please refer to the variance report.

Please note the favourable position of the interest income which is currently at £13,800 against a budgeted annual income of £30k.

3. Statutory Balance Sheet

The total assets year to date are £2,451,375. Revenue (general) reserves have decreased by £2,710 leaving a year-to-date balance of £546,307.

Earmarked Reserves have decreased by £11,885 leaving a year-to-date balance of £1,198,316.

This includes:

1. £5,275 – payment for works on the B&B Centre floor.
2. £1,800 – 50% deposit towards four new CCTV cameras at B&B Centre and maintenance contract.
3. £2,300 – payment ringfenced for memorial stone testing.

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.

There are no outstanding debts to report at this meeting.

5. Insurance Claim

The vehicle insurance claim against STC is proceeding, there was a witness statement from a driver travelling behind the STC vehicle that hit the claimant's car. The accident happened near Hollybush and there was damage to the claimant's front bumper and wheelarch.

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

Month No: 3

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	2,983	2,417	(566)	9,367	7,251	(2,116)	29,000		19,633	32.3%	
4270 Employers Pension Contribution	107	100	(7)	334	300	(34)	1,200		866	27.8%	
6240 Computer/ Data Base/WP's	101	0	(101)	838	650	(188)	650		(188)	129.0%	
6630 Professional Fees	181	0	(181)	201	450	249	900		699	22.3%	
6730 Subscriptions	0	50	50	0	150	150	600		600	0.0%	
Planning - General :- Indirect Expenditure	3,371	2,567	(804)	10,740	8,801	(1,939)	32,350	0	21,610	33.2%	0
Net Expenditure	(3,371)	(2,567)	804	(10,740)	(8,801)	1,939	(32,350)				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	53	1,788	1,735	10,309	13,576	3,267	29,663			34.8%	
1030 Electricity recharge	0	1,000	1,000	0	1,000	1,000	4,054			0.0%	
1316 Raleys Car Park Permits	0	0	0	1,838	1,672	(166)	1,672			109.9%	
1850 Log Sales	0	0	0	0	0	0	754			0.0%	
1853 Adopt a Tree income	0	0	0	0	0	0	100			0.0%	
1990 Other Income	66	45	(21)	131	90	(41)	270			48.5%	
O/ Spaces & Leisure - General :- Income	119	2,833	2,714	12,278	16,338	4,060	36,513			33.6%	0
4010 Gross Pay	13,207	16,581	3,374	38,216	49,743	11,527	198,977		160,761	19.2%	
4011 Mileage	96	0	(96)	217	0	(217)	0		(217)	0.0%	
4270 Employers Pension Contribution	488	1,266	778	2,263	3,798	1,535	15,190		12,927	14.9%	
5010 Vine Area General Maintenance	2	0	(2)	2	0	(2)	0		(2)	0.0%	
5013 Graffiti Removal	0	200	200	0	300	300	1,357		1,357	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

Month No: 3

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
5025 Lower St Johns Toilets	812	1,167	355	16,457	3,501	(12,956)	14,000		(2,457)	117.6%	13,838
5026 Greatness Rec Convenience	1,248	258	(990)	1,881	774	(1,107)	3,100		1,219	60.7%	
5030 St Nicholas Burial Ground	0	0	0	483	0	(483)	100		(383)	483.0%	
5050 Seats And Litter Bins	0	574	574	0	574	574	2,300		2,300	0.0%	
5060 Sevenoaks Common	(4,204)	0	4,204	1,468	0	(1,468)	5,000		3,532	29.4%	
5065 Tree Safety Survey	0	4,000	4,000	0	4,000	4,000	4,000		4,000	0.0%	
5070 Other Woodlands	330	0	(330)	660	1,000	340	4,000		3,340	16.5%	
5110 Knole Paddock & Pavilion	0	340	340	0	340	340	3,500		3,500	0.0%	
5120 Knole Paddock Pitch & Grnd Mt	350	100	(250)	1,620	1,700	80	2,500		880	64.8%	
5310 Miscellaneous Open Spaces	744	433	(311)	1,967	1,299	(668)	5,200		3,233	37.8%	
5311 Security Open Spaces	2,833	2,083	(750)	7,604	6,249	(1,355)	25,000		17,396	30.4%	
5316 Skatepark Maintenance	63	500	437	84	1,000	916	2,000		1,916	4.2%	
5317 Raleys Car Park	0	422	422	0	422	422	422		422	0.0%	
5320 Fertilizers	28	500	472	457	1,000	543	1,500		1,043	30.5%	
5330 Grass Seed	0	0	0	2,681	2,500	(181)	2,500		(181)	107.2%	
5340 Plants	446	0	(446)	1,029	700	(329)	3,000		1,971	34.3%	
5410 Repairs & General Maintenance	57	150	93	92	450	358	1,800		1,708	5.1%	
5412 Capital Refurbishments	0	833	833	0	2,499	2,499	10,000		10,000	0.0%	
5500 Equipment Hired and New	926	583	(343)	2,068	1,749	(319)	7,000		4,932	29.5%	
5525 Equipment Maintenance	416	600	184	2,577	3,400	823	8,000		5,423	32.2%	
5550 Vehicle Expenses	799	1,792	993	2,086	5,376	3,290	21,500		19,414	9.7%	
5700 Fuel	284	492	208	1,152	1,476	324	5,900		4,748	19.5%	
6010 Light Heat & Cleaning	0	1,000	1,000	2,116	3,700	1,584	8,500		6,384	24.9%	
6011 Electricity	0	0	0	(1,277)	0	1,277	0		1,277	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

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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
6013 Cleaning	0	50	50	152	150	(2)	600		448	25.4%	
6014 Water	27	83	56	114	249	135	1,000		886	11.4%	
6101 Telephone	23	12	(11)	34	36	2	145		111	23.8%	
6104 Mobile Telephone	33	28	(5)	67	84	17	340		273	19.6%	
6105 Broadband wi-fi service	57	25	(32)	86	75	(11)	300		214	28.7%	
6320 Staff Training	1,825	750	(1,075)	1,950	750	(1,200)	3,000		1,050	65.0%	
6330 Welfare/Hospitality	0	52	52	405	156	(249)	625		220	64.9%	
6635 Professional Fees Licensing	0	0	0	0	0	0	300		300	0.0%	
6730 Subscriptions	0	0	0	164	180	16	180		16	91.3%	
6812 Road Dues	0	0	0	0	0	0	1,100		1,100	0.0%	
6851 Bus Shelter Maintenance	0	17	17	0	51	51	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	21	21	80		80	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,700		1,700	0.0%	
6930 Alarm Maintenance	0	0	0	379	0	(379)	880		501	43.1%	
6931 CCTV Maintenance	0	0	0	0	0	0	600		600	0.0%	
6934 Waste Bin Collection-Dog Bins	0	700	700	0	700	700	3,000		3,000	0.0%	
6935 Waste Bin Disposal-Waste Bins	361	225	(136)	683	675	(8)	2,700		2,017	25.3%	
6952 Protective Clothing	157	131	(26)	408	393	(15)	1,575		1,167	25.9%	
O/ Spaces & Leisure - General :- Indirect Expenditure	21,411	35,954	14,543	90,348	101,070	10,722	374,671	0	284,323	24.1%	13,838
Net Income over Expenditure	(21,292)	(33,121)	(11,829)	(78,070)	(84,732)	(6,662)	(338,158)				
8001 plus Transfer from EMR	0	0	0	13,838	0	(13,838)	0				
Movement to/(from) Gen Reserve	(21,292)	(33,121)	(11,829)	(64,233)	(84,732)	(20,499)	(338,158)				

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

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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>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	12,952	6,581	(6,371)	32,512	19,743	(12,769)	78,975			41.2%	
O/ Spaces & Leisure - Cemetery :- Income	12,952	6,581	(6,371)	32,512	19,743	(12,769)	78,975			41.2%	0
4010 Gross Pay	9,520	8,303	(1,217)	26,703	24,909	(1,794)	99,632		72,929	26.8%	
4011 Mileage	0	0	0	10	0	(10)	0		(10)	0.0%	
4270 Employers Pension Contribution	1,173	691	(482)	2,704	2,073	(631)	8,290		5,586	32.6%	
5210 Cemetery Chapel & Office	0	0	0	211	0	(211)	150		(61)	141.0%	
5213 Memorial Stone Testing	5,921	0	(5,921)	5,921	0	(5,921)	0		(5,921)	0.0%	2,299
5230 Cemetery Wshop/Messroom Mtce	0	175	175	0	175	175	700		700	0.0%	
5410 Repairs & General Maintenance	60	100	40	78	300	222	1,200		1,122	6.5%	
5500 Equipment Hired and New	495	333	(162)	495	999	504	4,000		3,505	12.4%	
5525 Equipment Maintenance	203	750	547	203	2,250	2,047	9,000		8,797	2.3%	
5700 Fuel	16	100	84	151	300	149	1,200		1,049	12.6%	
6000 Rent & Rates	848	875	27	2,547	2,625	78	10,500		7,953	24.3%	
6010 Light Heat & Cleaning	0	175	175	0	525	525	2,100		2,100	0.0%	
6011 Electricity	151	0	(151)	338	0	(338)	0		(338)	0.0%	
6013 Cleaning	62	200	138	219	400	181	1,000		781	21.9%	
6014 Water	(360)	92	452	0	276	276	1,100		1,100	0.0%	
6101 Telephone	61	67	6	168	201	33	800		632	21.0%	
6104 Mobile Telephone	0	2	2	0	6	6	25		25	0.0%	
6105 Broadband wi-fi service	20	12	(8)	30	36	6	150		120	20.0%	
6240 Computer/ Data Base/WP's	361	60	(301)	(1,248)	180	1,428	670		1,918	(186.2%)	
6320 Staff Training	0	375	375	0	375	375	1,500		1,500	0.0%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6330 Welfare/Hospitality	71	25	(46)	255	75	(180)	300		45	85.2%	
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	0	10	10	0	30	30	125		125	0.0%	
6720 Books and Periodicals	0	0	0	0	0	0	50		50	0.0%	
6730 Subscriptions	0	0	0	195	200	5	200		5	97.5%	
6802 Trees Plants Turf & Fertilizer	543	800	257	646	800	154	3,000		2,354	21.5%	
6822 Roads Path & Boundaries	0	0	0	0	220	220	850		850	0.0%	
6832 Lawn/Wall of Remembrance	0	30	30	36	30	(6)	120		84	29.6%	
6922 Health&Safety/Risk Assessments	0	0	0	0	375	375	1,500		1,500	0.0%	
6930 Alarm Maintenance	0	0	0	503	425	(78)	1,700		1,197	29.6%	
6932 Cemetery Security	563	500	(63)	1,688	1,500	(188)	6,000		4,312	28.1%	
6935 Waste Bin Disposal-Waste Bins	233	108	(125)	394	324	(70)	1,300		906	30.3%	
6952 Protective Clothing	0	58	58	129	174	45	700		571	18.4%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	19,939	13,841	(6,098)	42,401	39,783	(2,618)	157,862	0	115,461	26.9%	2,299
Net Income over Expenditure	(6,987)	(7,260)	(273)	(9,890)	(20,040)	(10,150)	(78,887)				
8001 plus Transfer from EMR	2,299	0	(2,299)	2,299	0	(2,299)	0				
Movement to/(from) Gen Reserve	(4,688)	(7,260)	(2,572)	(7,591)	(20,040)	(12,449)	(78,887)				
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	0	0	0	26	0	(26)	1,559			1.7%	
1047 QH Allotments Income	28	0	(28)	53	0	(53)	8,342			0.6%	
O/ Spaces & Leisure- Allotment :- Income	28	0	(28)	79	0	(79)	9,901			0.8%	0

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	340	317	(23)	1,147	951	(196)	3,800		2,653	30.2%	
4270 Employers Pension Contribution	52	15	(37)	157	45	(112)	180		23	87.0%	
5410 Repairs & General Maintenance	0	0	0	336	0	(336)	0		(336)	0.0%	336
6002 QH Allotments Costs	74	0	(74)	148	0	(148)	0		(148)	0.0%	
6014 Water	27	238	211	(618)	238	856	950		1,568	(65.1%)	
6300 Computer Software	535	0	(535)	535	0	(535)	20		(515)	2675.0%	
6730 Subscriptions	0	0	0	0	0	0	60		60	0.0%	
6900 Sundry Expenses	0	0	0	280	0	(280)	0		(280)	0.0%	
6922 Health&Safety/Risk Assessments	0	70	70	0	70	70	70		70	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	1,029	640	(389)	1,984	1,304	(680)	5,080	0	3,096	39.1%	336
Net Income over Expenditure	(1,001)	(640)	361	(1,905)	(1,304)	601	4,821				
8001 plus Transfer from EMR	336	0	(336)	336	0	(336)	0				
Movement to/(from) Gen Reserve	(665)	(640)	25	(1,569)	(1,304)	265	4,821				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	0	0	0	12,043			0.0%	
1990 Other Income	0	0	0	0	0	0	1,000			0.0%	
1997 In Bloom Income	1,000	0	(1,000)	1,200	0	(1,200)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	1,000	0	(1,000)	1,200	0	(1,200)	13,043			9.2%	0
5410 Repairs & General Maintenance	1,238	1,238	0	3,250	3,251	1	3,251		1	100.0%	
6861 Public Clock Maintenance	(35)	0	35	(6)	0	6	200		206	(3.1%)	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

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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
6862 Street Lighting	520	1,417	897	3,297	4,251	954	17,000		13,703	19.4%	
6865 In Bloom Costs	2,761	2,882	121	3,067	3,706	639	14,000		10,933	21.9%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	4,483	5,537	1,054	9,607	11,208	1,601	34,451	0	24,844	27.9%	0
Net Income over Expenditure	(3,483)	(5,537)	(2,054)	(8,407)	(11,208)	(2,801)	(21,408)				
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	6,027	0	(6,027)	15,575	0	(15,575)	0			0.0%	
1213 Event catering	495	0	(495)	792	0	(792)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	6,522	0	(6,522)	16,367	0	(16,367)	0				0
4010 Gross Pay	3,792	0	(3,792)	9,657	0	(9,657)	0		(9,657)	0.0%	
4270 Employers Pension Contribution	221	0	(221)	510	0	(510)	0		(510)	0.0%	
5410 Repairs & General Maintenance	25	0	(25)	58	0	(58)	0		(58)	0.0%	
5500 Equipment Hired and New	52	0	(52)	52	0	(52)	0		(52)	0.0%	
5525 Equipment Maintenance	363	0	(363)	697	0	(697)	0		(697)	0.0%	
6000 Rent & Rates	74	0	(74)	218	0	(218)	0		(218)	0.0%	
6010 Light Heat & Cleaning	16	0	(16)	59	0	(59)	0		(59)	0.0%	
6011 Electricity	0	0	0	(52)	0	52	0		52	0.0%	
6014 Water	(162)	0	162	59	0	(59)	0		(59)	0.0%	
6101 Telephone	51	0	(51)	93	0	(93)	0		(93)	0.0%	
6200 Printing & Stationery	0	0	0	3	0	(3)	0		(3)	0.0%	
6500 Goods for Resale	3,457	0	(3,457)	5,382	0	(5,382)	0		(5,382)	0.0%	
6505 Cafe consumables	247	0	(247)	403	0	(403)	0		(403)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

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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
6900 Sundry Expenses	0	0	0	0	0	(0)	0		(0)	0.0%	
6922 Health&Safety/Risk Assessments	85	0	(85)	255	0	(255)	0		(255)	0.0%	
6935 Waste Bin Disposal-Waste Bins	298	0	(298)	591	0	(591)	0		(591)	0.0%	
6976 Credit card charges	152	0	(152)	228	0	(228)	0		(228)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	8,671	0	(8,671)	18,214	0	(18,214)	0	0	(18,214)		0
Net Income over Expenditure	(2,150)	0	2,150	(1,847)	0	1,847	0				
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	0	250	250	738	750	13	1,500			49.2%	
1805 Tea Kiosk Rental & Pavilion	875	0	(875)	1,750	875	(875)	3,500			50.0%	
1870 Vine Club Insurance Contrib.	462	367	(95)	462	367	(95)	367			126.0%	
O/Spaces & Leisure-Vine Ground :- Income	1,337	617	(720)	2,950	1,992	(958)	5,367			55.0%	0
4010 Gross Pay	2,315	1,866	(449)	6,219	5,598	(621)	22,398		16,179	27.8%	
4270 Employers Pension Contribution	82	112	30	222	336	114	1,344		1,122	16.5%	
5010 Vine Area General Maintenance	749	208	(541)	758	624	(134)	2,500		1,742	30.3%	
5015 Vine Pavilion maintenance	0	0	0	0	200	200	200		200	0.0%	
5020 Vine Public Convenience	111	1,000	889	1,386	3,000	1,614	12,000		10,614	11.6%	
5410 Repairs & General Maintenance	0	67	67	0	201	201	800		800	0.0%	
5500 Equipment Hired and New	0	334	334	0	1,002	1,002	2,006		2,006	0.0%	
6014 Water	23	42	19	153	126	(27)	500		347	30.7%	
6635 Professional Fees Licensing	70	75	5	70	75	5	210		140	33.3%	
6868 Summer Concerts	0	0	0	600	1,200	600	3,600		3,000	16.7%	

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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
6869 Special Events	0	0	0	781	140	(641)	140		(641)	558.1%	
6922 Health&Safety/Risk Assessments	0	1,100	1,100	0	1,100	1,100	1,100		1,100	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	730		730	0.0%	
6935 Waste Bin Disposal-Waste Bins	(16)	80	96	64	240	176	960		896	6.7%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	3,333	4,884	1,551	10,254	13,842	3,588	48,488	0	38,234	21.1%	0
Net Income over Expenditure	(1,996)	(4,267)	(2,271)	(7,304)	(11,850)	(4,546)	(43,121)				
30 F& G P - Bat & Ball Station											
1022 Letting & Hire of Facilities	1,596	1,000	(596)	7,268	3,000	(4,268)	12,000			60.6%	
1211 Sale of Goods	3,539	0	(3,539)	10,373	0	(10,373)	0			0.0%	
1213 Event catering	1,465	0	(1,465)	3,153	0	(3,153)	0			0.0%	
F& G P - Bat & Ball Station :- Income	6,599	1,000	(5,599)	20,794	3,000	(17,794)	12,000			173.3%	0
4010 Gross Pay	6,788	1,583	(5,205)	19,172	4,749	(14,423)	19,000		(172)	100.9%	
4270 Employers Pension Contribution	203	83	(120)	627	249	(378)	1,000		373	62.7%	
5410 Repairs & General Maintenance	623	583	(40)	2,300	1,749	(551)	7,000		4,700	32.9%	
5500 Equipment Hired and New	66	83	17	66	249	183	1,000		934	6.6%	
5525 Equipment Maintenance	23	0	(23)	298	0	(298)	0		(298)	0.0%	
6000 Rent & Rates	50	333	283	518	999	481	4,000		3,482	13.0%	
6011 Electricity	(5)	625	630	906	1,875	969	7,500		6,594	12.1%	
6012 Gas	153	118	(35)	651	354	(297)	1,420		769	45.8%	
6013 Cleaning	337	292	(45)	700	876	176	3,500		2,800	20.0%	
6014 Water	22	250	228	111	750	639	3,000		2,889	3.7%	

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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
6020 Insurance Cost	0	0	0	0	0	0	1,000		1,000	0.0%	
6101 Telephone	51	42	(9)	78	126	48	500		422	15.6%	
6200 Printing & Stationery	0	0	0	10	0	(10)	0		(10)	0.0%	
6240 Computer/ Data Base/WP's	8	0	(8)	8	0	(8)	0		(8)	0.0%	
6241 Website Costs	285	300	15	285	300	15	400		115	71.3%	
6330 Welfare/Hospitality	90	0	(90)	271	0	(271)	0		(271)	0.0%	
6460 Publicity & Democratic notices	19	0	(19)	38	0	(38)	0		(38)	0.0%	
6500 Goods for Resale	2,621	0	(2,621)	5,715	0	(5,715)	0		(5,715)	0.0%	
6505 Cafe consumables	114	0	(114)	222	0	(222)	0		(222)	0.0%	
6635 Professional Fees Licensing	0	0	0	0	0	0	600		600	0.0%	
6730 Subscriptions	0	0	0	300	0	(300)	0		(300)	0.0%	
6869 Special Events	111	0	(111)	227	0	(227)	0		(227)	0.0%	
6922 Health&Safety/Risk Assessments	85	0	(85)	255	325	70	1,300		1,045	19.7%	
6930 Alarm Maintenance	0	58	58	0	174	174	700		700	0.0%	
6931 CCTV Maintenance	0	0	0	85	0	(85)	170		85	50.0%	
6935 Waste Bin Disposal-Waste Bins	261	67	(194)	478	201	(277)	800		322	59.7%	
6976 Credit card charges	97	0	(97)	211	0	(211)	0		(211)	0.0%	
F & G P - Bat & Ball Station :- Indirect Expenditure	12,004	4,417	(7,587)	33,533	12,976	(20,557)	52,890	0	19,357	63.4%	0
Net Income over Expenditure	(5,404)	(3,417)	1,987	(12,739)	(9,976)	2,763	(40,890)				
31 F & G P - Establishments											
1115 Interest on Deposits	7,927	2,500	(5,427)	13,815	7,500	(6,315)	30,000			46.0%	
1230 Roadside Advertising-Charities	90	33	(57)	360	99	(261)	400			90.0%	

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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
1231 Banner Income	90	0	(90)	90	0	(90)	1,000			9.0%	
1232 Town Crier Advertising	0	200	200	450	600	150	600			75.0%	
1350 Revenue Grant income	2,000	0	(2,000)	2,000	0	(2,000)	0			0.0%	
1889 Waste Sacks Income	992	458	(534)	2,932	1,374	(1,558)	5,500			53.3%	
1990 Other Income	0	0	(0)	15	0	(15)	0			0.0%	
F & G P - Establishments :- Income	11,098	3,191	(7,907)	19,662	9,573	(10,089)	37,500			52.4%	0
4010 Gross Pay	35,569	29,201	(6,368)	98,256	87,603	(10,653)	350,410		252,154	28.0%	1,000
4011 Mileage	20	46	26	35	138	103	559		524	6.3%	
4012 Expenses	91	83	(8)	293	249	(44)	1,000		707	29.3%	
4270 Employers Pension Contribution	4,015	3,475	(540)	11,900	10,425	(1,475)	41,700		29,800	28.5%	
4271 Pension Deficiency	6,663	6,667	4	19,989	20,001	12	80,000		60,011	25.0%	
5500 Equipment Hired and New	176	83	(93)	1,157	249	(908)	1,000		(157)	115.7%	
6020 Insurance Cost	0	0	0	19,510	19,295	(215)	19,295		(215)	101.1%	
6101 Telephone	631	458	(173)	942	1,374	432	5,490		4,548	17.2%	
6200 Printing & Stationery	1,340	1,417	77	6,184	4,251	(1,933)	17,000		10,816	36.4%	
6210 Postage & Courier	1,195	0	(1,195)	2,393	1,000	(1,393)	4,000		1,607	59.8%	
6240 Computer/ Data Base/WP's	3,839	1,500	(2,339)	12,317	4,500	(7,817)	18,000		5,683	68.4%	5,045
6241 Website Costs	423	400	(23)	423	400	(23)	600		177	70.4%	
6242 I.T. Infrastructure	311	733	422	1,020	2,199	1,179	11,000		9,980	9.3%	
6300 Computer Software	517	100	(417)	5,213	4,700	(513)	5,500		287	94.8%	
6315 Recruitment Costs	0	167	167	0	501	501	2,000		2,000	0.0%	
6320 Staff Training	969	275	(694)	2,293	825	(1,468)	3,300		1,007	69.5%	
6321 Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

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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
6330 Welfare/Hospitality	114	333	219	1,897	999	(898)	4,000		2,103	47.4%	2,310
6410 Civic Exps/Annual Reception	0	0	0	560	1,100	540	2,100		1,540	26.7%	
6415 Gifts/hospitality	0	100	100	75	300	225	1,200		1,125	6.3%	
6421 Honour Bd. Badges & Insignia	702	100	(602)	702	200	(502)	200		(502)	350.9%	
6435 Members Expenses	0	0	0	0	0	0	3,500		3,500	0.0%	
6460 Publicity & Democratic notices	1,708	125	(1,583)	1,748	125	(1,623)	500		(1,248)	349.6%	
6461 Banner Costs	967	108	(859)	967	324	(643)	1,300		333	74.4%	
6610 Audit Fees	20	611	591	20	1,222	1,202	5,500		5,480	0.4%	
6620 Legal Expenses	0	0	0	0	1,000	1,000	2,000		2,000	0.0%	
6630 Professional Fees	0	0	0	2,310	0	(2,310)	0		(2,310)	0.0%	
6635 Professional Fees Licensing	0	375	375	245	375	130	1,500		1,255	16.3%	
6710 Conference Fees & Expenses	496	208	(288)	686	624	(62)	2,500		1,814	27.4%	
6720 Books and Periodicals	0	0	0	0	0	0	400		400	0.0%	
6730 Subscriptions	2,973	127	(2,846)	5,404	3,935	(1,469)	6,600		1,196	81.9%	
6889 Waste Sacks	600	275	(325)	1,264	825	(439)	3,300		2,036	38.3%	
6900 Sundry Expenses	42	42	(0)	169	126	(43)	500		331	33.8%	
6922 Health&Safety/Risk Assessments	48	100	52	3,948	4,200	252	5,200		1,252	75.9%	
6975 Bank Charges	203	133	(70)	409	399	(10)	1,600		1,191	25.6%	
6976 Credit card charges	260	67	(193)	367	201	(166)	800		433	45.9%	
7010 Election Expenses	0	0	0	0	0	0	5,000		5,000	0.0%	
7611 Contingency provision	0	(1,238)	(1,238)	0	(3,251)	(3,251)	66,749		66,749	0.0%	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	
7617 PWLB Loan Repayment	0	0	0	0	0	0	71,602		71,602	0.0%	
F & G P - Establishments :- Indirect Expenditure	63,891	46,071	(17,820)	202,696	170,414	(32,282)	748,905	0	546,209	27.1%	8,355
Net Income over Expenditure	(52,793)	(42,880)	9,913	(183,034)	(160,841)	22,193	(711,405)				
8001 plus Transfer from EMR	1,000	0	(1,000)	8,355	0	(8,355)	0				

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(51,793)	(42,880)	8,913	(174,679)	(160,841)	13,838	(711,405)				
<u>32 F & G P - General</u>											
1490 Christmas Lights Switch On	0	0	0	0	0	0	6,000			0.0%	
F & G P - General :- Income	0	0	0	0	0	0	6,000			0.0%	0
6490 Christmas Lights Switch On	0	0	0	0	0	0	28,000		28,000	0.0%	
6491 Remembrance Day/Civic Serv.	0	0	0	0	0	0	5,000		5,000	0.0%	
6869 Special Events	600	3,333	2,733	3,654	9,999	6,346	20,000		16,347	18.3%	
F & G P - General :- Indirect Expenditure	600	3,333	2,733	3,654	9,999	6,346	53,000	0	49,347	6.9%	0
Net Income over Expenditure	(600)	(3,333)	(2,733)	(3,654)	(9,999)	(6,346)	(47,000)				
<u>33 F & G P - Council Offices</u>											
1022 Letting & Hire of Facilities	1,232	1,036	(196)	3,874	3,108	(766)	12,429			31.2%	
1213 Event catering	35	0	(35)	35	0	(35)	0			0.0%	
F & G P - Council Offices :- Income	1,267	1,036	(231)	3,909	3,108	(801)	12,429			31.5%	0
4010 Gross Pay	(1,099)	364	1,463	1,184	1,092	(92)	4,369		3,185	27.1%	
4270 Employers Pension Contribution	57	28	(29)	160	84	(76)	340		180	47.0%	
5410 Repairs & General Maintenance	16	58	42	464	174	(290)	700		236	66.3%	
6000 Rent & Rates	2,839	2,800	(39)	8,519	8,400	(119)	28,000		19,481	30.4%	
6010 Light Heat & Cleaning	266	396	130	535	1,188	653	4,754		4,219	11.3%	
6011 Electricity	0	250	250	(289)	750	1,039	3,000		3,289	(9.6%)	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

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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
6012 Gas	90	250	160	90	750	660	3,000		2,910	3.0%	
6014 Water	156	196	40	724	588	(136)	2,349		1,625	30.8%	
6104 Mobile Telephone	17	6	(11)	25	18	(7)	75		50	33.4%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	900		900	0.0%	
6930 Alarm Maintenance	673	800	127	673	800	127	1,000		327	67.3%	
6935 Waste Bin Disposal-Waste Bins	218	117	(101)	426	351	(75)	1,400		974	30.4%	
6952 Protective Clothing	0	0	0	0	0	0	100		100	0.0%	
F & G P - Council Offices :- Indirect Expenditure	3,233	5,265	2,032	12,511	14,195	1,684	49,987	0	37,476	25.0%	0
Net Income over Expenditure	(1,966)	(4,229)	(2,263)	(8,602)	(11,087)	(2,485)	(37,558)				
36 F & G P - Bat & Ball Centre											
1022 Letting & Hire of Facilities	11,709	9,000	(2,709)	44,956	27,000	(17,956)	108,000			41.6%	(137)
1030 Electricity recharge	0	42	42	0	42	42	169			0.0%	
1213 Event catering	47	0	(47)	177	0	(177)	0			0.0%	
1445 Outdoor Activities	0	0	0	125	0	(125)	200			62.3%	
1457 Indoor Activities	364	441	77	1,760	1,323	(437)	5,293			33.3%	
1990 Other Income	47	0	(47)	158	0	(158)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	12,167	9,483	(2,684)	47,175	28,365	(18,810)	113,662			41.5%	(137)
4010 Gross Pay	8,133	6,842	(1,291)	22,754	20,526	(2,228)	82,100		59,346	27.7%	
4270 Employers Pension Contribution	280	275	(5)	778	825	47	3,300		2,522	23.6%	
5340 Plants	0	0	0	0	0	0	200		200	0.0%	
5410 Repairs & General Maintenance	0	500	500	280	500	220	2,000		1,720	14.0%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5500 Equipment Hired and New	38	0	(38)	319	250	(69)	1,000		681	31.9%	
5525 Equipment Maintenance	0	0	0	33	0	(33)	0		(33)	0.0%	
6000 Rent & Rates	530	600	70	1,592	1,800	208	6,000		4,408	26.5%	
6011 Electricity	1,244	1,167	(77)	2,328	3,501	1,173	14,000		11,672	16.6%	
6012 Gas	97	0	(97)	379	441	62	1,764		1,385	21.5%	
6013 Cleaning	104	167	63	756	501	(255)	2,000		1,244	37.8%	
6014 Water	(16)	266	282	64	798	734	3,197		3,133	2.0%	
6101 Telephone	52	50	(2)	155	150	(5)	600		445	25.8%	
6104 Mobile Telephone	25	20	(5)	25	60	35	240		215	10.4%	
6240 Computer/ Data Base/WP's	8	33	25	8	99	91	400		392	2.1%	
6330 Welfare/Hospitality	40	42	2	128	126	(2)	500		372	25.7%	
6520 Refreshments for Resale	223	83	(140)	810	249	(561)	1,000		191	81.0%	
6635 Professional Fees Licensing	180	250	70	180	250	70	500		320	36.0%	
6900 Sundry Expenses	6	0	(6)	6	0	(6)	50		44	12.5%	
6922 Health&Safety/Risk Assessments	1,107	0	(1,107)	1,370	0	(1,370)	2,000		630	68.5%	
6930 Alarm Maintenance	0	0	0	0	0	0	902		902	0.0%	
6931 CCTV Maintenance	1,898	0	(1,898)	1,898	0	(1,898)	400		(1,498)	474.5%	1,898
6935 Waste Bin Disposal-Waste Bins	286	175	(111)	497	525	28	2,100		1,603	23.7%	
6952 Protective Clothing	0	0	0	0	0	0	250		250	0.0%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	14,233	10,470	(3,763)	34,362	30,601	(3,761)	124,503	0	90,141	27.6%	1,898
Net Income over Expenditure	(2,067)	(987)	1,080	12,813	(2,236)	(15,049)	(10,841)				
8001 plus Transfer from EMR	1,898	0	(1,898)	1,898	0	(1,898)	0				
8002 less Transfer to EMR	0	0	0	(137)	0	137	0				
Movement to/(from) Gen Reserve	(169)	(987)	(818)	14,848	(2,236)	(16,810)	(10,841)				

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

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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>38 F & G P - Grants</u>											
7500 Local Organisations Grants	0	0	0	6,500	6,500	0	15,000		8,500	43.3%	
7502 Sevenoaks Summer Festival	0	0	0	5,000	5,000	0	5,000		0	100.0%	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	0.0%	
7552 Youth Outreach	0	0	0	2,408	2,000	(408)	8,000		5,592	30.1%	
7553 West Kent Housing - Youth Prov	0	0	0	3,750	0	(3,750)	0		(3,750)	0.0%	3,750
7556 Stag Community Arts Centre	27,000	27,000	0	27,000	27,000	0	27,000		0	100.0%	
7557 Community Rail Partnership	0	0	0	0	0	0	3,000		3,000	0.0%	
7558 Green Sands Common	0	0	0	0	0	0	4,000		4,000	0.0%	
F & G P - Grants :- Indirect Expenditure	<u>27,000</u>	<u>27,000</u>	<u>0</u>	<u>44,658</u>	<u>40,500</u>	<u>(4,158)</u>	<u>63,000</u>	<u>0</u>	<u>18,342</u>	<u>70.9%</u>	<u>3,750</u>
Net Expenditure	<u>(27,000)</u>	<u>(27,000)</u>	<u>0</u>	<u>(44,658)</u>	<u>(40,500)</u>	<u>4,158</u>	<u>(63,000)</u>				
8001 plus Transfer from EMR	0	0	0	3,750	0	(3,750)	0				
Movement to/(from) Gen Reserve	<u>(27,000)</u>	<u>(27,000)</u>	<u>0</u>	<u>(40,908)</u>	<u>(40,500)</u>	<u>408</u>	<u>(63,000)</u>				
<u>39 F & G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	938	0	(938)	2,886	1,950	(936)	6,500			44.4%	
F & G P - Property :- Income	<u>938</u>	<u>0</u>	<u>(938)</u>	<u>2,886</u>	<u>1,950</u>	<u>(936)</u>	<u>6,500</u>			<u>44.4%</u>	<u>0</u>
Net Income	<u>938</u>	<u>0</u>	<u>(938)</u>	<u>2,886</u>	<u>1,950</u>	<u>(936)</u>	<u>6,500</u>				

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

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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>40 Town Team</u>											
1206 Business Awards	0	0	0	0	0	0	7,426			0.0%	
1207 Business Show	0	0	0	5,255	4,377	(878)	4,377			120.1%	
Town Team :- Income	0	0	0	5,255	4,377	(878)	11,803			44.5%	0
6101 Telephone	0	9	9	0	27	27	108		108	0.0%	
6200 Printing & Stationery	0	9	9	0	27	27	110		110	0.0%	
6240 Computer/ Data Base/WP's	17	50	33	350	400	50	827		477	42.3%	
6241 Website Costs	0	0	0	0	70	70	282		282	0.0%	
6244 Information Screens	0	336	336	120	336	216	1,345		1,225	8.9%	
6322 Business Awards	0	0	0	0	0	0	8,116		8,116	0.0%	
6323 Business Show	2,451	2,992	541	2,949	2,992	43	2,992		43	98.6%	
6461 Banner Costs	0	202	202	0	202	202	807		807	0.0%	
6730 Subscriptions	0	0	0	150	189	39	589		439	25.5%	
6900 Sundry Expenses	0	66	66	0	198	198	786		786	0.0%	
7000 Reinvestment	0	0	0	0	0	0	841		841	0.0%	
Town Team :- Indirect Expenditure	2,469	3,664	1,195	3,569	4,441	872	16,803	0	13,234	21.2%	0
Net Income over Expenditure	(2,469)	(3,664)	(1,195)	1,686	(64)	(1,750)	(5,000)				
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	500	108	(392)	620	324	(296)	1,300			47.7%	
1026 Hot Desking Facility	492	433	(59)	1,494	1,299	(195)	5,200			28.7%	
1029 Office Pods	852	1,372	520	3,535	4,116	581	16,471			21.5%	

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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
1031 Chamber of Commerce	525	454	(71)	2,100	1,362	(738)	5,451			38.5%	
Business Hub :- Income	2,369	2,367	(2)	7,749	7,101	(648)	28,422			27.3%	0
4010 Gross Pay	843	558	(285)	2,289	1,674	(615)	6,700		4,411	34.2%	
4270 Employers Pension Contribution	0	20	20	0	60	60	243		243	0.0%	
5410 Repairs & General Maintenance	428	25	(403)	428	75	(353)	300		(128)	142.7%	
5500 Equipment Hired and New	0	42	42	0	126	126	500		500	0.0%	
6000 Rent & Rates	165	300	135	492	900	408	3,000		2,508	16.4%	
6010 Light Heat & Cleaning	503	1,351	848	1,293	4,053	2,760	16,211		14,918	8.0%	
6105 Broadband wi-fi service	283	150	(133)	425	450	26	1,800		1,376	23.6%	
6900 Sundry Expenses	100	83	(17)	299	249	(50)	1,000		701	29.9%	
6922 Health&Safety/Risk Assessments	0	0	0	32	0	(32)	170		138	18.8%	
6930 Alarm Maintenance	0	150	150	159	300	141	300		141	53.1%	
6931 CCTV Maintenance	0	0	0	159	160	1	160		1	99.6%	
6976 Credit card charges	38	29	(9)	97	87	(10)	350		253	27.7%	
Business Hub :- Indirect Expenditure	2,359	2,708	349	5,672	8,134	2,462	30,734	0	25,062	18.5%	0
Net Income over Expenditure	10	(341)	(351)	2,076	(1,033)	(3,109)	(2,312)				
<u>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	0	0	0	272	0	(272)	0			0.0%	
1754 Knole Tour Income	0	0	0	533	0	(533)	0			0.0%	
1756 Int'l Women's Day Event Income	0	0	0	43	0	(43)	0			0.0%	
Sevenoaks Town Mayor :- Income	0	0	0	848	0	(848)	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
6441 Mayors Allowance 2023/24	(107)	0	107	0	0	0	0		0	0.0%	
6443 Mayors Allowance 2024/2025	368	504	136	1,083	1,512	429	6,044		4,961	17.9%	
6444 Mayors Car Allowance 2024/2025	0	226	226	0	678	678	2,715		2,715	0.0%	
7100 Mayoral Charity Donations	0	0	0	5,331	0	(5,331)	0		(5,331)	0.0%	
7204 Knole Tour Expenditure	0	0	0	362	0	(362)	0		(362)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	261	730	469	6,777	2,190	(4,587)	8,759	0	1,982	77.4%	0
Net Income over Expenditure	(261)	(730)	(469)	(5,929)	(2,190)	3,739	(8,759)				
<u>43 Youth Council</u>											
7555 Youth Council Support	0	0	0	0	0	0	500		500	0.0%	
Youth Council :- Indirect Expenditure	0	0	0	0	0	0	500	0	500	0.0%	0
Net Expenditure	0	0	0	0	0	0	(500)				
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	716	258	(458)	1,156	774	(382)	3,100			37.3%	
1211 Sale of Goods	111	167	56	446	501	55	2,000			22.3%	
1350 Revenue Grant income	4,000	0	(4,000)	5,160	0	(5,160)	0			0.0%	
1990 Other Income	2,560	0	(2,560)	2,560	0	(2,560)	0			0.0%	
Youth Cafe :- Income	7,387	425	(6,962)	9,322	1,275	(8,047)	5,100			182.8%	0
4010 Gross Pay	4,658	4,342	(316)	14,788	13,026	(1,762)	52,100		37,312	28.4%	
4270 Employers Pension Contribution	162	158	(4)	579	474	(105)	1,900		1,321	30.5%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

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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
5410 Repairs & General Maintenance	0	83	83	399	249	(150)	1,000		601	39.9%	
5500 Equipment Hired and New	73	42	(31)	93	126	33	500		407	18.6%	
6010 Light Heat & Cleaning	62	17	(45)	70	51	(19)	200		130	35.0%	
6101 Telephone	51	58	7	93	174	81	700		607	13.3%	
6105 Broadband wi-fi service	65	0	(65)	98	0	(98)	200		102	49.1%	
6200 Printing & Stationery	0	17	17	0	51	51	200		200	0.0%	
6240 Computer/ Data Base/WP's	33	25	(8)	50	75	25	300		250	16.6%	
6241 Website Costs	24	0	(24)	36	0	(36)	200		164	18.0%	
6281 Furnishings,Furniture/Eqpt	0	125	125	0	125	125	500		500	0.0%	
6320 Staff Training	20	0	(20)	80	0	(80)	100		20	80.0%	
6340 Staff Uniforms	0	50	50	0	50	50	200		200	0.0%	
6460 Publicity & Democratic notices	0	0	0	35	0	(35)	0		(35)	0.0%	
6500 Goods for Resale	361	167	(194)	526	501	(25)	2,000		1,474	26.3%	
6505 Cafe consumables	2	0	(2)	8	0	(8)	0		(8)	0.0%	
6635 Professional Fees Licensing	170	0	(170)	302	150	(152)	450		148	67.1%	
6900 Sundry Expenses	0	33	33	9	99	90	400		391	2.2%	
6922 Health&Safety/Risk Assessments	85	111	26	255	333	78	1,000		745	25.5%	
Youth Cafe :- Indirect Expenditure	5,766	5,228	(538)	17,421	15,484	(1,937)	61,950	0	44,529	28.1%	0
Net Income over Expenditure	1,621	(4,803)	(6,424)	(8,100)	(14,209)	(6,109)	(56,850)				
60 Markets											
1017 Rental Income Sat Market	2,229	1,714	(515)	6,109	5,142	(967)	20,567			29.7%	
1018 Rental Income Wed Market	965	1,042	77	3,240	3,126	(114)	12,506			25.9%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

Month No: 3

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
1019 Rental Income Blighs Market	1,999	1,543	(456)	5,319	4,629	(690)	18,512			28.7%	
Markets :- Income	5,193	4,299	(894)	14,668	12,897	(1,771)	51,585			28.4%	0
4010 Gross Pay	166	169	3	497	507	10	2,031		1,534	24.5%	
5410 Repairs & General Maintenance	0	50	50	7	50	43	200		193	3.7%	
5420 Saturday market charges	1,399	1,334	(65)	3,639	4,336	698	17,345		13,707	21.0%	
5421 Wednesday Market charges	464	865	401	1,509	2,811	1,302	11,244		9,735	13.4%	
6001 Blighs Market Charges	880	1,000	120	2,161	3,000	839	12,000		9,839	18.0%	
6010 Light Heat & Cleaning	0	0	0	83	50	(33)	200		117	41.4%	
6011 Electricity	32	0	(32)	32	0	(32)	0		(32)	0.0%	
6635 Professional Fees Licensing	0	0	0	0	0	0	200		200	0.0%	
6650 Bad debts	25	0	(25)	25	0	(25)	0		(25)	0.0%	
6730 Subscriptions	0	0	0	0	100	100	100		100	0.0%	
Markets :- Indirect Expenditure	2,966	3,418	452	7,953	10,854	2,901	43,320	0	35,367	18.4%	0
Net Income over Expenditure	2,227	881	(1,346)	6,715	2,043	(4,672)	8,265				
<u>61 Longspring Woods</u>											
1854 Longspring Woods Donations	0	0	0	300	0	(300)	0			0.0%	300
Longspring Woods :- Income	0	0	0	300	0	(300)	0				300
Net Income	0	0	0	300	0	(300)	0				
8002 less Transfer to EMR	0	0	0	300	0	(300)	0				
Movement to/(from) Gen Reserve	0	0	0	0	0	(600)	0				

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

Month No: 3

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	119,801	119,801	0	359,403	359,403	0	1,437,614			25.0%	
Precept :- Income	119,801	119,801	0	359,403	359,403	0	1,437,614			25.0%	0
Net Income	119,801	119,801	0	359,403	359,403	0	1,437,614				
<u>91 Capital Infrastructure Budget</u>											
2012 CIL income allocation	0	0	0	111,002	0	(111,002)	0			0.0%	111,002
Capital Infrastructure Budget :- Income	0	0	0	111,002	0	(111,002)	0				111,002
9063 New Community Centre	5,275	0	(5,275)	5,275	0	(5,275)	0		(5,275)	0.0%	5,275
9066 NDP	0	0	0	17,350	0	(17,350)	0		(17,350)	0.0%	17,350
9075 Public Realm	1,078	0	(1,078)	1,078	0	(1,078)	0		(1,078)	0.0%	1,078
Capital Infrastructure Budget :- Indirect Expenditure	6,353	0	(6,353)	23,703	0	(23,703)	0	0	(23,703)		23,703
Net Income over Expenditure	(6,353)	0	6,353	87,299	0	(87,299)	0				
8001 plus Transfer from EMR	6,353	0	(6,352)	23,703	0	(23,702)	0				
8002 less Transfer to EMR	0	0	0	111,002	0	(111,002)	0				
Movement to/(from) Gen Reserve	0	0	0	0	0	(222,004)	0				

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

Month No: 3

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	188,776	151,633	(37,143)	668,358	469,122	(199,236)	1,866,414			35.8%	
Expenditure	203,371	175,727	(27,644)	580,056	495,796	(84,260)	1,907,253	0	1,327,197	30.4%	
Net Income over Expenditure	(14,595)	(24,094)	(9,499)	88,302	(26,674)	(114,976)	(40,839)				
plus Transfer from EMR	11,886	0	(11,886)	54,178	0	(54,178)	0				
less Transfer to EMR	0	0	0	111,165	0	(111,165)	0				
Movement to/(from) Gen Reserve	(2,710)	(24,094)	(21,384)	31,315	(26,674)	(57,989)	(40,839)				

June 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 & Environment Committee					
General	(10,740)	(8,801)	1,939	(32,350)	Software charges slightly above budget (includes £625 for Survey Monkey that was unbudgeted). Gross pay overbudget due to overtime payments.
Community & Well Being					
Youth Council	-	-	-	(500)	

June 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					
General	(64,233)	(84,732)	(20,499)	(338,158)	Income is under budget. St Nicholas Burial Ground is over budget due to some unexpected tree works. Fertiliser and grass seed is slightly over budget.
Cemetery	(7,591)	(20,040)	(12,449)	(78,887)	Higher income than expected for April, May and June.
Allotments	(1,569)	(1,304)	265	4,821	There has been a credit on the water account. Invoicing for allotments takes place in September. Computer software is overbudget due to the data input invoices to enable full use of the software moving forward.
Street lighting/ general	(8,407)	(11,208)	(2,801)	(20,170)	Repairs and general maintenance has been covered by the contingency, this was the cost of pigeon removal from the public clock by Toni and Guy.
Vine Café	(1,847)	-	1,847	-	Due to the events the income is positive.
Vine Grounds	(7,304)	(11,850)	(4,546)	(43,121)	Special events is over budget due to vegan market expenditure - banners.
Bat & Ball Station	(12,739)	(9,976)	2,763	(40,890)	The new member of staff will be leaving on 14th July, the income did not pick up over the weekend opening.

June 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
	£	£	£	£	
Establishments	(174,679)	(160,841)	13,838	(712,643)	Interest on deposits is favourable. Equipment hired and new has used 98% of its budget on thermal imaging cameras and office chair. Honour Bd, Badges and Insignia is over budget due to some costs in relation to Mayor regalia. Publicity and democratic notices is over budget due to QR code subs and the Vine events leaflets.
General	(3,654)	(9,999)	(6,345)	(47,000)	No income has been received yet - this will be in the second quarter of the year. Expenditure for Remembrance Parade and Christmas lights will be towards the end of the year.
Council Offices	(8,602)	(11,087)	(2,485)	(37,558)	Income favourable for this time of year. Repairs and general maintenance - spent 64% of the budget on tree work over the chamber.
Bat & Ball Centre	14,848	(2,236)	(17,084)	(63,000)	Income is favourable. CCTV maintenance is over budget due to the purchase of an additional 4 CCTV cameras to bring in the maintenance of the Centre to Premier Alarms (50% deposite paid so far).
Grants	(40,908)	(40,500)	408	(63,000)	All expenditure is where you would expect it to be.
Property	2,886	1,950	(936)	6,500	

June 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	1,686	(64)	(1,750)	(5,000)	The Business Show income is where it should be. Overall expenditure is slightly under budget.
Business Hub	2,078	(1,033)	(2,758)	(2,312)	Income is where it should be - there is one pod available currently. There has been a few new member that have signed up in the last couple of months and a number of bookings for the meeting room. Expenditure is less than anticipated year to date.
Sevenoaks Town Mayor	(5,929)	(2,190)	3,739	(8,759)	
Youth Cafe	(8,100)	(14,209)	(6,109)	(56,850)	Grant income has been received for this financial year (KALC grant £1,160, SDC grant £3k for mentoring young people, Kent Youth Trust grant £1k for some computers). A National Lottery application has also been submitted for £10k which we are awaiting a decision. There has been light repairs and plant purchases under Repairs and General Maintenance. Gross pay is slightly over budget but the grant income is to offset this.
Markets	6,715	2,043	(4,672)	8,265	Income is in line with the budget. Overall expenditure is under budget.
Longspring Woods	-	-	-	-	
Precept	359,403	359,403	-	1,437,614	
Revenue Surplus/ (Deficit) Total	31,315	(26,674)	(57,989)	(92,998)	
To be transferred from Bat & Ball Management & Maintenance Reserve	12,739	9,976	(2,763)	40,839	
Adjusted Revenue Surplus/ (Deficit) Total	44,054	(16,698)	(60,752)	(52,159)	
Capital Infrastructure	-	-	-	-	

June 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
	£	£	£	£	
Total inc Capital	44,054		(60,752)	(40,839)	

Summary by Committee:

Planning	(10,740)	(8,801)	1,939	(32,350)
Community and Well Being	-	-	-	(500)
Vine Café	(1,847)	-	1,847	-
Bat Ball Station	(12,739)	(9,976)	2,763	(40,890)
Finance & Delivery	(302,763)	(367,300)	(64,537)	(1,456,872)
Precept	359,403	359,403	-	1,437,614
Capital Infrastructure	-	-	-	-

Sevenoaks Town Council

Statement of Fund Balances as at 30th June 2024

£ (2023/24)		S&P Rating 30/04/2024		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
	<u>National Westminster Bank</u>	A1	A+				
56,451	Business Reserve Account			2,218			
114,917	Current Account			515,848			1.45%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
9,949	Sevenoaks Town Partnership			9,949			
22,587	Mayors Charity Account			1,055			
					531,070	24.48%	
	<u>HSBC</u>	A+	A1				
51,598	Business money manager			51,851			1.95%
					51,851	2.39%	
	<u>Handelsbanken</u>	AA-	A1+				
66,509	Deposit account			66,920			2.60%
269,802	35 day notice account			1,656			2.60%
					68,576	3.16%	
	<u>Nationwide</u>	A+	A1				
2,835	Instant Saver			2,835			0.00%
10,419	Sevenoaks Fund Instant Saver			10,476			2.20%
					13,310	0.61%	
	<u>CCLA</u>						
575,000	Public Sector Deposit	AAA (Fitch only)		980,000			
					980,000	45.18%	5.26%
	<u>Virginmoney</u>						
1	Current account	BBB-	A3	1			
522,036	95 Day Notice			7,323			4.00%
					7,324	0.34%	
	Insignis Investments						
	Insignis Hub			1,033			
	Emirates NBD (9 months)	A+		250,000			
	Santander (3 months)	A	A1	265,331			
					516,364	23.80%	
925	<u>Petty Cash</u>				773	0.04%	
	<u>Cashbook suspense</u>				0	0.00%	
1,705,027					2,169,269	100.00%	

Instant access funds

1,621,673

Three months precept (equivalent to working capital)

342,519

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

12/07/2024

Sevenoaks Town Council

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Balance Sheet as at 31 March 2024

31 March 2024

31 March 2025

Current Assets

47,924	Debtors	22,312
23,551	SCC Bookings Debtors	28,616
15,109	Vat Control	16,644
23,965	Prepayments	5,700
5,953	Stock	5,953
114,917	Nat West - Current Account	515,848
1,000	Payroll Account	1,000
22,587	Mayors Charity Account	1,055
1,000	House i/t Basement Youth Cafe	1,000
9,949	Sevenoaks Town Partnership	9,949
925	Petty Cash	773
66,509	Handelsbanken Investment	0
269,802	Handelsbanken Notice Account	271,457
2,835	Nationwide Instant Saver	2,835
56,451	Natwest Investment	2,218
0	Emirates NBD (9 Months)	250,000
0	Santander (3 Months)	265,331
0	Insignis Hub	1,033
1	Virgin Money Current Account	1
51,598	HSBC Investment	51,851
10,419	Nationwide Sevenoaks Fund	10,476
575,000	CCLA Public Sector Deposit	980,000
522,036	Virgin Money 90 day Notice	7,323
1,821,530		2,451,375
1,821,530	Total Assets	2,451,375

Current Liabilities

0	Handelsbanken Investment	202,881
33,535	Creditors	70,082

12/07/2024

Sevenoaks Town Council

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Balance Sheet as at 31 March 2024

31 March 2024		31 March 2025
12,444	Miscellaneous Creditors	8,187
53,929	Accruals	28,922
4,546	Superannuation Due	4,989
38,533	Receipts in Advance	377,001
11,353	Receipt in Advance-Cemetery	2,600
4,104	Damage Deposit	5,211
408	Key Deposit	408
5,690	QH Allotment Key deposits	5,835
667	BV Allotment key deposits	637
165,209		706,752
1,656,321	Total Assets Less Current Liabilities	1,744,623
	Long Term Liabilities	
0		0
1,656,321	Total Assets Less Long Term Liabilities	1,744,623
	Represented By	
514,992	Revenue Reserve	546,307
1,141,329	Earmarked Reserves	1,198,316
1,656,321		1,744,623

The above statement represents fairly the financial position of the authority as at 31 March 2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Earmarked Reserves

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	38,263.24	-2,299.00	35,964.24
317 Street Lighting Reserve	6,053.97		6,053.97
319 Stag winding-up reserves	11,000.00		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	1,950.00		1,950.00
329 Staff training reserve	2,890.00		2,890.00
336 Bid Buddy Reserve	10,000.00		10,000.00
339 Capital Receipts Quaker Hall	116,923.68	-336.00	116,587.68
340 Capital Receipts Reserve	420,416.22	-9,483.00	410,933.22
343 B&B Management Maint Reserve	42,681.25		42,681.25
346 Vehicle/machinery replacement	42,829.00		42,829.00
347 Environmental Reserve	4,000.00		4,000.00
348 B&B Ctr Maintenance Reserve	10,578.00		10,578.00
349 Recruitment reserve	27,000.00	-1,000.00	26,000.00
351 IT Reserve	6,000.00	-5,045.00	955.00
360 CIL Earmarked reserve	160,341.76	78,736.75	239,078.51
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	8,075.99		8,075.99
377 WKH Reserve - Youth Service	15,000.00	-3,750.00	11,250.00
378 Longspring Wood Donations	101,192.00	300.00	101,492.00
379 Samaritans Reserve	1,488.00	-136.67	1,351.33
	1,141,328.88	56,987.08	1,198,315.96

Purchase Ledger for Month No 3

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
29/05/2024	1174	35825	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
11/06/2024	1189	35854	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
25/06/2024	1190	35992	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
12/06/2024	1276	35933	ALL EXTERIOR CLEANIN	ALL007	228.00	45.60	273.60	5410	41	228.00	Hub gutter cleaning
31/05/2024	1/IN5528	35809	ALTOOFFICE	ALTO001	60.00	12.00	72.00	6200	31	60.00	print chgs
30/06/2024	1/IN6020	35986	ALTOOFFICE	ALTO001	186.00	37.20	223.20	6200	31	110.00	toner
								6010	33	76.00	cleaning equip
02/06/2024	02/06/24	35912	AMEX	AME001	1.68	0.00	1.68	6976	31	1.68	credit card chg
24/05/2024	SI-1024	35822	ANNUAL PLAY INSPECTI	ANN002	1,825.00	365.00	2,190.00	6320	21	1,825.00	RPII playground training
27/06/2024	24236	35979	ATCM	ATCM01	620.00	124.00	744.00	6730	31	620.00	ATCM subs 2024/25
17/06/2024	17/6/24	35923	BANKLINE	BANKL01	106.60	0.00	106.60	6975	31	106.60	bank chgs
20/05/2024	292	35832	BLUE FLAMINGO	BLUE001	350.00	0.00	350.00	6869	32	350.00	Bandstand music 6/6/24
06/06/2024	3500195	35878	BOOKER	BOOK001	210.40	11.18	221.58	6500	28	200.41	goods for resale
								6505	28	9.99	consumables
13/06/2024	3500427	35902	BOOKER	BOOK001	181.60	29.45	211.05	6500	28	174.62	goods for resale
								6505	28	6.98	consumables
19/06/2024	3500636	35924	BOOKER	BOOK001	178.75	12.38	191.13	6500	28	154.39	goods for resale
								6505	28	24.36	consumables
26/06/2024	3500883	35980	BOOKER	BOOK001	64.91	2.27	67.18	6500	28	60.12	goods for resale,
								6010	28	4.79	cleaning eq
26/06/2024	3500884	35981	BOOKER	BOOK001	226.20	11.74	237.94	6500	28	183.49	goods for resale,
								6505	28	42.71	consumables
17/05/2024	3599432	35792	BOOKER	BOOK001	13.49	2.70	16.19	6500	28	13.49	goods for resale
30/05/2024	3599930	35807	BOOKER	BOOK001	201.97	23.66	225.63	6500	28	185.69	goods for resale
								6505	28	16.28	consumables
29/05/2024	242042871	35819	BP FUEL	BPF001	84.25	16.85	101.10	5700	22	10.45	fuel
								5700	21	73.80	fuel
29/05/2024	242042872	35820	BP FUEL	BPF001	14.15	0.00	14.15	5700	21	14.15	fuel

Purchase Ledger for Month No 3					Order by Supplier A/c						
							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/05/2024	242045324	35797	BP FUEL	BPF001	48.95	9.79	58.74	5700	21	48.95	fuel
31/05/2024	242045325	35796	BP FUEL	BPF001	6.90	0.00	6.90	5700	21	6.90	fuel
11/06/2024	242048568	35945	BP FUEL	BPF001	45.28	9.06	54.34	5700	21	40.16	fuel
								5700	22	5.12	fuel
18/06/2024	242050382	35946	BP FUEL	BPF001	82.09	16.42	98.51	5700	21	82.09	fuel
18/06/2024	242050383	35944	BP FUEL	BPF001	13.68	0.00	13.68	5700	21	13.68	fuel
25/06/2024	242051634	35994	BP FUEL	BPF001	4.30	0.00	4.30	5700	21	4.30	fuel
30/04/2024	SVO/371883	35899	BREWERS	BREW001	34.90	6.98	41.88	5410	21	34.90	paint equip
28/05/2024	SVO/372040	35826	BREWERS	BREW001	63.48	12.70	76.18	5316	21	63.48	paint equip
24/06/2024	SVO/372401	35969	BREWERS	BREW001	66.68	13.34	80.02	5010	29	66.68	painting equip
29/05/2024	816153003	35838	BRITISH GAS	BRI001	152.88	7.64	160.52	6012	30	152.88	gas chg 22/4-21/5
20/06/2024	800356148	35938	BRITISH GAS	BRIT007	90.49	4.52	95.01	6012	33	90.49	gas chg 15/5-14/6
14/06/2024	811370580	35903	BRITISH GAS	BRIT008	96.86	4.84	101.70	6012	36	96.86	gas chg 12/5-11/6
31/05/2024	1585	35835	C A BOOK KEEPING	CAB001	250.00	0.00	250.00	6300	31	250.00	Yr End close down 2023/24
20/02/2023	8529818	35802	CASTLE WATER	CAS008	4,725.31	945.06	5,670.37	6002	23	4,725.31	water chg 1/7/20-18/12/22
20/05/2024	74921	35901	CEMETERY DEV SERVICE	CDS001	5,920.50	1,184.10	7,104.60	5213	22	5,920.50	Memorial stone testing
18/06/2024	18/6/24	35875	A CHEESMAN	CHE001	42.59	8.51	51.10	6865	26	42.59	plants
03/06/2024	4473	35794	CJS PLANTS	CJS001	2,300.00	460.00	2,760.00	6865	26	2,300.00	May floral maint
07/06/2024	154239	35868	CONNECTAPHONE	CON001	561.76	112.35	674.11	6101	50	50.98	May telephone chgs
								6101	22	50.98	May telephone chgs
								6101	28	50.98	May telephone chgs
								6101	36	52.01	May telephone chgs
								6101	30	50.98	May telephone chgs
								6101	31	305.83	May telephone chgs
31/05/2024	INV453162	35801	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	May glass collection chg
31/05/2024	INV453166	35793	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	May glass collection chg
18/06/2024	1410	35925	DARENTH VALLEY FORGE	DARE001	1,077.50	215.50	1,293.00	9075	91	1,077.50	17 flag holder brackets
30/06/2024	30/6/24	35957	BEATRIZ M DAY	DAY002	412.50	0.00	412.50	4010	21	412.50	In Bloom gardening work
28/05/2024	916149	35830	ERNEST DOE	DOE001	42.86	8.57	51.43	5525	22	42.86	cable brake

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07/06/2024	916858	35862	ERNEST DOE	DOE001	65.00	13.00	78.00	5525	22	65.00	mower service
03/06/2024	000019371914	35837	EDF ENERGY	EDF002	1,351.32	270.27	1,621.59	6011	36	1,351.32	May electric chg
07/06/2024	000019495636	35874	EDF ENERGY	EDF003	31.92	1.60	33.52	6011	60	31.92	May electric chg
31/05/2024	000019311381	35810	EDF ENERGY	EDF004	502.67	100.54	603.21	6010	41	502.67	May electric chg
07/06/2024	000019458674	35873	EDF ENERGY	EDF009	150.95	7.55	158.50	6011	22	150.95	electric chg 1/5-1/6
03/06/2024	000019353017	35836	EDF ENERGY	EDF011	945.26	189.05	1,134.31	6011	30	945.26	May electric chg
11/06/2024	28475	35900	EDWARD TYRRELL	EDW002	195.00	39.00	234.00	5310	21	195.00	Tree work at Brattle Wood
14/06/2024	14060368	35918	ELITE	EFS001	205.29	0.00	205.29	6500	28	205.29	goods for resale
14/06/2024	14060369	35879	ELITE	EFS001	83.06	0.00	83.06	6500	30	83.06	goods for resale
24/06/2024	14062537	35940	ELITE	EFS001	110.00	0.00	110.00	6500	30	110.00	goods for resale
01/06/2024	103839	35948	ATLAS FM/EMPRISE SVS	EMP001	562.82	112.56	675.38	6932	22	562.82	June lock up chg
01/06/2024	103840	35950	ATLAS FM/EMPRISE SVS	EMP001	1,407.90	281.58	1,689.48	5311	21	1,407.90	June lock up chg Pontoise
01/06/2024	103841	35949	ATLAS FM/EMPRISE SVS	EMP001	938.70	187.74	1,126.44	5311	21	938.70	H.Street Gardens June lock up
19/06/2024	3388499	35905	EVERFLOW WATER	EVE002	480.50	0.00	480.50	6002	23	73.96	water chg 19/7-18/8
								5025	21	108.59	water chg 19/7-18/8
								6014	33	156.22	water chg 19/7-18/8
								6014	36	-16.31	water chg 19/7-18/8
								6014	30	22.36	water chg 19/7-18/8
								6014	21	26.99	water chg 19/7-18/8
								6014	28	58.90	water chg 19/7-18/8
								6014	29	22.88	water chg 19/7-18/8
								6014	23	26.91	water chg 19/7-18/8
03/06/2024	CASV151662	35831	EXPRESS FACTORS	EXPR001	58.42	11.68	70.10	5525	22	58.42	battery
03/06/2024	CASV151663	35952	EXPRESS FACTORS	EXPR001	16.10	3.22	19.32	5500	21	16.10	tarpaulin cord
05/06/2024	CASV152161	35861	EXPRESS FACTORS	EXPR001	11.12	2.22	13.34	5410	21	11.12	maint equip
05/06/2024	CASV152162	35860	EXPRESS FACTORS	EXPR001	11.08	2.22	13.30	5410	21	11.08	cable ties
21/05/2024	0063/04520051	35823	FAIRALLS	FAIR001	52.90	10.58	63.48	5060	21	52.90	1.25T roadstone
08/06/2024	080624STCYW	35867	FAMILY GRAPEVINE	FAM002	180.00	0.00	180.00	6460	31	180.00	Advertising fee Summer 2024
22/04/2024	8003639	35963	FAWKHAM BEE CO	FAW001	63.75	0.00	63.75	6500	28	63.75	goods for resale

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27/06/2024	190	35993	K M FINCH	FINC001	350.00	70.00	420.00	5120	21	350.00	gate repair
03/06/2024	3958/4449/11	35798	FLASHPARK	FLASH001	486.00	97.20	583.20	5311	21	486.00	Annual warning sign rental
30/05/2024	SI240157	35856	FLEET LINE	FLEE001	548.88	109.78	658.66	5500	21	548.88	line marker
30/05/2024	INV551448	35827	GAZA TIMBER	GAZA001	12.45	2.49	14.94	5026	21	12.45	maint equip
07/06/2024	155538	35791	GODFREYS	GOD001	36.33	7.27	43.60	5525	22	36.33	strimmer cord
04/06/2024	05/181729	35859	GREENHAM	GREE001	73.90	14.78	88.68	6013	22	61.92	cleaning eq
								5410	22	11.98	hazard tape
07/06/2024	92214	35841	HERBERT & WARD	HAW001	148.45	14.39	162.84	6500	28	76.50	goods for resale
								6505	28	71.95	consumables
10/06/2024	92235	35883	HERBERT & WARD	HAW001	224.50	13.40	237.90	6500	30	157.50	goods for resale
								6505	30	67.00	consumables
17/06/2024	92338	35906	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	June coffee machine rental
26/06/2024	92476	35983	HERBERT & WARD	HAW001	115.50	7.80	123.30	6500	28	76.50	goods for resale,
								6505	28	39.00	consumables
29/05/2024	23463	35800	HELIOCENTRIX	HELI001	53.84	10.77	64.61	6240	22	53.84	HDMI cables
19/06/2024	23734	35907	HELIOCENTRIX	HELI001	599.19	119.84	719.03	6240	31	599.19	Laptop for OSL officer
19/06/2024	23735	35909	HELIOCENTRIX	HELI001	210.24	42.05	252.29	6240	31	210.24	PC equip for OSL officer
14/06/2024	23746	35908	HELIOCENTRIX	HELI001	809.43	161.89	971.32	6240	31	809.43	Laptop - Youth Committee Clerk
30/06/2024	23874	35985	HELIOCENTRIX	HELI001	2,012.21	402.44	2,414.65	6240	31	1,701.57	June IT support chg
								6242	31	310.64	June IT support chg
31/05/2024	T3159	35808	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.50	May wifi chg
								6101	21	11.48	May wifi chg
								6105	41	141.50	May wifi chg
								6105	22	10.00	May wifi chg
								6105	21	28.69	May wifi chg
								6105	50	32.72	May wifi chg
30/06/2024	T3194	35977	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.50	June wifi chg
								6101	21	11.48	June wifi chg
								6105	41	141.50	June wifi chg

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								6105	22	10.00	June wifi chg
								6105	21	28.69	June wifi chg
								6105	50	32.72	June wifi chg
18/06/2024	INV-045954	35922	HGS	HGS001	97.61	19.53	117.14	6013	36	97.61	cleaning equip
01/06/2024	INV-5884	35784	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
17/06/2024	24329	35995	HUTCHISON	HUTC001	5,275.00	1,055.00	6,330.00	9063	91	5,275.00	flooring repairs
30/06/2024	30/6/24	35966	INFORMATION COMMISS	ICO	40.00	0.00	40.00	6730	31	40.00	ICO subscription 2024/25
19/06/2024	INV-00016815	35930	INLINE	INL001	275.00	55.00	330.00	6461	31	275.00	Bid pop up banners x 2
31/05/2024	0001280574	35840	JAMES BUCKLAND LTD	JBU001	87.30	0.00	87.30	6500	30	41.10	goods for resale
								6013	30	46.20	cleaning eq
12/06/2024	0001281515	35882	JAMES BUCKLAND LTD	JBU001	71.05	5.93	76.98	6500	30	71.05	goods for resale
26/06/2024	0001283173	35939	JAMES BUCKLAND LTD	JBU001	69.00	0.00	69.00	6500	30	69.00	goods for resale
22/06/2024	241702	35942	J S ELECTRICAL	JSE001	200.00	40.00	240.00	5410	41	200.00	pod 2 repair work
01/04/2024	9140	35958	KALC	KALC	1,765.00	353.00	2,118.00	6730	31	1,765.00	KALC annual subs
04/06/2024	1007985	35811	KALL KWIK	KALL001	385.00	0.00	385.00	6460	31	385.00	Vine events leaflet x 1000
04/06/2024	1007986	35870	KALL KWIK	KALL001	68.00	13.60	81.60	6865	26	68.00	banner
24/05/2024	1007987	35812	KALL KWIK	KALL001	32.00	6.40	38.40	6461	31	32.00	banner
05/06/2024	1008004	35872	KALL KWIK	KALL001	59.00	0.00	59.00	6460	31	59.00	STC 50 years leaflets
06/06/2024	1008005	35871	KALL KWIK	KALL001	19.00	3.80	22.80	6460	30	19.00	posters x 2
27/06/2024	1008065	35974	KALL KWIK	KALL001	55.00	11.00	66.00	6200	31	55.00	Mayor business cards
23/03/2023	I4183343	35964	KCC KCS	KCC003	29.99	6.00	35.99	6200	31	29.99	stationery
29/05/2024	I4361852	35815	KCC KCS	KCC003	14.99	3.00	17.99	6200	31	14.99	wrist rest
05/06/2024	I4364216	35816	KCC KCS	KCC003	1.95	0.39	2.34	6200	31	1.95	stationery
05/06/2024	I4364217	35795	KCC KCS	KCC003	102.08	20.42	122.50	6935	21	47.40	bin bags
								5410	22	47.70	paint
								6952	21	6.98	gloves
05/06/2024	I4364218	35817	KCC KCS	KCC003	148.83	29.77	178.60	6200	31	54.87	stationery
								6010	33	93.96	cleaning equip
20/06/2024	I4373657	35904	KCC KCS	KCC003	107.14	21.43	128.57	6010	50	36.99	cleaning equip

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								6010	33	70.15	cleaning equip
25/06/2024	I4375553	35929	KCC KCS	KCC003	34.42	6.88	41.30	6200	31	8.44	stationery
								6010	33	25.98	cleaning equip
03/06/2024	8282020	35843	KFF	KFF001	75.94	6.00	81.94	6500	30	75.94	goods for resale
04/06/2024	8283030	35842	KFF	KFF001	85.82	4.14	89.96	6500	28	85.82	goods for resale
04/06/2024	8283031	35845	KFF	KFF001	85.26	17.06	102.32	6500	30	85.26	goods for resale
04/06/2024	8283032	35846	KFF	KFF001	35.18	7.04	42.22	6500	30	35.18	goods for resale
06/06/2024	8286119	35844	KFF	KFF001	88.25	6.00	94.25	6500	30	88.25	goods for resale
24/06/2024	8302721	35941	KFF	KFF001	114.48	0.00	114.48	6500	30	114.48	goods for resale
28/05/2024	1200557885	35834	KONICA MINOLTA	KMB001	220.35	44.07	264.42	6240	31	220.35	printer chg 31/5-30/8
26/05/2024	47017	35895	KM MEDIA GROUP	KMM001	500.00	100.00	600.00	6323	40	500.00	Business Show publicity
02/06/2024	48704	35894	KM MEDIA GROUP	KMM001	100.00	20.00	120.00	6323	40	100.00	Business Show publicity
07/06/2024	134576	35863	LANDSCAPE SUPPLY CO	LAND001	49.90	9.98	59.88	5500	21	49.90	hoe x2
11/06/2024	134584	35855	LANDSCAPE SUPPLY CO	LAND001	75.36	15.07	90.43	5500	21	75.36	gardening equip
21/06/2024	135044	35955	LANDSCAPE SUPPLY CO	LAND001	156.27	31.25	187.52	5500	21	43.90	shears
								6952	21	112.37	staff uniform
16/05/2024	740331	35821	LISTER WILDER	LIST002	495.00	99.00	594.00	5500	22	495.00	strimmer, battery
28/05/2024	740813	35799	LISTER WILDER	LIST002	17.20	3.44	20.64	5525	21	17.20	10 grease nipples
13/06/2024	05770GR	35943	LOCUM LOCKS	LOC003	65.00	13.00	78.00	5020	29	65.00	Time clock repair
13/06/2024	INV-0087	35884	MAMMOTH SIGNS AND GR	MAM001	60.00	12.00	72.00	6865	26	60.00	2 seed swap box vinyls
13/06/2024	INV-0088	35951	MAMMOTH SIGNS AND GR	MAM001	365.00	73.00	438.00	5310	21	365.00	Infinity Project sign
17/06/2024	207362	35910	MANAGED TECHNOLOGY	MAN002	30.00	6.00	36.00	6200	31	30.00	print chg
09/10/2023	2254057	35892	MAZARS	MAZ001	2,520.00	504.00	3,024.00	6610	31	2,520.00	external audit 2023
11/06/2024	11/6/24	35849	MIKE REID	MIK001	132.57	6.91	139.48	6323	40	132.57	Business show expenses
11/06/2024	4240	35991	MILLS	MILL001	542.85	108.57	651.42	6802	22	542.85	plants
11/06/2024	4241	35990	MILLS	MILL001	445.80	71.96	517.76	5340	21	445.80	plants
18/06/2024	18/6/24	35877	MAYOR OF MEDWAY	MOMC01	80.00	0.00	80.00	6443	42	80.00	Medway Call The Midwife 11/7
10/06/2024	420379/0	35911	NATIONAL LEAFLET CO	NAT010	1,195.17	238.43	1,433.60	6210	31	1,195.17	Town Crier delivery chg
10/06/2024	NEREODBS13508	35956	NEREO	NER001	48.00	2.00	50.00	6922	31	48.00	S.Copper DBS check

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28/06/2024	UKSPS00139168	35936	NEXUDUS SL	NEX001	99.64	19.93	119.57	6900	41	99.64	Jul Hub booking chg
24/05/2024	29026588	35818	NISBETS	NIS001	53.99	10.79	64.78	5020	29	26.99	air freshener refills
								5025	21	27.00	air freshener refills
07/06/2024	29103845	35881	NISBETS	NIS001	47.25	9.45	56.70	6505	30	47.25	consumables
21/05/2024	0001/00178215	35824	OBM	OBM001	5.65	1.13	6.78	5025	21	5.65	screws
07/06/2024	0001/00179436	35947	OBM	OBM001	2.34	0.47	2.81	5010	21	2.34	drain cover
18/06/2024	0001/00180103	35987	OBM	OBM001	21.86	4.37	26.23	5010	29	21.86	maint equip
30/06/2024	INV-10589	35973	OFFSET ARCHITECTS	OFA001	250.00	50.00	300.00	5026	21	250.00	play area site plan
22/06/2024	22/6/24	35984	BOB OGLEY	OGL001	75.00	0.00	75.00	6869	30	75.00	Forget Me Not cafe event
28/05/2024	28/MAY24/ANN	35850	ONECARD	ONE002	2,824.15	287.65	3,111.80	5025	21	21.65	door signs
								6500	50	21.80	Goods for resale
								6500	50	26.91	Goods for resale
								6500	30	119.65	Goods for resale
								6500	30	-2.40	Goods for resale
								6500	28	109.34	Goods for resale
								6500	28	56.12	Goods for resale
								6500	50	23.97	Goods for resale
								6500	50	11.42	Goods for resale
								6500	30	51.04	Goods for resale
								6500	28	121.20	Goods for resale
								6500	28	77.04	Goods for resale
								6500	30	-1.33	Goods for resale
								6500	28	41.41	Goods for resale
								6500	28	97.56	Goods for resale
								6500	50	33.49	Goods for resale
								6500	50	21.67	Goods for resale
								6500	30	163.16	Goods for resale
								6500	30	4.58	Goods for resale
								6500	28	93.43	Goods for resale

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								6500	28	27.33	Goods for resale
								6500	30	160.45	Goods for resale
								6500	30	3.37	Goods for resale
								6500	50	46.87	Goods for resale
								6500	50	17.00	Goods for resale
								6500	28	90.39	Goods for resale
								6500	28	30.83	Goods for resale
								6500	30	100.46	Goods for resale
								6500	30	4.67	Goods for resale
								6010	50	3.58	cleaning eq
								6010	50	12.06	cleaning eq
								5500	50	13.00	kettle
								6240	11	10.95	Acrobat Standard Licence
								6240	31	10.83	Software design subs
								6240	50	16.64	Adobe Illustrator - HITB
								6240	40	47.48	Creative Cloud Subs
								6240	31	16.64	Acrobat Pro DC
								6240	40	-30.07	Creative Cloud Subs refund
								6240	31	-10.54	Acrobat Pro DC refund
								6443	42	88.33	refreshments for Mayor's recep
								5550	21	799.17	tracker system for GK19 BYV
								6104	21	8.34	O/S manager mobile
								6104	36	8.34	KW mob
								6104	33	8.34	Caretaker mob
								6104	21	8.34	Town Warden mobile
								6505	28	3.49	consumables
								6241	50	12.00	website maintenance
								6241	31	11.40	Vine Café website domain
								6323	40	8.00	Facebook advertising

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28/05/2024	28/MAY24/GEO	35852	ONECARD	ONE002	453.04	23.10	476.14	6323	40	12.00	Facebook advertising
								6323	40	18.25	2 oak trees
								6323	40	12.00	Facebook advertising
								6101	22	5.00	AC mobile
								6101	31	16.67	Town Clerk ipad
								6630	11	82.50	Planning application
								6630	11	58.33	Planning application
								6505	28	27.65	consumables
								6500	28	87.85	goods for resale
28/05/2024	28/MAY24/LIN	35851	ONECARD	ONE002	246.62	42.76	289.38	6500	28	191.17	goods for resale
								6240	11	20.22	Adobe subscription
								6240	31	126.15	Adobe subscription
								5025	21	7.49	Toilet opening ribbon
								6330	31	16.70	Hospitality
								6330	31	0.67	bag
								6330	31	16.08	Hospitality
								6630	11	20.22	survey subscription
								6240	31	9.91	USB Adaptor
28/06/2024	JUN24/ANN	36011	ONECARD	ONE002	2,836.09	245.69	3,081.78	5500	31	124.99	Office chair for E.R
								5500	31	50.56	3 leaflet holder stands
								6500	28	92.33	Goods for resale
								6500	28	44.95	Goods for resale
								6500	30	-1.33	Goods for resale
								6500	28	-3.30	Goods for resale
								6500	50	26.84	Goods for resale
								6500	50	18.00	Goods for resale
								6500	28	29.30	Goods for resale
								6500	28	35.00	Goods for resale
								6500	30	118.70	Goods for resale

Purchase Ledger for Month No 3

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	89.46	Goods for resale
								6500	28	58.70	Goods for resale
								6500	50	56.45	Goods for resale
								6500	28	29.62	Goods for resale
								6500	28	49.42	Goods for resale
								6500	30	136.31	Goods for resale
								6500	28	102.48	Goods for resale
								6500	28	5.87	Goods for resale
								6500	30	152.37	Goods for resale
								6500	50	28.58	Goods for resale
								6500	50	28.00	Goods for resale
								6500	28	103.33	Goods for resale
								6500	28	7.92	Goods for resale
								6500	28	-103.33	Goods for resale
								6500	28	-7.92	Goods for resale
								6500	28	103.12	Goods for resale
								6500	28	7.92	Goods for resale
								6500	28	9.70	Goods for resale
								6500	28	13.75	Goods for resale
								6500	30	139.05	Goods for resale
								6500	30	1.04	Goods for resale
								6500	28	26.09	Goods for resale
								6500	28	90.53	Goods for resale
								6500	28	107.66	Goods for resale
								6500	28	11.54	Goods for resale
								6010	28	3.99	cleaning equip
								6010	50	5.12	cleaning eq
								6010	28	2.50	cleaning equip
								6010	28	4.28	cleaning equip

Purchase Ledger for Month No 3

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
								6010	50	3.75	cleaning equip
								6010	28	0.58	cleaning equip
								6010	28	-0.58	cleaning equip
								6010	28	0.58	cleaning equip
								6730	31	-24.70	Amazon Prime subscription
								6323	40	12.00	Facebook advertising
								6323	40	48.60	Brochure stand x2
								6323	40	12.00	Facebook advertising
								6323	40	2.00	Facebook advertising
								6240	11	10.95	Acrobat Standard Licence
								6240	31	10.83	Software design subs
								6240	50	16.64	Adobe Illustrator - HITB
								6241	31	136.21	Vine Café website domain
								6241	50	12.00	website maintenance
								6104	21	8.34	O/S manager mobile
								6104	33	8.34	Caretaker mob
								6104	21	8.34	Town Warden mobile
								6104	36	8.34	KW mob
								6104	36	8.34	KW mob
								5500	36	38.24	piano stool
								6635	50	169.50	Annual TV licence
								6900	31	25.82	batteries
								6013	30	10.33	cleaning eq
								6101	22	5.00	AC mob
								6101	31	8.34	Town Clerk ipad
								6101	31	16.67	Town Clerk ipad
								6505	50	1.67	consumables
								6505	28	1.25	consumables
								6505	28	-1.25	consumables

Purchase Ledger for Month No 3

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/06/2024	JUN24/LIN	36010	ONECARD	ONE002	458.76	14.89	473.65	6505	28	1.25	consumables
								6505	28	1.17	consumables
								6505	28	2.50	consumables
								6710	31	45.00	Penshurt Summer Soiree
								6460	31	392.35	QR Code Generator subs
								5525	28	211.65	dishwasher service
								6630	11	19.89	survey subscription
								6710	31	216.00	South East Awards Dinner G.E
								6900	31	16.56	stick on letters
								5310	21	150.00	Flag pole weight x 2
								6323	40	12.92	refreshments
								6323	40	18.43	refreshments
								6240	31	8.32	powerpoint clicker
								6240	36	8.32	powerpoint clicker
28/06/2024	JUNE24/GEO	35968	ONECARD	ONE002	1,156.09	180.94	1,337.03	6240	30	8.32	powerpoint clicker
								6710	31	105.00	Penshurst Summer Soiree
								6320	50	20.00	Food safety training D.B
								6320	31	269.10	RFO training fee
								5500	28	51.97	Air fryer
								5500	30	51.97	Air fryer
								6460	31	511.68	Notice of Public Rights
								6240	11	20.22	Adobe Subscription
								6240	31	126.15	Adobe Subscription
								6869	32	210.00	Beacon Lighting catering
06/06/2024	0037171	35789	PERFECT CUISINE CATE	PER001	210.00	0.00	210.00	6323	40	1,312.50	Business Show catering
07/06/2024	0037172	35848	PERFECT CUISINE CATE	PER001	1,312.50	0.00	1,312.50	5525	21	399.23	cricket roller service
18/06/2024	240648	35953	POWER PRECISION	POWER001	399.23	79.85	479.08	6922	36	986.00	Safety lines & PPE testing
08/05/2024	PS8206	35893	PRESSFORD SAFETY SER	PRE001	986.00	197.20	1,183.20	6930	33	673.20	Security system annual chg
01/06/2024	216879	35814	PREMIER ALARMS	PREM001	673.20	134.64	807.84	6931	36	1,898.00	CCTV system 50% deposit
06/06/2024	PRE5457	35790	PREMIER ALARMS	PREM001	1,898.00	0.00	1,898.00				

Purchase Ledger for Month No 3

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/05/2024	I338093	35839	Q CATERING	QCA001	91.35	0.00	91.35	6500	30	91.35	goods for resale
11/06/2024	I339702	35880	Q CATERING	QCA001	118.14	0.00	118.14	6500	30	118.14	goods for resale
14/06/2024	I340425	35920	Q CATERING	QCA001	86.47	6.43	92.90	6500	30	86.47	goods for resale
18/06/2024	I340830	35919	Q CATERING	QCA001	94.87	0.00	94.87	6500	30	94.87	goods for resale
28/06/2024	I342820	35976	Q CATERING	QCA001	90.12	2.66	92.78	6500	30	90.12	goods for resale
21/06/2024	82783	35921	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	monthly till support
28/06/2024	82912	35934	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	Monthly till support chg
14/06/2024	31879	35853	RIALTAS	RIAL001	267.50	53.50	321.00	6300	31	267.50	Data entry
21/06/2024	31901	35937	RIALTAS	RIAL001	267.50	53.50	321.00	6240	22	267.50	data entry for Allotments
28/06/2024	31917	35975	RIALTAS	RIAL001	267.50	53.50	321.00	6300	23	267.50	data entry
10/06/2024	24-040	35869	RUSSELL HARPER	RUS001	150.00	30.00	180.00	6323	40	150.00	Business Show photography
24/06/2024	24-045	35970	RUSSELL HARPER	RUS001	180.00	36.00	216.00	6460	31	180.00	Mayoral portrait
21/06/2024	SEVENOAKSTC21	35978	RYANSWAY HR CONSULTA	RYA002	700.00	140.00	840.00	6320	31	700.00	'How do I Manage' workshop
02/06/2024	2/6/24	35828	SAHA	SAH001	28.44	0.00	28.44	5320	21	28.44	fertilizer
21/06/2024	1508792720	35989	SCREWFIX	SCREW001	229.65	38.33	267.98	5500	21	191.66	hedge cutter
								6952	21	37.99	boots
07/05/2024	2089488	35982	SDC	SDC001	975.00	0.00	975.00	6200	31	975.00	Brochure of paintings
05/06/2024	2090102	35813	SDC	SDC001	1,863.73	0.00	1,863.73	5421	60	464.31	Market rent June
								5420	60	1,399.42	Market rent June
06/06/2024	2090115	35876	SDC	SDC001	600.00	0.00	600.00	6889	31	600.00	waste sacks
17/06/2024	2090240	35891	SDC	SDC001	232.60	0.00	232.60	6935	30	232.60	bin collection chg 20/5-16/6
17/06/2024	2090329	35890	SDC	SDC001	313.20	0.00	313.20	6935	21	313.20	bin collection chg 26/2-24/3
17/06/2024	2090330	35886	SDC	SDC001	232.60	0.00	232.60	6935	22	232.60	bin collection chg 20/5-16/6
17/06/2024	2090331	35889	SDC	SDC001	217.60	0.00	217.60	6935	33	217.60	bin collection chg 20/5-16/6
17/06/2024	2090338	35888	SDC	SDC001	252.75	0.00	252.75	6935	36	252.75	bin collection chg 20/5-16/6
17/06/2024	2090339	35887	SDC	SDC001	298.20	0.00	298.20	6935	28	298.20	bin collection chg 20/5-16/6
24/06/2024	2090668	35971	SDC	SDC001	180.00	0.00	180.00	6635	36	180.00	premises licence
24/06/2024	2090677	35972	SDC	SDC001	70.00	0.00	70.00	6635	29	70.00	premises licence
24/05/2024	230342	36009	SEV GLAZING	SEV001	555.00	111.00	666.00	5410	30	555.00	broken window repair

Purchase Ledger for Month No 3

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
14/06/2024	230432	35954	SEV GLAZING	SEV001	140.00	28.00	168.00	5026	21	140.00	toilet window fitted
26/06/2024	BK216517-1	35931	SLCC	SLCC001	130.00	26.00	156.00	6710	31	130.00	Planning officer event fee
26/06/2024	MEM249582-1	35932	SLCC	SLCC001	560.00	0.00	560.00	6730	31	560.00	SLCC membership fee
26/06/2024	26/6/24	35961	STAG	STAG002	27,000.00	0.00	27,000.00	7556	38	27,000.00	Stag Community Arts grant
03/06/2024	002396	35785	TERRY MALONE	TERR001	290.00	0.00	290.00	6865	26	290.00	seed box
10/06/2024	10/6/24	35847	TOWN CRIER	TOW001	40.40	0.00	40.40	6869	32	40.40	Town Crier appearance fee
31/05/2024	INV-5736	35858	TREE ABILITY	TREE001	660.00	132.00	792.00	5010	29	660.00	Tree work
31/05/2024	INV-5737	35857	TREE ABILITY	TREE001	330.00	66.00	396.00	5070	21	330.00	Tree work
01/05/2024	2431	35962	ULTRALITE	ULTRA001	660.00	132.00	792.00	6461	31	660.00	banners installation & removal
14/06/2024	55936	35913	VAUGHTONS	VAU001	606.72	121.34	728.06	6421	31	606.72	Mayor consort pendants
03/06/2024	MAY2024	35833	V.C HANDYMAN	VCH001	880.00	176.00	1,056.00	6001	60	880.00	May market set up chg
01/06/2024	18454	35787	VISION ICT	VISICT001	275.00	55.00	330.00	6241	31	275.00	STC website support 24/25
01/06/2024	18456	35788	VISION ICT	VISICT001	285.00	57.00	342.00	6241	30	285.00	B&B Cafe website support 24/25
21/06/2024	23220	35927	WEDDLE & CO	WEDD001	95.00	19.00	114.00	6421	31	95.00	Mayor's name on notice board
31/05/2024	156797	35865	WETTON CLEANING SERV	WET001	1,402.14	280.43	1,682.57	6013	30	280.43	May clean & lock up chg
								5026	21	841.28	May clean & lock up chg
								5020	29	280.43	May clean & lock up chg
31/05/2024	156798	35864	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5026	21	4.31	May hygiene unit clean
								5020	29	12.95	May hygiene unit clean
31/05/2024	156799	35866	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5025	21	737.00	May clean & lock up chg
31/05/2024	0000825459	35829	WICKSTEED LEISURE	WICK001	34.37	6.87	41.24	5310	21	34.37	swing maint equip
20/06/2024	17872	35898	WILLOWS PEST CONTROL	WIL004	1,237.59	247.52	1,485.11	5410	26	1,237.59	pigeon removal
31/05/2024	308839225	35917	WORLDPAY	WOR001	133.98	0.08	134.06	6976	31	133.98	May card trans chg
31/05/2024	308844135	35916	WORLDPAY	WOR001	104.05	10.81	114.86	6976	31	104.05	May card trans chg
31/05/2024	308935748	35915	WORLDPAY	WOR001	96.73	11.99	108.72	6976	30	96.73	May card trans chg
31/05/2024	309086377	35914	WORLDPAY	WOR001	151.54	16.87	168.41	6976	28	151.54	May card trans chg
01/05/2024	WM12352707	35805	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Apr card trans chg
01/06/2024	WM12370264	35806	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	May card trans chg
01/06/2024	01728582	35804	YU ENERGY	YUE001	42.89	2.14	45.03	6862	26	42.89	May electric chg

Purchase Ledger for Month No 3

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
01/06/2024	01728585	35803	YU ENERGY	YUE001	506.80	25.34	532.14	6862	26	506.80	May electric chg
01/06/2024	01738583A	35897	YU ENERGY	YUE001	-29.50	-1.48	-30.98	6862	26	-29.50	May electricity credit
TOTAL INVOICES					111,028.14	12,665.25	123,693.39			111,028.14	

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2024	BACS P/L Pymnt Page 6636	BACS Pymnt	14,137.62		BACS P/L Pymnt Page 6636
01/05/2024	J.I	BACS01/05	30.00		Allot key return
01/05/2024	Reach publishing	DD01/MAY	12.78		May Sev Chronicle chg
01/05/2024	Sevenoaks District Council	DD02MAY	848.00		May business rates chg
01/05/2024	Sevenoaks District Council	DD03/MAY24	2,839.00		May business rates chg
01/05/2024	Sevenoaks District Council	DD04/MAY24	530.00		May business rates chg
01/05/2024	Sevenoaks District Council	DD05/MAY24	74.00		May business rates chg
01/05/2024	Sevenoaks District Council	DD06/MAY24	165.00		May business rates chg
01/05/2024	Payroll A/c	DD1/5	4,752.56		April L&G Tfr
02/05/2024	Insignis	INSIGNIS D	516,364.06		Insignis deposit
07/05/2024	Nexodus S.L	DD07	119.52		Hub booking chg
07/05/2024	BP Fuel	DD08	147.17		fuel
07/05/2024	NATWEST ONE CARD	DD09	5,233.65		Apri Onecard Lin
08/05/2024	YU ENERGY	DD10	45.09		Apr electric chg
08/05/2024	YU ENERGY	DD12	656.88		Apr electric chg
08/05/2024	YU ENERGY	DD11	7.27		Apr electric chg
09/05/2024	BACS P/L Pymnt Page 6639	BACS Pymnt	36,635.38		BACS P/L Pymnt Page 6639
09/05/2024	EDF ENERGY - Offices	DD13	1,736.43		electric chg 7/1-6/4
09/05/2024	BACS P/L Pymnt Page 6668	BACS Pymnt	-336.00		BACS P/L Pymnt Page 6668
09/05/2024	BACS P/L Pymnt Page 6686	BACS Pymnt	-1,878.00		BACS P/L Pymnt Page 6686
14/05/2024	EDF Energy - Vine Gardens	DD14	288.22		electric chg 7/1-31/3
14/05/2024	EDF ENERGY - Knole Paddock	DD15	2,539.56		electric chg 14/01-13/04
14/05/2024	EDF Energy - Vine Cafe	DD16	1,090.42		electric chg 07/01-31/03
15/05/2024	Connectaphone	DD17	675.78		Apr telephone chg
15/05/2024	BP Fuel	DD18	137.44		fuel
15/05/2024	NatWest Bankline	bln	85.25		bank chgs
16/05/2024	J.T	BACS16/05	20.00		Allot key refund
16/05/2024	BACS P/L Pymnt Page 6648	BACS Pymnt	32,465.02		BACS P/L Pymnt Page 6648
16/05/2024	EDF Energy - St John's Hill	DD19	1,883.99		electric chg 7/1-3/4
16/05/2024	CCLA Public Sector Deposit Fun	CCLA DEPOS	700,000.00		CCLA Deposit
17/05/2024	Petty Cash	001978	335.72		petty cash top up
20/05/2024	British Gas - B&B St	DD21	115.71		gas chg 9/4-21/4
20/05/2024	WorldPay	DD20	11.94		Purchase Ledger DDR Payment
21/05/2024	WorldPay	DD22	130.04		Apr card trans chg
21/05/2024	WorldPay	DD23	84.68		Apr card trans chg
21/05/2024	WorldPay	DD24	76.30		Apr card trans chg
21/05/2024	WorldPay	DD25	22.20		Apr card trans chg
21/05/2024	BP Fuel	DD28	81.49		fuel
21/05/2024	Reposs Ltd	DD26	38.11		Monthly till support
21/05/2024	Reposs Ltd	DD27	27.82		Monthly till support
22/05/2024	EDF Energy - Bat and Ball Cent	DD29	1,301.23		Apr electric chg
22/05/2024	EDF ENERGY - B&B Station	DD30	1,093.37		Apr electric chg
23/05/2024	BACS P/L Pymnt Page 6655	BACS Pymnt	14,893.30		BACS P/L Pymnt Page 6655
23/05/2024	M.T	BACS23/05	15.00		Allot key refund
24/05/2024	Payroll A/c	BACS24/5	59,242.73		May Salaries Tfr
28/05/2024	BP Fuel	DD31	238.32		fuel
28/05/2024	Payroll A/c	BACS28/5	31,860.80		May HMRC/Pensions Tfr

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/05/2024	BACS P/L Pymnt Page 6660	BACS Pymnt	3,803.47		BACS P/L Pymnt Page 6660
30/05/2024	Country Style Recycling	DD32	114.22		Apr glass collection
30/05/2024	Payroll A/c	DD30/5	4,798.91		May L&G Tfr
30/05/2024	EDF Energy - Business Hub	DD33	948.48		Apr electric chg
31/05/2024	EDF Energy - High Street Marke	DD34	33.68		Apr electric chg
Total Payments			<u>1,440,573.61</u>		

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/06/2024	Nat West - Current Account	FUNDS Tfr	17,000.00		Mayor's account correction
Total Payments			<u>17,000.00</u>		

Receipts for Month 3				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 25/06/2024	61,821.41						
BACS25/6	Nat West - Current Account	61,821.41			201		61,821.41	June Wages Tfr
	Banked: 26/06/2024	32,821.51						
BACS26/6	Nat West - Current Account	32,821.51			201		32,821.51	June HMC/KCC Tfr
Total Receipts for Month		94,642.92	0.00	0.00			94,642.92	
Cashbook Totals		95,642.92	0.00	0.00			95,642.92	

Payments for Month 3				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/06/2024	Councillors	BACS25/6	160.00			520		160.00	June Mayor's Allowance
25/06/2024	Employees	BACS25/6-	61,661.41			520		61,661.41	June Wages payment
26/06/2024	HMRC/KCC	BACS26/6	32,821.51			515		20,530.02	June HMRC Payments
						516	0	12,291.49	June KCC Payments
Total Payments for Month			94,642.92	0.00	0.00			94,642.92	
Balance Carried Fwd			1,000.00						
Cashbook Totals			95,642.92	0.00	0.00			95,642.92	

Receipts for Month 3				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 :		790.60					790.60
Banked: 14/06/2024		382.58					
001979	Nat West - Current Account	382.58			201		382.58 petty cash top up
Total Receipts for Month		382.58	0.00	0.00			382.58
Cashbook Totals		<u>1,173.18</u>	<u>0.00</u>	<u>0.00</u>			<u>1,173.18</u>

Payments for Month 3				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/06/2024	Bat and Ball Station	1112/A	78.97		13.15	5410	30	65.82	maint equip
04/06/2024	Bat and Ball Station	1112/B	2.60			5410	30	2.60	maint equip
06/06/2024	Bat and Ball Centre	1113/A	7.50		1.25	6900	36	6.25	battery
06/06/2024	Bat and Ball Centre	1113/B	7.24		1.21	6013	36	6.03	Cleaning equip
06/06/2024	Vine Cafe	1114/A	48.73			6500	28	48.73	Goods for resale
06/06/2024	Vine Cafe	1114/B	30.00		5.00	5410	28	25.00	keys
07/06/2024	Cemetery	1115/A	34.75			6330	22	34.75	refreshments
07/06/2024	Cemetery	1115/B	3.39		0.57	6330	22	2.82	refreshments
17/06/2024	Cemetery	1116/A	30.39			6330	22	30.39	refreshments
17/06/2024	Cemetery	1116/B	4.20		0.70	6330	22	3.50	refreshments
21/06/2024	Bat and Ball Cafe	1117/A	59.46			6500	30	59.46	Goods for resale
21/06/2024	Bat and Ball Cafe	1117/B	14.50			5500	30	14.50	can opener
21/06/2024	Council Offices	1118	18.93		3.15	5410	33	15.78	maint equip
28/06/2024	Youth Cafe	1119	60.00			5500	50	60.00	3 seater sofa
Total Payments for Month			400.66	0.00	25.03			375.63	
Balance Carried Fwd			772.52						
Cashbook Totals			1,173.18	0.00	25.03			1,148.15	

Sevenoaks Town Council
Finance Officer's Report
Financial report for the period ended 31st May 2024

1. Summary

The year-to-date position at the end of May gives a revenue surplus of £34,025, the budget year to date allowed for a deficit of £2,500.

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

- Cemetery: there combined income for April and May is £19,560 – the total income for 2023/2024 was approximately £57k.
- Bat and Ball Centre: Income has increased and expenditure is under budget.

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

Appendix 1 - Income and Expenditure by cost centre

Appendix 2 – Variance Analysis

Appendix 3 – Fund Balances.

Appendix 4 – Statutory Balance Sheet

Appendix 5 – Ear Marked Reserves

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>	
21	Open Spaces	£8,671 (F)	Please refer to the variance report.
22	Cemetery	£9,877 (F)	Please refer to the variance report.
36	Bat and Ball Centre	£16,265 (F)	Please refer to the variance report.

3. Statutory Balance Sheet

The total assets year to date are £2,341,040. Revenue (general) reserves have increased by £44,125 leaving a year-to-date balance of £549,017.

Earmarked Reserves have decreased by £29,720 leaving a year-to-date balance of £1,210,201.

This includes:

1. The first quarterly payment of £3,750 to West Kent Housing for the youth provision.
2. £2,310 – payment towards wedding license at Bat and Ball Centre.
3. £17,350 – payment for first phase of Masterplan.

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.

Nothing to report.

5. Internal Controls at Vine Café

During the recent D-Day event, a slight discrepancy was noted in the till takings, primarily due to the high volume of transactions. An investigation revealed that several over rings occurred during peak times, which was further exacerbated by a shortage of staff available to manage the event. To mitigate future discrepancies and enhance financial accuracy, we have implemented the following internal controls: First, the takings sheet and till/card readings will be sent to the Finance Department daily for thorough review. Second, the collection of monies will now occur twice a week to accommodate the increased frequency of events and our new seven-day operational schedule. These measures aim to ensure precise financial management and accountability despite staffing challenges.

6. Potential Insurance Claim

STC has been contacted by an insurance company for a third party who claims their car had been struck by an STC work vehicle by the Vine. Our employee was not aware of any incident and the claim is in progress.

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>11 Planning - General</u>											
4010 Gross Pay	3,400	2,417	(983)	6,384	4,834	(1,550)	29,000		22,616	22.0%	
4270 Employers Pension Contribution	120	100	(20)	227	200	(27)	1,200		973	18.9%	
6240 Computer/ Data Base/WP's	38	0	(38)	737	650	(87)	650		(87)	113.4%	
6630 Professional Fees	0	450	450	20	450	430	900		880	2.2%	
6730 Subscriptions	0	50	50	0	100	100	600		600	0.0%	
Planning - General :- Indirect Expenditure	3,558	3,017	(541)	7,369	6,234	(1,135)	32,350	0	24,981	22.8%	0
Net Expenditure	(3,558)	(3,017)	541	(7,369)	(6,234)	1,135	(32,350)				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	0	1,788	1,788	10,256	11,788	1,532	29,663			34.6%	
1030 Electricity recharge	0	0	0	0	0	0	4,054			0.0%	
1316 Raleys Car Park Permits	0	0	0	1,838	1,672	(166)	1,672			109.9%	
1850 Log Sales	0	0	0	0	0	0	754			0.0%	
1853 Adopt a Tree income	0	0	0	0	0	0	100			0.0%	
1990 Other Income	0	0	0	66	45	(21)	270			24.3%	
O/ Spaces & Leisure - General :- Income	0	1,788	1,788	12,159	13,505	1,346	36,513			33.3%	0
4010 Gross Pay	12,720	16,581	3,861	25,009	33,162	8,153	198,977		173,968	12.6%	
4011 Mileage	121	0	(121)	121	0	(121)	0		(121)	0.0%	
4270 Employers Pension Contribution	929	1,266	337	1,775	2,532	757	15,190		13,415	11.7%	
5013 Graffiti Removal	0	100	100	0	100	100	1,357		1,357	0.0%	
5025 Lower St Johns Toilets	1,763	1,167	(596)	15,645	2,334	(13,311)	14,000		(1,645)	111.8%	13,838

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5026 Greatness Rec Convenience	633	258	(375)	633	516	(117)	3,100		2,467	20.4%	
5030 St Nicholas Burial Ground	483	0	(483)	483	0	(483)	100		(383)	483.0%	
5050 Seats And Litter Bins	0	0	0	0	0	0	2,300		2,300	0.0%	
5060 Sevenoaks Common	0	0	0	5,672	0	(5,672)	5,000		(672)	113.4%	
5065 Tree Safety Survey	0	0	0	0	0	0	4,000		4,000	0.0%	
5070 Other Woodlands	0	0	0	330	1,000	670	4,000		3,670	8.3%	
5110 Knole Paddock & Pavilion	0	0	0	0	0	0	3,500		3,500	0.0%	
5120 Knole Paddock Pitch & Grnd Mt	0	100	100	1,270	1,600	330	2,500		1,230	50.8%	
5310 Miscellaneous Open Spaces	877	433	(444)	1,223	866	(357)	5,200		3,977	23.5%	
5311 Security Open Spaces	2,425	2,083	(342)	4,771	4,166	(605)	25,000		20,229	19.1%	
5316 Skatepark Maintenance	21	500	479	21	500	479	2,000		1,979	1.0%	
5317 Raleys Car Park	0	0	0	0	0	0	422		422	0.0%	
5320 Fertilizers	0	0	0	429	500	71	1,500		1,071	28.6%	
5330 Grass Seed	0	0	0	2,681	2,500	(181)	2,500		(181)	107.2%	
5340 Plants	25	0	(25)	583	700	117	3,000		2,417	19.4%	
5410 Repairs & General Maintenance	32	150	118	35	300	265	1,800		1,765	1.9%	
5412 Capital Refurbishments	0	833	833	0	1,666	1,666	10,000		10,000	0.0%	
5500 Equipment Hired and New	11	583	572	1,142	1,166	24	7,000		5,858	16.3%	
5525 Equipment Maintenance	45	600	555	2,161	2,800	639	8,000		5,839	27.0%	
5550 Vehicle Expenses	949	1,792	843	1,287	3,584	2,297	21,500		20,213	6.0%	
5700 Fuel	320	492	172	868	984	116	5,900		5,032	14.7%	
6010 Light Heat & Cleaning	0	500	500	2,116	2,700	584	8,500		6,384	24.9%	
6011 Electricity	(1,277)	0	1,277	(1,277)	0	1,277	0		1,277	0.0%	
6013 Cleaning	121	50	(71)	152	100	(52)	600		448	25.4%	

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6014 Water	40	83	43	87	166	79	1,000		913	8.7%	
6101 Telephone	0	12	12	11	24	13	145		134	7.9%	
6104 Mobile Telephone	0	28	28	33	56	23	340		307	9.8%	
6105 Broadband wi-fi service	0	25	25	29	50	21	300		271	9.6%	
6320 Staff Training	125	0	(125)	125	0	(125)	3,000		2,875	4.2%	
6330 Welfare/Hospitality	405	52	(353)	405	104	(301)	625		220	64.9%	
6635 Professional Fees Licensing	0	0	0	0	0	0	300		300	0.0%	
6730 Subscriptions	0	0	0	164	180	16	180		16	91.3%	
6812 Road Dues	0	0	0	0	0	0	1,100		1,100	0.0%	
6851 Bus Shelter Maintenance	0	17	17	0	34	34	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	14	14	80		80	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,700		1,700	0.0%	
6930 Alarm Maintenance	379	0	(379)	379	0	(379)	880		501	43.1%	
6931 CCTV Maintenance	0	0	0	0	0	0	600		600	0.0%	
6934 Waste Bin Collection-Dog Bins	0	0	0	0	0	0	3,000		3,000	0.0%	
6935 Waste Bin Disposal-Waste Bins	161	225	64	322	450	128	2,700		2,378	11.9%	
6952 Protective Clothing	0	131	131	250	262	12	1,575		1,325	15.9%	
O/ Spaces & Leisure - General :- Indirect Expenditure	21,308	28,068	6,760	68,937	65,116	(3,821)	374,671	0	305,734	18.4%	13,838
Net Income over Expenditure	(21,308)	(26,280)	(4,972)	(56,778)	(51,611)	5,167	(338,158)				
8001 plus Transfer from EMR	1,565	0	(1,565)	13,838	0	(13,838)	0				
Movement to/(from) Gen Reserve	(19,743)	(26,280)	(6,537)	(42,940)	(51,611)	(8,671)	(338,158)				

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	5,607	6,581	974	19,560	13,162	(6,398)	78,975			24.8%	
O/ Spaces & Leisure - Cemetery :- Income	5,607	6,581	974	19,560	13,162	(6,398)	78,975			24.8%	0
4010 Gross Pay	9,138	8,303	(835)	17,183	16,606	(577)	99,632		82,449	17.2%	
4011 Mileage	10	0	(10)	10	0	(10)	0		(10)	0.0%	
4270 Employers Pension Contribution	804	691	(113)	1,531	1,382	(149)	8,290		6,759	18.5%	
5210 Cemetery Chapel & Office	211	0	(211)	211	0	(211)	150		(61)	141.0%	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	700		700	0.0%	
5410 Repairs & General Maintenance	9	100	91	18	200	182	1,200		1,182	1.5%	
5500 Equipment Hired and New	0	333	333	0	666	666	4,000		4,000	0.0%	
5525 Equipment Maintenance	0	750	750	0	1,500	1,500	9,000		9,000	0.0%	
5700 Fuel	63	100	37	135	200	65	1,200		1,065	11.3%	
6000 Rent & Rates	848	875	27	1,699	1,750	51	10,500		8,801	16.2%	
6010 Light Heat & Cleaning	0	175	175	0	350	350	2,100		2,100	0.0%	
6011 Electricity	187	0	(187)	187	0	(187)	0		(187)	0.0%	
6013 Cleaning	0	200	200	157	200	43	1,000		843	15.7%	
6014 Water	360	92	(268)	360	184	(176)	1,100		740	32.7%	
6101 Telephone	51	67	16	107	134	27	800		693	13.4%	
6104 Mobile Telephone	0	2	2	0	4	4	25		25	0.0%	
6105 Broadband wi-fi service	0	12	12	10	24	14	150		140	6.7%	
6240 Computer/ Data Base/WP's	(1,648)	60	1,708	(1,608)	120	1,728	670		2,278	(240.0%)	
6320 Staff Training	0	0	0	0	0	0	1,500		1,500	0.0%	
6330 Welfare/Hospitality	184	25	(159)	184	50	(134)	300		116	61.3%	

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	0	10	10	0	20	20	125		125	0.0%	
6720 Books and Periodicals	0	0	0	0	0	0	50		50	0.0%	
6730 Subscriptions	0	0	0	195	200	5	200		5	97.5%	
6802 Trees Plants Turf & Fertilizer	14	0	(14)	103	0	(103)	3,000		2,897	3.4%	
6822 Roads Path & Boundaries	0	0	0	0	220	220	850		850	0.0%	
6832 Lawn/Wall of Remembrance	0	0	0	36	0	(36)	120		84	29.6%	
6922 Health&Safety/Risk Assessments	0	375	375	0	375	375	1,500		1,500	0.0%	
6930 Alarm Maintenance	503	425	(78)	503	425	(78)	1,700		1,197	29.6%	
6932 Cemetery Security	563	500	(63)	1,126	1,000	(126)	6,000		4,874	18.8%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	161	216	55	1,300		1,139	12.4%	
6952 Protective Clothing	0	58	58	129	116	(13)	700		571	18.4%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	11,379	13,261	1,882	22,463	25,942	3,479	157,862	0	135,399	14.2%	0
Net Income over Expenditure	(5,772)	(6,680)	(908)	(2,903)	(12,780)	(9,877)	(78,887)				
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	0	0	0	26	0	(26)	1,559			1.7%	
1047 QH Allotments Income	13	0	(13)	26	0	(26)	8,342			0.3%	
O/ Spaces & Leisure- Allotment :- Income	13	0	(13)	52	0	(52)	9,901			0.5%	0
4010 Gross Pay	406	317	(89)	807	634	(173)	3,800		2,993	21.2%	
4270 Employers Pension Contribution	48	15	(33)	104	30	(74)	180		76	57.9%	
5410 Repairs & General Maintenance	336	0	(336)	336	0	(336)	0		(336)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6002 QH Allotments Costs	74	0	(74)	74	0	(74)	0		(74)	0.0%	
6014 Water	27	0	(27)	(645)	0	645	950		1,595	(67.9%)	
6300 Computer Software	0	0	0	0	0	0	20		20	0.0%	
6730 Subscriptions	0	0	0	0	0	0	60		60	0.0%	
6900 Sundry Expenses	0	0	0	280	0	(280)	0		(280)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	70		70	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	890	332	(558)	956	664	(292)	5,080	0	4,124	18.8%	0
Net Income over Expenditure	(878)	(332)	546	(904)	(664)	240	4,821				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	0	0	0	12,043			0.0%	
1990 Other Income	0	0	0	0	0	0	1,000			0.0%	
1997 In Bloom Income	200	0	(200)	200	0	(200)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	200	0	(200)	200	0	(200)	13,043			1.5%	0
5410 Repairs & General Maintenance	0	0	0	2,013	2,013	1	2,013		1	100.0%	
6861 Public Clock Maintenance	0	0	0	29	0	(29)	200		171	14.4%	
6862 Street Lighting	597	1,417	820	2,777	2,834	57	17,000		14,223	16.3%	
6865 In Bloom Costs	0	412	412	306	824	518	14,000		13,694	2.2%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	597	1,829	1,232	5,124	5,671	547	33,213	0	28,089	15.4%	0
Net Income over Expenditure	(397)	(1,829)	(1,432)	(4,924)	(5,671)	(747)	(20,170)				

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	6,374	0	(6,374)	9,549	0	(9,549)	0			0.0%	
1213 Event catering	297	0	(297)	297	0	(297)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	6,671	0	(6,671)	9,846	0	(9,846)	0				0
4010 Gross Pay	3,207	0	(3,207)	5,866	0	(5,866)	0		(5,866)	0.0%	
4270 Employers Pension Contribution	175	0	(175)	289	0	(289)	0		(289)	0.0%	
5410 Repairs & General Maintenance	2	0	(2)	33	0	(33)	0		(33)	0.0%	
5525 Equipment Maintenance	302	0	(302)	334	0	(334)	0		(334)	0.0%	
6000 Rent & Rates	74	0	(74)	144	0	(144)	0		(144)	0.0%	
6010 Light Heat & Cleaning	32	0	(32)	43	0	(43)	0		(43)	0.0%	
6011 Electricity	0	0	0	(52)	0	52	0		52	0.0%	
6014 Water	59	0	(59)	221	0	(221)	0		(221)	0.0%	
6101 Telephone	(9)	0	9	42	0	(42)	0		(42)	0.0%	
6200 Printing & Stationery	0	0	0	3	0	(3)	0		(3)	0.0%	
6500 Goods for Resale	968	0	(968)	1,925	0	(1,925)	0		(1,925)	0.0%	
6505 Cafe consumables	68	0	(68)	156	0	(156)	0		(156)	0.0%	
6900 Sundry Expenses	0	0	(0)	0	0	(0)	0		(0)	0.0%	
6922 Health&Safety/Risk Assessments	85	0	(85)	170	0	(170)	0		(170)	0.0%	
6935 Waste Bin Disposal-Waste Bins	146	0	(146)	292	0	(292)	0		(292)	0.0%	
6976 Credit card charges	76	0	(76)	76	0	(76)	0		(76)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	5,185	0	(5,185)	9,543	0	(9,543)	0	0	(9,543)		0
Net Income over Expenditure	1,485	0	(1,485)	303	0	(303)	0				

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	278	250	(28)	738	500	(238)	1,500			49.2%	
1805 Tea Kiosk Rental & Pavilion	0	0	0	875	875	0	3,500			25.0%	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	367			0.0%	
O/Spaces & Leisure-Vine Ground :- Income	278	250	(28)	1,613	1,375	(238)	5,367			30.0%	0
4010 Gross Pay	2,133	1,866	(267)	3,904	3,732	(172)	22,398		18,494	17.4%	
4270 Employers Pension Contribution	75	112	37	140	224	84	1,344		1,204	10.4%	
5010 Vine Area General Maintenance	0	208	208	9	416	407	2,500		2,491	0.4%	
5015 Vine Pavilion maintenance	0	200	200	0	200	200	200		200	0.0%	
5020 Vine Public Convenience	1,001	1,000	(1)	1,275	2,000	725	12,000		10,725	10.6%	
5410 Repairs & General Maintenance	0	67	67	0	134	134	800		800	0.0%	
5500 Equipment Hired and New	0	334	334	0	668	668	2,006		2,006	0.0%	
6014 Water	19	42	23	130	84	(46)	500		370	26.1%	
6635 Professional Fees Licensing	0	0	0	0	0	0	210		210	0.0%	
6868 Summer Concerts	0	600	600	600	1,200	600	3,600		3,000	16.7%	
6869 Special Events	0	0	0	781	140	(641)	140		(641)	558.1%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,100		1,100	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	730		730	0.0%	
6935 Waste Bin Disposal-Waste Bins	0	80	80	80	160	80	960		880	8.4%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	3,228	4,509	1,281	6,921	8,958	2,037	48,488	0	41,567	14.3%	0
Net Income over Expenditure	(2,950)	(4,259)	(1,309)	(5,308)	(7,583)	(2,275)	(43,121)				

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>30 F&G P - Bat & Ball Station</u>											
1022 Letting & Hire of Facilities	2,894	1,000	(1,894)	5,672	2,000	(3,672)	12,000			47.3%	
1211 Sale of Goods	3,789	0	(3,789)	6,835	0	(6,835)	0			0.0%	
1213 Event catering	993	0	(993)	1,688	0	(1,688)	0			0.0%	
F&G P - Bat & Ball Station :- Income	7,676	1,000	(6,676)	14,194	2,000	(12,194)	12,000			118.3%	0
4010 Gross Pay	6,062	1,583	(4,479)	12,384	3,166	(9,218)	19,000		6,616	65.2%	
4270 Employers Pension Contribution	207	83	(124)	424	166	(258)	1,000		576	42.4%	
5410 Repairs & General Maintenance	1,152	583	(569)	1,677	1,166	(511)	7,000		5,323	24.0%	
5500 Equipment Hired and New	0	83	83	0	166	166	1,000		1,000	0.0%	
5525 Equipment Maintenance	23	0	(23)	274	0	(274)	0		(274)	0.0%	
6000 Rent & Rates	0	333	333	469	666	197	4,000		3,531	11.7%	
6011 Electricity	911	625	(286)	911	1,250	339	7,500		6,589	12.1%	
6012 Gas	0	118	118	498	236	(262)	1,420		922	35.1%	
6013 Cleaning	361	292	(69)	363	584	221	3,500		3,137	10.4%	
6014 Water	22	250	228	89	500	411	3,000		2,911	3.0%	
6020 Insurance Cost	0	0	0	0	0	0	1,000		1,000	0.0%	
6101 Telephone	(24)	42	66	27	84	57	500		473	5.4%	
6200 Printing & Stationery	0	0	0	10	0	(10)	0		(10)	0.0%	
6241 Website Costs	0	0	0	0	0	0	400		400	0.0%	
6330 Welfare/Hospitality	90	0	(90)	181	0	(181)	0		(181)	0.0%	
6460 Publicity & Democratic notices	0	0	0	19	0	(19)	0		(19)	0.0%	
6500 Goods for Resale	1,214	0	(1,214)	3,094	0	(3,094)	0		(3,094)	0.0%	
6505 Cafe consumables	63	0	(63)	108	0	(108)	0		(108)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6635 Professional Fees Licensing	0	0	0	0	0	0	600		600	0.0%	
6730 Subscriptions	0	0	0	300	0	(300)	0		(300)	0.0%	
6869 Special Events	51	0	(51)	116	0	(116)	0		(116)	0.0%	
6922 Health&Safety/Risk Assessments	85	0	(85)	170	325	155	1,300		1,130	13.1%	
6930 Alarm Maintenance	0	58	58	0	116	116	700		700	0.0%	
6931 CCTV Maintenance	0	0	0	85	0	(85)	170		85	50.0%	
6935 Waste Bin Disposal-Waste Bins	109	67	(42)	217	134	(83)	800		583	27.1%	
6976 Credit card charges	114	0	(114)	114	0	(114)	0		(114)	0.0%	
F & G P - Bat & Ball Station :- Indirect Expenditure	10,440	4,117	(6,323)	21,529	8,559	(12,970)	52,890	0	31,361	40.7%	0
Net Income over Expenditure	(2,764)	(3,117)	(353)	(7,335)	(6,559)	776	(40,890)				
31 F & G P - Establishments											
1115 Interest on Deposits	2,989	2,500	(489)	5,888	5,000	(888)	30,000			19.6%	
1230 Roadside Advertising-Charities	0	33	33	270	66	(204)	400			67.5%	
1231 Banner Income	(278)	0	278	0	0	0	1,000			0.0%	
1232 Town Crier Advertising	300	200	(100)	450	400	(50)	600			75.0%	
1889 Waste Sacks Income	1,199	458	(741)	1,940	916	(1,024)	5,500			35.3%	
1990 Other Income	0	0	0	15	0	(15)	0			0.0%	
F & G P - Establishments :- Income	4,211	3,191	(1,020)	8,564	6,382	(2,182)	37,500			22.8%	0
4010 Gross Pay	31,031	29,201	(1,830)	62,687	58,402	(4,285)	350,410		287,723	17.9%	
4011 Mileage	0	46	46	15	92	77	559		544	2.6%	
4012 Expenses	125	83	(42)	203	166	(37)	1,000		797	20.3%	

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

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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
4270 Employers Pension Contribution	3,925	3,475	(450)	7,885	6,950	(935)	41,700		33,815	18.9%	
4271 Pension Deficiency	6,663	6,667	4	13,326	13,334	8	80,000		66,674	16.7%	
5500 Equipment Hired and New	0	83	83	981	166	(815)	1,000		19	98.1%	
6020 Insurance Cost	0	0	0	19,510	19,295	(215)	19,295		(215)	101.1%	
6101 Telephone	(152)	458	610	312	916	604	5,490		5,178	5.7%	
6200 Printing & Stationery	4,575	1,417	(3,158)	4,844	2,834	(2,010)	17,000		12,156	28.5%	
6210 Postage & Courier	0	0	0	1,198	1,000	(198)	4,000		2,802	30.0%	
6240 Computer/ Data Base/WP's	6,806	1,500	(5,306)	8,478	3,000	(5,478)	18,000		9,523	47.1%	5,045
6241 Website Costs	0	0	0	0	0	0	600		600	0.0%	
6242 I.T. Infrastructure	390	733	343	710	1,466	756	11,000		10,290	6.5%	
6300 Computer Software	267	100	(167)	4,696	4,600	(96)	5,500		804	85.4%	
6315 Recruitment Costs	0	167	167	0	334	334	2,000		2,000	0.0%	
6320 Staff Training	1,226	275	(951)	1,324	550	(774)	3,300		1,976	40.1%	
6321 Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330 Welfare/Hospitality	1,557	333	(1,224)	1,783	666	(1,117)	4,000		2,217	44.6%	2,310
6410 Civic Exps/Annual Reception	560	1,100	540	560	1,100	540	2,100		1,540	26.7%	
6415 Gifts/hospitality	0	100	100	75	200	125	1,200		1,125	6.3%	
6421 Honour Bd. Badges & Insignia	0	100	100	0	100	100	200		200	0.0%	
6435 Members Expenses	0	0	0	0	0	0	3,500		3,500	0.0%	
6460 Publicity & Democratic notices	40	0	(40)	40	0	(40)	500		460	8.0%	
6461 Banner Costs	0	108	108	0	216	216	1,300		1,300	0.0%	
6610 Audit Fees	0	611	611	0	611	611	5,500		5,500	0.0%	
6620 Legal Expenses	0	0	0	0	1,000	1,000	2,000		2,000	0.0%	
6630 Professional Fees	2,310	0	(2,310)	2,310	0	(2,310)	0		(2,310)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

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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
6635 Professional Fees Licensing	0	0	0	245	0	(245)	1,500		1,255	16.3%	
6710 Conference Fees & Expenses	25	208	183	190	416	226	2,500		2,310	7.6%	
6720 Books and Periodicals	0	0	0	0	0	0	400		400	0.0%	
6730 Subscriptions	413	381	(32)	2,431	3,808	1,377	6,600		4,169	36.8%	
6889 Waste Sacks	0	275	275	664	550	(114)	3,300		2,636	20.1%	
6900 Sundry Expenses	40	42	2	126	84	(42)	500		374	25.3%	
6922 Health&Safety/Risk Assessments	0	100	100	3,900	4,100	200	5,200		1,300	75.0%	
6975 Bank Charges	85	133	48	206	266	60	1,600		1,394	12.9%	
6976 Credit card charges	88	67	(21)	108	134	26	800		692	13.5%	
7010 Election Expenses	0	0	0	0	0	0	5,000		5,000	0.0%	
7611 Contingency provision	0	0	0	0	(2,013)	(2,013)	67,987		67,987	0.0%	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	
7617 PWLB Loan Repayment	0	0	0	0	0	0	71,602		71,602	0.0%	
F & G P - Establishments :- Indirect Expenditure	59,975	47,763	(12,212)	138,805	124,343	(14,462)	750,143	0	611,338	18.5%	7,355
Net Income over Expenditure	(55,764)	(44,572)	11,192	(130,241)	(117,961)	12,280	(712,643)				
8001 plus Transfer from EMR	7,355	0	(7,355)	7,355	0	(7,355)	0				
Movement to/(from) Gen Reserve	(48,409)	(44,572)	3,837	(122,886)	(117,961)	4,925	(712,643)				
<u>32 F & G P - General</u>											
1490 Christmas Lights Switch On	0	0	0	0	0	0	6,000			0.0%	
F & G P - General :- Income	0	0	0	0	0	0	6,000			0.0%	0

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

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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
6490 Christmas Lights Switch On	0	0	0	0	0	0	28,000		28,000	0.0%	
6491 Remembrance Day/Civic Serv.	0	0	0	0	0	0	5,000		5,000	0.0%	
6869 Special Events	752	3,333	2,581	3,053	6,666	3,613	20,000		16,947	15.3%	
F & G P - General :- Indirect Expenditure	752	3,333	2,581	3,053	6,666	3,613	53,000	0	49,947	5.8%	0
Net Income over Expenditure	(752)	(3,333)	(2,581)	(3,053)	(6,666)	(3,613)	(47,000)				
33 F & G P - Council Offices											
1022 Letting & Hire of Facilities	612	1,036	424	2,642	2,072	(570)	12,429			21.3%	
F & G P - Council Offices :- Income	612	1,036	424	2,642	2,072	(570)	12,429			21.3%	0
4010 Gross Pay	1,107	364	(743)	2,283	728	(1,555)	4,369		2,086	52.2%	
4270 Employers Pension Contribution	50	28	(22)	103	56	(47)	340		237	30.4%	
5410 Repairs & General Maintenance	0	58	58	448	116	(332)	700		252	64.0%	
6000 Rent & Rates	2,839	2,800	(39)	5,680	5,600	(80)	28,000		22,320	20.3%	
6010 Light Heat & Cleaning	103	396	293	269	792	523	4,754		4,485	5.7%	
6011 Electricity	0	250	250	(289)	500	789	3,000		3,289	(9.6%)	
6012 Gas	0	250	250	0	500	500	3,000		3,000	0.0%	
6014 Water	152	196	44	568	392	(176)	2,349		1,781	24.2%	
6104 Mobile Telephone	0	6	6	8	12	4	75		67	11.1%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	900		900	0.0%	
6930 Alarm Maintenance	0	0	0	0	0	0	1,000		1,000	0.0%	
6935 Waste Bin Disposal-Waste Bins	66	117	51	208	234	26	1,400		1,192	14.9%	
6952 Protective Clothing	0	0	0	0	0	0	100		100	0.0%	
F & G P - Council Offices :- Indirect Expenditure	4,316	4,465	149	9,278	8,930	(348)	49,987	0	40,709	18.6%	0
Net Income over Expenditure	(3,704)	(3,429)	275	(6,636)	(6,858)	(222)	(37,558)				

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

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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	13,008	9,000	(4,008)	33,247	18,000	(15,247)	108,000			30.8%	(137)
1030 Electricity recharge	0	0	0	0	0	0	169			0.0%	
1213 Event catering	107	0	(107)	131	0	(131)	0			0.0%	
1445 Outdoor Activities	0	0	0	125	0	(125)	200			62.3%	
1457 Indoor Activities	852	441	(411)	1,396	882	(514)	5,293			26.4%	
1990 Other Income	68	0	(68)	110	0	(110)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	14,035	9,441	(4,594)	35,008	18,882	(16,126)	113,662			30.8%	(137)
4010 Gross Pay	7,434	6,842	(592)	14,621	13,684	(937)	82,100		67,479	17.8%	
4270 Employers Pension Contribution	257	275	18	498	550	52	3,300		2,802	15.1%	
5340 Plants	0	0	0	0	0	0	200		200	0.0%	
5410 Repairs & General Maintenance	200	0	(200)	280	0	(280)	2,000		1,720	14.0%	
5500 Equipment Hired and New	0	0	0	281	250	(31)	1,000		719	28.1%	
5525 Equipment Maintenance	0	0	0	33	0	(33)	0		(33)	0.0%	
6000 Rent & Rates	530	600	70	1,062	1,200	138	6,000		4,938	17.7%	
6011 Electricity	1,084	1,167	83	1,084	2,334	1,250	14,000		12,916	7.7%	
6012 Gas	155	0	(155)	282	441	159	1,764		1,482	16.0%	
6013 Cleaning	220	167	(53)	653	334	(319)	2,000		1,347	32.6%	
6014 Water	24	266	242	81	532	451	3,197		3,116	2.5%	
6101 Telephone	52	50	(2)	103	100	(3)	600		497	17.2%	
6104 Mobile Telephone	0	20	20	0	40	40	240		240	0.0%	
6240 Computer/ Data Base/WP's	0	33	33	0	66	66	400		400	0.0%	
6330 Welfare/Hospitality	46	42	(4)	89	84	(5)	500		411	17.8%	

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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
6520 Refreshments for Resale	350	83	(267)	587	166	(421)	1,000		413	58.7%	
6635 Professional Fees Licensing	0	0	0	0	0	0	500		500	0.0%	
6900 Sundry Expenses	0	0	0	0	0	0	50		50	0.0%	
6922 Health&Safety/Risk Assessments	121	0	(121)	263	0	(263)	2,000		1,737	13.1%	
6930 Alarm Maintenance	0	0	0	0	0	0	902		902	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	400		400	0.0%	
6935 Waste Bin Disposal-Waste Bins	98	175	77	212	350	138	2,100		1,888	10.1%	
6952 Protective Clothing	0	0	0	0	0	0	250		250	0.0%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	10,570	9,720	(850)	20,129	20,131	2	124,503	0	104,374	16.2%	0
Net Income over Expenditure	3,465	(279)	(3,744)	14,880	(1,249)	(16,129)	(10,841)				
8002 less Transfer to EMR	0	0	0	(137)	0	137	0				
Movement to/(from) Gen Reserve	3,465	(279)	(3,744)	15,016	(1,249)	(15,992)	(10,841)				
38 F & G P - Grants											
7500 Local Organisations Grants	0	0	0	6,500	6,500	0	15,000		8,500	43.3%	
7502 Sevenoaks Summer Festival	0	0	0	5,000	5,000	0	5,000		0	100.0%	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	0.0%	
7552 Youth Outreach	468	0	(468)	2,408	2,000	(408)	8,000		5,592	30.1%	
7553 West Kent Housing - Youth Prov	3,750	0	(3,750)	3,750	0	(3,750)	0		(3,750)	0.0%	3,750
7556 Stag Community Arts Centre	0	0	0	0	0	0	27,000		27,000	0.0%	
7557 Community Rail Partnership	0	0	0	0	0	0	3,000		3,000	0.0%	
7558 Green Sands Common	0	0	0	0	0	0	4,000		4,000	0.0%	
F & G P - Grants :- Indirect Expenditure	4,218	0	(4,218)	17,658	13,500	(4,158)	63,000	0	45,342	28.0%	3,750
Net Expenditure	(4,218)	0	4,218	(17,658)	(13,500)	4,158	(63,000)				
8001 plus Transfer from EMR	3,750	0	(3,750)	3,750	0	(3,750)	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
Movement to/(from) Gen Reserve	(468)	0	468	(13,908)	(13,500)	408	(63,000)				
<u>39 F & G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	0	0	0	1,949	1,950	1	6,500			30.0%	
F & G P - Property :- Income	0	0	0	1,949	1,950	1	6,500			30.0%	0
Net Income	0	0	0	1,949	1,950	1	6,500				
<u>40 Town Team</u>											
1206 Business Awards	0	0	0	0	0	0	7,426			0.0%	
1207 Business Show	640	0	(640)	5,255	4,377	(878)	4,377			120.1%	
Town Team :- Income	640	0	(640)	5,255	4,377	(878)	11,803			44.5%	0
6101 Telephone	0	9	9	0	18	18	108	108		0.0%	
6200 Printing & Stationery	0	9	9	0	18	18	110	110		0.0%	
6240 Computer/ Data Base/WP's	0	50	50	332	350	18	827	495		40.2%	
6241 Website Costs	0	0	0	0	70	70	282	282		0.0%	
6244 Information Screens	120	0	(120)	120	0	(120)	1,345	1,225		8.9%	
6322 Business Awards	0	0	0	0	0	0	8,116	8,116		0.0%	
6323 Business Show	430	0	(430)	498	0	(498)	2,992	2,494		16.6%	
6461 Banner Costs	0	0	0	0	0	0	807	807		0.0%	
6730 Subscriptions	0	0	0	150	189	39	589	439		25.5%	
6900 Sundry Expenses	0	66	66	0	132	132	786	786		0.0%	
7000 Reinvestment	0	0	0	0	0	0	841	841		0.0%	
Town Team :- Indirect Expenditure	550	134	(416)	1,100	777	(323)	16,803	0	15,703	6.5%	0
Net Income over Expenditure	90	(134)	(224)	4,155	3,600	(555)	(5,000)				

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	0	108	108	120	216	96	1,300			9.2%	
1026 Hot Desking Facility	463	433	(30)	1,002	866	(136)	5,200			19.3%	
1029 Office Pods	1,375	1,372	(3)	2,683	2,744	61	16,471			16.3%	
1031 Chamber of Commerce	525	0	(525)	1,575	908	(667)	5,451			28.9%	
Business Hub :- Income	2,363	1,913	(450)	5,380	4,734	(646)	28,422			18.9%	0
4010 Gross Pay	708	558	(150)	1,446	1,116	(330)	6,700		5,254	21.6%	
4270 Employers Pension Contribution	0	20	20	0	40	40	243		243	0.0%	
5410 Repairs & General Maintenance	0	25	25	0	50	50	300		300	0.0%	
5500 Equipment Hired and New	0	42	42	0	84	84	500		500	0.0%	
6000 Rent & Rates	165	300	135	327	600	273	3,000		2,673	10.9%	
6010 Light Heat & Cleaning	790	1,351	561	790	2,702	1,912	16,211		15,421	4.9%	
6105 Broadband wi-fi service	0	150	150	142	300	159	1,800		1,659	7.9%	
6900 Sundry Expenses	100	83	(17)	199	166	(33)	1,000		801	19.9%	
6922 Health&Safety/Risk Assessments	0	0	0	32	0	(32)	170		138	18.8%	
6930 Alarm Maintenance	159	150	(9)	159	150	(9)	300		141	53.1%	
6931 CCTV Maintenance	159	160	1	159	160	1	160		1	99.6%	
6976 Credit card charges	27	29	2	59	58	(1)	350		291	16.9%	
Business Hub :- Indirect Expenditure	2,109	2,868	759	3,314	5,426	2,112	30,734	0	27,420	10.8%	0
Net Income over Expenditure	253	(955)	(1,208)	2,066	(692)	(2,758)	(2,312)				

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	272	0	(272)	272	0	(272)	0			0.0%	
1754 Knole Tour Income	0	0	0	533	0	(533)	0			0.0%	
1756 Int'l Women's Day Event Income	5	0	(5)	43	0	(43)	0			0.0%	
Sevenoaks Town Mayor :- Income	277	0	(277)	848	0	(848)	0				0
6441 Mayors Allowance 2023/24	(93)	0	93	107	0	(107)	0		(107)	0.0%	
6443 Mayors Allowance 2024/2025	680	504	(176)	715	1,008	293	6,044		5,329	11.8%	
6444 Mayors Car Allowance 2024/2025	0	226	226	0	452	452	2,715		2,715	0.0%	
7100 Mayoral Charity Donations	5,331	0	(5,331)	5,331	0	(5,331)	0		(5,331)	0.0%	
7204 Knole Tour Expenditure	0	0	0	362	0	(362)	0		(362)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	5,918	730	(5,188)	6,515	1,460	(5,055)	8,759	0	2,244	74.4%	0
Net Income over Expenditure	(5,641)	(730)	4,911	(5,668)	(1,460)	4,208	(8,759)				
<u>43 Youth Council</u>											
7555 Youth Council Support	0	0	0	0	0	0	500		500	0.0%	
Youth Council :- Indirect Expenditure	0	0	0	0	0	0	500	0	500	0.0%	0
Net Expenditure	0	0	0	0	0	0	(500)				
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	42	258	216	440	516	76	3,100			14.2%	
1211 Sale of Goods	213	167	(46)	335	334	(1)	2,000			16.8%	

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1350 Revenue Grant income	0	0	0	1,160	0	(1,160)	0			0.0%	
Youth Cafe :- Income	255	425	170	1,935	850	(1,085)	5,100			37.9%	0
4010 Gross Pay	5,055	4,342	(713)	10,130	8,684	(1,446)	52,100		41,970	19.4%	
4270 Employers Pension Contribution	205	158	(47)	417	316	(101)	1,900		1,483	21.9%	
5410 Repairs & General Maintenance	37	83	46	399	166	(233)	1,000		601	39.9%	
5500 Equipment Hired and New	0	42	42	20	84	64	500		480	4.0%	
6010 Light Heat & Cleaning	0	17	17	8	34	26	200		192	4.2%	
6101 Telephone	(9)	58	67	42	116	74	700		658	6.0%	
6105 Broadband wi-fi service	0	0	0	33	0	(33)	200		167	16.4%	
6200 Printing & Stationery	0	17	17	0	34	34	200		200	0.0%	
6240 Computer/ Data Base/WP's	0	25	25	17	50	33	300		283	5.5%	
6241 Website Costs	0	0	0	12	0	(12)	200		188	6.0%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	0	0	500		500	0.0%	
6320 Staff Training	60	0	(60)	60	0	(60)	100		40	60.0%	
6340 Staff Uniforms	0	0	0	0	0	0	200		200	0.0%	
6460 Publicity & Democratic notices	0	0	0	35	0	(35)	0		(35)	0.0%	
6500 Goods for Resale	24	167	143	165	334	169	2,000		1,835	8.3%	
6505 Cafe consumables	0	0	0	7	0	(7)	0		(7)	0.0%	
6635 Professional Fees Licensing	0	0	0	133	150	18	450		318	29.4%	
6900 Sundry Expenses	6	33	27	9	66	57	400		391	2.2%	
6922 Health&Safety/Risk Assessments	85	111	26	170	222	52	1,000		830	17.0%	
Youth Cafe :- Indirect Expenditure	5,463	5,053	(410)	11,656	10,256	(1,400)	61,950	0	50,294	18.8%	0
Net Income over Expenditure	(5,208)	(4,628)	580	(9,721)	(9,406)	315	(56,850)				

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>60 Markets</u>											
1017 Rental Income Sat Market	1,940	1,714	(226)	3,880	3,428	(452)	20,567			18.9%	
1018 Rental Income Wed Market	1,238	1,042	(196)	2,275	2,084	(191)	12,506			18.2%	
1019 Rental Income Blighs Market	1,786	1,543	(243)	3,320	3,086	(234)	18,512			17.9%	
Markets :- Income	4,964	4,299	(665)	9,475	8,598	(877)	51,585			18.4%	0
4010 Gross Pay	166	169	3	331	338	7	2,031		1,700	16.3%	
5410 Repairs & General Maintenance	0	0	0	7	0	(7)	200		193	3.7%	
5420 Saturday market charges	1,120	1,334	214	2,239	3,002	763	17,345		15,106	12.9%	
5421 Wednesday Market charges	580	1,081	501	1,045	1,946	901	11,244		10,199	9.3%	
6001 Blighs Market Charges	840	1,000	160	1,281	2,000	719	12,000		10,719	10.7%	
6010 Light Heat & Cleaning	32	0	(32)	83	50	(33)	200		117	41.4%	
6635 Professional Fees Licensing	0	0	0	0	0	0	200		200	0.0%	
6730 Subscriptions	0	0	0	0	100	100	100		100	0.0%	
Markets :- Indirect Expenditure	2,738	3,584	846	4,986	7,436	2,450	43,320	0	38,334	11.5%	0
Net Income over Expenditure	2,226	715	(1,511)	4,489	1,162	(3,327)	8,265				
<u>61 Longspring Woods</u>											
1854 Longspring Woods Donations	0	0	0	300	0	(300)	0			0.0%	300
Longspring Woods :- Income	0	0	0	300	0	(300)	0				300
Net Income	0	0	0	300	0	(300)	0				
8002 less Transfer to EMR	300	0	(300)	300	0	(300)	0				
Movement to/(from) Gen Reserve	(300)	0	(300)	0	0	(600)	0				

Detailed Income & Expenditure by Phased Budget Heading 17/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>70 Precept</u>											
1995 Precept	119,801	119,801	0	239,602	239,602	0	1,437,614			16.7%	
Precept :- Income	119,801	119,801	0	239,602	239,602	0	1,437,614			16.7%	0
Net Income	119,801	119,801	0	239,602	239,602	0	1,437,614				
<u>91 Capital Infrastructure Budget</u>											
2012 CIL income allocation	0	0	0	111,002	0	(111,002)	0			0.0%	111,002
Capital Infrastructure Budget :- Income	0	0	0	111,002	0	(111,002)	0				111,002
9066 NDP	0	0	0	17,350	0	(17,350)	0		(17,350)	0.0%	17,350
Capital Infrastructure Budget :- Indirect Expenditure	0	0	0	17,350	0	(17,350)	0	0	(17,350)		17,350
Net Income over Expenditure	0	0	0	93,652	0	(93,652)	0				
8001 plus Transfer from EMR	17,350	0	(17,350)	17,350	0	(17,350)	0				
8002 less Transfer to EMR	0	0	0	111,002	0	(111,002)	0				
Movement to/(from) Gen Reserve	17,350	0	(17,350)	0	0	(222,004)	0				
Grand Totals:- Income	167,600	149,725	(17,875)	479,583	317,489	(162,094)	1,866,414			25.7%	
Expenditure	153,195	132,783	(20,412)	376,685	320,069	(56,616)	1,907,253	0	1,530,568	19.8%	
Net Income over Expenditure	14,404	16,942	2,538	102,897	(2,580)	(105,477)	(40,839)				
plus Transfer from EMR	30,020	0	(30,020)	42,293	0	(42,293)	0				
less Transfer to EMR	300	0	(300)	111,165	0	(111,165)	0				
Movement to/(from) Gen Reserve	44,124	16,942	(27,182)	34,025	(2,580)	(36,605)	(40,839)				

May 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 & Environment Committee					
General	(7,369)	(6,234)	1,135	(32,350)	Software charges slightly above budget. Gross pay slightly overbudget due to overtime payments.
Community & Well Being					
Youth Council	-	(500)	(500)	(500)	

May 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					
General	(42,940)	(51,611)	(8,671)	(338,158)	Income quite high for first month as Cricket has been invoiced their annual invoice. Sevenoaks Common is overbudget due to the grant being invoiced in the last financial year. I am looking at how to correct this from general reserves. Knole Paddock has had its annual pitch marking accounting for 50% of the budget. Fertiliser and grass seed has gone slightly over budget.
Cemetery	(2,903)	(12,780)	(9,877)	(78,887)	Higher income than expected for April and May - £8k was invoiced in March for April and moved across into this financial year.
Allotments	(904)	(664)	240	4,821	There has been a credit on the water account. Invoicing for allotments takes place in September.
Street lighting/ general	(4,924)	(5,671)	(747)	(20,170)	Repairs and general maintenance has been covered by the contingency, this was the cost of pigeon removal from the public clock by Toni and Guy.
Vine Café	303	-	(303)	-	Income for April is £3,175 which is double this time last year. A new member of staff will be opening the Vine Café on Mondays and Tuesdays on a short term contract until September to try to maximise income through the summer months. Income for May was £6,374 due to events the income has covered the expenditure for the first two months of the year.
Vine Grounds	(5,308)	(7,583)	(2,275)	(43,121)	Special events is over budget due to vegan market expenditure - banners.
Bat & Ball Station	(7,335)	(6,559)	776	(40,890)	A new member of staff will be opening the café on Saturday and Sunday to try to maximise the income at the station café.

May 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
	£	£	£	£	
Establishments	(122,886)	(117,961)	4,925	(712,643)	Interest on deposits is recorded quarterly. Equipment hired and new has used 98% of its budget on thermal imaging cameras and office chair. The annual insurance cost has been paid.
General	(3,053)	(6,666)	(3,613)	(47,000)	No income has been received yet - this will be in the second quarter of the year.
Council Offices	(6,636)	(6,858)	(222)	(37,558)	Income favourable for this time of year. Repairs and general maintenance - spent 64% of the budget on tree work over the chamber.
Bat & Ball Centre	15,016	(1,249)	(16,265)	(63,000)	Income is favourable and expenditure is where you would expect it to be in Month 2.
Grants	(13,908)	(13,500)	408	(63,000)	All expenditure is where you would expect it to be.
Property	1,949	1,950	1	6,500	

May 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	(4,155)	(3,600)	555	(5,000)	The Business Show income is where it should be. Overall expenditure is slightly under budget.
Business Hub	2,066	(692)	(2,758)	(2,312)	Income is where it should be - all pods are taken. There has been a few new member that have signed up in the last couple of months. Expenditure is less than anticipated year to date.
Sevenoaks Town Mayor	(5,668)	(1,460)	4,208	(8,759)	
Youth Cafe	(9,721)	(9,406)	315	(56,850)	Grant income has been received for this financial year. A National Lottery application has also been submitted for £10k which we are awaiting a decision. There has been light repairs and plant purchases under Repairs and General Maintenance. Gross pay is slightly over budget but the grant income is to offset this.
Markets	4,489	1,162	(3,327)	8,265	Income is in line with the budget. Overall expenditure is under budget.
Longspring Woods	-	-	-	-	
Precept	239,602	239,602	-	1,437,614	
Revenue Surplus/ (Deficit) Total	25,716	(10,280)	(35,996)	(92,998)	
To be transferred from Bat & Ball Management & Maintenance Reserve	7,335	6,559	(776)	40,839	
Adjusted Revenue Surplus/ (Deficit) Total	33,051	(3,721)	(36,772)	(52,159)	
Capital Infrastructure	-	-	-	-	

May 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
	£	£	£	£	
Total inc Capital	33,051		(36,772)	(40,839)	

Summary by Committee:

Summary by Committee:				
Planning	(7,369)	(6,234)	1,135	(32,350)
Community and Well Being	-	(500)	(500)	(500)
Vine Café	303	-	(303)	-
Bat Ball Station	(7,335)	(6,559)	776	(40,890)
Finance & Delivery	(199,486)	(236,589)	(37,103)	(1,456,872)
Precept	239,602	239,602	-	1,437,614
Capital Infrastructure	-	-	-	-

Sevenoaks Town Council

Statement of Fund Balances as at 31st May 2024

£ (2023/24)		S&P Rating 30/04/2024		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
0	<u>Bank of Scotland</u>						
	Treasury deposit (1m)	A+	A1	0	0	0.00%	
	<u>National Westminster Bank</u>	A1	A+				
56,451	Business Reserve Account			59,796			
114,917	Current Account			147,116			1.45%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
9,949	Sevenoaks Town Partnership			9,949			
22,587	Mayors Charity Account			18,055	236,916	10.43%	
	<u>HSBC</u>	A+	A1				
51,598	Business money manager			51,598	51,598	2.27%	1.95%
	<u>Handelsbanken</u>	AA-	A1+				
66,509	Deposit account			66,509			2.60%
269,802	35 day notice account			269,802	336,310	14.81%	2.60%
	<u>Nationwide</u>	A+	A1				
2,835	Instant Saver			2,835			0.00%
10,419	Sevenoaks Fund Instant Saver			10,419	13,253	0.58%	2.20%
	<u>CCLA</u>						
575,000	Public Sector Deposit	AAA (Fitch only)		1,110,000	1,110,000	48.88%	5.26%
	<u>Virginmoney</u>						
1	Current account	BBB-	A3	1			
522,036	95 Day Notice			5,672	5,673	0.25%	4.00%
	Insignis Investments						
	Insignis Hub			1,033			
	Emirates NBD (9 months)	A+		250,000			
	Santander (3 months)	A	A1	265,331	516,364	22.74%	
925	<u>Petty Cash</u>				790	0.03%	
	<u>Cashbook suspense</u>				0	0.00%	
1,705,027					2,270,904	100.00%	

Instant access funds

1,439,855

Three months precept (equivalent to working capital)

342,519

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

Balance Sheet as at 31 March 2024

31 March 2024

31 March 2025

Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0		0	0	0
	Long Term Assets			
0			0	
	Current Assets			
47,924	Debtors	23,406		
23,551	SCC Bookings Debtors	24,517		
15,109	Vat Control	9,606		
23,965	Prepayments	6,608		
5,953	Stock	5,953		
114,917	Nat West - Current Account	147,116		
1,000	Payroll Account	1,000		
22,587	Mayors Charity Account	18,055		
1,000	House i/t Basement Youth Cafe	1,000		
9,949	Sevenoaks Town Partnership	9,949		
925	Petty Cash	791		
66,509	Handelsbanken Investment	66,509		
269,802	Handelsbanken Notice Account	269,802		
2,835	Nationwide Instant Saver	2,835		
56,451	Natwest Investment	59,796		
0	Emirates NBD (9 Months)	250,000		
0	Santander (3 Months)	265,331		
0	Insignis Hub	1,033		
1	Virgin Money Current Account	1		
51,598	HSBC Investment	51,598		
10,419	Nationwide Sevenoaks Fund	10,419		
575,000	CCLA Public Sector Deposit	1,110,000		
522,036	Virgin Money 90 day Notice	5,672		
0	Union Dues	45		
1,821,530			2,341,040	
1,821,530	Total Assets			2,341,040
	Current Liabilities			
33,535	Creditors	11,595		

Balance Sheet as at 31 March 2024

31 March 2024

31 March 2025

12,444	Miscellaneous Creditors	12,444	
53,929	Accruals	43,937	
4,546	Superannuation Due	0	
38,533	Receipts in Advance	499,259	
11,353	Receipt in Advance-Cemetery	2,600	
4,104	Damage Deposit	5,228	
408	Key Deposit	408	
5,690	QH Allotment Key deposits	5,715	
667	BV Allotment key deposits	637	
165,209		581,822	
1,656,321	Total Assets Less Current Liabilities	1,759,218	
	Long Term Liabilities		
0		0	
1,656,321	Total Assets Less Long Term Liabilities	1,759,218	
	Represented By		
514,992	Revenue Reserve	549,017	
1,141,329	Earmarked Reserves	1,210,201	
1,656,321		1,759,218	

The above statement represents fairly the financial position of the authority as at 31 March 2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Earmarked Reserves

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	38,263.24	-2,299.00	35,964.24
317 Street Lighting Reserve	6,053.97		6,053.97
319 Stag winding-up reserves	11,000.00		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	1,950.00		1,950.00
329 Staff training reserve	2,890.00		2,890.00
336 Bid Buddy Reserve	10,000.00		10,000.00
339 Capital Receipts Quaker Hall	116,923.68	-336.00	116,587.68
340 Capital Receipts Reserve	420,416.22	-9,483.00	410,933.22
343 B&B Management Maint Reserve	42,681.25		42,681.25
346 Vehicle/machinery replacement	42,829.00		42,829.00
347 Environmental Reserve	4,000.00		4,000.00
348 B&B Ctr Maintenance Reserve	10,578.00		10,578.00
349 Recruitment reserve	27,000.00	-1,000.00	26,000.00
351 IT Reserve	6,000.00	-5,045.00	955.00
360 CIL Earmarked reserve	160,341.76	78,736.75	239,078.51
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	8,075.99		8,075.99
377 WKH Reserve - Youth Service	15,000.00	-3,750.00	11,250.00
378 Longspring Wood Donations	101,192.00	300.00	101,492.00
379 Samaritans Reserve	1,488.00	-136.67	1,351.33
	1,141,328.88	56,987.08	1,198,315.96

Purchase Ledger for Month No 2

Order by Supplier A/c

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/05/2024	1167	35669	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
12/05/2024	1173	35718	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
17/05/2024	#004	35777	ANTHONY CHARLES WILL	ANT001	120.00	0.00	120.00	6244	40	120.00	qrtly screen fee
15/05/2024	15/05/2024	35711	BANKLINE	BANKL01	85.25	0.00	85.25	6975	31	85.25	bank chgs
17/05/2024	3599433	35730	BOOKER	BOOK001	143.47	10.11	153.58	6010	28	15.99	cleaning eq
								6505	28	11.98	consumables
								6500	28	115.50	goods for resale
23/05/2024	3599657	35772	BOOKER	BOOK001	148.68	9.98	158.66	6500	28	129.20	goods for resale
								6505	28	3.49	consumables
								6010	28	15.99	cleaning equip
08/05/2024	242038650	35686	BP FUEL	BPF001	114.53	22.91	137.44	5700	21	114.53	fuel
14/05/2024	242039745	35703	BP FUEL	BPF001	61.86	12.37	74.23	5700	21	61.86	fuel
14/05/2024	242039746	35704	BP FUEL	BPF001	7.26	0.00	7.26	5700	21	7.26	fuel
21/05/2024	242041651	35748	BP FUEL	BPF001	194.92	38.99	233.91	5700	22	63.42	fuel
								5700	21	131.50	fuel
21/05/2024	242041652	35747	BP FUEL	BPF001	4.41	0.00	4.41	5700	21	4.41	fuel
13/05/2024	SVO/371961	35744	BREWERS	BREW001	21.48	4.30	25.78	5210	22	21.48	paint equip
21/05/2024	817736928	35741	BRITISH GAS	BRIT007	158.57	7.92	166.49	6012	33	158.57	gas chg 5/4-14/5
14/05/2024	801797688	35759	BRITISH GAS	BRIT008	154.66	7.73	162.39	6012	36	154.66	gas chg 9/4-11/5
02/05/2024	INV-D-03668	35643	CLOUDY GROUP	CLO001	5,045.00	1,009.00	6,054.00	6240	31	5,045.00	Decisions software
04/05/2024	154134	35685	CONNECTAPHONE	CON001	563.15	112.63	675.78	6101	50	50.98	Apr telephone chg
								6101	22	50.98	Apr telephone chg
								6101	28	50.98	Apr telephone chg
								6101	36	51.54	Apr telephone chg
								6101	30	50.98	Apr telephone chg
								6101	31	307.69	Apr telephone chg
08/05/2024	3204	35646	OLIVER DICKINS	DIC001	40.00	0.00	40.00	6460	31	40.00	STC annual report design
15/05/2024	915487	35701	ERNEST DOE	DOE001	12.72	2.54	15.26	5525	21	12.72	maint equip

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Order by Supplier A/c

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/05/2024	000019017621	35638	EDF ENERGY	EDF002	1,084.36	216.87	1,301.23	6011	36	1,084.36	Apr electric chg
10/05/2024	000019145698	35710	EDF ENERGY	EDF003	32.08	1.60	33.68	6010	60	32.08	Apr electric chg
09/05/2024	000019116004	35782	EDF ENERGY	EDF004	790.40	158.08	948.48	6010	41	790.40	Apr electric chg
16/05/2024	00019202625	35764	EDF ENERGY	EDF009	187.46	9.32	196.78	6011	22	187.46	Apr electric chg
01/05/2024	000018997216	35673	EDF ENERGY	EDF011	911.15	182.22	1,093.37	6011	30	911.15	Apr electric chg
21/05/2024	000019238721	35755	EDF ENERGY	EDF012	-1,707.06	-341.42	-2,048.48	6011	21	-1,707.06	electric credit 14/7-13/10-23
21/05/2024	000019238727	35754	EDF ENERGY	EDF012	-1,956.08	-391.22	-2,347.30	6011	21	-1,956.08	electric credit 14/10-13/1/24
21/05/2024	000019238740	35753	EDF ENERGY	EDF012	-2,116.31	-423.25	-2,539.56	6011	21	-2,116.31	electric credit 14/1-13/4/24
21/05/2024	000019238781	35750	EDF ENERGY	EDF012	1,578.08	315.63	1,893.71	6011	21	1,578.08	electric credit 14/7-13/10/23
21/05/2024	000019238837	35751	EDF ENERGY	EDF012	1,350.57	67.53	1,418.10	6011	21	1,350.57	electric chg 14/10-13/1/24
21/05/2024	000019238874	35752	EDF ENERGY	EDF012	1,573.50	314.71	1,888.21	6011	21	1,573.50	electric chg 14/01-13/4/24
26/04/2024	14047877	35739	ELITE	EFS001	176.21	0.00	176.21	6500	28	176.21	goods for resale
03/05/2024	14050174	35683	ELITE	EFS001	180.51	0.00	180.51	6500	28	180.51	goods for resale
09/05/2024	14052030	35679	ELITE	EFS001	98.21	0.00	98.21	6500	30	98.21	goods for resale
24/05/2024	14055847	35732	ELITE	EFS001	143.83	0.00	143.83	6500	28	143.83	goods for resale
30/05/2024	14057023	35773	ELITE	EFS001	81.51	2.35	83.86	6500	30	81.51	goods for resale
01/05/2024	102389	35726	ATLAS FM/EMPRISE SVS	EMP001	562.82	112.56	675.38	6932	22	562.82	May lock up chg
01/05/2024	102390	35725	ATLAS FM/EMPRISE SVS	EMP001	1,454.83	290.97	1,745.80	5311	21	1,454.83	May lock up chg Pontoise
01/05/2024	102391	35724	ATLAS FM/EMPRISE SVS	EMP001	969.99	194.00	1,163.99	5311	21	969.99	May lock up chg H.Street
19/05/2024	3309316	35758	EVERFLOW WATER	EVE002	525.93	0.00	525.93	6002	23	73.77	water chg 19/6-18/7
								5025	21	108.28	water chg 19/6-18/7
								6014	33	152.29	water chg 19/6-18/7
								6014	36	24.49	water chg 19/6-18/7
								6014	30	22.22	water chg 19/6-18/7
								6014	21	40.42	water chg 19/6-18/7
								6014	28	58.55	water chg 19/6-18/7
								6014	29	19.14	water chg 19/6-18/7
								6014	23	26.77	water chg 19/6-18/7
08/05/2024	1034340	35676	FORGE GARAGE	FORG001	337.35	58.47	395.82	5550	21	337.35	GK19BYV service

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Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
09/05/2024	I034358	35705	FORGE GARAGE	FORG001	80.45	16.09	96.54	5550	21	80.45	FV0 UFR service
15/05/2024	I034408	35733	FORGE GARAGE	FORG001	531.53	95.34	626.87	5550	21	531.53	GK20DZO
09/05/2024	INV550066	35720	GAZA TIMBER	GAZA001	20.63	4.13	24.76	5410	21	20.63	maint equip
14/05/2024	29UK023-0006	35709	GEOXPHERE	GEO001	350.00	70.00	420.00	6730	31	350.00	Mapping software 24-25
03/05/2024	2	35647	GET UP AND CO	GET001	60.00	0.00	60.00	6320	50	60.00	staff training
03/05/2024	9743	35670	GRAHAM TAYLOR ENGRAV	GTE001	106.98	0.00	106.98	6441	42	106.98	Mayor's awards
02/05/2024	1527	35652	HARRY STEBBING WORKS	HAR001	1,565.00	313.00	1,878.00	5025	21	1,565.00	Wooden notice board
07/05/2024	91816	35682	HERBERT & WARD	HAW001	137.50	10.60	148.10	6500	28	84.50	goods for resale
								6505	28	53.00	consumables
09/05/2024	91861	35715	HERBERT & WARD	HAW001	151.00	0.00	151.00	6500	30	151.00	goods for resale
17/05/2024	91977	35757	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	May coffee machine rental
23/05/2024	92075	35771	HERBERT & WARD	HAW001	76.50	0.00	76.50	6500	28	76.50	goods for resale
30/04/2024	23174	35706	HELIOCENTRIX	HELI001	833.00	166.60	999.60	6240	22	833.00	HP Probook 445 G10
02/05/2024	23410	35674	HELIOCENTRIX	HELI001	191.26	38.25	229.51	6240	31	191.26	PC monitor M.R
16/05/2024	23453	35712	HELIOCENTRIX	HELI001	-2,520.00	-504.00	-3,024.00	6240	22	-2,520.00	VIA campus credit
31/05/2024	23549	35774	HELIOCENTRIX	HELI001	1,960.53	392.11	2,352.64	6240	31	1,570.10	May IT support chgs
								6242	31	390.43	May IT support chgs
03/05/2024	INV-044520	35678	HGS	HGS001	144.34	28.86	173.20	6013	36	144.34	cleaning eq
02/05/2024	0586337	35642	HOLLYBUSH LAUNDRY	HOL002	76.00	0.00	76.00	6013	36	76.00	table cloth laundry
01/05/2024	INV-5154	35631	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
20/05/2024	29784	35746	INSTITUTE OF GROUNDS	INST001	125.01	24.99	150.00	6320	21	125.01	Grounds training
01/05/2024	0001277330	35641	JAMES BUCKLAND LTD	JBU001	94.55	6.55	101.10	6500	30	94.55	goods for resale
15/05/2024	0001278730	35713	JAMES BUCKLAND LTD	JBU001	69.00	0.00	69.00	6500	30	69.00	goods for resale
17/05/2024	241688	35728	J S ELECTRICAL	JSE001	200.00	40.00	240.00	5410	36	200.00	fly killer installation
20/05/2024	1007971	35769	KALL KWIK	KALL001	430.00	45.00	475.00	6323	40	430.00	Sponsorship brochure print chg
31/05/2024	AP393	35779	KENT COUNTY COUNCIL	KCC002	2,310.00	0.00	2,310.00	6630	31	2,310.00	Civil Marriage application
01/05/2024	I4347629	35766	KCC KCS	KCC003	79.98	16.00	95.98	6200	31	79.98	stationery
04/05/2024	I4350076	35672	KCC KCS	KCC003	50.93	10.19	61.12	6010	33	50.93	cleaning eq
14/05/2024	I4353884	35699	KCC KCS	KCC003	69.86	13.97	83.83	6200	31	69.86	stationery

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Order by Supplier A/c

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/05/2024	I4355444	35700	KCC KCS	KCC003	120.77	24.15	144.92	6013	21	120.77	cleaning eq
17/05/2024	I4356203	35717	KCC KCS	KCC003	2.85	0.57	3.42	6200	31	2.85	stationery
09/05/2024	8260236	35677	KFF	KFF001	154.68	12.19	166.87	6500	30	154.68	goods for resale
14/05/2024	8264613	35716	KFF	KFF001	93.54	0.00	93.54	6500	30	93.54	goods for resale
25/05/2024	1200534481	35767	KONICA MINOLTA	KMB001	564.45	112.89	677.34	6200	31	564.45	print chgs 29/2-30/5
10/05/2024	739854	35723	LISTER WILDER	LIST002	32.59	6.52	39.11	5525	21	32.59	nozzle for tractor
21/05/2024	14455	35727	NALC	NALC001	50.00	10.00	60.00	6730	31	50.00	LCAS Reg fee
20/05/2024	420380	35778	NATIONAL LEAFLET CO	NAT010	3,858.00	0.00	3,858.00	6200	31	3,858.00	Town Crier print chg
02/05/2024	R-335376	35684	NEW HADEN PUMPS	NEW001	1,075.00	215.00	1,290.00	5410	30	1,075.00	pump service
28/05/2024	UKSPS00136747	35780	NEXUDUS SL	NEX001	99.56	19.91	119.47	6900	41	99.56	June Hub booking chg
02/05/2024	28895776	35681	NISBETS	NIS001	28.47	5.69	34.16	6013	30	28.47	cleaning eq
02/05/2024	28895777	35675	NISBETS	NIS001	89.96	17.99	107.95	5020	29	44.98	Air fresheners
								5025	21	44.98	Air fresheners
02/05/2024	28903183	35680	NISBETS	NIS001	77.92	15.58	93.50	6505	30	63.23	consumables
								6013	30	14.69	cleaning eq
05/05/2024	28907908	35671	NISBETS	NIS001	51.82	10.36	62.18	6010	33	51.82	cleaning eq
01/05/2024	0037168	35636	PERFECT CUISINE CATE	PER001	455.00	0.00	455.00	6410	31	455.00	Mayor reception catering
13/05/2024	0037170	35691	PERFECT CUISINE CATE	PER001	280.00	0.00	280.00	6410	31	280.00	Mayor making ceremony canapes
01/05/2024	128086	35632	PHC	PHC001	550.00	110.00	660.00	6330	21	385.00	Health screening
								6330	22	165.00	Health screening
01/05/2024	216253	35637	PREMIER ALARMS	PREM001	503.20	100.64	603.84	6930	22	503.20	Alarm system annual maint chg
01/05/2024	216449	35640	PREMIER ALARMS	PREM001	159.38	31.88	191.26	6930	41	159.38	annual alarm maint chg
01/05/2024	216490	35639	PREMIER ALARMS	PREM001	159.38	31.88	191.26	6931	41	159.38	CCTV annual maint chg
22/05/2024	216651	35756	PREMIER ALARMS	PREM001	379.00	75.80	454.80	6930	21	379.00	Annual alarm maint chg
23/05/2024	231241	35742	PROVENDER	PRO002	38.75	7.75	46.50	5340	21	25.00	plants
								6802	22	13.75	plants
16/05/2024	I336155	35714	Q CATERING	QCA001	209.24	0.00	209.24	6500	30	209.24	goods for resale
24/05/2024	I337567	35731	Q CATERING	QCA001	181.06	1.54	182.60	6500	30	181.06	goods for resale
31/05/2024	31/5/24	35770	QUEST 4 ENTERTAINMEN	QUE001	40.00	0.00	40.00	6869	32	40.00	Family Fun Day deposit

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
22/05/2024	22/5/24	35729	ROYAL BRITISH LEGION	RBL001	100.00	0.00	100.00	6443	42	100.00	RBL Coronation dinner 20/7
21/05/2024	81928	35776	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	Monthly till support
28/05/2024	82140	35775	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	Monthly till support
09/05/2024	SEVENOAKSTC09	35689	RYANSWAY HR CONSULTA	RYA002	730.60	140.00	870.60	6320	31	730.60	Design & facilitation workshop
08/05/2024	0037170	35690	SAMSARA SPORT	SAM002	1,110.00	0.00	1,110.00	6869	32	1,110.00	12 skateboarding sessions
14/05/2024	1495670082	35743	SCREWFIX	SCREW001	228.99	45.79	274.78	5026	21	208.33	grab rail
								5316	21	20.66	maint equip
16/05/2024	1496573234	35745	SCREWFIX	SCREW001	13.32	2.66	15.98	5025	21	6.66	batteries
								5020	29	6.66	batteries
02/05/2024	2089469	35635	SDC	SDC001	1,699.93	0.00	1,699.93	5421	60	580.39	May market rent
								5420	60	1,119.54	May market rent
20/05/2024	2089613	35694	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection chg 22/4-19/5
20/05/2024	2089704	35692	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection chg 29/1-25/2
20/05/2024	2089705	35695	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection chg 22/4-19/5
20/05/2024	2089706	35693	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection chg 22/4-19/5
20/05/2024	2089713	35696	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection chg 22/4-19/5
20/05/2024	2089714	35697	SDC	SDC001	146.20	0.00	146.20	6935	28	146.20	bin collection chg 22/4-19/5
15/05/2024	9303755955	35702	SETON	SET001	38.55	7.71	46.26	5025	21	38.55	toilet signs
31/05/2024	579001213	35765	THE SEVENOAKS FLORIS	SEV052	105.00	21.00	126.00	6410	31	105.00	flowers for Mayor
13/05/2024	13/5/24	35687	SEVENOAKS LARDER	SEV063	2,665.50	0.00	2,665.50	7100	42	2,665.50	Sevenoaks Larder donation
14/05/2024	14/5/24	35688	SEVENOAKS WELCOMES	RSEV064	2,665.50	0.00	2,665.50	7100	42	2,665.50	Sevenoaks Refugees donation
22/05/2024	22MAY24	35768	WATER CHOICE	SEWAT001	359.66	0.00	359.66	6014	22	359.66	water chg 9/11/23-17/5/24
14/05/2024	220823	35698	SIMON DOWNING	SIM004	650.00	0.00	650.00	6869	32	650.00	Theatre show 5th May
07/05/2024	12718	35707	SJM 360 GROUP	SJM001	150.00	30.00	180.00	5525	28	150.00	A/C service
22/05/2024	INV-000032	35736	JS TAYLOR	TAYL001	190.00	0.00	190.00	5210	22	190.00	supply & fit light switch
22/05/2024	INV-000033	35735	JS TAYLOR	TAYL001	140.00	0.00	140.00	5026	21	140.00	supply & fit pull cord
22/05/2024	INV-000034	35734	JS TAYLOR	TAYL001	95.00	0.00	95.00	5020	29	95.00	timer supply & fit
07/05/2024	7/5/24	35648	TOWN CRIER	TOW001	40.40	0.00	40.40	6900	31	40.40	Climate Fair Town Crier fee
29/05/2024	29/5/24	35740	TOWN CRIER	TOW001	52.10	0.00	52.10	6869	32	52.10	Town Crier guided tour fee

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Order by Supplier A/c

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29/04/2024	INV-5665	35721	TREE ABILITY	TREE001	483.00	96.60	579.60	5030	21	483.00	Tree work
12/05/2024	INV-5692	35722	TREE ABILITY	TREE001	336.00	67.20	403.20	5410	23	336.00	Tree work
29/05/2024	226550	35786	TUTOR CARE	TUT001	495.00	99.00	594.00	6320	31	495.00	fire marshal training
05/05/2024	APRIL2024	35651	V.C HANDYMAN	VCH001	840.00	168.00	1,008.00	6001	60	840.00	April market seup up chg
08/05/2024	8/5/24	35649	WARNERS SOLICITORS	WARN001	25.00	0.00	25.00	6710	31	25.00	RFO conference fee
08/05/2024	7/5/24	35650	WEST KENT HOUSING	WES006	3,750.00	0.00	3,750.00	7553	38	3,750.00	West Kent Housing grant
30/04/2024	156175	35738	WETTON CLEANING SERV	WET001	1,402.14	280.43	1,682.57	6013	30	280.43	Apr clean & lock up chg
								5026	21	280.43	Apr clean & lock up chg
								5020	29	841.28	Apr clean & lock up chg
30/04/2024	156176	35737	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5020	29	12.95	Apr hygiene unit clean
								5026	21	4.31	Apr hygiene unit clean
10/05/2024	0000825234	35719	WICKSTEED LEISURE	WICK001	877.40	175.48	1,052.88	5310	21	877.40	Playground inspection 11 sites
30/04/2024	304361797	35763	WORLDPAY	WOR001	65.71	10.59	76.30	6976	31	65.71	Apr card trans chg
30/04/2024	304381806	35762	WORLDPAY	WOR001	114.18	15.86	130.04	6976	30	114.18	Apr card trans chg
30/04/2024	304394121	35761	WORLDPAY	WOR001	76.35	8.33	84.68	6976	28	76.35	Apr card trans chg
30/04/2024	304449844	35760	WORLDPAY	WOR001	22.17	0.03	22.20	6976	31	22.17	Apr card trans chg
14/05/2024	SINV066087	35708	WORKNEST	WOR002	1,495.00	299.00	1,794.00	6330	31	1,495.00	EAP - Year 1
01/05/2024	01666559	35634	YU ENERGY	YUE001	42.94	2.15	45.09	6862	26	42.94	Apr electric chg
01/05/2024	01666560	35749	YU ENERGY	YUE001	6.92	0.35	7.27	6862	26	6.92	Apr electric chg
01/05/2024	01666561	35633	YU ENERGY	YUE001	547.40	109.48	656.88	6862	26	547.40	Apr electric chg
TOTAL INVOICES					52,705.56	5,225.18	57,930.74			52,705.56	

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2024	BACS P/L Pymnt Page 6636	BACS Pymnt	14,137.62		BACS P/L Pymnt Page 6636
01/05/2024	J.I	BACS01/05	30.00		Allot key return
01/05/2024	Reach publishing	DD01/MAY	12.78		May Sev Chronicle chg
01/05/2024	Sevenoaks District Council	DD02MAY	848.00		May business rates chg
01/05/2024	Sevenoaks District Council	DD03/MAY24	2,839.00		May business rates chg
01/05/2024	Sevenoaks District Council	DD04/MAY24	530.00		May business rates chg
01/05/2024	Sevenoaks District Council	DD05/MAY24	74.00		May business rates chg
01/05/2024	Sevenoaks District Council	DD06/MAY24	165.00		May business rates chg
01/05/2024	Payroll A/c	DD1/5	4,752.56		April L&G Tfr
02/05/2024	Insignis	INSIGNIS D	516,364.06		Insignis deposit
07/05/2024	Nexodus S.L	DD07	119.52		Hub booking chg
07/05/2024	BP Fuel	DD08	147.17		fuel
07/05/2024	NATWEST ONE CARD	DD09	5,233.65		Apri Onecard Lin
08/05/2024	YU ENERGY	DD10	45.09		Apr electric chg
08/05/2024	YU ENERGY	DD12	656.88		Apr electric chg
08/05/2024	YU ENERGY	DD11	7.27		Apr electric chg
09/05/2024	BACS P/L Pymnt Page 6639	BACS Pymnt	36,635.38		BACS P/L Pymnt Page 6639
09/05/2024	EDF ENERGY - Offices	DD13	1,736.43		electric chg 7/1-6/4
09/05/2024	BACS P/L Pymnt Page 6668	BACS Pymnt	-336.00		BACS P/L Pymnt Page 6668
09/05/2024	BACS P/L Pymnt Page 6686	BACS Pymnt	-1,878.00		BACS P/L Pymnt Page 6686
14/05/2024	EDF Energy - Vine Gardens	DD14	288.22		electric chg 7/1-31/3
14/05/2024	EDF ENERGY - Knole Paddock	DD15	2,539.56		electric chg 14/01-13/04
14/05/2024	EDF Energy - Vine Cafe	DD16	1,090.42		electric chg 07/01-31/03
15/05/2024	Connectaphone	DD17	675.78		Apr telephone chg
15/05/2024	BP Fuel	DD18	137.44		fuel
15/05/2024	NatWest Bankline	bln	85.25		bank chgs
16/05/2024	J.T	BACS16/05	20.00		Allot key refund
16/05/2024	BACS P/L Pymnt Page 6648	BACS Pymnt	32,465.02		BACS P/L Pymnt Page 6648
16/05/2024	EDF Energy - St John's Hill	DD19	1,883.99		electric chg 7/1-3/4
16/05/2024	CCLA Public Sector Deposit Fun	CCLA DEPOS	700,000.00		CCLA Deposit
17/05/2024	Petty Cash	001978	335.72		petty cash top up
20/05/2024	British Gas - B&B St	DD21	115.71		gas chg 9/4-21/4
20/05/2024	WorldPay	DD20	11.94		Purchase Ledger DDR Payment
21/05/2024	WorldPay	DD22	130.04		Apr card trans chg
21/05/2024	WorldPay	DD23	84.68		Apr card trans chg
21/05/2024	WorldPay	DD24	76.30		Apr card trans chg
21/05/2024	WorldPay	DD25	22.20		Apr card trans chg
21/05/2024	BP Fuel	DD28	81.49		fuel
21/05/2024	Reposs Ltd	DD26	38.11		Monthly till support
21/05/2024	Reposs Ltd	DD27	27.82		Monthly till support
22/05/2024	EDF Energy - Bat and Ball Cent	DD29	1,301.23		Apr electric chg
22/05/2024	EDF ENERGY - B&B Station	DD30	1,093.37		Apr electric chg
23/05/2024	BACS P/L Pymnt Page 6655	BACS Pymnt	14,893.30		BACS P/L Pymnt Page 6655
23/05/2024	M.T	BACS23/05	15.00		Allot key refund
24/05/2024	Payroll A/c	BACS24/5	59,242.73		May Salaries Tfr
28/05/2024	BP Fuel	DD31	238.32		fuel
28/05/2024	Payroll A/c	BACS28/5	31,860.80		May HMRC/Pensions Tfr

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/05/2024	BACS P/L Pymnt Page 6660	BACS Pymnt	3,803.47		BACS P/L Pymnt Page 6660
30/05/2024	Country Style Recycling	DD32	114.22		Apr glass collection
30/05/2024	Payroll A/c	DD30/5	4,798.91		May L&G Tfr
30/05/2024	EDF Energy - Business Hub	DD33	948.48		Apr electric chg
31/05/2024	EDF Energy - High Street Marke	DD34	33.68		Apr electric chg
Total Payments			<u>1,440,573.61</u>		

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/05/2024	BACS P/L Pymnt Page 6647	BACS Pymnt	5,331.00		BACS P/L Pymnt Page 6647
Total Payments			<u>5,331.00</u>		

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Receipts for Month 2				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00
	Banked: 01/05/2024	4,752.56					
DD1/5	Nat West - Current Account	4,752.56			201		4,752.56 April L&G Tfr
	Banked: 24/05/2024	59,242.73					
BACS24/5	Nat West - Current Account	59,242.73			201		59,242.73 May Salaries Tfr
	Banked: 28/05/2024	31,860.80					
BACS28/5	Nat West - Current Account	31,860.80			201		31,860.80 May HMRC/Pensions Tfr
	Banked: 30/05/2024	4,798.91					
DD30/5	Nat West - Current Account	4,798.91			201		4,798.91 May L&G Tfr
Total Receipts for Month		100,655.00	0.00	0.00			100,655.00
Cashbook Totals		101,655.00	0.00	0.00			101,655.00

Payments for Month 2				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/05/2024	Legal & General	DD1/5	4,752.56			516		4,752.56	April Legal & General payment
24/05/2024	Employees	BACS24/5	59,002.73			520		59,002.73	May Wages Payment
24/05/2024	Councillors	BACS24/5-	240.00			520		240.00	Mayor's Allowance May '24
28/05/2024	HMRC/KCC	BACS28/5	31,860.80			515		19,472.51	May HMRC Payments
						516	0	12,388.29	May KCC Payments
30/05/2024	Legal & General	DD30/5	4,798.91			516		4,798.91	May L&G Payments
Total Payments for Month			100,655.00	0.00	0.00			100,655.00	
Balance Carried Fwd			1,000.00						
Cashbook Totals			101,655.00	0.00	0.00			101,655.00	

Receipts for Month 2				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		919.30					919.30	
CORRECTION	Banked: 01/05/2024	0.36						
CORRECTION	Cashbook Suspense	0.36			299		0.36	Reversal - Apr correction
	Banked: 17/05/2024	335.72						
001978	Nat West - Current Account	335.72			201		335.72	petty cash top up
Total Receipts for Month		336.08	0.00	0.00			336.08	
Cashbook Totals		1,255.38	0.00	0.00			1,255.38	

Payments for Month 2				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/05/2024	Bat and Ball Station	1101/A	79.21		13.20	5410	30	66.01	maint equip
02/05/2024	Bat and Ball Station	1101/B	44.32		7.39	6013	30	36.93	cleaning eq
02/05/2024	Establishments	1102	8.00			4012	31	8.00	parking
02/05/2024	Youth Cafe	1103/A	23.54			6500	50	23.54	Goods for resale
02/05/2024	Youth Cafe	1103/B	44.96		7.54	5410	50	37.42	maint equip
02/05/2024	Youth Cafe	1103/C	1.00		0.17	6900	50	0.83	bag
02/05/2024	Youth Cafe	1103/D	5.00			6900	50	5.00	toys
03/05/2024	Cemetery	1104/A	17.19			6330	22	17.19	refreshments
03/05/2024	Cemetery	1104/B	2.20		0.37	6330	22	1.83	refreshments
13/05/2024	Vine Cafe	1105/A	37.00			6500	28	37.00	goods for resale
13/05/2024	Vine Cafe	1105/B	29.80		5.02	6500	28	24.78	goods for resale
13/05/2024	Vine Cafe	1105/C	0.30		0.05	6900	28	0.25	bag
13/05/2024	Vine Cafe	1105/D	2.50		0.41	5410	28	2.09	maint equip
17/05/2024	Open Spaces	1106/A	12.98		2.16	5500	21	10.82	stop clock key
17/05/2024	Open Spaces	1106/B	13.25		2.21	5410	21	11.04	maint equip
17/05/2024	Cemetery	1106/C	11.40		1.91	5410	22	9.49	maint equip
17/05/2024	Bat and Ball Centre	1107	6.02			6330	36	6.02	refreshments
20/05/2024	Bat and Ball Station	1108	13.00		2.17	5410	30	10.83	maint equip
22/05/2024	Open Spaces	1109	20.48			6330	21	20.48	refreshments
31/05/2024	Bat and Ball Cafe	1110/A	78.33			6500	30	78.33	goods for resale
31/05/2024	Bat and Ball Cafe	1110/B	3.00		0.50	6500	30	2.50	goods for resale
31/05/2024	Establishments	1111	11.30			6330	31	11.30	refreshments
Total Payments for Month			464.78	0.00	43.10			421.68	
Balance Carried Fwd			790.60						
Cashbook Totals			1,255.38	0.00	43.10			1,212.28	

Sevenoaks Town Council

Ethical Banking Report

1. Background

In January 2024 the Finance and General Purposes Committee agreed to carry out an ethical review of the Town Council's banking arrangements.

An ethical bank will typically follow a set of principles or goals that govern how it interacts with clients, other businesses, employees and the world in general. For other banks being ethical might mean not investing in munitions, tobacco or gambling, for example, while for others it may require a positive contribution.

2. UN Environment Programme

The UN environment programme has set out the UN Principles for Responsible Banking.

- **Alignment**
Banks to align their business strategy to be consistent with and contribute to individuals' needs and society's goals, as expressed in the Sustainable Development Goals, the Parish Climate Agreement and relevant national and regional frameworks.
- **Impact and Target Setting**
Banks will continuously increase their positive impacts while reducing the negative impacts on, and managing the risks to, people and environment resulting from their activities, products and services. To this end, the banks will set and publish targets where they can have the most significant impacts.
- **Clients and Customers**
Banks will work responsibly with their clients and customers to encourage sustainable practices and enable economic activities that create shared prosperity for current and future generations.
- **Stakeholders**
Banks will proactively and responsibly consult, engage and partner with relevant stakeholders to achieve society's goals.
- **Governance and Culture**
Banks will implement their commitment to these principles through effective governance and a culture of responsible banking.
- **Transparency and Accountability**
Banks will periodically review their individual and collective implementation of the Principles and be transparent about and accountable for their positive and negative impacts and their contribution to society's goals.

These aim to accelerate a positive global transition for people and the planet. Over 330 signatory banks representing over half of the global banking industry have signed up, including a number of UK banks.

- Natwest (STC Current Account).
- Nationwide Building Society (STC Investment Account).
- Virgin Money UK Plc (STC Investment Account).

The Principles for Responsible Banking are a unique framework for ensuring that signatory banks' strategy and practice align with the vision society has set out for its future in the Sustainable Development Goals and the Paris Climate Agreement.

3. Net Zero Banking Alliance

The Net Zero Banking Alliance is a group of leading global banks committed to aligning their lending, investment, and capital markets activities with net-zero greenhouse gas emissions by 2050.

- HSBC (STC Investment Account).
- Nationwide Building Society (STC Investment Account).
- Natwest (STC Current Account).
- Virgin Money UK Plc (STC Investment Account).

4. Investments

A number of investment services offer socially responsible investments, managed with performance and ethics in mind.

Some investment managers will offer ethical or socially responsible funds, which are often weighted towards businesses that conduct themselves in a fair and progressive way. But they may have different funds with investments in other companies that don't fit the same ethical criteria.

5. B Corp Accreditation

B Corp is a global movement driven to change the current economic system of businesses putting profit above all else. B Lab, the nonprofit that grants this certification, creates standards and policies to shift this behaviour with the vision of an inclusive, equitable, and regenerative economy that works for everyone.

B Corp is the only accreditation that measures a company's entire performance, both socially and environmentally.

6. Banks used by Sevenoaks Town Council

	Advantages	Disadvantages
Natwest Bank (Current Account)	<p>UN Environment Programme</p> <p>Net Zero Banking Alliance</p> <p>Coutts – Natwest investment manager is B Corp accredited.</p>	<p>The Ecologist¹ states that RBS has shareholdings in companies who are involved in palm oil deforestation and have serious workers' and human rights issues.</p> <p>The big five banks are the biggest investors in the fossil fuel industry.</p>
HSBC (Investment)	<p>Net Zero Banking Alliance</p> <p>Climate Asset Management is a joint venture between HSBC Asset Management and Pollination.</p> <p>Combining expertise in investment management and natural capital, Climate Asset Management aims to offer investment solutions that generate returns for investors and nature – enhancing ecosystems, protecting biodiversity and accelerating the transition to net zero.</p>	<p>HSBC invests in companies linked to deforestation, fossil fuels, arms & military supply, nuclear weapons and the Myanmar military. It also has the worst gender pay gap of any UK bank².</p> <p>HSBC owns shares in companies that are selling arms to Israel³.</p>
Handelsbanken (Investment)	<p>Focuses on UN Sustainable Development Goals.</p>	<p>Investments in fossil fuel.</p>
Nationwide (Investment)	<p>As a building society, Nationwide must hold at least 75 per cent of its assets in residential property, making it far less likely than its big bank competitors to be lending to unsustainable firms.</p> <p>Nationwide has set out five Mutual Good Commitments. It aims to make significant, positive impacts for its members and customers, communities and society as a whole.</p>	

¹ <https://theecologist.org/2018/may/21/are-you-funding-fracking-and-nuclear-weapon-manufacturing>

² <https://www.ethicalconsumer.org/company-profile/hsbc#:~:text=Our%20research%20highlights%20how%20HSBC,worst%20rating%20for%20Tax%20Conduct.>

³ <https://theecologist.org/2018/may/21/are-you-funding-fracking-and-nuclear-weapon-manufacturing>

	<p>The commitments align with a number of the UN Sustainable Development Goals (SDGs) and the bank's net-zero ambition.</p> <p>Nationwide report the carbon emissions of the properties they finance, and work with customers to reduce those emissions.</p> <p>UN Environment Programme.</p> <p>Net Zero Banking Alliance.</p>	
CCLA (Investment)	<p>CCLA assess environmental, social and governance (ESG) standards because they believe that a combination of legislation, regulation and changing societal preferences will negatively impact the most unsustainable business models.</p> <p>CCLA avoid investing in companies that have uncompensated, unwanted, unwarranted and unmitigated ESG risks as evidenced by:</p> <ul style="list-style-type: none"> • poor management and weak corporate governance • having an unacceptable social and environmental impact • not demonstrating a willingness to improve through investor engagement. <p>CCLA are committed to seek to achieve net-zero emissions for our listed equity investments under management no later than 2050.</p>	
Virgin Money (Investment)	<p>UN Environment Programme.</p> <p>Net Zero Banking Alliance.</p> <p>Sector Sensitive Statement showing that Virgin Money do not lend to businesses that are involved in the manufacture or sale of weapons, which are subject to a treaty or convention, to which the UK Government is a signatory (such as antipersonnel mines and cluster</p>	<p>The Bank will lend to businesses that supply into the global defence sector subject to being satisfied that these businesses hold all necessary permissions to operate in this sector. The Bank will also lend to businesses that manufacture or sell firearms for sporting use, or for personal ownership, providing all required licensing is held.</p>

	<p>munitions, as well as nuclear, biological, and chemical weapons).</p> <p>The Bank does not lend towards non-sustainable, large-scale deforestation activities for alternative land use purposes, including food, soya and palm oil production.</p> <p>The bank does not lend to coal-fired power plants.</p>	
Emirates NBD (Investment)	<p>Emirates NBD only recruit employees after ensuring that they are legally permitted to work in the country for which they are being employed and comply at all times in accordance with local laws, rules and regulations, including the National Minimum Wage Regulations in the UK for the London Branch.</p> <p>ENBD has Whistleblowing and Grievance procedures, through which employees can escalate any concerns including those relating to slavery and human trafficking.</p> <p>Emirates NBD embarked on its sustainable procurement journey in response to the UAE's Net Zero 2050 policy, aligning closely with global climate goals. In response to the UAE's revised Nationally Determined Contribution (NDC), which now includes a heightened emissions reduction target of 31% (from 23.5%) by 2030, the bank has strategically incorporated green procurement into its overarching strategy⁴.</p>	
Santander (Investment)	<p>Since 2004 Santander been funding a wealth of low carbon energy projects, including onshore wind farms, solar PV, battery storage power plants and energy efficiency.</p> <p>Santander will:</p> <ul style="list-style-type: none"> • Take reasonable measures to protect the environment and prevent pollution 	<p>Santander has over 21 subsidiaries in tax havens pointing to unethical tax avoidance strategies.</p>

⁴ <https://www.linkedin.com/pulse/case-study-emirates-nbd-leading-way-sustainable-xwzff>

	<ul style="list-style-type: none">• Integrate relevant environmental considerations into procurement of goods and services• Ensure relevant third parties, contractors and business partners are aware of their Environmental Policy• Regularly report on environmental management performance to stakeholders.• Raise employee awareness of environmental issues including waste management, biodiversity, energy efficiency and sustainability.• Provide employee training, as appropriate, so that we can meet environmental management objectives.• Monitor emerging environmental issues and respond to the environmental concerns of our stakeholders	
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RECOMMENDATION: When reviewing potential new banking and investment opportunities a review takes place of the ethical background to the bank and investment opportunity.

LCRS 6. Overall risk summary

Sevenoaks Town Council

Assessment year: 2024

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Allotments	Duty to provide allotments. Power to improve and adapt land for allotments, and to let graz	Allotments Admi	21	21	0	<input type="text"/>
Bus Shelters	Power to provide and maintain shelters	OSL manager	6	6	0	<input type="text"/>
Cafes	Powers to provide	Cafe Manager/	8	8	0	<input type="text"/>
Car Parks	Powers to provide		14	9	0	<input type="text"/>
Cemeteries/Churchyards	Power to provide Power to acquire and maintain	OSL manager	21	21	0	<input type="text"/>
Clocks	Power to provide public clocks	OSL manager	5	5	0	<input type="text"/>
Code of Conduct	Duty to adopt a code of conduct	Clerk	2	2	0	<input type="text"/>
Commons and Common Pastures	Powers in relation to enclosure, as to regulation and managemen t, and as to providing common pasture	OSL manager	17	12	0	<input type="text"/>
Community Centres	Power to provide and equip buildings for use of clubs having at hletic, social or educational objectives.	Clerk	16	16	0	<input type="text"/>
Computing	Power to facilitate discharge of any function	Clerk	4	4	0	<input type="text"/>
Council Meetings	Power to meet	Clerk	4	4	0	<input type="text"/>
Council Property and Documents	Duty to disclose documents and to adopt publication scheme	Responsible Fin	4	4	0	<input type="text"/>
Crime Prevention - CCTV	Powers to spend money on crime detection and prevention mea sures.	Clerk	10	10	0	<input type="text"/>
Data Protection	Duty of Notification and Duty to Disclose (subject access)	Clerk	1	1	0	<input type="text"/>
Drainage	Power to deal with ponds and ditches	OSL manager	7	7	0	<input type="text"/>

LCRS 6. Overall risk summary

Sevenoaks Town Council

Assessment year: 2024

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Employment of Staff	Duty to Appoint	Clerk	8	8	0	<input type="text"/>
Entertainment and the arts	Provision of entertainment and support of the arts	Facilities Manag	14	12	0	<input type="text"/>
Financial Management	Duty to ensure responsibility for financial affairs	Responsible Fin	15	15	1	<input type="text"/>
GDPR	Duty to comply with the regulations.	Clerk	23	23	0	<input type="text"/>
Gifts	Power to accept gifts	Clerk	1	1	0	<input type="text"/>
Investments	Power to participate in schemes of collective investment	Responsible Fin	4	4	0	<input type="text"/>
Land	Power to acquire by agreement, to appropriate, to dispose of land	Clerk	13	13	0	<input type="text"/>
Litter	Power to provide receptacles. Power to take enforcement action against those that litter.	OSL manager	7	5	0	<input type="text"/>
Markets	Power to establish or acquire by agreement markets within their area and provide a market place and market buildings.	Markets/ OSL CI	16	16	0	<input type="text"/>
Meeting of the Council	Duty to meet	Clerk	4	4	0	<input type="text"/>
Newsletters	Power to provide information relating to matters affecting local government	Clerk	7	7	0	<input type="text"/>
Open spaces	Power to acquire land and maintain	OSL manager	13	13	0	<input type="text"/>
Planning & Development Control	Rights of consultation	Planning Clerk	1	1	0	<input type="text"/>
Play Areas	Power to provide	OSL manager	4	4	0	<input type="text"/>
Provision of Office Accommodation	Power to provide	Clerk	6	6	0	<input type="text"/>

LCRS 6. Overall risk summary

Sevenoaks Town Council

Assessment year: 2024

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Provision of Website/Internet Access	Power to provide 'free resource'	Clerk	2	2	0	<input type="text"/>
Public buildings and Village hall	Power to provide buildings for offices and for public meetings and assemblies	Clerk	16	16	0	<input type="text"/>
Public Conveniences	Power to provide	OSL manager	10	10	0	<input type="text"/>
Shelters & Seats	Power to provide	Clerk	6	6	0	<input type="text"/>
Skatepark	Power to provide	Responsible Fin	5	5	0	<input type="text"/>
Street/Footway Lighting	Power to light roads and public places	Deputy Clerk	8	8	0	<input type="text"/>
Town and Country Planning	Right to be notified of planning applications	Planning Clerk	3	3	0	<input type="text"/>
Village Signs	Power to erect (with Highway Authority approval)	OSL manager	3	3	0	<input type="text"/>
War memorials	Power to maintain, repair, protect and alter war memorials	OSL manager	3	3	0	<input type="text"/>
Web Sites	Power for councils to have their own websites	Clerk	19	18	0	<input type="text"/>

Assessment year: 2024

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
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Completed by:

Overall totals/s cores

351

336

1

Date:

Position:

How to complete:

1. Review each area and the number of uncontrolled risks.

2. Decide which area is at most risk and should be actioned firstly mark this as number one.

3. Repeat on all areas until all uncontrolled areas are allocated.

Risk / Hazard

Assessment year: 2024

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
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Financial Management

1141	Financial	That the District or County Council go bankrupt.	Medium	4		Responsible Finance Officer	26/07/2024
		Reviewed its general reserves	Medium				
		The council has agreed to increase its revenue funds by £20k per financial year.				Responsible Finance Officer	

Submitted to council:

No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name:

Signed by responsible Finance officer: Georgina Jackson

How to complete (individual risk section):

- 1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
- 2. Action by person - the name or names of the persons taking the relevant actions.
- 3. Action by date - the proposed date that this action should be completed by.
- 4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

**Sevenoaks Town Council
Finance & Delivery Committee – 22nd July 2024**

Parking and Beat Surveys for St John's Hill Area – Cost Proposal

Background:

Sevenoaks Town Council agreed its Blue Skies Priorities in 2023 - one of which was to develop a Masterplan for the retail / business Wards of the Town Centre and St Johns as part of the evolution of the Sevenoaks Town Neighbourhood Plan (STNP).

In March 2024, Urban Initiatives Studio (UIS) – the Town Council's consultant for the STNP – was commissioned alongside their partner company, Urban Movement, to produce two separate Masterplans for the above areas. These would be created in tandem with each other and with the previously produced Northern Sevenoaks Masterplan (UIS were also consultants on this) in mind, in order to ensure that the visions for all three areas complement each other.

The timeline for delivery of the Masterplans was previously estimated with the following key dates shown in the second column, which were delayed by the General Election held on 4th July 2024. The updated dates are shown in the third column – **which would be subject to further delay should the below proposal be approved**. Potential dates should the Car Parking Surveys be approved are shown in column four.

Activity	Initial proposed date	Updated proposed date	Potential amended date
First Stakeholder Workshop	April 2024	April 2024	<i>April 2024</i>
St John's Car Parking Survey	Not previously allocated	Not previously allocated	<i>Second week September 2024</i>
Second Stakeholder Workshop on initial ideas	May / June 2024	July 2024 – NO DATE BOOKED YET	<i>Early November 2024</i>
Preparation of draft Masterplans	May / June 2024	July / August 2024	<i>November 2024</i>
Public consultation	June / July 2024	September 2024	<i>November 2024</i>
Preparation of final Masterplans	August 2024	October 2024	<i>December 2024</i>

Relevant to the Masterplans also, are Sevenoaks District Council (SDC) proposals to redevelop Land East of High Street, including new energy efficient leisure facility, combined library, museum and art gallery and learning hub, residential accommodation, new pedestrian link to Knole Park, a market hall and a hotel.

STC and its consultants are collaborating with SDC Officers at each stage of the Masterplans' development, to ensure that SDC's plans are incorporated and reflected in the Masterplans; and vice versa.

Proposal:

Parking in the St John's area is a frequently complained about issue, with residents regularly writing to Town Councillors and Officers to request that solutions be investigated in order to alleviate the strain on local residents who are often unable to park on their own road.

A further request has been received for the Town Council to consider undertaking a parking survey in the area – the timely nature of which prompted Officers to ask its Masterplan consultants whether they could deliver a survey in tandem with the Masterplans. The benefit of

Sevenoaks Town Council
Finance & Delivery Committee – 22nd July 2024

doing so is that the recommendations identified in the parking survey could inform the spatial vision proposed in the emerging Masterplan for St John's area – thereby having the potential to be used by the Local Planning Authority and future developers of local sites.

The initial project scope and fee are summarised in the below table, and were presented to the Planning & Environment Committee on 1st July 2024 for consideration.

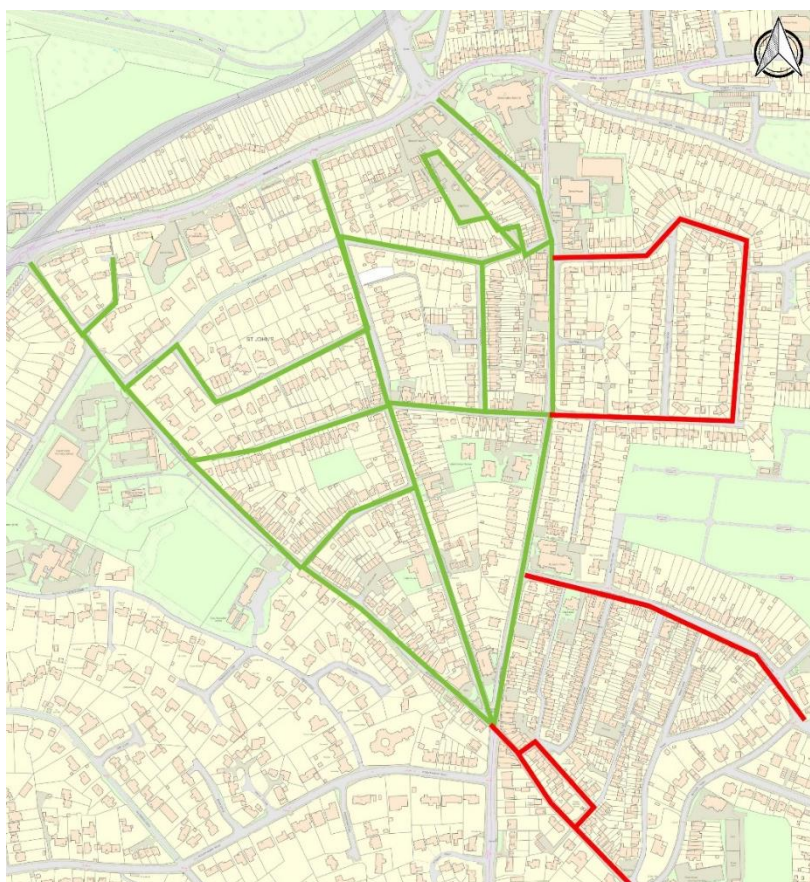
Activity	Fee
Site visits and Stakeholder engagement	£1,130
Mapping activities and data collection	£1,800
Parking Beat survey	£7,236
Data analysis	£3,100
Report	£2,200
Total:	£15,466

The Planning & Environment Committee considered that this would be a valuable undertaking due to the persistent nature of the parking issues at St John's, and further requested that pedestrian movement be considered at the same time. This due to pedestrians frequently being observed to walk in the road due to cars parking on the pavement and leaving little room for groups, wheelchairs or pushchairs.

Additional detail requested by the Planning & Environment Committee:

As per resolution of the Planning & Environment, STC requested an updated quote for including pedestrian movement survey – should this not be adequately covered under the existing Masterplan remit. Quote for an extension to the proposed study area was also requested, at the suggestion of Cllr Clayton who considered that Hollybush Lane, Quakers Hall Lane, Wickenden Road and Cedar Terrace also face the same challenges with parking.

Urban Movement have recommended that the pedestrian movement surveys be undertaken at a later date to understand the impact of any Masterplan recommendations. They propose to use STC's previous Town Centre pedestrian movement survey for its proposed Wayfinding signage scheme to strengthen any recommendations for enhancing the pedestrian experience in Town.



**Sevenoaks Town Council
Finance & Delivery Committee – 22nd July 2024**

Updated costs for the extended subject area are expected by Friday 19th July 2024, and will be forwarded via separate report. **The Finance & Delivery Committee are therefore requested to consider the proposal two-fold; as per the Planning & Environment Committee's primary recommendation, priced above, and to consider costs for the survey area's extension, subject to quote being received prior to 22nd July 2024.**

Implications of undertaking the survey:

Before making a decision on whether the parking and beat survey be incorporated into the Masterplan process, the implications on their delivery time needs to be considered.

For the parking and beat surveys to be effective, they would need to be completed during term time (aka September) in order to consider the impact of school traffic. This would further delay the timetable for the Masterplans. The second Stakeholder event is yet to be scheduled, and with the consultants' initial ideas due to be presented during them, would be more effective if held after the results of the surveys have been incorporated into the proposals.

With this in mind, the Masterplans could be pushed back by a minimum of 2 months.

To also note, that the St John's Residents Association have recently carried out a parking beat survey, covering a 500m radius from the top of St John's Road.

The Town Council's consultants have recommended that the previous survey not be used to influence the parking survey, due to the need for the methodology and output of the surveys to be consistent. It could be used however to corroborate any findings of the St John's Residents Association's survey.

Recommendation:

On 1st July 2024, Sevenoaks Town Council's Planning & Environment Committee resolved to recommended for the Finance & Delivery Committee:

- To approve the cost of £15,466 for a traffic and beat survey to be conducted in the St John's area, with the caveat that it be conducted during termtime unless consultants are confident that this would not impact data output. This with the accepted implication that undertaking the surveys during termtime would delay the Masterplan projects by 2-3 months.
- To consider approval of any additional cost associated with adding pedestrian movement surveys to the project scope, should this not be adequately covered under the existing Masterplan remit.*

*The latter recommendation will be pursued separately and at a later date.

Cost of the subject area's proposed extension is to follow, via Update Report.

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Sevenoaks Town Council
Minutes of the Communication Working Group
Held on 12th June 2024, at 2.00 p.m.

Cllr Nick Varley, Chair	Present	Cllr Victoria Granville	Present
Cllr Chloe Gustard, Vice Chair	Present	Cllr Sally Layne	Apologies
Cllr Nigel Wightman	Apologies		

In Attendance: Cllr Dr Marilyn Canet, Town Clerk, Community Engagement Manager

36. Communication Working Group Terms of Reference

RESOLVED: To note the following:

a) The Terms of Reference approved by Council on 13th May 2024 for the Communication Working Group, which is to report and provide recommendations to the Finance & Delivery Committee.

b) That during the Council meeting, Cllr Varley was elected as Chair of the Communications Working Group, and Cllr Gustard elected Vice Chair.

- | |
|---|
| <p>a) To review the internal and external communications strategy of Sevenoaks Town Council and make recommendations to the Finance & Delivery Committee.</p> <p>b) The Working Group can invite external representatives as non-voting members to participate on relevant topics.</p> <p>c) Meetings of the Communications Working Group will meet as and when required.</p> |
|---|

37. Minutes of the Communications Working Group held on 2nd May 2024

RESOLVED: To agree that the Minutes of the previous meeting were a true record.

38. Town Crier – Feedback from Town Councillors

Following on from discussions at previous meetings and request for feedback from Town Councillors the following had been received from Cllr O'Hara, Cllr Granville, Cllr Gustard and Cllr Layne.

Overall, the Town Council's publication was considered to be well read and appreciated by recipients and there was encouraging requests to be included within the production from voluntary organisations and businesses, although it was noted that there were legal limitations relating to adverts.

It was noted that some positive changes had been made in the latest edition. From the overall feedback received the following was agreed, some of which had been previously considered:

- i) Consider changing the name of the publication
- ii) Front page to cover big positive news
- iii) Provision for a Youth Council / Youth page if copy available
- iv) To remain A4 format
- v) Design to be more contemporary
- vi) To acquire three alternative designs from a designer for a template to be used in the future.

39. 20 mph Communication Plan

The designs and costings for the 20 mph scheme had been signed off by the Finance & Delivery Committee the previous evening. A detailed timetable and workplan for implementation was not yet available from KCC.

A 20 mph Communication Plan was being worked on and would be circulated in the near future. STC and KCC would need to invest resources in producing the activities within the Communication Plan.

40. Councillors Surgeries & consideration of future plans

Town Councillors had been having some conversations about the future of the Councillors Surgeries for the future, details to be forwarded to Officers in order that these could be promoted.

41. Update from Community Engagement Manager

Helen provided a verbal update on the following that she had been recently working on:

- i) Improvements to Town Crier – still evolving
- ii) Events on the Vine A5 brochure
- iii) D Day event and social media coverage
- iv) Forget Me Not Café
- v) Liaising with businesses for community event sponsorship
- vi) Promoting Bloom Tidy Up Days
- vii) Publications now on Flip Books – Town Crier, Events on the Vine brochure.
- viii) Data for evaluation e.g. Dashboard, QR data being kept all showing positive, will be provided for next meeting – 3 monthly as previously agreed.

There being no further business the Vice Chair closed the Meeting as the Chair had to leave prior to the end.

Sevenoaks Town Council
Finance & Delivery Committee – 22nd July 2024

Current Matters**(Continuing from previous Finance & General Purposes Committee)****NB: Updates shown in red**

Item	Minute No		Status	Latest update
1	44 F&GP 24.04.23 <i>Update from Town Clerk</i> 24.07.23 244 Town Council 24.07.23	Market Tenders Wednesday Market	Ongoing	<p>Wednesday & Saturday Markets, Sevenoaks</p> <p>It was noted that the Town Council had been successful in its tenders to Sevenoaks District Council to operate the Wednesday and Saturday Markets in Sevenoaks Town.</p> <p>Sevenoaks Town Council has previously requested that the Wednesday Market be relocated to the High Street. Decision to be reviewed at STC Council meeting 24.07.23</p> <p>The Town Council had been considering the location of the Wednesday market but had been advised by Sevenoaks District Council today that there was no possibility of relocating to the High Street. It was agreed therefore that opportunities to expand the market in its current location at Buckhurst Lane be pursued.</p> <p>At its Blue-Sky meeting in September the Town Council would be reviewing the town centre, including detailed consideration of the future of the markets, within a Town Centre Masterplan.</p> <p>Town Centre Masterplan currently in production.</p>
2	260.3 - F&GP 13.09.21	Pension Deficit	Ongoing	<p>Responsible Financial Officer, Chairman, and Vice-Chairman of Finance and General Purposes Committee to meet Kent County Council to discuss deficit.</p> <p>Queries of KCC to be confirmed prior to arranging meeting.</p>
3	46 F&GP 24.04.23	Provision of Electric vehicle Charging Bollards at Raleys Car Park	Ongoing	<p>RESOLVED: That the proposal to work with Ubitricity to install 12 EV charging bollards at Raleys Car Park be approved, on the basis set out above.</p> <p>Project progressing slowly due to electric connection complications and departure of Climate Change Project Officer.</p>
4	127 F&GP 12.06.23	Participatory Budgeting	Ongoing	<p>RESOLVED: That a working group comprising Cllr Clayton, Cllr Ancrum, Cllr Dr Canet and the Town Clerk be established to look at ideas and the process for a <i>[Participatory Budgeting]</i> project, and report back to a future committee meeting.</p>

Sevenoaks Town Council
Finance & Delivery Committee – 22nd July 2024

Item	Minute No		Status	Latest update
5	392.2 F&GP 02.10.2 48 F&GP 22.04.24	Grant Subsidies for Room Hire & Activities	<i>Ongoing</i>	That the allowances be reviewed within the budget setting process. Budget agreed together with those organisations authorised to receive grant subsidies for free room hire. Also agreed: To review and clarify criteria for free room hire at a future meeting. (To be submitted to September meeting).
6	544 27.11.23	Operation of Cafes	<i>Ongoing</i>	RESOLVED: 1) To move the Café on the Vine to a concession from 1 st April 2024 or sooner. Out to Tender, closing date 10th March 2024. No suitable tenders to date. 2) To move the Bat & Ball Station Café to a concession from 1 st April 2024 or sooner. Awaiting agreement from Southeastern.
7	44 F&GP 22.04.24	Members' Allowance Policy	<i>Ongoing</i>	2024/2025 allowances agreed and RESOLVED that..... allowances be reviewed during the coming year.
8	603 15.01.24	Ethical Banking	<i>Completed</i>	RESOLVED: That an ethical review of the Town Council's banking be undertaken and reported to a subsequent meeting of this Committee (within 6 months). See Agenda Item 7
9	46 F&GP 22.04.24	Computer Software for Meetings	<i>In progress</i>	RESOLVED: that the 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. Software purchased, set up in process prior to staff training.
10	51 F&GP 22.04.24	Sevenoaks Car Club	<i>Completed</i>	The Town Council's commitment was to provide two free car parking spaces at the Bat & Ball Centre and joint promotion. Publicity and practical arrangements were being put in place with the aim to commence on 4 th May 2024. Enterprise Car Club launched at Climate Fair on 4th May 2024, early feedback good.
11	52 F&GP 22.04.24	Thermal Image Camera Loan Scheme	<i>Completed</i>	The scheme to be launched at the Sevenoaks Climate Fair on 4 th May 2024. Completed, scheme now available to residents and being used.
12	54 F&GP 22.04.24	Town Team: Business Improvement District (BID)	<i>Ongoing</i>	RESOLVED: That £10,000 be allocated for the funding of the British Bids "Bid Buddy" service to accompany Sevenoaks town on making a successful plan, in the

Sevenoaks Town Council
Finance & Delivery Committee – 22nd July 2024

Item	Minute No		Status	Latest update
				process of creating a Business Improvement District (BID) Process commenced, aiming for a referendum February 2025.
13	151 F&D 10.06.24	20mph scheme	<i>Ongoing</i>	<p>RESOLVED:</p> <ul style="list-style-type: none"> •to agree the funding of £153,456 (plus £10,000 contingency) and to liaise with Kent County Council on the final design elements of the Sevenoaks 20 mph scheme up to the value of the budget. •to continue to raise concerns with Kent County Council about the creation of a blanket deillumination of road signs for the following reasons. <i>(Details set out at Minute 151, F&D 10.06.24)</i> <p>Design including gateway treatments (e.g. signage only, painted 20mph/30mph roundel on road and signage, or coloured tarmac with all of the above) agreed between STC Movement & Net Zero Group and KCC Officers 12th July 2024. Upper High Street Gateway location pending – with options being North or South of Knole Lane.</p> <p>Submitted to KCC's contractor 12th July 2024, with delivery to commence 12th August 2024.</p> <p>Deadline for all legally required works (posts and gateway signs) and "Has Made" TRO 1st September 2024.</p> <p>Delivery of any features not legally required by the TRO after 1st September.</p> <p>KCC agreed to waive de-illumination cost of current scheme, with stipulation that it will be a requirement of all Kent 20mph schemes at the cost of the promoter. Both STC and KALC have shared their concerns with KCC about blanket removal of lighting to road signs as well as ramifications on local Councils who may be the promoter. <i>(Details set out at Planning & Environment Committee Minute 192, 01.07.24)</i></p>

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Finance & Delivery Committee –22nd July 2024
Sevenoaks Town Council Priorities

NB: Updates in red

PRIORITY ONE					
No	Project	Details	Proposed target timescale	£	Update / comment
1	Climate Change / Carbon Neutral	<p>To recognise the Government and KCC declarations for aiming for Zero Carbon.</p> <p>To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation.</p>			<p>Green Investment Plan 2024 adopted 10.06.2024 as an appendix of the Town Council's Community Investment Plan 2023-2027.</p> <p>New Committee structure adopted 13.05.2024, includes:</p> <ul style="list-style-type: none"> • Planning & Environment Committee • Movement & Net Zero Working Group
2	<p>Neighbourhood Development Plan (NDP) for Sevenoaks Includes:</p> <ul style="list-style-type: none"> • Northern Sevenoaks Masterplan • Cultural Quarter • Transport Strategy • Sports Strategy 	To provide a long-term sustainable plan for the Sevenoaks	December 2020	£100,000 (initial budget)	<p>Sevenoaks Town <u>Neighbourhood Plan</u>, which includes policies that protect the environment, character and heritage of Sevenoaks Town was successful at Referendum on 4th May 2023.</p> <p>On 23rd May 2023, it was adopted or “made” by Sevenoaks District Council as the Local Planning Authority, and has legal planning weight and is used by the Local Planning Authority to help determine planning applications within Sevenoaks Town.</p> <p>Monitoring & Implementation Working Group created – this has since been renamed the “STNP / Masterplan Working Group” in order to include any actions / projects identified under the</p>

Finance & Delivery Committee –22nd July 2024
Sevenoaks Town Council Priorities

NB: Updates in red

PRIORITY ONE					
No	Project	Details	Proposed target timescale	£	Update / comment
	Masterplan for Sevenoaks Town Centre & St John's Hill	To set future spatial plan for the Town Centre & St John's Hill	December 2024	£65,000	<p>emerging St John's and Town Centre Masterplans into the Group's remit.</p> <p>First Annual Report published, which monitors progress on all aims, objectives and policies of the STNP and makes recommendations for 5-year review.</p> <p>Shortlisted and second place in the 2024 Royal Town Planning Institute Award for Planning Excellence for South East, under the category "Best Plan".</p> <p>Masterplan for St John's Hill and Town Centre commissioned from same consultant for the STNP and Northern Sevenoaks Masterplan.</p>
3	20mph Signage Scheme: Consultation & Implementation	To consult on proposed 20mph scheme for Sevenoaks Town and potential implementation of a signage only scheme	September/October 2024	£153,456 plus £10,000 contingency	<p>Design and gateways agreed with KCC 12th July 2024.</p> <p>Signs and signposts due to be installed between 12th August 2024 and 31st August 2024.</p> <p>Community Engagement to commence ASAP – pending final designs from KCC.</p> <p>"Has Made" legal document to be publicised by KCC 1st September 2024, with 21 days for public to comment after which it becomes enforceable.</p> <p>1st October 2024 proposed by STC as enforcement introduction date.</p>
4	Business Improvement District (BID)	To progress a BID to ensure that Sevenoaks remains a competitive	Tbc	Tbc	<p>Referendum to be on hold until after the NDP referendum</p> <p>Postponed due to Covid-19</p> <p>Feasibility work commenced June 2024. Bid Buddy appointed.</p>

Finance & Delivery Committee –22nd July 2024
Sevenoaks Town Council Priorities

NB: Updates in red

PRIORITY ONE					
No	Project	Details	Proposed target timescale	£	Update / comment
		environment to do business.			Aiming for Referendum February 2025.
5	Greatness Football Sports Pavilion	Review under proposals for improvements to Greatness area	Unknown	£2,000,000	<p>New Planning Permission approved. Tenders expected 19th July 2024.</p> <p>CIL Funding of £787,500 approved November 2023: STC to contribute £87,500 from CIL.</p> <p>STFC to work on Football Foundation funding application.</p>
6	Greatness Recreation Ground Survey	Consider and implement recommendations from consultation	tbc	tbc	<p>Greatness Recreation Ground Working Party established and meeting regularly. Consultation responses considered April 2024.</p> <p>Promoting creation of “Friends of Greatness Recreation Ground.”</p> <p>Survey re proposal to relocate play area – Sept 2024.</p>
7	Community Right to Bid.	To nominate assets of community value to Sevenoaks District Council which Sevenoaks Town Council would be interested in purchasing if they were to be sold.			<p>Cllrs to be asked to provide information of such buildings within their wards</p> <p>Registration process for Stag: completed and listed until 22nd September 2026</p> <p>Registration process for Bradbourne Lakes: completed and listed until 22nd September 2026</p> <p>Register Kaleidoscope: completed and listed until 22nd September 2026</p> <p>‘Assets of Community Value’- re-registration of the following confirmed:</p>

Finance & Delivery Committee –22nd July 2024
Sevenoaks Town Council Priorities

NB: Updates in red

PRIORITY ONE					
No	Project	Details	Proposed target timescale	£	Update / comment
					<ul style="list-style-type: none"> • Stag Community Arts Centre • Bradbourne Lakes • Kaleidoscope Centre (comprising the library, gallery and museum) <p>Also added to list of Assets via the Planning Committee:</p> <ul style="list-style-type: none"> • Longspring Field – completed, unsuccessful • Longspring Wood – completed and listed until 25th September 2028 • St John's Hill Car Park toilets – completed and listed until 6th December 2028 • Play space at the end of Watercress Drive – completed and listed until 15th May 2029 • Allotments at the end of Heathfield Road – completed and pending decision • Depot building on Otford Road – completed and pending decision • Proposed allotment site from STNP, currently horse field on Bradbourne Vale Road – pending application • Scout huts above allotments of Heathfield Road – pending application • Land above Sevenoaks Wildlife Reserve through which Darent Valley path cuts – pending application
8	Pedestrian crossing at Dartford Road near the Vine	To improve pedestrian safety and experience at this location		£25,000	KCC investigating viability of location – postponed until after 20mph has been delivered as a priority due to time limits of the "Has Made" document and signs needing to be finished by 1 st September 2024.

Finance & Delivery Committee –22nd July 2024
Sevenoaks Town Council Priorities

NB: Updates in red

PRIORITY ONE					
No	Project	Details	Proposed target timescale	£	Update / comment
9	St John's car park public toilets	Refurbish	2020	£40,000	Completed April 2023 Listed as an Asset of Community Value until 6 th December 2028.

Finance & Delivery Committee –22nd July 2024
Sevenoaks Town Council Priorities

NB: Updates in red

PRIORITY TWO					
No	Project	Details	Proposed target timescale	£	Update / comment
1	South East in Bloom	Provide action plan for obtaining gold award.			<p>2021 Judging took place 15th July. Sevenoaks Town and two of its parks have been awarded Gold in this year's South & South East in Bloom Awards. Rockdale Housing Association and the Incredible Edible team at West Kent Housing got special praise from the judges. Special thanks given to all the businesses, organisations and volunteers who help and make the town such a success, including Sevenoaks Soroptimists and Sevenoaks Living Landscapes.</p> <p>South & South East In Bloom 2022 The results of the South & South East In Bloom 2022, were Sevenoaks' best results to date, a reflection of the incredible amount of work put into the project.</p> <p>National Competition 2022 Sevenoaks was selected as a finalist in the 2022 RHS National In Bloom competition and was awarded Silver Gilt, a great result on its first time entering.</p> <p>Preparations for Sevenoaks' entry in South & South East In Bloom 2023 underway. Judging day 30th June 2023</p> <p>2024 results expected September.</p>

Finance & Delivery Committee –22nd July 2024
Sevenoaks Town Council Priorities

NB: Updates in red

PRIORITY TWO					
No	Project	Details	Proposed target timescale	£	Update / comment
2	Tarmac Site	Develop community facility provision as part of the NDP / Local Plan	Tbc	Tbc	<p>Ensure community facilities are delivered as outlined in the Northern Sevenoaks Masterplan.</p> <p>Invest in feasibility and project design where appropriate particularly in relation to Oast House.</p> <p>Draft produced.</p> <p>Tarmac Liaison Committee created and meeting regularly.</p>
3	Markets	Long term aim for Sevenoaks Town Council to take over control of the markets.	Tbc	Tbc	Currently 'owned' by Sevenoaks District Council
4	Darent Valley Community Rail Partnership	Support and be involved in the development.	2019	£3,000 p.a.	<p>Launched in September 2019, working in partnership with Sevenoaks District Council, representatives from six stations, Southeastern and GTR.</p> <p>SDC recruited member of staff. To create a Community Interest Company with STC as 'accountable body' when resources permit. STC agreed to defer Community Interest Company for the time being.</p>
5	Feasibility Study – Green Link between Bat & Ball Station &	To enable access to the two stations and travelling between		£16,000	Delayed due to difficulty in reaching landowners via letter. Recommendation from consultants for STC to visit owners.

Finance & Delivery Committee –22nd July 2024
 Sevenoaks Town Council Priorities

NB: Updates in red

PRIORITY TWO					
No	Project	Details	Proposed target timescale	£	Update / comment
	Dunton Green Station	locations without having to use main A road and related junctions.			
6	Pedestrian crossing at Seal Hollow Road	To improve pedestrian safety and experience at this location	tbc	£25,000	Part of STC Highway Improvement Plan (HIP) for KCC to review.

Finance & Delivery Committee –22nd July 2024
Sevenoaks Town Council Priorities

NB: Updates in red

PRIORITY THREE					
No	Project	Details	Proposed target timescale	£	Update / comment
1	Bradbourne Lakes	To seek continued improvements with facility			SDC awarded £1.6m by National Lottery Heritage Fund in May 2024 towards major improvements at Bradbourne Lakes. Also secured £502,000 from housing developers. Project to start in 2025. Listed as an Asset of Community Value until 22 nd September 2026.
2	Night-time economy	To seek to develop night-time economy via Sevenoaks Town Partnership initiatives, entertainment on the Vine one evening per week			Programme being put in place for bands on Vine Bandstand. Long term, evening bands to be funded by presence of arts and craft stalls, now premises licence in place. Preparing application for Purple Flag Award. To be considered within proposed BID.
3	Library (Kaleidoscope)	Research feasibility for taking over the management of facility and operating with volunteers like the Stag.	Ongoing		To liaise with KCC and register as a Community Asset (see Priority 1). Part of SDC Project – Development of Land east of High Street. Listed as an Asset of Community Value until 22 nd September 2026.
4	Stag	Freehold and Capital Improvements	Tbc	Tbc	Aspirations to buy lease if it becomes available. 15 years left on current lease. Improvements to building (Fly Tower, 4 th Storey, Walkway from front to back enabling additional basement area, Nightclub?) subject to funding, planning permission and ownership.

Finance & Delivery Committee –22nd July 2024
Sevenoaks Town Council Priorities

NB: Updates in red

PRIORITY THREE					
No	Project	Details	Proposed target timescale	£	Update / comment
					<p>Linked to Cultural Quarter – improved walkway from London Road to South Park car park.</p> <p>Listed as an Asset of Community Value until 22nd September 2026.</p>
5	Nightclub for Sevenoaks	Support provision of nightclub in Sevenoaks	Tbc	Tbc	
6	Community Events	Continue to promote the town to residents and visitors via community events.	Tbc	Tbc	Regular programme of events in place.
7	Cafes	Continue to operate and promote	Ongoing		<p>Noted the benefits of ongoing community service and crime reduction.</p> <p>Agreed to obtain concessions long term.</p>
8	Youth Provision	<p>HitB Youth Café</p> <p>Partners</p> <p>New provision if viable</p> <p>Youth Council</p>	Ongoing		<p>To continue to provide the HitB Youth Café facilities</p> <p>To work with partners to provide youth provision – House in the Basement working with SAYT, West Kent, Kenward Trust, SDC and We are Beams.</p> <p>If viable to extend youth provision. Facilities in Northern Sevenoaks being reviewed. Increased detached and schoolwork happening. Pilot project held Autumn 2022.</p> <p>Currently financially supportive with grant for Youth detached work.</p> <p>To continue to support the development of the Youth Council.</p>

Finance & Delivery Committee –22nd July 2024
Sevenoaks Town Council Priorities

NB: Updates in red

PRIORITY THREE					
No	Project	Details	Proposed target timescale	£	Update / comment
9	Electric Bus	To consider operating the No.8 bus service using an electric bus.	tbc	£300,000	To initially seek grant funding.
10	Wayfinding Signage	To provide bespoke Wayfinding signage for the town, starting with the town centre		£170,000	CIL application to SDC unsuccessful.
11	Oast House, Tarmac site	Redevelop Oast House for Community Use		tbc	Earmarked for community use via Outline planning application by Tarmac. Due to be secured via Section 106 agreement which is yet to be signed. Would require legal Head of Terms to be agreed between STC and Tarmac, with STC hoping for peppercorn lease to be agreed for STC for long term community use and heritage conservation. Draft Feasibility Study prepared by STC awaiting update.