

15th January 2020

You are summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the Council Chamber at the address below on Monday 20th January 2020 following the meeting of the Personnel Committee to commence at 7.00 pm. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting 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 meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but 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 - the quorum for the meeting is a minimum of 6 committee members

Cllr Keith Bonin

Cllr Nicholas Busvine OBE (ex officio)

Cllr Sue Camp

Cllr Dr Merilyn Canet

Cllr Tony Clayton (Vice Chairman)

Cllr Andrew Eyre

Cllr Roderick Hogarth

Cllr Tom Morris Brown

Cllr Robert Piper

Cllr Simon Raikes (Chairman)

Cllr Edward Waite

PUBLIC QUESTION TIME

To enable members of the public to make representation or put questions to the Committee on any Financial or General Purposes matters.

AGENDA

1 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

2 REQUESTS FOR DISPENSATIONS

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).

Sevenoaks Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577

email: council@sevenoakstown.gov.uk

web: sevenoakstown.gov.uk

3 DECLARATIONS OF INTEREST

To receive any declaration of interest from members in respect of items of business included in the agenda for this meeting.

4 MINUTES

To receive and sign the minutes of the meeting of the Finance & General Purposes Committee held on 25th November 2019.

5 FINANCE REPORTS

5.1 (a) Statement of Accounts

To receive and consider the Statement of Accounts, together with the Finance Officer's report and variance analysis for the period 1st to 30th November 2019 (copy attached).

(b) Suppliers' Accounts

To authorise payment of the accounts listed in the schedules for the period 1st to 30th November 2019 (copy attached).

(c) Payroll Account

To confirm payments from the account listed in the schedules for the period 1st to 30th November 2019 (copy attached).

(d) Petty Cash Account

To confirm payments from the account listed in the schedules for the period 1st to 30th November 2019 (copy attached).

5.2 Internal Audit

To receive and note the Internal Auditor's Report for Visit Two (copy attached).

5.3 Hospitality and Gifts Register

To receive and note the following Hospitality or Gifts received by Councillors or staff for the periods 31st October to 31st January:

Date	Event	Nature of Hospitality	Approximate value
02.11.19	Fireworks event (Round Table)	5 x meals for STC staff from Wagamama	£50
29.11.19	Christmas Lights Switch On	5 x meals for STC staff from Wagamama	£50
29.11.19	Christmas Lights Switch On	Tin of Heroes chocolates & 2 bottles of wine from Shaw's Leisure (Fairground Rides)	£20

5.4 Bat and Ball Station Bookings

To note the summary of bookings for Bat and Ball Station. (copy attached).

6. REVIEW OF INTERNAL CONTROLS

To receive and review the following internal policies for 2020/2021:

- a) Risk Assessment
- b) Investment Strategy
- c) Reserves
(copies attached)

Note: The revised Financial Regulations were approved and adopted at the F&GP meeting held on 25.11.19 (*Minute 372 F&GP 25.11.19 refers*)

7. REVIEW OF CHARGES 2020/21

To accept the proposed increase of 3% for 2020/2021 (detailed figures to follow):

- a) Hire of the Council Chamber, with effect from April 2020
- b) Charges for the Community Centre, with effect from April 2020
- c) Charges for the Bat & Ball Station, with effect from April 2020
- d) Open Spaces – General charges, Sports Fees and cemetery charges [*Minute 301 OS&L 30.09.19 refers*]

8. REVENUE ESTIMATES AND PRECEPT PROPOSAL 2020/2021

- a) To receive the final Revenue Estimates for the financial year 2020/21 (copy attached)
- b) To receive and note the recommendation to Town Council to accept a precept of £1,215,276 for 2020/21, which equates to a Band D equivalent household rate of £125.41 per annum [includes the updated number of household figures received from Sevenoaks District Council of 9,691] which is approximately £2.41 per week and an increase of 5.89%.

9 RENEWAL OF SEVENOAKS RUGBY FOOTBALL CLUB LEASE (copy attached)

10 CURRENT MATTERS AND PRIORITIES

10.1 Current Matters

To receive and note a list of Current Matters (copy attached)

10.2 Sevenoaks Town Council Priorities

To receive and note the Town Council's priorities (copy attached)

11 PRESS RELEASE

To consider any agenda item, which would be considered appropriate for a press release.

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Sevenoaks Town Council
Minutes of the Finance & General Purposes Committee
held on 25th November 2019 in the Council Chamber

Meeting Commenced: 7.10 p.m.

Meeting Concluded: 8.45 p.m.

Present:

Cllr Keith Bonin	Present		Cllr Roderick Hogarth	Present
Cllr Nicholas Busvine OBE	Present		Cllr Tom Morris Brown	Present
Cllr Sue Camp	Present		Cllr Robert Piper	Present
Cllr Dr Marilyn Canet	Present		Cllr Simon Raikes, Chairman	Present
Cllr Tony Clayton, Vice Chairman	Present		Cllr Edward Waite (7.48pm)	Present
Cllr Andrew Eyre	Present			

In Attendance: Cllr R Parry, Town Clerk, Responsible Financial Officer, Senior Committee Clerk.

Public Question Time: There was one member of the public present.

Prior to the start of the meeting Ray Russell, Chairman of Sevenoaks Summer Festival, addressed the Committee in relation to a grant application.

The meeting was not recorded.

366. Apologies for Absence

None received

367. Requests for Dispensations

There were no requests for dispensations.

368. Declaration of Interests

Cllr. Raikes declared a pecuniary interest in respect of the Street Lights in Private Roads: Update (Minute 377 below). He took no part in the discussion and did not vote thereon. Cllr. Clayton took the chair for this item.

369. Minutes of the Finance & General Purposes Committee held on 16th September 2019.

RESOLVED: To receive and sign the Minutes as a true record of the previous meeting.

370. Finance Reports

i) The Committee received and noted the Finance Officer's Report and variance analysis, together with the management accounts for the periods:

1st to 31st October 2019

1st to 30th September 2019

1st to 31st August 2019

Consideration was given to the hire income at Bat and Ball Station; it was agreed that a summary of bookings by month be presented to the next meeting.

The Town Clerk advised that some provision had been made within the Heritage Lottery funding to support the first five years of operation: the figure would be provided at the next meeting.

- ii) Noted that balances as at 31st October 2019 were:
 - a) Suppliers Accounts: £196,294.38
 - b) Payroll Account: £81,587.19
 - c) Petty Cash Account: £823.74

- iii) Hospitality and Gift Register report
No matters to report.

RESOLVED: The Committee accepted all the presented and reviewed Financial Reports.

- iv) Grant Application: Sevenoaks Summer Festival
The Committee considered a grant aid request submitted by the Sevenoaks Summer Festival.

RESOLVED:

- 1) That, subject to the Mayor being invited to open the festival, a grant request be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation	Purpose of Award	Grant Application	Grant Approved
	Sevenoaks Summer Festival	Core funding for summer arts festival	£10,000	£5000

- 2) That the applicants be advised that, subject to funds being available, consideration may be given to a further grant application for a specific project reflecting the 50-year anniversary.
- v) The Town Clerk agreed to recirculate the CIL report from the previous meeting and to present a Capital Receipt/Reserves report to the next meeting.

371 Internal Audit Visit 1 Report

The Committee received and noted the Internal Audit Visit 1 report and congratulated the Responsible Financial Officer and her team on the successful outcome.

372. Internal Controls: Updated Financial Regulations

The Town Clerk presented revised Financial Regulations, based on updated model Financial Regulations published by NALC in August 2019.

RESOLVED: That the revised Financial Regulations, attached as **Appendix A**, be approved and adopted.

373. 2020/21 Draft Revenue Estimates and Rolling Capital Programme

The Committee considered the draft Revenue Estimates and Rolling Capital Programme 2020/21. The need to give careful consideration to increasing reserves and Capital Expenditure budgets was highlighted.

RESOLVED: That the draft Revenue Estimates and Rolling Capital Programme be adopted as the Draft Budget 2020/21 pending final review at the January 2020 meeting of this Committee.

374. Greatness Cemetery Mess Room and Workshop

At its meeting held on 11th November 2019, the Open Spaces and Leisure Committee resolved to move forward with a replacement building for the Greatness Cemetery Mess Room and Workshop; this Committee was recommended to allocate a further £20,000 to the project to meet sustainable objectives and to delegate authority to the Chairman, Vice-Chairman and Town Clerk to proceed.

RESOLVED:

- 1) That an additional £20,000 be allocated to the replacement building for the Greatness Cemetery Mess Room and Workshop; and
- 2) That authority be delegated to the Open Spaces and Leisure Committee Chairman, Vice-Chairman and Town Clerk to proceed with the project

375. Sevenoaks Town Partnership

RESOLVED: To note the Minutes of the Sevenoaks Town Partnership held on 13th November 2019.

376. Community Infrastructure Levy (CIL)

The Committee noted the CIL payment of £55,671.28 received in October 2019, of which £50,000 had been allocated to the Business Hub project (Minute 284 16.09.19 refers) and considered whether the balance of £5,671.28 should be allocated towards repairs to the Jubilee Clock. The Town Clerk undertook to prepare a report for the January meeting of this Committee, setting out the history of the clock and details of the works required to make the structure safe and to repair the clock itself.

377. Street Lights in Private Road: Update

Cllr. Clayton in the chair for this item.

An update was provided outlining progress in street light discussions with residents of private roads. Subsequent to the publication of the report, residents of Lyle Park had agreed to adopt their lights.

The Committee agreed that the requirement for payment of the last two years charges be waived in respect of Heathfield Road and recommended to Council that the Resolution requiring “all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme” (Minute 197(iii) 05.08.19 refers) be rescinded.

RESOLVED that:

- 1) It be noted that residents of Pineneedle and Lyle Park had agreed to adopt their lights and discussions were therefore concluded;
- 2) Following notification by residents of KinCraig Drive that they would not adopt their lights, the lights be removed;
- 3) That the lights in Coombe Avenue be removed, subject to local ward members ascertaining whether one light needs to be retained for safety purposes;
- 4) The 15 households in Woodside Road be asked whether they would form a group to administer payments to the Town Council; and
- 5) That the Council be asked to rescind the following Resolution, removing the requirement for residents of Heathfield Road to pay outstanding charges for the last two years:
 “To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.” (Minute 197 (iii) 05.08.19 refers)

378. Current Matters and Priorities

RESOLVED

- 1) To note the contents of the reports relating to Current Matters; and
- 2) To adopt the updated Priorities agreed at the Blue Skies discussion in September 2019.

379. Press Release

Press Release to be issued regarding the grant award of £5000 to the Sevenoaks Summer Festival

There being no further business the Chairman of the Committee closed the Meeting.

Signed

Chairman

Dated

1.0 Summary

The net loss including Precept, is £40,580 against budgeted profit of £30,066 resulting in a year to date net adverse variance of £70,646. This does not include capital infrastructure related expenditure and funding, which is covered elsewhere.

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 – Working Capital
 Appendix 3 - Statement of Funds

2.0 Income and Expenditure (Appendix 1)

Precept received in advance for December 2019 to March 2019 is £362,864

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

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

<u>Cost Centre</u>	<u>Name</u>	<u>Variance</u> £	<u>Comments</u>
21	Open Spaces	8,322 (A)	Please refer to the variance report.
22	Cemetery	9,134 (A)	Please refer to the variance report.
28	Vine Café	28,310 (A)	Please refer to the variance report.
30	Bat & Ball Station	47,792 (A)	Please see comments below
31	Establishment	23,457 (F)	Please refer to the variance report.
36	Community Centre	7,742 (F)	Please refer to the variance report.
40	STP	5,191 (A)	Please refer to the variance report.

As the Bat & Ball station café is within the early stages of operation, some of the adverse variance will be offset by the Management & Maintenance Plan covering the first five years of operation (part of the HLF grant funding). This adjustment will be made at the end of the financial year.

3.0 Cashflow

Since 1st April 2019, there has been a net increase in cashflow of £2,330,822 resulting in a cash balance on 31st October 2019 of £5,045,085.

4.0 Working Capital (Appendix 2)

Including precept received in advance, there is a net increase in current assets of £2,330,822
 Receipts include: CIL receipt to date is £1,276,987 (towards the Business Hub of £50,000, £5,671 towards the Jubilee Clock, £21,000 towards the Access Ramp at Bat & Ball station and £1,200,000 for the Bat & Ball Centre refurbishment). The outflow from CIL receipts was £49,790.24 being allocation to approved capital projects.

Receipt of £238,398 grant payment from The HLF towards Bat & Ball station project and operation.

PWLB Loan of 1,400,000 received towards the refurbishment of The Community Centre.

The year to date expenditure includes £21,804 on Vine Pavilion windows, £250,000 towards the Ramp at Bat & Ball station (Allocations previously approved by Committee).

5.0 Fund Balances (Appendix 3)

The statement of fund balances as at 30th November 2019 shows funds totalling £5,045,085 (£3,011,984 at 30th November 2018). For now, there is sufficient liquidity to cover current commitments.

Deposits have been invested for varying maturities with HSBC, Handelsbanken, CCLA, Nationwide and Bank of Scotland. Interest rates vary from 0.15% to 0.80%.

November 2019 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	23,305	23,742	437	35,630	Largely tracking budget to date.
Open Spaces & Leisure Committee					
General	177,184	168,862	(8,322)	260,002	Slight Adverse variance due to Increase in Gross pay of (£5,540) of approved overtime and recruitment of a full staff member rather than an Apprentice. Increase variance in St Johns Toilets (£2,139) due to increase in rates and cleaning. Additional spend on Gym Equipment at Julian's Meadow which will be offset by Grants received later this year. Positive variance in income due to approved transfer from revenue reserves of £20,000 for the purchased van. Higher income on Lettings and Hiring than budgeted. Overall, general costs less than budgeted.
Cemetery	18,772	9,638	(9,134)	11,724	Adverse variance due to additional staff (approved previously). Higher than expected costs due to Repairs on JCB digger & Rear window. Insurance claim received for stolen equipment of (£2,687) .Lower income than expected budget on cemetery income.
Allotments	1,487	(1,621)	(3,108)	135	Adverse variance due to replacement of damaged fence £1,715 with the potential funds from insurance claim to offset costs at a later date. Necessary Treework carried out at the Bradbourne Allotments carried additional costs this month (£925). Additional approved overtime on Gross pay of (£316)
Street lighting/ general	23,769	25,089	1,320	21,626	In Bloom Costs were less than budgeted. Street Lighting costs are higher than budget but offset by additional income for the works done.
Vine Café	31,974	3,664	(28,310)	12,170	Adverse variance due essential staff cover (approved budget & overtime) of £8,801. Goods for resale under budget (£5,817).
Vine Grounds	13,366	13,561	195	20,000	Positive variance as costs were less than budgeted. Transfer Allocation of (£21,804) from Cill to offset cost of Vine pavilion windows/ramp. Lack of additional events held on the Vine this year has resulted in no Event Income to date.

November 2019 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Bat & Ball Station	47,114	(678)	(47,792)	(1,134)	Adverse variance due to lower sales of goods and hire income lower than budgeted income. This is due to cafe opening hours not fully operational. Positive variance in expenditure due to Gross Pay (£18,257), Goods for Resale (£31,680) & Cleaning (£9,695).
Establishments	376,964	400,421	23,457	667,540	Positive variance due to Higher interest on deposits due to increase of funds over the past couple of months and increase of waste sacks and banner income. Less overall expenditure spend to date.
General	8,528	13,000	4,472	30,200	Largely tracking to date. Some phasing discrepancies with Christmas Lights expenses. The event is not expected to deviate greatly from the budget set for it.
Council Offices	30,592	31,227	635	47,485	Favourable variance due to Gross Pay (£7,823) been less than budgeted. Costs were high due to increase Rents and Rates but there is investigations on receiving refunds due to incorrect charges on water invoices. Waste Bins are high due to an electrical waste skip been used (£320).
Community Centre	(20,174)	(12,432)	7,742	(12,432)	Positive variance due to a transfer of £26,000 from Revenue Reserves as agreed by F&GP minute 411 to offset the loss of income due to closure of Community Centre in June 2019.
Grants	37,687	40,578	2,891	57,000	Positive variance as less Grant applications have been received as budgeted.
Property	(6,118)	(7,550)	(1,432)	(7,900)	Less income received than expected due to wayleaves received being lower than budgeted.

November 2019 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Sevenoaks Town Partnership	7,518	2,327	(5,191)	5,000	Adverse variance due to less income for the Business Show, Wellbeing Show & Business Awards. Approved spent on STP website of (£2,725) and refillable water bottles for sale initiative (£1,367).
Business Hub	1,890	(3,091)	(4,981)	(9,280)	Electricity Bills for the property which was expected to have been operational by now. Further investigations on high bills and has been advised that credit notes will be issued.
Youth Cafe	19,405	19,588	183	29,620	Slight Positive Variance due to Grant received in April 19 (£2,922). Excluding grant, slight negative income and expenditure.
Markets	8,238	4,534	(3,704)	-	Current adverse variance due to lower than expected income from Bligh's & Wednesday Markets.
Precept	(760,924)	(760,925)	(1)	(1,141,385)	
Rolling Cap Budget	(67,395)	-	67,395	-	
Total (exc. capital items)	40,580	(30,066)	(70,646)		

Summary by Committee:

Planning	23,305	23,742	437	35,630
Open spaces & Leisure	234,578	215,529	(19,049)	313,487
Vine Café	31,974	3,664	(28,310)	12,170
Bat Ball Station	47,114	(678)	(47,792)	(1,134)
Finance & General Purpose	464,530	488,602	24,072	806,099
Precept	(760,924)	(760,925)	(1)	(1,141,385)
Rolling Capital Budget	(67,395)	-	67,395	-
Total (exc. Capital items)	40,578	(30,066)	(70,644)	

Sevenoaks Town Council

Working Capital Summary as at 30th November 2019

	B/fwd 01-Apr-19 £	Movement* £	C/fwd 30-Nov-19 £		30-Nov-18 £
Current Assets					
Stock	3,075	-	3,075		1,041
Trade debtors	18,681	31,086	49,767		47,083
VAT	72,199	(10,727)	61,473		31,221
Prepayments and other debtors	67,867	(45,320)	22,547		22,713
PWLB loan received in July 2019	-	1,399,510	1,399,510		-
Cash at bank and in hand	2,461,271	1,184,304	3,645,575		2,961,984
Total Cash at Bank			5,045,085		
	<u>2,623,092</u>	<u>2,558,853</u>	<u>5,181,946</u>		<u>3,064,041</u>
Current Liabilities					
Trade creditors	203,297	(118,693)	84,604		15,259
Accruals and other creditors	115,568	(20,667)	94,901		104,416
Prior Mayors charity account	-	-	-		-
Precept received in advance of budget		380,461	380,461	Note 1	368,462
Receipts in advance (rent and hall hire)	20,675	(13,069)	7,606		3,412
	<u>339,540</u>	<u>228,032</u>	<u>567,572</u>		<u>491,549</u>
Net Current Assets	<u>2,283,552</u>	<u>2,330,822</u>	<u>4,614,374</u>		<u>2,572,492</u>
Represented by:					
General Funds					
Revenue Reserves	<u>318,758</u>	<u>(86,327)</u>	<u>232,431</u>	Note 2	<u>(149,285)</u>
Earmarked/Designated Funds					
Pension Reserve	2,814	-	2,814		2,814
Rolling Capital Prog Revenue Reserve	44,419	(4,000)	40,419		45,684
Street Lighting Reserve	7,737	-	7,737		7,737
Community Centre Reserve	16,398	-	16,398		16,398
Stag Winding Up Reserve	7,000	-	7,000		6,000
Planning Fees Reserve	12,500	-	12,500		12,500
Youth Activities Reserve	1,500	-	1,500		-
Contingency Provision Reserve	120,196	-	120,196		55,442
Pension Deficit Reserve	-	-	-		-
Capital Receipts Reserve	1,140,575	(179,576)	961,000	Note 5	1,734,641
CIL Earmarked Reserve	517,322	1,228,271	1,745,593		739,143
No 8 bus Reserve	75,130	(26,469)	48,660	Note 3	91,977
QH Allotments Key Reserves	4,115	600	4,715		4,315
BV Allotments Key Reserves	-	100	100		-
PWLB Loan Repayable	-	1,399,510	1,399,510	Note 6	-
Mayor's Charity Reserve	15,088	(1,288)	13,800	Note 4	5,126
	<u>1,964,795</u>	<u>2,417,148</u>	<u>4,381,943</u>		<u>2,721,777</u>
	<u>2,283,552</u>	<u>2,330,822</u>	<u>4,614,374</u>		<u>2,572,492</u>

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

- Note 1 Difference between precept received and budgeted year to date income and expenditure-representing 6 months operational costs
- Note 2 Year to date net expenditure of £40,580 (includes suspense account balance) and outflow from the Revenue reserve of £86,327 as per prior approval to (1) £20,000 purchase a new van- Council Min and (2) £26,000 to balance the 2019/20 budget - Council Min 411(a)
- Note 3 Balance in No.8 Reserve is reduced monthly to offset operational costs of £3308.66 per month
- Note 4 Balance in mayor's charity reserve relates to income collected for the mayor's charities.
- Note 5 This includes capital infrastructure net expenditure of £179,575.77 £ as HLF grant received for £238,398& CIL Allocation of £33,604 to date
- Note 5a £396,401 of the balance shown as Capital Receipts relates to Bat & Ball Station Café Management & Maintenance receipt from HLF
- Note 6 PWLB loan received £1.4m with £490 admin charges deducted

Sevenoaks Town Council

Statement of Fund Balances as at 31 October 2019

£ (2018/19)		S&P Rating 30/09/2019		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
800,000	<u>Bank of Scotland</u> Treasury deposit (1m)	A+	A1	<u>2,000,000</u>	2,000,000	39.64%	0.80%
668	<u>National Westminster Bank</u> Business Reserve Account	A-	A2	875			
801,311	Current Account			378,975			0.20%
444	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
7,933	Sevenoaks Town Partnership			7,901			
7,887	Mayors Charity Account			<u>13,739</u>	403,489	8.00%	
50,202	<u>HSBC</u> Business money manager	AA-	A1+	<u>50,300</u>	50,300	1.00%	0.20%
63,129	<u>Handelsbanken</u> Deposit account	AA-	A1+	63,874			0.15%
260,005	35 day notice account			<u>260,005</u>	323,879	6.42%	0.25%
1,008,516	<u>Nationwide</u> Instant Saver	A	A1	1,256,510			0.60%
10,076	Sevenoaks Fund Instant Saver			<u>10,137</u>	1,266,647	25.11%	0.60%
0	<u>CCLA</u> Business money manager	AAA (Fitch only)		<u>1,000,000</u>	1,000,000	19.82%	0.71%
1	<u>Clydesdale</u> Current account	BB	A2	<u>1</u>	1		
812	<u>Petty Cash</u>				769	0.02%	
<u>3,011,984</u>					<u>5,045,085</u>	<u>100.00%</u>	

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 8

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
04/11/2019	1222	26592	MSB ROOFING	MSB001	176.00	0.00	176.00	5410	33	176.00	26592/50% deposit clear gutter
04/11/2019	INV-0047	26593	S WILLIAMS	SWA001	900.00	180.00	1,080.00	9063	91	900.00	26593/Architectural fee Oct
01/11/2019	WM11008909	26594	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	26594/monthly card chgs
01/11/2019	38740565	26595	APPLIANCES DIRECT	APP002	195.77	39.15	234.92	5500	28	195.77	26595/microwave and grill 22lt
06/11/2019	1004427	26641	KALL KWIK	KALL001	21.00	4.20	25.20	6490	32	21.00	26641/posters for CLSO
11/11/2019	0003081266	26642	ELITE	EFS001	39.40	0.00	39.40	6500	30	39.40	26442/food for resale
05/11/2019	3552868	26644	BOOKER	BOOK003	102.21	9.25	111.46	6500	30	72.06	26644/goods for resale
										30.15	26644/kitchen equipment
06/11/2019	176952	26645	PREMIER ALARMS	PREM001	605.34	121.07	726.41	6930	21	605.34	26645/security An renewal
04/11/2019	2302489	26646	CASTLE WATER	CAS003	22.88	0.00	22.88	6000	29	22.88	26646/water chgs Oct
04/11/2019	2301854	26647	CASTLE WATER	CAS005	10.90	0.00	10.90	5025	21	10.90	26647/water chgs Oct
04/11/2019	2302012	26648	CASTLE WATER	CAS006	60.46	0.00	60.46	6000	21	60.46	26648/water chgs Oct
06/11/2019	0009	26649	SSE	SSE008	505.41	101.08	606.49	6011	30	505.41	26649/elec chgs Oct
03/11/2019	H17C8D73C2	26650	E-ON	E-ON	416.45	83.29	499.74	6862	26	416.45	26650/elec chgs Oct
05/11/2019	0000268978	26651	DORMA	DOR001	175.00	35.00	210.00	5410	50	175.00	26651/call out to repair door
06/11/2019	0067	26652	SSE	SSE009	164.38	32.87	197.25	6011	36	164.38	26652/elec chgs Oct
06/11/2019	0066	26653	SSE	SSE006	78.82	3.94	82.76	6010	22	78.82	26654/ elect chgs Oct
14/10/2019	001044	26655	TAMILLEK TREE CARE	TAM001	925.00	0.00	925.00	5410	23	925.00	26655/Treework @STC Allotments
08/11/2019	I3512242	26656	KCC KCS	KCC003	119.50	23.90	143.40	6010	33	55.85	26656/cleaning equipment
										63.65	26656/stationery
23/10/2019	74336	26657	HERBERT & WARD	HAW001	73.00	14.60	87.60	5500	28	73.00	26657/disposable cups&lids
01/11/2019	0003072100	26658	ELITE	EFS001	58.74	2.20	60.94	6500	28	58.74	26658/food for resale
07/11/2019	900099165	26659	KENT COUNTY COUNCIL	KCC002	400.00	0.00	400.00	6320	31	400.00	26659/AAT Level 2 course - AB
31/10/2019	86071365	26660	WORLDPAY	WOR001	74.51	10.35	84.86	6976	30	74.51	26660/oct card chgs
31/10/2019	86048485	26661	WORLDPAY	WOR001	30.76	5.40	36.16	6976	28	30.76	26661/card chgs Oct
31/10/2019	86108219	26662	WORLDPAY	WOR001	29.20	4.95	34.15	6976	31	29.20	26662/card chgs Oct
31/10/2019	85949199	26663	WORLDPAY	WOR001	0.55	0.02	0.57	6976	31	0.55	26663/card chgs Oct
03/11/2019	00003028673-019	26664	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	26664/internet chgs 03/11-2/12

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Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			
								A/c	Centre	Amount	Analysis Description
04/11/2019	00002976949-019	26665	PLUSNET	PLUS01	33.30	6.66	39.96	6101	28	33.30	26665/internet chgs 4/11-3/12
04/11/2019	00003028653-019	26666	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	26666/internet chgs 04/11-3/12
05/11/2019	05NOV2019	26667	CORBAN COFFEE	COR002	140.00	0.00	140.00	6500	30	140.00	26667/coffee for resale
01/11/2019	2055421	26668	SDC	SDC001	3,096.28	0.00	3,096.28	5421	60	1,998.86	26668/Nov market rent
								5420	60	1,097.42	26668/Nov market rent
04/11/2019	1115/BBR/1034	26669	THEISANDKHAN	THEI001	500.00	100.00	600.00	9072	91	500.00	26669/Oct Architectural fees
06/11/2019	817	26670	YELLOW DUCK	YELL002	1,080.00	216.00	1,296.00	9063	91	1,080.00	26670/6 x hoarding boards
06/11/2019	130321	26671	SLCC	SLCC001	191.00	38.20	229.20	6460	31	191.00	26671/Ad for RFO vacancy
06/11/2019	1004424	26672	KALL KWIK	KALL001	406.00	81.20	487.20	6490	32	406.00	26672/CLSO banners x 5
05/11/2019	0003075581	26673	ELITE	EFS001	16.48	0.00	16.48	6500	30	16.48	26673/food for resale
08/11/2019	00002498449-019	26674	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	26674/internet chgs 8/11-7/12
08/11/2019	160747	26675	WARNERS SOLICITORS	WARN001	3,630.00	726.00	4,356.00	9063	91	3,630.00	26675/Oct solicitor fees
04/11/2019	157670	26677	SDC DIRECT SERVICES	SDC002	176.85	0.00	176.85	6935	21	176.85	26677/Oct bin collection chgs
04/11/2019	157816	26676	SDC DIRECT SERVICES	SDC002	38.00	0.00	38.00	6935	28	38.00	26676/bin collection chgs Oct
04/11/2019	157881	26679	SDC DIRECT SERVICES	SDC002	64.00	0.00	64.00	6935	33	64.00	26679/bin collection chgs Oct
04/11/2019	157732	26680	SDC DIRECT SERVICES	SDC002	78.60	0.00	78.60	6935	22	78.60	26680/bin collection chgs Oct
04/11/2019	157871	26681	SDC DIRECT SERVICES	SDC002	68.95	0.00	68.95	6935	30	68.95	26681/bin collection chgs Oct
31/10/2019	VC/31.10.19	26682	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	26682/Sat market chgs Oct
10/11/2019	SI-269	26683	AURORA PROTECT	AUR001	300.00	0.00	300.00	6491	32	300.00	26683/4 marshals - rd closures
08/11/2019	0020	26684	SSE	SSE015	542.24	108.44	650.68	6010	33	542.24	26684/gas chgs 15/08-7/11
05/11/2019	0001	26685	MICHELE HARVEY	HAR002	50.00	0.00	50.00	9063	91	50.00	26685/photography time capsule
09/11/2019	00002498468-019	26643	PLUSNET	PLUS01	23.50	4.70	28.20	6101	36	23.50	26643/internet chgs 09/11-8/12
05/11/2019	3552868/REV	26687	BOOKER	BOOK003	-102.21	-9.25	-111.46	6500	30	-72.06	26687/reversal of bookers orde
								5500	30	-30.15	26687/reversal of bookers orde
12/11/2019	0001016131	26688	BJF CONNECTIONS LTD	BJF002	93,824.47	18,764.89	112,589.36	9063	91	93,824.47	26688/redevelopment of CC work
15/11/2019	861799378/0003	26689	SSE	SSE011	18.15	0.90	19.05	6010	41	18.15	26689/electric chgs 5/9-11/11
15/11/2019	761798877/0003	26690	SSE	SSE010	14.44	2.88	17.32	6010	41	14.44	26690/electric chgs 5/9-11/11
15/11/2019	601721778/0017	26691	SSE	SSE010	8.48	1.69	10.17	6010	41	8.48	26691/electric chgs 15/08-4/09
15/11/2019	861799378/0002	26692	SSE	SSE011	-1,295.47	-259.09	-1,554.56	6010	41	-1,295.47	26692/electric chgs 5/9-11/11

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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
15/11/2019	761798877/0002	26693	SSE	SSE010	-109.76	-5.48	-115.24	6010	41	-109.76	26693/electric chgs 5/9-11/11
15/11/2019	211719833/0018	26694	SSE	SSE011	-45.84	-2.29	-48.13	6010	41	-45.84	26694/electric chgs 15/8-4/9
15/11/2019	601721778/0016	26695	SSE	SSE011	-19.40	-0.97	-20.37	6010	41	-19.40	26695/electric chgs - 15/8-4/9
15/11/2019	211719833/0019	26696	SSE	SSE011	8.48	1.69	10.17	6010	41	8.48	26696/electric chgs 15/8-4/9
13/11/2019	2329479	26697	CASTLE WATER	CAS004	47.01	0.00	47.01	6000	28	47.01	26697water chgs Oct
03/10/2019	04048286	26698	FAIRALLS	FAIR001	35.87	7.18	43.05	5010	29	35.87	26698/cement&ballast
14/10/2019	04048605	26699	FAIRALLS	FAIR001	14.26	2.85	17.11	5500	21	14.26	26699/2 flexi tubs
23/10/2019	SVO/351940	26700	BREWERS	BREW001	22.68	4.54	27.22	5020	29	22.68	26700/aerosol paint
09/11/2019	13513192	26701	KCC KCS	KCC003	164.25	32.85	197.10	5020	29	164.25	26701/hand drier
11/11/2019	134334	26702	GODFREYS	GOD001	8.96	1.79	10.75	5410	22	8.96	26702/yellow spray paint
12/11/2019	87848	26703	LANDSCAPE SUPPLY CO	LAND001	294.76	58.96	353.72	5500	21	132.21	26703/lopper.pruning saw,blade
										71.30	26703/tool heads, secateurs
31/10/2019	10020	26704	HARDWARE CENTRE	HARD001	98.67	19.73	118.40	5500	21	91.25	26703/grass seed 20Kg
										16.60	26704/snips.bit holder,file
										24.54	26704/wire brush,drill & set
										3.42	26704/nuts, bolts, washers
										54.11	26704/fluid, mould remover
03/11/2019	02339GR	26705	LOCUM LOCKS	LOC003	125.17	25.03	150.20	5020	29	100.17	26705/door repair & parts
										25.00	26705/reset electronic screen
04/11/2019	6800	26706	STREETMASTER	STREE001	678.00	135.60	813.60	5050	21	678.00	26706/bench with brackets
05/11/2019	GAC/28290	26707	SETYRES	SETY001	40.00	8.00	48.00	5550	21	40.00	26707/new tyre on GL55 YAD
02/10/2019	04048255	26708	FAIRALLS	FAIR001	36.01	7.20	43.21	5310	21	36.01	26708/loose stone for Middling
03/11/2019	4151358	26709	SHELL	SHEL001	100.94	20.19	121.13	5700	21	20.09	26709/fuel
										80.85	26709/fuel
11/11/2019	9059884384	26710	ROYAL MAIL	ROYA002	4.46	0.89	5.35	6210	31	4.46	26710/postage cost
14/11/2019	13516146	26711	KCC KCS	KCC003	169.40	33.88	203.28	6010	33	153.70	26711/ cleaning equipment
										15.70	26711/stationery
02/11/2019	PW223775	26712	MULLER	MULL001	0.85	0.00	0.85	6330	31	0.85	26712/milk for STC
09/11/2019	PW224355	26713	MULLER	MULL001	0.85	0.00	0.85	6330	31	0.85	26713/milk for STC

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis				
							Invoice Total	A/C	Centre	Amount	Analysis Description
12/11/2019	169	26714	GLENN BALL	GLE001	2,801.91	0.00	2,801.91	9063	91	2,801.91	26714/Architectural fees
07/11/2019	160746	26715	WARNERS SOLICITORS	WARN001	600.00	120.00	720.00	6001	60	300.00	26715/solicitor fees
12/11/2019	981579265/0027	26716	SSE	SSE002	606.73	121.34	728.07	6010	60	300.00	26715/solicitor fees
08/11/2019	INV-163422	26717	CURD & CURE	CHS001	116.90	0.00	116.90	6500	33	606.73	26716/electric chgs 15/8-11/11
08/11/2019	0003079222	26718	ELITE	EFS001	45.81	4.39	50.20	6500	28	116.90	26717/food for resale
11/11/2019	11/11/2019	26719	HAYLEY JOHNSON	JOH003	300.00	0.00	300.00	6869	28	45.81	26718/food for resale
11/11/2019	11/11/19	26720	ALLAN UPSHER LTD	UPS001	3,790.00	758.00	4,548.00	6281	31	300.00	26719/Costumes for 2020
08/11/2019	SI213336	26721	WEST KENT COLLEGE	WEST002	200.00	0.00	200.00	6320	31	3,790.00	26720/STC chairs upholstery
08/11/2019	SIC52300	26722	WEST KENT COLLEGE	WEST002	-100.00	0.00	-100.00	6320	31	200.00	26721/AAT L3 tuition fees - NW
11/11/2019	190025872	26723	AA MEDIA LTD	AA002	248.00	49.60	297.60	6491	32	-100.00	26722/AAT Tuition fees credit
12/11/2019	0001	26724	SSE	SSE010	109.76	5.48	115.24	6010	41	248.00	26723/5 advance warning signs
12/11/2019	0001	26725	SSE	SSE011	1,295.47	259.09	1,554.56	6010	41	109.76	26724/electric chgs 5/9-11/11
25/10/2019	SVO/351940A	26700	BREWERS	BREW001	22.68	4.54	27.22	5020	29	1,295.47	26725/electric chg 5/9-11/11
23/10/2019	CNSVO/351940	26727	BREWERS	BREW001	-22.68	-4.54	-27.22	5020	29	22.68	26700/black aerosol paint
11/11/2019	1005937	26729	DIGITAL BARRIERS	DIG002	520.00	104.00	624.00	6931	21	-22.68	26727/Credit black aerosol
31/10/2019	75193	26730	SGE	SGE001	41.89	8.38	50.27	5020	29	520.00	26729/Greatness 1GB sim sub
31/10/2019	75211	26731	SGE	SGE001	45.79	9.16	54.95	5020	29	41.89	26730/fabricate plate for door
18/11/2019	2050	26732	ULTRALITE	ULTRA001	210.00	42.00	252.00	6461	31	45.79	26731/toilet door kick plates
15/11/2019	19048	26733	WEDDLE & CO	WEDD001	250.00	50.00	300.00	5550	21	210.00	26732/install firework banner
21/11/2019	14205	26734	JS TAYLOR	TAYL001	70.00	0.00	70.00	5020	29	250.00	26733/apply town logo to doors
14/11/2019	87924	26735	LANDSCAPE SUPPLY CO	LAND001	102.18	20.43	122.61	6952	22	70.00	26734/replace hand drier
10/11/2019	4188504	26736	SHELL	SHEL001	66.31	13.26	79.57	5700	21	73.86	26735/safety boots&helmet
31/10/2019	75060	26737	SGE	SGE001	12.60	0.63	13.23	5700	22	28.32	26735/ear defenders
31/10/2019	75077	26738	SGE	SGE001	18.90	0.95	19.85	5700	22	66.31	26736/fuel
19/11/2019	1004475	26739	KALL KWIK	KALL001	10.00	2.00	12.00	6490	32	12.60	26737/Gas oil
15/11/2019	0003086516	26740	ELITE	EFS001	64.51	0.00	64.51	6500	28	18.90	26738/Gas oil
25/11/2019	0003095737	26741	ELITE	EFS001	32.03	0.00	32.03	6500	30	10.00	26739/santas grotto poster
										64.51	26740/food for resale
										32.03	26741/food for resale

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
19/11/2019	74585	26742	HERBERT & WARD	HAW001	100.00	0.00	100.00	6500	28	100.00	26742/goods for resale
16/11/2019	1098	26743	PYOTT	PYO001	85.00	0.00	85.00	6010	28	85.00	26743/oven cleaning
21/11/2019	20252791	26744	NISBETS	NIS001	196.96	39.39	236.35	5500	28	196.96	26744/kitchen equip inc grill
20/11/2019	138582	26746	HW COLDBREATH	COL003	199.25	0.00	199.25	6500	30	199.25	26746/food for resale
13/11/2019	S72105	26747	RAWSTONE HIRE	RAW001	206.20	41.24	247.44	6491	32	206.20	26747/road closure signs hire
17/11/2019	M1051T	26752	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	26752/Nov phone chgs
15/11/2019	0028	26754	SSE	SSE013	9.13	1.82	10.95	6012	36	9.13	26754/gas chgs 26/07-25/10
15/11/2019	15/11/2019	26756	BANKLINE	BANKL01	109.40	0.00	109.40	6975	31	109.40	26456/bank charges
12/11/2019	2963	26757	MONEYPENNY PRODUCTIO	MON001	650.00	130.00	780.00	9062	91	650.00	26757/murder mystery event
13/11/2019	149238	26759	CONNECTAPHONE	CON001	444.89	88.98	533.87	6101	21	11.61	26759/Telephone chgs Oct
								6101	22	13.50	26759/Telephone chgs Oct
18/11/2019	0027	26761	SSE	SSE003	59.92	2.99	62.91	5020	29	59.92	26761/Elect chgs 21/08-15/11
18/11/2019	0029	26762	SSE	SSE002	697.66	139.53	837.19	6010	33	697.66	26762/Elect chgs 15/08-11/11
18/11/2019	0030	26763	SSE	SSE004	348.51	17.42	365.93	6010	28	348.51	26763/Elect chgs 21/08-15/11
21/11/2019	14206	26764	JS TAYLOR	TAYL001	190.00	0.00	190.00	6490	32	190.00	26764/install 1x socket
22/11/2019	13522245	26765	KCC KCS	KCC003	68.65	13.73	82.38	6200	30	11.80	26745/Stationery
								6200	31	7.40	26745/Stationery
13/11/2019	20196496	26767	NISBETS	NIS001	51.94	10.38	62.32	5500	28	49.45	26745/cleaning
15/11/2019	0025	26755	SSE	SSE013	-82.11	-4.10	-86.21	6012	36	6.28	26767/first aid equipment
15/11/2019	0026	26753	SSE	SSE013	-281.15	-14.05	-295.20	6012	36	-82.11	26755/gas credit 26/07-25/10
18/11/2019	0028	26760	SSE	SSE002	-606.73	-121.34	-728.07	6010	33	-281.15	26753/gas credit 30/04-25/07
04/11/2019	10950	26728	STREETLIGHTS	DIR001	975.00	195.00	1,170.00	6862	26	-606.73	26760/Elec credit 15/08-11/11
21/11/2019	157972	26778	SDC DIRECT SERVICES	SDC002	76.00	0.00	76.00	6889	31	975.00	26728/Wood.D LED replace x 3
14/11/2019	40289	26779	EJFFIREPROTECT	EJFFIRE001	195.00	39.00	234.00	6320	31	76.00	26778/2 packs of waste sacks
								6320	31	195.00	26779/9 staff fire training

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Purchase Ledger for Month No 8

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/11/2019	136840	26750	HAYNES	HAY002	581.28	116.25	697.53	5525	21	581.28	26780/fix faulty sprayer
21/11/2019	25197	26748	EDWARD TYRRELL	EDW002	375.00	75.00	450.00	5120	21	375.00	26748/fencing work completion
07/11/2019	119865	26749	PALMSTEAD	PALM002	296.63	52.87	349.50	5410	30	296.63	26749/plants
19/11/2019	40327	26781	EJPFIREPROTECT	EJPFIRE001	195.00	39.00	234.00	6320	31	195.00	26781/fire training 7 staff
27/11/2019	34886	26782	REPOSS LTD	REP001	301.43	60.29	361.72	5525	28	301.43	26782/software&hardware cover
01/11/2019	33383	26783	ATLAS FM/EMPRISE SVS	EMP001	600.00	120.00	720.00	4010	21	600.00	26783/lock up chgs Nov
01/11/2019	33382	26784	ATLAS FM/EMPRISE SVS	EMP001	900.00	180.00	1,080.00	4010	21	900.00	26784/lock up chgs Nov
01/11/2019	33381	26785	ATLAS FM/EMPRISE SVS	EMP001	359.81	71.96	431.77	6932	22	359.81	26785/lock up chgs Nov
22/11/2019	0003093417	26786	ELITE	EFS001	86.95	0.00	86.95	6500	28	86.95	26786/food for resale
27/11/2019	3553828	26787	BOOKER	BOOK001	168.23	18.27	186.50	6500	28	107.35	26787/goods for resale
								5500	28	60.88	26787/kitchen equipment
28/11/2019	0003099123	26788	ELITE	EFS001	55.88	0.00	55.88	6500	30	55.88	26788/food for resale
30/11/2019	30/11/19	26789	WOODSIDE ROAD	WOOD001	145.00	0.00	145.00	6812	21	145.00	26789/annual road fee
28/11/2019	7134101	26790	KFF	KFF001	132.74	3.37	136.11	6500	30	132.74	26790/food for resale
13/08/2019	13/08/19	26791	BIGGIN HILL CONCERT	BIG001	200.00	0.00	200.00	6868	29	200.00	26791/summer concert band
29/11/2019	271119	26786	THE ONLY WAY	TOWIEA01	295.00	0.00	295.00	6490	32	295.00	26786/performers for CLSO
16/11/2019	PW224934	26793	MULLER	MULL001	2.55	0.00	2.55	6330	31	2.55	26793/milk
25/11/2019	227329	26794	NPORS	NPO001	50.00	10.00	60.00	6320	22	50.00	26794/vehicle operator licence
30/11/2019	422	26798	VSTORM	VST001	1,222.00	0.00	1,222.00	6490	32	1,222.00	26798/Security for CLSO
29/11/2019	190075017	26799	AA MEDIA LTD	AA002	369.00	73.80	442.80	6490	32	369.00	26799/7 signs for CLSO
30/11/2019	19-121	26800	RUSSELL HARPER	RUS001	150.00	30.00	180.00	6490	32	150.00	26800/photography at CLSO
29/11/2019	291119RW	26801	ROBBIE WHITE	ROB003	400.00	0.00	400.00	6490	32	400.00	26801/singer for CLSO
30/11/2019	12979	26802	HELIOCENTRIX	HELI001	1,768.75	353.75	2,122.50	6240	31	117.05	26802/Nov IT support agreement
								6242	31	1,651.70	26802/Nov Office 365
30/11/2019	13528022	26803	KCC KCS	KCC003	8.25	1.65	9.90	6200	31	8.25	26803/Labels
30/11/2019	13528023	26804	KCC KCS	KCC003	80.00	16.00	96.00	6200	31	23.50	26804/laminating pouches
								6010	33	56.50	26804/hand towels
25/11/2019	3040R 11 FEE	26805	WICKSTEEDS	WICK002	1,350.00	270.00	1,620.00	9072	91	1,350.00	26805/surveying services
18/09/2019	2219088	26806	CASTLE WATER	CAS002	3,107.05	0.00	3,107.05	6000	33	3,107.05	26806/water chgs August

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 8

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis			Analysis Description
							Invoice Total	A/C	Centre	
13/11/2019	2328700	26807	CASTLE WATER	CAS002	15.54	0.00	15.54	6000	33	26807/Water chgs October
27/09/2019	02244122	26808	CASTLE WATER	CAS002	2,724.51	0.00	2,724.51	6000	33	26808/Water chgs August
27/11/2019	34885	26809	REPOSS LTD	REP001	301.43	60.29	361.72	5525	30	26809/sware&hardware Ann Maint
27/11/2019	836	26810	YELLOW DUCK	YELL002	195.00	39.00	234.00	6281	50	26810/ window vinyl covering
21/11/2019	117634	26811	KCCJ LTD	KCC004	310.00	62.00	372.00	5410	30	26811/tap installation
17/11/2019	1068211	26751	SHELL	SHEL001	47.00	9.39	56.39	5700	21	26751/fuel
22/11/2019	62907	26813	APPOINTMENT BUS	APP001	85.10	17.01	102.11	6200	31	26813/back office print chgs
20/11/2019	19-103	26814	JJ BROOKS	JB001	130.00	26.00	156.00	9071	91	26813/front office print chgs
23/11/2019	PW225514	26815	MULLER	MULL001	2.55	0.00	2.55	6330	31	26814/Nov construction work
27/11/2019	3212	26816	FREEMAN BEESLEY LTD	FREE001	600.00	0.00	600.00	9063	91	2.55 26815/milk for STC
28/11/2019	0028	26817	SSE	SSE005	654.04	130.80	784.84	6010	21	600.00 26816/Design work B&B Centre
28/11/2019	0031	26818	SSE	SSE007	69.55	3.47	73.02	5025	21	654.04 26817/Elect chgs 30/08-27/11
28/11/2019	INV462706	26819	GAZA TIMBER	GAZA001	46.40	9.28	55.68	5010	29	69.55 26818/Elect chgs 6/9-27/11
25/11/2019	304030SFEE	26820	WICKSTEEDS	WICK002	4,725.00	945.00	5,670.00	9062	91	19.35 26819/5 wooden posts
21/11/2019	ML19092	26821	MANT LEISURE	MAN001	11,605.00	2,321.00	13,926.00	5310	21	27.05 26819/9 wooden posts
21/11/2019	11447	26822	SEV MOWERS	SEV006	-35.00	-7.00	-42.00	5525	21	27.05 26819/9 wooden posts
21/11/2019	11421	26823	SEV MOWERS	SEV006	35.00	7.00	42.00	5525	21	4,725.00 26820/Quantity surveying fees
14/11/2019	04049556	26824	FAIRALLS	FAIR001	5.77	1.15	6.92	5525	21	11,605.00 26821/resurface Bradbourne Rec
26/11/2019	04049891	26825	FAIRALLS	FAIR001	8.25	1.65	9.90	5410	21	-35.00 26822/battery repair
27/11/2019	INV462707	26826	GAZA TIMBER	GAZA001	16.99	3.40	20.39	5310	21	35.00 26823/battery repair
26/11/2019	111541	26827	PROVENDER	PRO002	6.25	1.25	7.50	5340	21	5.77 26824/drill bit
25/11/2019	05/027303	26828	GREENHAM	GREE001	46.10	9.22	55.32	6330	21	8.25 26825/bolts to fix bench&bins
30/11/2019	136229	26829	WETTON CLEANING SERV	WET001	29.32	5.86	35.18	5020	29	16.99 26826/H.rise fence posts
28/11/2019	0004	26831	SSE	SSE014	882.32	176.46	1,058.78	6012	30	6.25 26827/tree tie buckle 60cm
										9.30 26828/dressing sterile
										36.80 26828/respirators
										12.57 26829/Nov toilet clean
										12.56 26829/Nov toilet clean
										4.19 26829/Nov toilet clean
										882.32 26831/31/08-27/11 Gas chgs

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 8

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
29/11/2019	13527125	26832	KCC KCS	KCC003	77.00	15.40	92.40	6200	22	6.25	26832/hole punch
30/11/2019	5049829	26833	REACH PLC	TRM	1,100.00	220.00	1,320.00	6200	31	70.75	26832/Stationery
30/11/2019	LAO1192772	26834	VEOLIA	VEOL001	12.82	2.56	15.38	6460	31	1,100.00	26833/Sev Cronicle Nov ads
29/11/2019	1004511	26835	KALL KWIK	KALL001	89.00	0.00	89.00	6935	33	12.82	26834/Nov glass collection chg
29/11/2019	1004512	26836	KALL KWIK	KALL001	79.00	0.00	79.00	6490	32	89.00	26835/CLSO programmes
29/11/2019	INV-165002	26837	CURD & CURE	CHS001	57.40	5.40	62.80	6200	50	79.00	26836/Hitb flyers x 1000
30/11/2019	5049830	26838	REACH PLC	TRM	86.40	17.28	103.68	6500	28	57.40	26837/goods for resale
30/11/2019	INV-2805	26839	GO COACH	GO001	3,308.66	0.00	3,308.66	6460	31	86.40	26838/Dec meetings notice
30/11/2019	1/K8054	26840	ALTOOFFICE	ALTO001	41.00	8.20	49.20	6495	32	4,459.31	26839/No.8 bus Nov expenses
30/11/2019	90410459	26841	WORLDPAY	WOR001	68.42	10.21	78.63	1495	32	-1,150.65	26839/No.8 bus Nov income
30/11/2019	90176065	26842	WORLDPAY	WOR001	38.16	6.23	44.39	6200	31	41.00	26840/lnk cartridges
30/11/2019	90234211	26843	WORLDPAY	WOR001	25.35	4.86	30.21	6976	30	68.42	26841/Trans chgs Nov
30/11/2019	90278802	26844	WORLDPAY	WOR001	3.36	0.04	3.40	6976	28	38.16	26842/Nov trans chgs
17/11/2019	4223579	26845	SHELL	SHEL001	47.00	9.39	56.39	6976	31	25.35	26842/Nov card trans chgs
30/11/2019	177378	26846	PREMIER ALARMS	PREM001	45.21	9.04	54.25	6976	31	3.36	26844/Nov card trans chgs
30/11/2019	177379	26847	PREMIER ALARMS	PREM001	83.00	15.00	98.00	5700	21	47.00	26845/fuel
04/10/2019	P1034212	26850	ALL GOOD SECURE	ALL003	10,194.79	2,038.96	12,233.75	6930	33	45.21	26846/key tag pack of 5
12/11/2019	3553175	26867	BOOKER	BOOK002	122.31	0.60	122.91	6930	33	83.00	26847/5 key fobs
07/11/2019	3553026	26868	BOOKER	BOOK002	119.49	22.24	141.73	9062	91	10,194.79	26850/supply and install doors
30/11/2019	136228	26869	WETTON CLEANING SERV	WET001	1,687.64	337.53	2,025.17	6500	50	119.32	26848/goods for resale
								6010	50	2.99	26848/grill cleaner
								6500	50	116.50	26868/goods for resale
								6010	50	2.99	26868/oven cleaner
								5020	29	616.97	26830/clean&lock up Nov
								5025	21	616.97	26830/clean&lock up Nov
								5026	21	205.65	26830/clean&lock up Nov
								6013	30	248.05	26830/clean&lock up Nov
28/11/2019	28/NOV/LIN	26872	ONECARD	ONE002	407.25	6.00	413.25	6869	32	30.00	26872/3 umberallas for STC
								9063	91	1.80	26872/paper for time capsule

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 8

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			
								A/C	Centre	Amount	Analysis Description
								6900	31	37.00	26872/safety Boots for LL
								6900	31	2.50	26872/car parking& B&B station
								6500	50	70.97	26872/Pizza - Halloween event
								6330	31	11.50	26872/drinks for staff
								6330	31	29.50	26872/NDP meeting sandwiches
								6330	31	96.00	26872/HD leaving present
								6330	31	22.08	26872/Planning refreshments
								6330	31	11.00	26872/Planning refreshments
								9062	91	7.92	26872/Murder Mystery supplies
								6490	32	41.98	26872/Books for Santas Grotto
								6975	31	45.00	26872/Annual card fee
28/11/2019	28/NOV/ANN	26873	ONECARD	ONE002	2,309.71	249.38	2,559.09	6900	30	3.33	26873/flowers
								6900	30	5.21	26873/flowers
								6900	31	-1.00	26873/car park refund
								6900	30	4.17	26873/battery
								6900	30	2.50	26873/flowers
								6500	30	97.29	26873/goods for resale
								6500	30	193.00	26873/cup holders x 1000
								6500	30	13.87	26873/goods for resale
								6500	30	82.50	26873/goods for resale
								6500	30	-1.10	26873/goods for resale credit
								6500	28	5.00	26873/goods for resale
								6500	28	24.32	26873/goods for resale
								6500	30	45.10	26873/goods for resale
								6500	28	-4.95	26873/goods for resale credit
								6500	30	16.08	26873/goods for resale
								6500	30	81.97	26873/goods for resale
								6500	30	24.00	26873/goods for resale
								6500	30	93.08	26873/goods for resale

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 8

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			
								A/C	Centre	Amount	
								6500	30	69.90	26873/goods for resale
								6500	30	-6.90	26873/goods for resale credit
								6500	28	54.08	26873/dishwasher repair
								6500	30	59.00	26873/goods for resale
								6500	30	-2.20	26873/CE Food Hygiene
								6101	31	10.00	26873/LL ipad
								6101	21	8.34	26873/O/S BD mobile
								6101	50	8.34	26873/HITB Mobile
								6104	21	6.67	26873/O/S ipad
								6104	36	8.34	26873/KW mob
								6104	21	6.67	26873/O/S ipad
								6240	11	10.95	26873/Acrobat Standard Licence
								6240	50	16.64	26873/Adobe Illustrator - HITB
								6240	31	28.44	26873/2 keyboard&mouse sets
								6240	40	41.62	26873/Creative Cloud membership
								5410	30	94.85	26873/outdoor light&bulbs
								5410	28	153.83	26873/dishwasher repair
								6013	30	5.67	26873/cleaning equipment
								6013	30	3.75	26873/cleaning equipment
								6013	30	12.50	26873/cleaning equipment
								6013	30	1.46	26873/cleaning equipment
								5500	30	1.62	26873/pedal bin
								5500	30	30.15	26873/Kitchen equipment
								5318	36	387.00	26873/parking permit
								6010	28	10.75	26873/cleaning equipment
								6010	33	22.18	26873/mop head x 4
								6010	28	19.66	26873/cleaner@disinfectant
								6330	31	6.08	26873/sugar sticks x 1000
								6330	31	22.00	26873/sandwich platter

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 8

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
				6330				6330	31	22.00	26873/sandwich platter
				6330				6330	31	70.05	26873/wine for xmas meeting
				6330				6330	31	2.04	26873/milk for STC
				6330				6330	31	22.00	26873/sandwich platter
				6210				6210	31	5.46	26873/sugar sticks postage
				6210				6210	31	150.00	26873/postage card top up
				6422				6422	31	57.24	26873/mayor attend Burns Night
				506				506	0	84.06	26873/cheese and wine supplies
				506				506	0	8.10	26873/crackers cheese and wine
				6320				6320	31	48.00	26873/AB AAT Membership
				6320				6320	50	20.00	26873/CE Food Hygiene
				6975				6975	31	45.00	26873/bank charges

TOTAL INVOICES 181,631.47 31,272.70 212,904.17

181,631.47

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Payroll A/c

For Month No: 8

Receipts for Month 8

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: 25/11/2019	52,705.30						
BACS25/11	Nat West - Current Account	52,705.30				201	52,705.30	November Monthly Wages Tfr
	Banked: 26/11/2019	24,181.27						
BACS26/11	Nat West - Current Account	24,181.27				201	24,181.27	Nov Monthly HMRC/KCC Tfr
	Banked: 28/11/2019	3,755.30						
DD28/11	Nat West - Current Account	3,755.30				201	3,755.30	Monthly NEST/L&G Nov '19
Total Receipts for Month		80,641.87	0.00	0.00			80,641.87	
Cashbook Totals		81,641.87	0.00	0.00			81,641.87	

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Payroll A/c

For Month No: 8

Payments for Month 8

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>
25/11/2019	Employees	BACS25/11	52,705.30			520		52,705.30	Monthly Wages Nov '19
26/11/2019	HMRC/KCC	BACS26/11	24,181.27			515		14,422.08	Monthly HMRC Nov '19
						516	0	9,759.19	Monthly KCC Nov '19
28/11/2019	Legal & General	DD28/11-1	3,544.23			516		3,544.23	November L&G payment
28/11/2019	NEST	DD28/11-2	211.07			516		211.07	Noember NEST Payment
Total Payments for Month			80,641.87	0.00	0.00			80,641.87	
Balance Carried Fwd			1,000.00						
Cashbook Totals			81,641.87	0.00	0.00			81,641.87	

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Petty Cash

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		823.74					823.74	
	Banked: 08/11/2019	376.55						
001693	Nat West - Current Account	376.55			201		376.55	petty cash top up
	461 Banked: 11/11/2019	50.00						
461	Bat and Ball Station	50.00			299		50.00	float brought back
	Banked: 11/11/2019	39.00						
CORRECT/1	Nat West - Current Account	39.00			201		39.00	Correct Drinks Refund
	Banked: 15/11/2019	334.22						
001697	Nat West - Current Account	334.22			201		334.22	Petty Cash Top Up
	473 Banked: 20/11/2019	50.00						
473	Mayor's Charity	50.00			299		50.00	Cheese&Wine float brought back
Total Receipts for Month		849.77	0.00	0.00			849.77	
Cashbook Totals		1,673.51	0.00	0.00			1,673.51	

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Petty Cash

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/11/2019	Council Offices	454	7.50			6900	31	7.50	parking tickets
06/11/2019	Council Offices	455	5.50			6330	31	5.50	milk, tea
06/11/2019	Youth Cafe	456/A	31.12			6500	50	31.12	Goods for resale
06/11/2019	Youth Cafe	456/B	3.24		0.54	6500	50	2.70	goods for resale
06/11/2019	Youth Cafe	456/C	1.00		0.16	6200	50	0.84	stationery
06/11/2019	Youth Cafe	456/D	0.20		0.03	6900	50	0.17	bags
06/11/2019	Youth Cafe	457/A	85.21			6500	50	85.21	goods for resale
06/11/2019	Youth Cafe	457/B	8.32		1.38	6500	50	6.94	goods for resale
06/11/2019	Youth cafe	457/C	0.30		0.05	6900	50	0.25	bags
06/11/2019	Youth Cafe	457/D	9.15		1.52	6010	50	7.63	waste sacks
07/11/2019	Bat & Ball Cafe	458	8.75			6500	30	8.75	goods for resale
08/11/2019	Nat West - Current Account	float	5.61			201		5.61	banked video game float
08/11/2019	Open Spaces	459/A	15.85			6330	21	15.85	milk, sugar, coffee
08/11/2019	Open Spaces	459/B	16.00		2.66	5500	21	13.34	keys - Knole Paddock
08/11/2019	Open Spaces	459/C	4.98		0.83	5410	28	4.15	drain hose
08/11/2019	Cemetery	460/A	28.70			6330	22	28.70	tea,coffee,sugar,milk
08/11/2019	Cemetery	460/B	2.00		0.33	6330	22	1.67	squash
08/11/2019	Vine Grounds	460/C	7.24		1.21	5020	29	6.03	plumbing parts - vine toilets
08/11/2019	Bat andd Ball Station	461	50.00			299		50.00	float for Murder Mystery Event
08/11/2019	Vine Cafe	459/C A	4.98		0.83	5410	28	4.15	Drain hose
11/11/2019	Bat and Ball Station	462/A	25.18		4.19	9062	91	20.99	Murder Mystery equipment
11/11/2019	Bat and Ball Station	462/B	96.45		16.07	9062	91	80.38	drinks for Murder Mystery
11/11/2019	Bat and Ball Station	462/C	7.65			9062	91	7.65	food for Murder Mystery
11/11/2019	Bat and Ball Station	462/D	6.00		1.00	6900	30	5.00	Christmas decoration
13/11/2019	Bat and Ball Station	463	3.29		0.55	5410	30	2.74	power grip tape for CCTV signs
13/11/2019	Establishments	464/A	1.10			6330	31	1.10	milk
13/11/2019	Open spaces	464/B	7.90		1.32	6865	26	6.58	In Blooms awards refreshments
13/11/2019	Genereal	464/C	9.00		1.50	6869	32	7.50	Water for AFD
13/11/2019	Establishments	464/D	1.50			6210	31	1.50	Royal Mail excess postage
14/11/2019	Establishments	465	2.00			6900	31	2.00	parking
15/11/2019	Vine Cafe	466/A	86.08			6500	28	86.08	goods for resale
15/11/2019	Vine Cafe	466/B	6.05		1.00	6900	28	5.05	LED light, stickers, battery
15/11/2019	Vine Cafe	466/C	2.55		0.42	6500	28	2.13	goods for resale
15/11/2019	Vine Cafe	467	43.70			6500	28	43.70	goods for resale
19/11/2019	Bat and Ball Station	468/A	10.32		1.72	6900	30	8.60	batteries
19/11/2019	Bat and Ball Station	468/B	6.56			5500	30	6.56	wireless mouse
20/11/2019	Bat and Ball Cafe	469/A	17.95			6500	30	17.95	goods for resale
20/11/2019	Bat and Ball Cafe	469/B	1.00		0.16	5500	30	0.84	jar
20/11/2019	Bat and Ball Cafe	470/A	46.10			6500	30	46.10	goods for resale
20/11/2019	Bat and Ball Cafe	470/B	22.25			6013	30	22.25	laundry, broom
20/11/2019	Bat & Ball Cafe	470/C	3.00		0.50	6013	30	2.50	cleaning product
20/11/2019	Youth Cafe	471/A	1.15			6500	50	1.15	goods for resale
20/11/2019	Youth Cafe	471/B	6.00		1.00	6500	50	5.00	goods for resale
20/11/2019	Youth Cafe	472/A	45.64			6500	50	45.64	goods for resale
20/11/2019	goods for resale	472/B	13.95		2.33	6500	50	11.62	goods for resale
20/11/2019	Mayor's Charity	473	50.00			299		50.00	float for Cheese & Wine event

Continued on Page 457

Date: 11/12/2019

Sevenoaks Town Council

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Time: 09:18

Cashbook 6

User: MB

Petty Cash

For Month No: 8

Payments for Month 8

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>
25/11/2019	Open spaces	474	20.70			6330	21	20.70	milk, sugar, coffee
25/11/2019	Open spaces	475	1.60			6330	21	1.60	Milk
26/11/2019	Council Offices	476	3.25		0.54	5410	33	2.71	Hazard Tape
26/11/2019	council offices	477	3.00			6330	21	3.00	coffee
27/11/2019	Bat and Ball Station	478/A	1.96		0.32	5410	30	1.64	chain plate x 2
27/11/2019	Bat and Ball Station	478/B	21.98		3.66	6900	30	18.32	padlock and cable kit
28/11/2019	council offices	479	1.10			6330	31	1.10	milk
29/11/2019	Bat and Ball Cafe	480	36.40			6500	30	36.40	goods for resale
29/11/2019	Council Offices	481	1.65		0.28	6490	32	1.37	water for CLSO
30/11/2019	Open Spaces	459/C-REV	-4.98		-0.83	5410	28	-4.15	Drain hose
Total Payments for Month			904.68	0.00	45.27			859.41	
Balance Carried Fwd			768.83						
Cashbook Totals			1,673.51	0.00	45.27			1,628.24	

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Sevenoaks Town Council

INTERNAL AUDIT REPORT

Date: 22nd November 2019

Report Author: Edward Ashworth

Audit Manager: Kelly Neath

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



1 SUMMARY

The requirements for an Internal Audit function come under local government legislation, section 151 of the Local Government Act 1972. The Accounts and Audit (Amendment) Regulations 2006 also identify the need for internal audit.

The Parish Council has a statutory responsibility to prove adequate and effective Internal Audit by engaging an Internal Auditor. The role of the Internal Auditor is to provide an independent review and appraisal of the Council's system of internal control.

The Internal Auditor must be independent of the activities he audits so as to remain impartial and effect professional judgements and recommendations.

In accordance with the agreed audit plan (Appendix B) and following our audit visit to you on 20th November 2019 we have completed audit testing in the following areas:

- Contracts
- Cheque books
- Credit Cards
- Petty Cash
- Income (Room Hire)
- Salaries & Wages
- Allotments



2 FINDINGS

Progress on Previous Issues Raised

Finding: Internal Audit were informed that the outstanding issues regarding Café on the Vine and the House in the Basement have been actioned. This will be formally reviewed by Internal Audit during visits to the sites in January 2020.

Contracts

Control: Financial Regulations are followed in accordance with contracts that are awarded.

Finding: Financial Regulations are adhered to for contracted spend and the budget setting process is used to identify any spend which may require a formal contract.

Cheque Books

Control: Cheques are processed and authorised as per the financial regulations. Cheque book stubs include full details of the payment made. Blank cheques are not pre-signed. Cheques are issued sequentially with no missing cheques and cancelled cheques are crossed through as cancelled and kept within the cheque book.

Finding: Cheques are processed and authorised as per the Financial Regulations and contain all relevant detail. Cheques are issued sequentially however; the cheque books are out of sync. This has been identified and steps are being taken to address this.

Credit Cards

Control: Credit Cards are held securely, only used by the card holder, only used for appropriate expenditure and are supported by detailed receipts. Any loyalty points are only claimed if the Council benefits. Credit card expenditure is reconciled to receipts prior to authorising

Finding: Credit cards are held securely, expenditure is reconciled and verified monthly by either the Town Clerk or the RFO. We took a sample of 10 credit card transactions and found all expenditure was appropriate, supported by detailed receipts and could be reconciled to the credit card statements.

Petty Cash

Control: There is a maximum agreed level of petty cash in place. Receipts are available to support all expenditure. Receipts are duly numbered to allow cross reference with petty cash books. All cash top ups are noted in the petty cash book. Entries in the petty cash book are up to date. All petty cash payments are reasonable.

Finding: Petty cash is adequately controlled, and good records are maintained. The petty cash limit is in line with the financial regulations. Testing of a sample of 10 petty cash records found: receipts were available to support all expenditure, which appeared



reasonable; petty cash vouchers are being used and numbered sequentially; petty cash entries are up to date; and vouchers are signed by the receiver and authorised. However, testing found personal loyalty cards are being used to collect points on transactions paid for by the Council. **Issue 1**

Income

Control: A sequential receipt book is in place to record all income received. All income recorded as received within the receipt book are against invoices/booking forms/daily cash book etc agrees with the bank paying in book.

Finding: From a sample of room hire bookings we found that all had been charged at the correct rate, fees had been collected timely and could be traced through to the bank account and the accounts.

Salaries and Wages

Control: Salaries and wages are reviewed annually and agreed at full council. Accurate salaries and wages are paid to staff.

Finding: A review of salaries and wages takes place annually. We tested a sample of salary payments and found all had been paid in line with the agreed 2019-20 salaries.

Allotments

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

Finding: Allotment fees have been reviewed for the current year. Testing of a sample of allotment charges found all had been invoiced accurately and income received could be traced through to the bank account and Council accounts.



3 ISSUES IDENTIFIED

Issue 1 – Petty Cash

Any loyalty points obtained from purchases paid for by the Council should be for the benefit of the Town Council and not an individual.



Appendix A – Audit Plan 2019/20

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

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

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

Agenda Item 5.4

Bat & Ball Station Hire Record as at 13.01.2020

Month	Booking Hall					Luggage Room				
	No Hires	Hirer Hours	STC Hires	STC Hours	Catering	No Hires	Hirer Hours	STC Hires	STC Hours	Catering
Apr-19	1	7.5	3	12	1	1	2	4	12.5	1
May-19	6	12	5	8.5	1	4	14.5	9	18	1
Jun-19	26	69.5	6	34.5	2	17	62		23.5	6
Jul-19	23	54.5	7	33	2	19	107.25	7	43.5	2
Aug-19	15	35.5	1	2.5	0	12	29.5	5	10	1
Sep-19	18	44	4	19	1	18	40.5	6	27	4
Oct-19	20	50.25	3	10	2	16	44	3	9.5	3
Nov-19	17	41.5	7	24.5	2	20	52.25	9	31	4
Dec-19	12	49	1	2.5	1	10	24	2	5.5	0
Jan-20	14	39.5	2	6.5	0	27	78.5	1	2	5
Feb-20	11	41	0	0	0	17	53	0	0	1
Mar-20	10	41.5	1	3	2	22	61.75	0	0	2
Totals	173	485.75	40	156	14	183	569.25	46	182.5	30

Note: Figures in red are future bookings and are still to be confirmed, and there could be additions

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Risk Assessment 2020/21

Dear Councillors,

The Council is expected to carry out an annual risk assessment of financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.

A risk is the threat that an event or action will adversely affect the Council's ability to achieve its objectives and/or to successfully execute its strategies.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks.

This document has been produced to enable Sevenoaks Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise or eliminate them insofar as is possible.

The risk management register assesses the risk factors that have been identified for Sevenoaks Town Council under the following headings:

Governance

Operations

Financial

Environment or external factors

Compliance (law and regulation)

The assessment considers the key triggers and causes, evaluates the risk as detailed below to determine the severity or level of risk, determines the likelihood of it occurring, likely consequences and impact and assigns a risk rating. It is not an exact science and the below serves as a guide based on common practice.

Management/Control on steps taken or to be taken to control the risk appropriately are also inserted for each identified risk.

	Level of risk	Likelihood	Likelihood Indicators	Impact on service and reputation	Risk Rating
1	Insignificant	Very Unlikely	May only occur in exceptional circumstances	<ul style="list-style-type: none"> • No impact on the service • No impact on reputation • Complaint unlikely • Litigation risk remote 	• Low (L)
2	Minor	Unlikely	Expected to occur in a few circumstances	<ul style="list-style-type: none"> • Slight impact on service • Slight impact on reputation • Complaint possible • Litigation possible 	• Low (L)
3	Moderate	Possible	Expected to occur in some circumstances	<ul style="list-style-type: none"> • Some service disruption • Potential for adverse publicity-avoidable with careful handling • Complaint probable • Litigation probable 	• Medium (M)
4	Major	Likely	Expected to occur in many circumstances	<ul style="list-style-type: none"> • Service disrupted • Adverse publicity in local media not avoidable • Complaint probable • Litigation probable 	• High (H)
5	Extreme/Catastrophic	Very Likely	Expected to occur frequently and in most circumstances	<ul style="list-style-type: none"> • Service interrupted for significant time • Major adverse publicity in regional / national press not avoidable • Major litigation expected • Resignation of senior management and board • Loss of public confidence 	• High (H)

There are 3 levels of risk:

LOW	MEDIUM	HIGH
1 – 6	7 – 15	16 - 25

For example: A risk that is judged to be 'likely' (4) and have an 'insignificant' impact (1) would equate to a 'Low' risk level of 4 (4 x 1). A risk with a 'possible' likelihood (3) and 'extreme/catastrophic' impact (5) would equate to a 'Medium' risk level of 15 (3 x 5).

This document was approved by Council at the meeting held on(Minute.....)

Sevenoaks Town Council Risk Management Register

Governance risks

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
1	Ineffective Organisational Structure Lack of communication, uncertainty as to roles and duties.	4	1	4(L)	Organisational chart is in operation providing a clear understanding of roles and duties. Each member of staff has a contract of employment clearly specifying what their role and duties are. Staff appraisals are undertaken at least annually where any uncertainties can be discussed and rectified. Future aims and objectives are also discussed. Regular staff and manager meetings are held throughout the year to update staff on events happening within the organisation. Sevenoaks Town Council holds Investor in People status.	Town Clerk	Existing procedure adequate
2	Loss of Key staff Operational impact on key projects and priorities. Loss of contact base and knowledge. Loss of experience/skills	4	3	12 (M)	Systems, plans and projects are documented where feasible. Training is given to all members of staff with consideration given to ensuring more than one member of staff is trained in a particular area to provide cover during staff sickness or holiday. Formal notice periods are written into employee contracts to ensure a smooth handover when/if a member of staff is in the process of leaving the council.	Town Clerk	Existing procedure adequate
3	Councillors lack relevant skills or commitment The Council is unable to achieve its purpose. Poor decision making.	4	1	4 (L)	Councillors' skills are reviewed upon election. Appointments within the Council are made drawing upon Councillor's individual strengths	1. Town Clerk 2. Members	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
4	<p>Conflicts of interest Decisions may not be based upon relevant considerations. Pursuit of personal agenda. Impact on reputation</p>	4	2	8 (M)	<p>The Standing Orders provide for instances when there is a conflict of interest. Councillors are asked to declare any conflict or interests relevant to Agenda items at the beginning of each meeting. Such councillors do not partake in the ultimate decision. Records of members' interests are kept and are publicly available.</p>	<p>1. Town Clerk 2. Members</p>	<p>Existing procedure adequate Reviewed annually</p>
5	<p>Lack of direction, strategy and forward planning The Council drifts with no clear objectives, priorities or plans.</p>	5	2	10 (M)	<p>The Council has a strategy which sets out the key aims, objectives and policies. A list of current matters and priorities are considered at each Finance & General Purposes Committee meeting. These are also reviewed following the election of a new council. Financial and operational performance is monitored by the Officers and reported at relevant Committee or Sub Committee meetings which are then subsequently reviewed at Council meetings held on a regular basis throughout the year. Relevant qualified staff are in post. A Blue Skies Day (review of plans) is normally held at a minimum of two yearly intervals</p>	<p>1. Town Clerk 2. RFO</p>	<p>Existing procedure adequate Reviewed annually</p>

Operational risks

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
6	<p>Disaster Recovery and planning Computer system failures or loss of electronic data</p> <p>Loss of paper documents.</p> <p>Destruction of property, equipment, records through fire, flood or similar damage</p>	4	3	12 (M)	<p>All data on the servers are backed up on a cloud base on a daily basis. Two servers are maintained, so that if one fails the Council can continue to function using the operational server during repair. A disaster recovery plan is in place for such an eventuality.</p> <p>Ongoing review of electronic archiving options for paper</p> <p>Adequate insurance cover is in place.</p>	Town Clerk	<p>Existing procedure adequate</p> <p>Ongoing review</p>
7	<p>Best Value Accountability Dependency on key suppliers Lack of competitive pricing/quotes Work awarded incorrectly</p>	3	2	6 (L)	<p>STC operates under Financial Regulations relevant for its sector and set down by statute. Competitive tendering is used for all large contracts. At least 3 independent quotations are sought for all contracts undertaken. Alternative suppliers are regularly reviewed to ensure goods and services supplied are competitively priced.</p>	Managers	Existing procedure adequate
8	<p>Health and Safety Risk of staff injury Risk of injury to the public</p>	3	2	6 (L)	<p>Annual Health and Safety inspections are carried out by qualified inspectors who provide written reports with prioritised action plans. Any recommendations are discussed and implemented where appropriate. The recommendations include advice relating to appropriate training for Council staff. An external Health and Safety advisory service is employed on all matters, this includes an indemnity.</p>	<p>1. Town Clerk 2. Managers</p>	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
					Risk assessment of events is undertaken as per policy. Parks and play area equipment are inspected as part of an annual maintenance programme and remedial work is budgeted for within the precept.		
9	Employment issues Employment disputes. Claims for unfair dismissal. Inadequate staff training. Child protection issues.	3	1	3 (L)	An external employer advisory service is used to advise on all employer related matters, this also provides an indemnity. All staff are offered training specific to their needs and this is also assessed annually at staff appraisals. All staff have been made aware of the Council's Child Protection Policy, and the contents of the Employee Handbook and Health and Safety Policy.	1. Town Clerk 2. Deputy Town Clerk	Existing procedure adequate
10	Information Technology Systems fail to meet operational need. Failure to innovate or update systems.	3	1	3 (L)	General IT support is contracted out to a third party, who advise with respect to server capacity and necessary upgrades. Licences are renewed annually and kept up to date. Computers are updated and replaced as required. All data protection laws are complied with.	1. Town Clerk 2. Deputy Town Clerk	Existing procedure adequate
11	Security of assets Loss or damage/theft of assets.	3	3	9 (M)	A central fixed asset register is maintained. Suitable security arrangements are in place for the Council's assets Safe custody arrangements for title documents and land registration are in place, normally at the bank or lawyers. Adequate insurance cover is in place and annually reviewed.	RFO Town Clerk	Existing procedure adequate Annually reviewed
12	Lack of Service provision - Customer satisfaction Loss of fee income. Negligence claims. Reputational risks.	2	3	6 (L)	Council operates a complaints procedure that is followed should a complaint be received. All complaints are taken seriously, fully investigated and attempts made to bring about a satisfactory resolution	Town Clerk	Existing procedure adequate
13	Procedural and systems documentation	2	2	4 (L)	All policies and procedures are adequately documented and staff are made aware of them. Policies and	Town Clerk	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
	Lack of awareness of procedures and policies. Actions taken without proper authority				procedures are reviewed and presented to Finance & General Purposes Committee. The Council uses the services of an independent internal auditor to review the systems and procedures in place to ensure they are fit for purpose.		
14	Project development Not compatible with original object or plan. Funding and financial viability in question. Financial and time over-runs	2	2	4 (L)	Projects are continually appraised to ensure compliance with original objective and plan. Actual costs are compared to budget and reported to Council at regular meetings. Funding is constantly under review. External grants/funding are sought to cover any budgeted shortfalls to ensure the continued viability of a project. Where a risk of funding shortfalls for a capital project is identified, cashflow projections are made and alternative solutions considered, including the potential for back-up borrowing arrangements investigated if considered appropriate.	Town Clerk	Existing procedure adequate
15	Capacity and use of resources including fixed assets Under-utilised or lack of building/office space. Obsolete plant and equipment being used impacting operational performance. Spare capacity not being utilised.	2	2	4 (L)	A rolling capital and maintenance work programme is in operation to ensure that assets are replaced or repaired as required. Managers review their department's fixed assets at least annually and any unutilised fixed assets are transferred to other departments as appropriate The future of the Council's assets and operational facilities are normally discussed at biennial Blue Skies Days	RFO	Existing procedure adequate

Financial risks

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
16	Precept Inadequacy Requirements not submitted to District Council Amount received late	4	1	4 (L)	Precept setting is an annual agenda item. RFO examines the actual financial accounts along with the projected year end accounts. The Council considers expenditure requirements for the following financial year along with expected income. The RFO recommends a draft precept amount which is reviewed and approved by Council only after it is deemed fit for the objectives and responsibilities for the financial year ahead. The precept is advertised on the agenda and members of the public are invited to attend the meeting. Town clerk submits the approved precept figure to the District Council in writing immediately after it is agreed by Council. Precept request dates are also communicated at the same time. Precept is confirmed by minute when received	RFO	Existing procedure adequate
17	Financial Reporting Insufficient	4	1	4 (L)	Management accounts are submitted at each committee meeting with details of receipts and payment	RFO	Existing procedure adequate
18	Budgetary control Budgets are not realistic Spending exceeds budgets Slack built into budget Lack of substantial review	3	2	6 (L)	Annual budgets are usually prepared in discussion with departmental managers and approved at Finance and General Purposes Committee in January from which the following year's precept is agreed. The Council operates an accounting software package that produces monthly management accounts with comparison of actual to budget. These are presented to the Finance and General Purposes Committee regularly throughout the year. All significant variances are investigated and reported. The management accounts are distributed to departmental managers each month for comment.	RFO	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
19	Pension Commitments The Council's duty to fund any shortfall in the Local Government Pension Scheme cannot be met.	3	3	9 (M)	The Council's exposure to any shortfall in the Local Government Pension Scheme has been limited by the withdrawal from the Scheme for any new employees. Precept includes additional contributions required in line with actuarial valuation. Funding shortfall continues to be monitored. The Council meets its statutory requirements for auto enrolment.	RFO	Existing procedure adequate
20	Dependency on income sources Impact on finances if Council Band D tax base is reduced.	3	1	3 (L)	Changes in legislation can have an impact on the Council's finances. The Council's policy is to maintain reserves at a level of the equivalent of 6 months of the External grants/funding are sought wherever possible	RFO	Existing procedure adequate
21	Bank accounts and Banking Inadequate checks Banking errors Loss Charges	3	1	3 (L)	Financial Regulations set out requirements for bank accounts and banking. All bank accounts are reconciled on a monthly basis by the finance department. The reconciliations are reviewed by both the Responsible Finance Officer and the Town Clerk. The bank account balances are submitted to the Finance and General Purposes Committee on a regular basis for approval. The opening of any new bank account requires the approval of the Finance and General Purposes Committee. Account balances and transactions are reviewed by internal and external auditors.	RFO	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
22	Payroll Staff are paid at incorrect rates. Fictitious employees are added to the payroll	2	2	4 (L)	<p>Policy laid out in staff handbook as approved by the Personnel Committee.</p> <p>All payroll payments are handled by the finance department.</p> <p>Sage payroll software is used to process the payroll. Timesheets are completed by all part time staff and are authorised by the departmental manager before onward submission to the finance department. All timesheets are approved by either the Town Clerk or Deputy Town Clerk.</p> <p>Sage payroll produces a number of reports, these and copy payslips are reviewed by the Responsible Finance Officer each month on a random basis.</p> <p>The Council maintains a separate payroll bank account through which all payments are processed. All payments are authorised by two Councillors one of whom is the chair or vice chair of committee.</p> <p>Payroll processes are also reviewed periodically by the internal auditor.</p>	RFO	Existing procedure adequate
23	Ordering procedures Payment made for goods not ordered. Goods or services ordered which are not authorised.	4	1	4 (L)	<p>The Financial Regulations deal with the ordering processes and set the limits for when the Council is required to obtain competitive bids.</p> <p>Managers of departments are authorised to order goods and services within the limits of departmental or capital budgets. Some members of staff have delegated authority to place orders for specific supplies (e.g. stationery). Each departmental manager has a sequentially numbered purchase order book.</p> <p>All delivered goods are checked and signed against delivery note.</p> <p>All invoices are signed by the departmental manager and two officers including the RFO before the payment is processed.</p> <p>Delivery notes are matched and attached to the purchase order and invoice.</p> <p>Invoices over £5,000 are approved by two Councillors prior to processing for payment.</p>	RFO	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
24	Fraud and misrepresentation Understating income Inflating expenditure Inadequate internal financial controls and procedures	4	1	4 (L)	<p>All known income are captured on the accounting package and accounting records as communicated to Finance. Expected income is noted in minutes and communicated to the Finance and General Purposes Committee.</p> <p>A grant register is maintained which details grant applications, payment date and other relevant information.</p> <p>Internal Control procedures are covered within the Financial Regulations which are reviewed and updated on an annual basis. The Responsible Finance Officer oversees the financial systems and procedures. An independent internal auditor reviews transactions and the Council's internal procedures at least 3 times per financial year. There is a defined system of budgetary control, regular management reporting including variance analysis.</p>	RFO	Existing procedure adequate
25	Compliance with donor imposed restrictions Grants or donation funds received are applied outside the restrictions. Non-compliance resulting in repayment of the funds. Future relationship with donor damaged Potential regulatory action against the Council.	2	2	4 (L)	<p>Controls are in place to ensure that any restricted funds received are identified upon receipt and separately accounted for.</p> <p>Controls are also in place to ensure the funds are only used for their intended purpose.</p> <p>Regular contact with the donor is maintained to update them on how the grant or donation is spent.</p> <p>The Town Clerk and the Responsible Finance Officer ensure all the terms and conditions of the funding are met.</p>	1. RFO 2. Town Clerk	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
26	Cash handling Sales income in the form of cash and cheques received direct to the department either misappropriated or not recorded properly	2	2	4 (L)	<p>Financial Regulations set out requirements and adequate cash handling procedures are in place specific to the relevant department.</p> <p>Daily takings are banked on a regular basis into the Town Council's general bank account by a member of staff from the department or brought to the finance department to bank on their behalf.</p> <p>All cash banking are reconciled by the finance department to the bank statements in accordance with the Financial Regulations.</p>	RFO	Existing procedure adequate
27	Petty Cash Money is stolen or cash receipts not recorded properly	3	2	6 (L)	<p>Petty cash and expenses claims are only given against specific agreed receipts. All cash is held in a locked container in a locked cupboard/safe under the supervision of the departmental manager.</p> <p>Petty Cash is reconciled against the float by the departmental manager. Reimbursement of the petty cash is undertaken by the finance department upon receipt of satisfactory reconciliation and supporting receipts which in turn is authorised per financial regulations. A summary of petty cash expenditure is reconciled monthly and submitted to the Finance and General Purposes Committee on a regular basis for approval</p>	RFO	Existing procedure adequate
28	Stock losses Protection of physical stocks and stock losses	2	2	4 (L)	<p>A stock rotation policy is in place under the responsibility of the relevant manager. Levels of stock held are minimal.</p> <p>Stocks of consumables (stationery, cleaning materials etc.) are kept in designated areas under the responsibility of the relevant manager. Stock expenditure and income are included in monthly management accounts and unusual fluctuations in profit margins would be identified in finance reports reviewed at Finance & General Purposes Committee Meetings.</p>	RFO	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
29	<p>Credit Control Credit is given to customers whose credit rating has not been checked.</p> <p>Too much credit is given to a customer.</p> <p>Customers who have not complied with the Council's payment terms are allowed to continue incurring more debt.</p>	2	2	4 (L)	<p>For regular users of the Council's facilities a 30 day payment term is in force. If problems arise, the customer is contacted by the departmental manager in the first instance and then the finance department, and an attempt made to resolve the problem by mutual agreement. In extreme circumstances, credit terms are suspended and customers are then required to pay in advance.</p> <p>Exceptions to the above relate to tenants of the Council's residential properties, where any new lettings are undertaken by a local letting agency who vet potential tenants on the Council's behalf. Rental income is usually paid for in advance.</p> <p>For all new hirers of the community centre, payment in advance is required and a refundable damage deposit is taken when deemed necessary</p> <p>Sports and leisure course fees for regular bookings are invoiced termly in advance.</p> <p>Any bad debts are reported to the Finance and General Purposes Committee promptly in accordance with the Financial Regulations.</p>	RFO	Existing procedure adequate
30	<p>Investment of Surplus funds Investment in areas of unacceptably high level of risk.</p> <p>Investing in areas not permitted by statute.</p> <p>Commercial failure of deposit taking institution resulting in loss of deposited funds.</p>	2	1	2 (L)	<p>The investment strategy is reviewed on an annual basis by the Finance and General Purposes Committee to limit the Council's exposure to high level risk.</p> <p>The Council uses Credit Ratings and other market intelligence to access the credit quality of any potential counterparty.</p> <p>The Council sets limits as to the minimum level of credit rating that will be acceptable as part of the Investment Strategy.</p> <p>Liquidity is managed such that investment durations are aligned with cash flow needs</p> <p>All investment deposits are undertaken for a fixed-term which determines interest rate and duration at the time the transaction is being considered</p>	RFO	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
31	Reserves policies Lack of funds to respond to new needs or requirements. Inability to meet commitments or planned objectives.	4	1	4 (L)	A general contingency fund forms part of the annual budget to cope with any unexpected costs arising. Earmarked reserves are being maintained and added to on an annual basis where future known expenditure is expected. General reserves are being maintained in accordance with External Auditors recommendations.	RFO	Existing procedure adequate
32	Borrowing Inability to meet repayment schedule. Breaching regulatory requirements.	1	1	1 (L)	All requirements to borrow funds must be carried out in accordance with the Finance Regulations and approved by the Finance & General Purposes Committee in advance. Ministry of Housing, Communities and local governments (MHCLG) approval must be obtained prior to proceeding.	RFO	Existing procedure adequate
33	Asset management Misappropriation of Council assets.	1	2	2 (L)	The Council maintains a fixed asset register held centrally. The departmental managers are provided with an asset schedule annually for review and updating. All capital items purchased must be in accordance with the Financial Regulations. All assets are insured under the Council's general insurance policy.	RFO	Existing procedure adequate
34	Insurance Inadequate cover Excessive cost Compliance	3	1	3 (L)	Annual review of all insurance requirements prior to renewing the policy. This ensures adequacy. Property asset values are updated every 5 years via a valuation and maintenance review carried out by a qualified surveyor. Changes are communicated to the Insurers as required. Quotations are sought tri-annually from other insurer providers to ensure competitiveness. Public and Employer liability and Fidelity Guarantee cover are all reviewed and deemed appropriate for the Council's needs.	RFO	Existing procedure adequate

Environmental or external factors

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
35	Government Policy Any changes in legislation on local authority activities could adversely impact the Council.	4	4	16 (H)	All proposed legal and regulatory changes affecting local authorities are monitored and reviewed by the Council. Membership to NALC and KALC ensures the Council is fully informed of any proposed future regulatory changes.	RFO	Existing procedure adequate
36	Public Perception Adverse publicity and the impact on the services and facilities offered to the public.	3	2	6 (L)	The Council has a good working relationship with the local media to ensure that the public are informed of any future projects or events. All agendas and minutes to Council meetings are available to the public to review. The Council promotes full disclosure and transparency. All meetings of the Council and its sub-committees are recorded and the Council supports the rights of the public and press to attend and record such meetings subject to the Council's protocol being followed. Written records of decisions delegated to an officer relating to the granting of a permission or license, affecting the rights of an individual or awarding a contract or incurring material expenditure are made available for viewing by the public and retained by the Council for 6 years	Town Clerk	Existing procedure adequate

Compliance risk (law and regulation)

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
37	<p>Compliance with legislation and regulations</p> <p>Loss of licence to undertake particular activity. Loss of reputation through qualified audit reports Penalties or fines from regulators or HMRC due to non-compliance. Employee or consumer action for negligence.</p>	4	1	4 (L)	<p>All key legal and regulatory requirements are identified. Responsibility for ensuring key compliance procedures are followed are allocated to relevant members of staff. Any compliance reports from regulators are obtained and reviewed and any recommendations for improvement discussed and implemented.</p> <p>Internal and external auditors review the Council's compliance with financial and governance regulatory requirements.</p> <p>External/professional advice always sought where deemed appropriate including from SLCC where appropriate.</p> <p>STC employs HR and Health & Safety consultants to assist with mitigating risks.</p> <p>GDPR requirements are monitored External DPO was appointed to monitor compliance.</p> <p>Insurance cover is reviewed annually.</p>	1. Town Clerk 2. RFO	Existing procedure adequate
38	<p>Freedom of Information Act</p> <p>Policy Provision of information</p>	3	3	9 (L)	<p>Council adheres to model publication scheme for Local Authorities.</p> <p>The Town Clerk is made aware of requests for information and manages the process of responding including making the decision about payment of a fee.</p>	Town Clerk	Existing procedure adequate

Compliance risk (law and regulation) contd.

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
	Data Protection	4	3	12 (M)	The Council is registered with the Data Protection Agency. GDPR (General Data Protection Regulation) compliant as at May 2018. External DPO was appointed to monitor compliance	Town Clerk	Existing procedure adequate
40	Annual Return Failure to submit within time limits	4	1	4 (L)	Set as an annual meeting item. Processes are aligned to ensure compliance including applying for extensions as required. Internal Audit visit is scheduled annually in April/May ready for a Finance and General Purposes committee meeting and Council meeting to sign off the annual return.	RFO	



FINANCE AND GENERAL PURPOSES COMMITTEE

INVESTMENT STRATEGY, POLICY AND RISK MANAGEMENT for the 2020/21 financial year

1. Introduction:

- Sevenoaks Town Council (the Council) acknowledges the importance of prudently investing surplus funds held on behalf of the community.
- Statutory Powers: The Council's Investment Strategy complies with the revisions set out in:
 - the Statutory Guidance on Local Government Investments (3rd Edition) for financial years commencing 1 April 2018.
 - The Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes

2. Reporting, Approval, Review and Amendment

- 2.1. The Council is required to approve an annual Investment Strategy and Prudential Indicators so that borrowing and investments remain prudent, affordable and sustainable. The policy in line with CLG Guidance Note, will be reviewed by the Responsible Finance Officer for consideration and approval annually
- 2.2. The Annual Strategy for the coming financial year will be prepared by the RFO and presented for approval to the Finance and General Purposes Committee before the start of the financial year
- 2.3. The Council reserves the right to make variation to the Strategy at any time subject to the approval of Full Council. Any variations will be made available to the public.
- 2.4. Fund balances and Investment activity is to be reported at every Finance and General Purposes Committee.

3. Investment Objectives

- 3.1. Guidance on local government investments issued by the Department for Communities and Local Government (CLG) currently suggests that investment strategy should have regard to the informal policy: **Security – Liquidity – Yield** – in that order.

The Council's investment priorities are as follows:

- Security of reserves i.e. protecting the capital sums invested from loss,
- Liquidity of its investments i.e. ensuring that funds invested are available for expenditure when needed. Cash available from the current account should be judged as adequate to cover the Council's commitments during the period of the investment(s).
- Yield i.e. the return on investment is considered once the first two objectives are satisfied.
- All investments will be made in sterling.
- The Council will carry out quarterly cash flow forecasts to ascertain expenditure commitments for the coming financial year.

3.2. The Guidance Note makes a distinction between investments that are:

- high security and high liquidity (specified investments); and,
- those with potentially greater risks and lower liquidity (non-specified investments)

The strategy should determine which categories of investment may be prudently used during the financial year and state the upper limits for the amounts which, at any time during the financial year, may be held in each category.

A 'Specified Investment' is one which is made in sterling, is not long term (less than 12 months) not defined as capital expenditure and is

- I. placed with a body which has a high credit rating or made with the UK Government,
- II. a UK Local Authority or a parish or community council.

Any other type of investment is considered 'Non Specified Investment' to which there can be greater risk and where professional investment advice might be required.

4. Policy

- 4.1. The Council's strategy requires investment in Bodies with high credit ratings i.e. ratings of UK clearing banks and building societies should be at least A- or equivalent.
- 4.2. The Council will only invest in 'Specified' investments as per the criteria defined above.
- 4.3. The Council's policy is to retain not less than 3 months estimated working capital and capital requirements in current and deposit accounts giving immediate access.
- 4.4. Amounts representing the balance on Revenue Reserves at the beginning of the financial year to be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements;
- 4.5. Other funds to be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements.
- 4.6. The Council policy is to invest for the best income return having regard to the Statutory Guidance and the absolute requirement to avoid a capital loss.

5. Investment Risk

5.1. Risk Management:

Limits

As a rule, not more than 40% of the funds are to be placed with any one institution, however authorised officers may use their discretion to increase this to 50%.

Categories

Funds only to be deposited or invested in the following categories of specified investments (as defined by the 2003 Act)¹:

- a) UK clearing banks or their subsidiaries, together with those former major building societies now banks;

- b) The Treasury Departments of building societies which are members of BSA with assets over £2bn;
- c) Non-UK financial institutions approved by the Finance and General Purposes Committee;
- d) UK Government stocks;
- e) UK local authority stocks or bonds;
- f) The money-market management operations of a UK public body or authority², where the council's funds are pooled and invested on the money markets under the name of such UK public body or authority.

Monitoring of Investment Counterparties

In the case of (a) and (b) above, for investments with maturity of 6 months or less the receiving body of investment scheme should generally have a short term credit rating of not less than A2 or equivalent as indicated by Standard and Poors, Moody's Investors Services or Fitch Ratings.

For investments with maturities over 6 months, the long-term credit rating should be A- or equivalent. The Committee may take other information into account in assessing the creditworthiness (e.g. sovereign support).

In the case of (c) and (f) above, where ratings are available, such credit ratings should be equivalent to A or above, and subject to prior approval by the Finance and General Purposes Committee.

Ratings are to be monitored not less than quarterly and if the rating of any Council investment has fallen below the appropriate rating, the Council will take the earliest opportunity to withdraw the investment and re-invest the proceeds appropriately depending on the best rates of return on offer at the time.

Category (f) should include any investment via Sevenoaks District Council of deferred payment of the half-yearly precept.

5.2. Treasury Management Advice

Within the limited range of potential investments identified it is not considered necessary to engage the services of a treasury management adviser. Independent research including internet research has been considered adequate.

5.3. Investment Training

The Guidance recommends that the Strategy should state the process adopted for reviewing and addressing the needs of the authority's treasury management staff for training in investment management.

² For example the Public Works Loans Board, or the treasury departments of a county or district local authority.

5.4. Investment of money borrowed in advance of need

- The Guidance maintains that authorities must not borrow more than or in advance of their needs purely in order to profit from the investment of the extra sums borrows.

6. Investment strategy review

6.1. Specified Investments

The Council currently has 5 approved institutions, which are sufficient for it to keep within the 40-50% maximum investment limit for any one institution. Short term investments will be with any of the following, depending on the interest yield at the time of the investment.

Most of STC's investments currently fall within the 'specified investments' category.

Credit ratings are from all three rating agencies but Standard and Poor ratings are listed. Ratings are assessed at least on a quarterly basis. The last review listed was as at December 2019.

Name of Institution	Investment Period	Short Term Credit Rating	Long Term Credit Rating	Yield
Bank of Scotland	1 month rolling	A1	A+	0.80%
Handelsbanken	35 Day notice	A1+	AA-	0.25%
Nationwide	Instant access	A1	A	0.60%
HSBC Business Money Manager	Instant access	A1+	AA-	0.20%
CCLA-Public Sector Deposit Fund (PSDF)		AAA (Fitch)		0.71%

As at 1st April 2020, the Council will continue to hold its money in a current account with the NatWest bank (A1, A) and receive interest at the current applicable rate.

The Council has an existing account with Clydesdale (rating BBB+), which remains open with a £1 balance in case Councillors choose to invest with the bank in the future.

CCLA Fund - Public Sector Deposit Fund

It is an FCA regulated qualified money market fund with an AAA Fitch rating. The fund is instant access (although access does involve the selling of income shares) with interest paid at the end of each month. It aims to maximise net asset value of the Fund by investing in deposits with a range of highly rated sterling denominated deposits and instruments. The PSDF is a "Qualifying Money Market Fund" (QMMF) which is classed as a "low volatility net asset value" (LVNAV) short-term money market fund under the EU Money Market Funds Regulation. The weighted average maturity of the PSDF's investments will not exceed 60 days. The weighted average life of the PSDF's investments will not exceed 120 days.

It offered a dividend yield of 0.7267% net of fees (0.08%) as at December 2019.

Investment was made for the first time in September 2019 to ensure that the Council does not invest more than 40% in any one investment fund.

Owing to capital projects and related spending, funds will continue to be invested at maturities of no more than one year. Quarterly cashflow predictions will be used to ensure that funds required for projects anticipated to occur in the next quarter are held at appropriate maturities.

Overall, funds invested will be reviewed continually and aligned with both cashflow and projects. Maturities of a longer duration will only be considered after consideration of security and the absolute requirement to avoid capital loss.

6.2. Consideration of alternative investments

The Council may wish to introduce additional investments as requirements change so that funds can be spread more widely (but within reason) in order to minimise financial risk.

Consideration may be given to unspecified investments, CCLA funds and investing through a broker.

CCLA Funds - Local Authorities Property Fund

Aims to provide investors with a high level of income and long-term capital appreciation. Fund invests in UK commercial properties. Capital growth is achieved while property prices continue to increase – but fund values would decrease in the event that property prices fall (e.g. in the event of a significant rise in interest rates).

It offered a dividend yield of 4.35% at the end of September 2019. Fund size is £1.181bn at 1/7/19 – 247 authorities, including 95 parish and town councils.

The investment is regarded as for the long term. Councillors should bear in mind the Council's current investment strategy which has an absolute requirement to avoid capital loss.

Investments through a broker

Investing through a broker would allow access to building society and money market funds which may not be accessible directly. Brokers furnish an introduction to available funds, and provide information and facilitate the administration of opening accounts. No funds are provided to them, and there are no charges associated with their services – they charge the borrower.

Minimum investments are generally £1m for money market funds, but building societies will accept investments down to £500,000. While this would not be appropriate in normal circumstances for STC, information may be sought should the opportunity arise.

Recommendations

Having carefully considered the current guidance and the council's cash flow and investment requirements, it is recommended that:

Members adopt the existing strategy document and policy noting investment in the CCLA Public Sector Deposit fund for the first time in 2019/20 which will continue into 2020/21.

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Reserves Policy 2020/21

Background

Sevenoaks Town Council (STC) is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires local precepting authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum or maximum level of reserves that an authority should hold.

In an Audit Commission document 'Interpreting the accounts' published in September 2014, the Audit Commission defined the useable reserves of a council as 'the money it is retaining to fund future spending commitments and to meet unpredictable variations in spending'.

The Commission defined useable reserves as including:

- the balance of the council's general fund;
- earmarked general fund reserves; and
- useable capital receipts.

With regard to the levels of reserves which a council decides to hold, the Commission states that the following issues should be considered:

Elected members are responsible for ensuring that their council's reserves are appropriate for local circumstances, and are accountable to taxpayers for the decisions they make.'

'Councils face ongoing financial challenges as they adapt to deliver services at lower cost in response to rising demand, in some cases, and reductions in funding. As we have reported previously, the cost and risks associated with service transformation, and uncertainty about future funding, have resulted in some councils increasing reserves, while others have been using reserves to make up shortfalls between their funding and spending plans.

All councils should continue to ensure that their reserves remain adequate for planned future needs and contingencies without placing undue constraints on current expenditure. Councils with very high levels of reserves relative to their spending should review the purposes for which these are held to ensure they are still required. The purposes for holding reserves, particularly where these are increasing, should be clearly communicated through the annual accounts.'

Sevenoaks Town Council Policy

The current policy of Sevenoaks Town Council is to work towards a general reserves fund equal to at least 6 months of the current precept.

Any decision to set up reserves or spend from reserves must be made by Council

Reserves must not be held for on-going expenditure because this would be unsustainable.



Reserves Policy 2020/21

To the extent that reserves are used to meet short term funding gaps, the aim should be to replenish in the following year or as soon as possible thereafter

Earmarked reserves that have been used to meet specific liability would not need to be replenished having served the purpose for which they were established.

Reviewing the Council's Financial Risk Assessment forms part of the budgeting and year end accounting procedures and identifies planned expenditure (and an allocation for contingency towards unplanned expenditure) thereby indicating the appropriate level of Reserves required for the coming financial year.

General reserves fund

The general reserves are funds which do not have any restrictions as to their use. These reserves cushion the impact of uneven cashflows, offset budget requirements (if necessary), fund short-term financial risks (see below), and unexpected or exceptional events. The reserve also enables the Town Council to act in an agile manner as opportunities occur.

The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been used up in the previous year.

Earmarked reserves

Earmarked reserves are created and held for specific ring-fenced purposes or to help smooth out medium and long term financial risks and spending plans.

They can also be held as carry forward of underspend. As is the case where the Council commits expenditure to specific projects but is unable to spend the budget in the year. Reserves in this instance are used as a mechanism to carry forward budgeted resources e.g. Rolling Capital Projects, Youth activities reserves, Markets, STP.

Consideration of Short-term Financial Risks

In order to assess the adequacy of the general reserve, the Council must take account of the strategic, operational and financial risks faced. The level of the reserve for the forthcoming year must be based upon a risk assessment of the Council's income and expenditure and take into account any contingencies that may be required.

The short-term risks that the Town Council faces, with particular reference to its current plans include:

Lower than expected income

- Grant income - In previous years the net expenditure of the Town Council has been slightly lower than the precept, with the result that the Council has been able to boost the level of the general reserve fund. Since net expenditure is stated after deducting revenue grants received from third parties, the savings partly reflect unbudgeted grant. Conversely if budgeted grant income were not



Reserves Policy 2020/21

received for any reason then a surplus of net expenditure over precept could result, with the balance being funded by the general reserves fund.

- Other income - the revenue estimates forming the basis of the precept includes predicted income from a range of sources, such as cemetery income, letting and hiring income, new facilities such as Bat & Ball station café and room hires. It is difficult to predict with accuracy (particularly, for new venues such as the Bat & Ball station). If income received were to fall below the budgeted level, then the balance could be funded from general reserves.

Higher than expected costs

Due to:

- Inflation increases;
- capital overspend. The general reserves fund can be used to fund capital costs as well as to cover short term revenue funding requirements. It would therefore cover any unexpected costs associated with the Council's Community Investment Plan in the unlikely event that alternative sources of funding do not meet requirements or that the timing of receipts do not match expenditure.
- uninsured events which are not adequately provided for such as major streetlighting repairs, conversion, replacement and removal on certain streets;
- unexpected professional fees (although these will be mainly charged against the capital receipts fund);
- increased costs of running properties and facilities. For example, under the Council's current capital commitments, any excess running costs for new facilities that cannot be funded out of the precept or grants will be charged against revenue reserves;
- shortage of staff resources. The costs of additional staff recruited to cope with increased workload could be treated as capital transaction costs insofar as they are deemed to relate to additional work created by significant capital plans, otherwise additional costs not covered by the precept would be charged against revenue reserves;

Consideration of Longer-term Financial Risks

Longer term financial risks faced by the Council include:

- Funding the Council's capital projects and the uncertainties therein;
- Funding the deficit in the Local Government Pension Scheme;
- Funding for expenditure that arises once every 2-5 years e.g elections
- Funding the repairs or replacement of assets;
- Changes to legislation e.g. uncertainties created by the income to be generated from CIL

Current Level of Financial Reserves

As at November 2019, the level of earmarked reserves was £4.381m and the level of revenue reserves was £232K. The council in 2019/20 borrowed £1.4m to enable it deliver on the refurbishment of the Bat & Bat



Reserves Policy 2020/21

Community Centre as promised to the community. This is in addition to allocating earmarked reserves as required for planned expenditure on various projects.

The Council should consider the opportunity cost of holding reserves which enables it to manage unforeseen pressures against current strategic plans. Given the increase in operational activity, the current level of general reserves will need to be built up as part of the Council's medium-term strategy review from 2020-21. The budget recommendation includes a transfer of £20,000 to revenue reserves however this is offset by a transfer of £26,000 from revenue reserves to balance the 2020-21 budget being to offset the financial impact of the loss of Community Centre income once refurbishment of the centre. The overall impact is a net transfer from revenue reserves of £6,000.

Sevenoaks Town Council					
Earmarked and Designated Funds as at 30th November 2019					
Represented by:					
Pension Reserve					2,814
Rolling Capital Prog Revenue Reserve					40,419
Street Lighting Reserve					7,737
Community Centre Reserve					16,398
Stag Winding Up Reserve					7,000
Planning Fees Reserve					12,500
Youth Activities Reserve					1,500
Contingency Provision Reserve					120,196
Pension Deficit Reserve					-
Capital Receipts Reserve					961,000
CIL Earmarked Reserve					1,745,593
No 8 bus Reserve					48,660
QH Allotments Key Reserves					4,715
BV Allotments Key Reserves					100
PWLB Loan Repayable					1,399,510
Mayor's Charity Reserve					13,800
Revenue Reserve					232,431
					4,614,374

Recommendation:

That Members consider and adopt the Reserves Policy for financial year 2020/21 with the emphasis on building revenue reserves as part of the medium-term strategy review

Sevenoaks TOWN Council



Budget 2020/21

version
Final

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Sevenoaks Town Council
 2020/21 Revenue Budget Proposal
 Finance & General Purposes Committee
 Recommendation to committee 20th January 2020

Assumptions	2017/18	2018/19	2019/20	2020/21
General Inflation	2%	3%	3%	3%
Payroll	2%	2%	3%	3%
Income-Fees & Charges	3%	3%	3%	3%

Sevenoaks Town Council
 Summary of 2020/21 Draft Proposals

FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY

	Ref.	Actual	Actual	Actual	Budget	Actual	Forecast	Budget	
		2017/18	2018/19	'2019/20		2019/20 YTD	2019/20	2020/21	% mvmt on previous budget
		£	£	£		£	£	£	
Vine Café	28	22,956	23,909	12,170				19,566	
Bat & Ball Station Building	30	-	12,559	(1,134)				(39)	
Central Services	31	629,373	631,435	673,540				639,931	-5%
Finance Costs	31	(8,225)	(12,844)	(6,000)				(8,000)	33%
General	32	22,597	30,753	30,200				29,500	-2%
Council Offices	33	32,458	45,018	47,485				50,321	6%
Community Grants	38	44,010	56,004	57,000				59,250	4%
Community Centre	36	(13,503)	(20,264)	(12,432)				3,737	-130%
Letting of Non-operational Property	39	(5,728)	(920)	(7,900)				(8,000)	1%
Sevenoaks Town Partnership	40	5,000	6,314	5,000				5,000	0%
Business Hub	41	-	-	(9,280)				800	
Youth Café	50	4,010	15,948	29,620				28,207	-5%
Markets	60	-	-	-				-	
		732,949	787,912	818,268		0	0	820,273	

% Mvmt on previous budget

OPEN SPACES & LEISURE COMMITTEE SUMMARY

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget '2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £	% mvmt on previous budget
General	21	219,453	257,939	260,002			277,730	7%
Greatness Cemetery	22	1,575	18,613	11,724			34,782	197%
Allotments	23	1,328	(405)	135			1,213	799%
Street Lighting and General	26	16,719	19,878	21,626			20,709	-4%
Vine Grounds	29	15,394	22,142	20,000			21,472	7%
		260,709	318,167	330,395			355,906	

% Mvmt on previous budget

REVENUE FUND SUMMARY

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget '2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £	% mvmt on previous budget
Planning Committee	1	32,082	33,387	35,630			36,785	3%
Open Spaces & Leisure Committee	2	254,469	318,167	313,487			355,906	14%
Finance/General Purposes Committee	3	732,949	787,912	818,268			828,586	1%
		1,019,500	1,139,466	1,167,385			1,221,276	
Less: Government Revenue Support Grant		-	-	-	-	-	-	
Add: Appropriation to/(from) Balances		-	-	(7,312)			(26,000)	
Transfer to Revenue Reserves							20,000	
Precept		972,127	1,018,622	1,088,593			1,215,276	
Council Tax Base i.e. Band D equivalents		9,315	9,470	9,638			9,691	
Council Tax per year		£110.53	£114.95	£118.43			£125.41	
Increase (£)			£4.42	£3.48			£6.98	
% increase			4.74%	3.03%			5.89%	
Council Tax per week		£2.13	£2.21	£2.28			£2.41	
Increase per week (£)			£0.08	£0.07			£0.13	

Note:

The number of Band D households information was received from Sevenoaks District Council in December 2019

Sevenoaks Town Council

2020/21 Forecasts

PLANNING COMMITTEE (including Licensing) Cost Centre 11

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay - Administration	4010	31,301	31,920	33,200	16,600	33,200	33,376
Employer Pension Contribution	4270	-	-	-	-	-	1,565
Computer/database	6240	299	334	530	66	132	544
Professional Fees	6630	42	983	1,600	339	678	1,000
Books and Periodicals	6720	290	-	300	-	0	300
Sevenoaks Conservation Council	7500	150	150	-	-	-	-
		32,082	33,387	35,630	17,005	34,010	36,785
% Mvmt on previous budget							3%

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Sevenoaks Town Council

2020/21 Forecasts

OPEN SPACES - SPORTS PITCHES, PARKS ETC. Cost Centre 21

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay	4010	137,425	147,537	170,090	87,267	177,411	191,421
Employers Pension Contribution	4270	7,663	8,466	11,380	4,852	9,908	12,597
Graffiti and gum removal	5013	1,469	13	1,000	44	706	1,000
Lr St Johns WCs (rates, cleaning, water, repairs)	5025	5,588	12,677	7,152	5,206	9,902	10,500
Greatness Rec WCs (rates, cleaning, water, repairs)	5026		2,327	4,000	1,237	2,501	3,000
Seats & Litter Bins (Exc Vine)	5050	4,043	2,685	2,700	241	569	2,780
Tree Sev Common	5060	2,737	2,645	3,600	3,015	3,736	3,700
Tree Safety Survey	5065	4,150	2,505	3,700	2,350	2,350	3,800
Woodlands	5070	4,284	3,200	3,300	1,116	3,500	3,300
Knole Paddock and Pavilion	5110	264	1,972	2,080	421	1,010	1,500
Knole Paddock Pitch and ground maintenance	5120	5,396	2,433	5,000	1,010	2,424	3,500
Misc. Open Spaces and play areas	5310	60,464	62,681	20,000	16,746	33,492	15,600
Greensands Common	5310		-	1,500		0	1,500
Skate Park maintenance	5316	2,089	2,550	2,500	602	625	2,575
Raleys car park	5317	506	521	480	486	486	500
Fertilisers	5320	1,389	134	1,200		1,200	1,200
Grass Seed	5330	1,095	885	2,000	2,143	2,143	2,100
Plants	5340	3,089	2,165	2,700	1,001	2,013	2,500
Repairs and general maintenance	5410	1,498	5,196	1,500	240	1,007	1,500
Equipment - Hired & New	5500	6,857	6,611	8,000	23,923	28,055	8,250
Equipment Maintenance (incl tractor)	5525	8,448	7,304	8,000	1,452	7,500	8,000
Vehicle expenses (incl vans)	5550	2,681	4,638	4,500	2,491	4,500	4,500
Fuel	5700	5,500	6,170	6,200	2,393	6,000	6,200
Rent, Rates & Water	6000	1,250	(25)	1,600	310	1,000	1,200
Light Heat and Cleaning	6010	2,240	2,385	2,100	562	1,920	2,100
Telephone	6101	206	174	200	87	180	200
Mobile Telephone	6104	154	146	300	76	146	200
Staff Training	6320	2,078	3,470	2,500	1,653	2,500	3,000
Welfare/hospitality	6330	114	138	200	75	134	200
Subscriptions and professional fees	6730	141	282	200		0	200
Road Dues - Oakhill Rd/Woodside	6812	1,447	1,025	2,000	-	1,500	1,500
Bus Shelter Maintenance	6851	317	65	170		0	175
Sundry Expenses	6900	107	3	100	11	26	100
Health & Safety/ Risk Assessments	6922	664	795	1,500	806	1,526	1,550
Alarm maintenance	6930	812	764	720	63	701	740
CCTV Maintenance	6931	770	270	1,200		800	1,200
Waste collection - Dog bins	6934	2,457	3,167	2,800	1,310	2,620	2,800
Waste collection and disposal - Bins	6935	4,631	2,783	4,100	1,716	4,106	4,220
Protective clothing	6952	1,331	1,705	1,400	1,284	2,000	1,450
Letting and Hire of Facilities	1022	(30,694)	(33,732)	(30,000)	(3,310)	(30,000)	(30,900)
Raleys car park	1316	(1,823)	(1,468)	(1,750)	(17)	(1,791)	(1,750)
Grant Income	1350	(28,933)	(5,341)	-	(1,228)	(45,073)	-
Income from other depts.	1470		(25)	-		0	-
insurance Claims	1550	(3,011)		-		0	-
Log Sales	1850	(832)	(1,549)	(1,200)		(1,000)	(1,236)
Sundry Income	1990	(608)	(2,408)	(720)	(24,364)	(25,083)	(742)
		219,453	257,939	260,002	137,270	217,250	277,730
% Mvmt on previous budget				-1%			7%
% Mvmt on 2018/19 Forecast				13%			28%

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Sevenoaks Town Council

2020/21 Forecasts

GREATNESS CEMETERY Cost Centre 22

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay - Administration	4010	60,706	61,829	64,920	33,200	76,833	88,291
Employers Pension Contribution	4270	5,234	5,582	6,084	2,784	5,881	7,430
Cem - Chapel and Office	5210	292	1	200	-	0	206
Workshop/messroom maintenance	5230	131	1,057	170	187	250	175
Repairs & General Maint	5410	1,809	1,182	1,000	57	750	1,000
Equipment - Hired & New	5500	2,044	2,007	2,200	1,617	2,550	3,200
Equipment Maintenance	5525	2,340	3,748	2,500	2,103	3,000	2,500
Fuel	5700	796	939	950	284	588	700
Rent, Rates and Water	6000	4,585	6,246	5,900	3,169	6,403	6,570
Light Heat & Cleaning	6010	845	1,599	1,200	441	1,200	1,240
Telephone	6101	733	492	740	302	619	750
Mobile Telephone	6104	83	100	100	58	120	120
Printing Postage and Stationery	6200	9	369	400	-	0	100
Computer - cemetery database	6240	1,248	328	390	-	372	400
Training	6320	870	460	1,500	318	1,300	2,000
Welfare/hospitality	6330	145	166	150	98	160	170
Goods for Resale	6500	-	-	200	155	200	200
Professional fees	6630	-	90	100	95	190	100
Subscriptions	6730	68	90	100	95	190	100
Trees, Turf & Fertilisers	6802	2,623	1,772	3,000	1,057	1,620	3,000
Roads, Paths and Boundaries	6822	1,126	1,595	600	373	895	700
Lawn/ Wall of Remembrance	6832	147	-	100	-	0	100
Sundry expenses	6900	203	88	50	9	22	50
Health & Safety/ Risk Assessment	6922	-	467	970	1,101	1,101	1,000
Alarm Maintenance	6930	573	719	1,150	581	800	800
Cemetery security	6932	4,659	4,452	5,250	2,211	4,422	4,600
Waste collection and disposal	6935	1,122	1,071	1,200	850	1,374	1,230
Protective Clothing	6952	282	435	600	288	500	750
Cemetery Income	1700	(91,098)	(78,271)	(90,000)	(36,305)	(81,000)	(92,700)
Insurance Claims	1550	-	-	-	-	0	-
		1,575	18,613	11,724	15,128	30,340	34,782
% Mvmt on previous budget				-42%			197%

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Sevenoaks Town Council
2020/21 Forecasts
ALLOTMENTS Cost Centre 23

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay - Administration	4010	2,390	4,062	3,500	2,215	4,430	4,595
Employers Pension Contribution	4270	-	-	210	121	210	184
General Maintenance	5410	981	1,113	1,200	288	884	1,200
Equipment-Hired & New	5500		195	-		0	
Rent Rates & Water	6000	1,393	646	1,700	868	1,700	1,751
QH Allotment Costs	6002	669	682		734	762	700
Health & Safety/ Legal Advice	6922	-	-	300	-	-	300
BV Rental Income	1010	(894)	(843)	(938)	(1,000)	(1,000)	(1,141)
QH Rental Income	1047	(3,211)	(6,260)	(5,837)	(5,982)	(5,982)	(6,376)
Capital Expenditure	B/S						
		1,328	(405)	135	(2,756)	2,346	1,213
% Mvmt on previous budget				-96%			801%
% Mvmt on 2019/20 Forecast				-95%			-48%

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Sevenoaks Town Council
2020/21 Forecasts

STREET LIGHTING AND GENERAL Cost Centre 26

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Public Clock Maintenance	6861	314	1,836	800		827	2,908
Street Lighting	6862	13,208	8,796	13,023	14,677	20,691	13,414
In Bloom Costs	6865	13,687	16,789	16,260	13,388	14,038	14,500
Street Lighting - recharges	1263/1480	(6,660)	(5,313)	(7,197)	(8,623)	(15,820)	(8,913)
In Bloom - Contributions	1990/1266	(3,830)	(2,230)	(1,260)	(650)	(650)	(1,200)
Capex	B/S						
		16,719	19,878	21,626	18,792	19,086	20,709
% Mvmt on previous budget				1%			-4%

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Sevenoaks Town Council

2020/21 Forecasts

CENTRAL SERVICES -VINE CAFÉ Cost Centre 28

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross pay - general	4010	46,735	43,921	43,300	29,221	49,642	49,646
Employers Pension Contribution - general	4270	893	1,124	2,640	312	687	2,013
Repairs & General Maintenance	5410	877	346	500	339	678	500
Equipment Hired & New	5500	2,457	2,071	1,800	3,601	3,751	1,800
Equipment Maintenance	5525		653	500	-	0	500
Rent, rates & water	6000	641	2,010	1,200	(97)	(194)	1,200
Light, heat & cleaning	6010	(956)	1,871	1,600	1,027	1,600	1,600
Telephone/broadband	6101	257	-	300	166	332	309
Printing & Stationery	6200		307	30	2	4	30
Postage & Courier	6210	-	60	160	-	0	160
Computer/Database/WPs	6240	104	-	150	129	150	150
Staff Training	6320	143	320	300	-	300	300
Publicity	6460	130	253	250	-	0	250
Goods for Resale	6500	18,325	18,805	20,000	10,275	15,413	20,000
Copyright Fees/Royalties	6533	155	-	300	307	307	320
Professional Fees Licensing	6635	433	431	100	130	130	150
Sundry Expenses	6900	241	179	200	61	200	206
Health & Safety/ Legal Advice	6922	200	54	500	-	500	500
Alarm Maintenance	6930	458	813	500	178	630	515
Vine Café Waste collection and disposal	6935	936	1,012	2,000	502	1,004	2,060
Vine Café Credit card charges	6976	525	755	550	532	600	567
Sale of Goods	1211	(47,743)	(49,403)	(61,710)	(23,085)	(41,000)	(61,710)
Events Management	1212	(1,855)	(1,673)	(3,000)	-	-	(1,500)
Capital Expenditure	B/S						
		22,956	23,909	12,170	23,600	34,734	19,566
% Mvmt on previous budget							61%
% Mvmt on 2018/19 Forecast				-50%			-44%

Sevenoaks Town Council

2020/21 Forecasts

OPEN SPACES & LEISURE -VINE GROUNDS Cost Centre 29

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross pay - general	4010	7,994	9,693	8,600	4,169	8,695	9,092
Employers Pension Contribution - general	4270	476	496	520	226	452	545
Vine Area -Gen. Maintenance	5010	4,127	4,804	3,500	815	1,630	3,600
Vine Public Conveniences	5020	1,376	7,035	8,000	3,866	7,732	8,500
Rent, rates & water	6000	634	439	720	44	88	515
Light & heat	6010	80	66	250	131	262	-
Publicity	6460	574	418	250	-	0	250
Professional Fees Licensing	6635	-	70	100	70	140	100
Summer concerts	6868	4,067	2,960	3,100	2,093	3,100	3,200
CCTV Maintenance	6931	833	1,124	640	651	1,302	660
Other events net income	1208	(1,337)	(1,523)	(2,000)	-	-	(1,500)
Rental income - Pavilion & Kiosk (was CC39)	1805	(3,090)	(3,090)	(3,180)	(2,318)	(3,090)	(3,090)
Vine Club Insurance Contrib. (was CC21)	1870	(340)	(350)	(500)	(382)	(764)	(400)
						0	
		15,394	22,142	20,000	9,365	19,547	21,472
% Mvmt on previous budget				-9%			7%

Sevenoaks Town Council

2020/21 Forecasts

CENTRAL SERVICES -BAT & BALL STATION (Café & Hall Hire) Cost Centre 30

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross pay - general	4010	-	8,944	101,200	37,171	64,350	63,574
Employers Pension Contribution - general	4270	-	468	6,400	1,111	2,222	2,201
Plants	5340						
Repairs & General Maintenance	5410	-	855	1,540	1,887	3,774	1,586
Equipment Hired & New	5500	-	872	-	2,690	5,380	1,500
Equipment Maintenance	5525	-		-		-	-
Rent, rates & water	6000	-		4,950	613	1,226	2,860
Light & heat	6010	-	923			-	-
Electricity	6011			5,170	2,488	4,976	5,325
Gas	6012			2,000	1,554	3,108	2,060
Cleaning (inc. materials)	6013		498	15,748	347	694	4,000
Water	6014			2,990	-	-	2,000
Insurance Cost	6020	-		2,060	-	-	-
Telephone/broadband	6101	-		650	88	176	670
Printing & Stationery	6200	-	183	200	201	402	206
Staff Training	6320	-		250	160	320	258
Publicity	6460	-	458	4,568	727	1,454	2,000
Goods for Resale	6500	-	2,677	65,396	8,898	17,796	20,000
Copyright Fees/Royalties	6533	-		550	-	550	567
Professional Fees Licensing	6635	-	290	550	23	46	567
Sundry Expenses	6900	-	27	600	137	274	618
Health & Safety/ Risk Assessment	6922	-		1,020	1,133	2,266	1,051
Alarm Maintenance	6930	-		1,230	761	1,522	1,267
CCTV Maintenance	6931	-		620	-	620	639
Waste collection and disposal	6935	-		1,230	530	1,060	1,267
Credit card charges	6976	-		500	432	864	515
Letting and Hire of Facilities	1022	-	(216)	(57,074)	(9,132)	(18,264)	(24,000)
Sale of Goods	1211	-	(3,420)	(163,482)	(16,173)	(32,346)	(48,000)
Events Management	1212	-		-		-	-
		0	12,559	(1,134)	35,646	62,470	42,732
% Mvmt on previous budget				-116%			-3868%
Per Management & Maintenance Plan	340						(42,732)
		0	12,559	(1,135)	35,646	62,470	(39)

Sevenoaks Town Council
2020/21 Forecasts
CENTRAL SERVICES Cost Centre 31

	Ref.	Actual	Actual	Budget	Actual	Forecast	Budget
		2017/18	2018/19	2019/20	2019/20 YTD	2019/20	2020/21
		£	£	£	£	£	£
Gross Pay - Administration	4010	283,094	297,414	319,640	160,092	320,184	291,497
Employers Pension Contribution	4270	28,318	29,527	40,520	17,065	34,130	34,827
Pension Contribution - Deficiency	4271	68,000	70,000	71,000	35,500	71,000	77,000
Equipment Hired and New	5500	4,442	5,338	2,500	686	1,372	2,500
Insurance Cost	6020	14,286	15,212	20,000	10,260	16,750	20,000
Telephone	6101	5,009	6,004	5,900	2,738	5,476	5,750
Facsimile Costs	6103	114	-	100	-	-	100
Printing & Stationery	6200	16,604	14,353	15,000	6,558	13,116	15,000
Postage and Courier	6210	6,207	5,495	5,000	2,455	4,910	5,150
Computer/Database/WP's	6240	14,478	24,351	13,000	9,541	15,661	13,390
Website costs	6241	1,500	2,495	2,000	1,831	2,000	2,000
IT infrastructure development	6242	6,456	1,973	6,500	3,894	7,768	8,000
Office Furniture/ Machinery	6281	968	469	1,400	124	300	750
Computers Accountancy	6300	3,170	2,756	3,300	1,842	3,170	3,400
Recruitment costs	6315	4,424	4,710	4,000	-	0	2,000
Staff Training	6320	3,063	2,569	5,000	1,338	3,000	3,000
Investors in People	6321	775	790	800	-	800	824
Welfare / Hospitality	6330	3,354	2,065	1,900	1,181	1,900	2,000
Civic Expenses/Annual Reception/Xmas Council	6410	1,530	1,614	1,650	944	1,888	1,750
Gifts/Hospitality	6415	401	501	400	665	700	400
Annual Parish Meeting	6420	(100)	-	100	-	100	100
Honours Board, Badges, Insignia	6421	250	200	250	222	250	250
Members' Expenses and Allowces.	6435	3,030	2,526	4,000	3,792	4,070	4,120
Mayoral Allowances	6437	3,958	5,200	5,360	1,382	2,528	5,525
Mayoral Car/Travel Allowances	6438	2,300	2,340	2,400	-	2,400	2,462
Press Notices	6440	1,779	1,288	1,500	412	1,500	1,500
Bye Laws	6450	-	-	100	-	100	100
Publicity/Democratic notices	6460	1,788	4,965	2,900	788	1,576	2,500
Banner Costs	6461	2,160	2,225	1,500	675	1,500	1,545
Audit Fees - Internal and external	6610	4,818	3,780	4,000	2,800	4,720	4,860
Irrecoverable VAT	6619	7,400	-	6,000	-	6,000	-
Legal Expenses	6620	5,099	339	5,000	-	5,000	3,000
Professional Fees Licensing	6635	1,335	1,420	1,800	365	1,000	1,500
Bad Debts	6650	-	125	-	-	-	-
Conference Fees & Expenses	6710	2,674	2,141	2,300	929	2,300	2,300
Books and Periodicals	6720	239	383	380	103	380	380
Subscriptions	6730	4,073	3,393	4,000	4,957	5,000	5,150
Waste Sacks Exp	6889	1,476	1,914	1,450	1,794	2,000	2,000
Sundry Expenses	6900	776	619	500	106	500	500
Health & Safety/risk assessments	6922	2,607	3,165	3,000	3,100	3,100	3,200
Bank Charges	6975	1,520	1,876	1,500	901	1,500	1,550
Credit card charges	6976	642	732	700	223	650	700
Election Expenses	7010	3,000	3,000	3,000	11,298	3,000	5,000
Development Costs	7611	120,200	108,330	34,128	-	72,300	36,330
Loan Repayment	7617	-	-	74,202	-	36,000	72,000
Stag Reserve	7614	1,000	1,000	1,000	-	1,000	1,000
Banner income	1231	(4,740)	(3,753)	(4,640)	(2,348)	(4,696)	(4,779)
Grant income	1350	(189)	(500)	-	-	-	-
Waste Sacks Income	1889	(1,113)	(2,110)	(1,500)	(1,534)	(2,010)	(2,100)
Sundry Income	1990	(2,800)	(799)	(1,000)	(47)	(100)	(100)
Capital Expenditure	B/S	-	-	-	-	-	-
		629,373	631,435	673,540	286,632	655,793	639,931
% Mvmt on previous budget				6%			-5%

Sevenoaks Town Council
2020/21 Forecasts

FINANCE COSTS Cost Centre 31

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget 2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £
Interest - on deposits	1115	(8,225)	(12,844)	(6,000)	(8,636)	(15,000)	(8,000)
		(8,225)	(12,844)	(6,000)	(8,636)	(15,000)	(8,000)
% Mvmt on previous budget				0%			33%

1115 *Interest on deposits*

reflects amounts available to invest and the estimated return on

Sevenoaks Town Council
2020/21 Forecasts
F&GP - GENERAL Cost Centre 32

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Repairs & maintenance	5410	-	-	-	-	-	-
Equipment new and hired	5500	-	-	-	-	-	-
Telephone & Broadband	6101	-	-	-	-	-	-
Christmas Lights Switch On	6490	24,004	29,318	26,000	100	26,000	26,000
Remembrance Day/Civic Services	6491	3,220	3,059	2,700	729	3,000	3,000
No 8 bus costs	6495	36,056	39,400	37,138	19,852	39,704	40,895
Subscriptions	6730	-	-	-	-	-	-
Events	6869	2,908	7,166	6,500	7,507	8,000	6,500
Protective clothing	6952	-	-	-	-	-	-
Grant income	1350	-	-	-	-	-	-
Contributions to Christmas Lights Switch On	1490	(7,535)	(8,790)	(5,000)	-	(6,000)	(6,000)
No 8 bus income	1495	(36,056)	(39,400)	(37,138)	(19,852)	(39,704)	(40,895)
Fundraising	1500	-	-	-	-	-	-
Sundry Income	1990	-	-	-	-	-	-
Capital Expenditure	B/S	-	-	-	-	-	-
		22,597	30,753	30,200	8,336	31,000	29,500
% Mvmt on previous budget				15%			-2%

**Sevenoaks Town Council
2020/21 Forecasts**
COUNCIL OFFICES Cost Centre 33

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross pay	4010	11,836	14,469	27,660	2,884	16,930	28,733
Employers Pension Contribution	4270	277	344	1,490	78	658	1,392
Repairs & Gen. Maintenance	5410	1,142	2,636	2,060	347	700	2,120
Rent and rates	6000	24,872	33,141	24,205	15,125	24,205	25,370
Light Heat & Cleaning	6010	7,242	4,971	6,180	2,336	6,000	6,365
Electricity	6011						
Gas	6012						
Telephone & Broadband	6101	-	-	-	-	0	-
Catering Expenses	6510	-	-	150	-	150	100
Sundry Expenses	6900	-	106	100	48	100	100
Health & Safety/Risk Assessments	6922	114	75	300	150	300	300
Alarm Maintenance	6930	851	758	1,400	781	1,400	1,400
Waste Bin Disposal	6935	456	832	740	950	1,381	1,090
Healthcare services	6939	-	-	-	-	-	-
Letting and Hire of Facilities	1022	(14,332)	(12,314)	(16,800)	(7,856)	(15,712)	(16,500)
Sales of Goods	1211	-	-	-	(66)	-	(150)
Civil Ceremonies Income	1281	-	-	-	-	0	-
Capital Expenditure	B/S	-	-	-	-	-	-
		32,458	45,018	47,485	14,777	36,112	50,321
% Mvmt on previous budget		26%		21%			6%

Sevenoaks Town Council

2020/21 Forecasts

COMMUNITY CENTRE Cost Centre 36

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay	4010	31,794	31,309	8,000	7,798	7,798	7,266
Employers Pension Contribution	4270	1,023	1,475	450	610	610	376
Flashpark	5318						500
Buildings Repairs & Maint.	5410	4,967	1,994	500	254	254	500
Equipment Hired and New	5500	-		-		0	-
Rates and water	6000	6,348	7,345	5,175	1,921	4,494	4,600
Electricity	6011	3,355	2,635	675	420	980	1,000
Gas	6012	589	1,850	465	686	858	720
Cleaning (Incl. Materials)	6013	-	573	210		0	210
Telephone	6101	496	479	100	212	424	436
Mobile Phone	6104	25	67	80	42	60	80
Printing and Stationery	6200	64	233	-	-	0	100
Postage & Courier	6210	-		-		0	-
Office Furniture/ Machinery	6230	557	-	-	-	0	-
Computers	6240	-	41	-	-	0	-
Furnishings, Furniture & Equipment	6281	1,139	174	-	-	0	-
Training	6320	191	-	100	-	0	-
Publicity/Democratic notices	6460	-	-	-	-	0	500
Refreshments For Resale	6520	680	517	175	97	97	100
Copyright Fees/Royalties	6533	563	28	565	-	0	500
Professional fees - licensing	6635	180	180	220	180	180	180
Bad debts	6650	-		-		-	-
Grounds Maintenance	6842	12	-	(500)	-	0	-
Sundry Expenses	6900	75	75	21	-	0	50
Health & Safety/ Risk assessments	6922	1,932	(828)	-	-	0	500
Alarm Maintenance	6930	2,225	456	500	602	602	620
CCTV Maintenance	6931	340	300	78	-	0	-
Waste Disposal	6935	1,554	1,348	450	1,176	1,176	400
Healthcare Services	6939	1,042	948	475	-	0	250
Letting and Hire of Facilities	1022	(69,663)	(74,259)	(30,000)	(9,306)	(9,306)	(15,000)
Sale of Refreshments	1250	-		-		0	-
Grant income	1350	-		-		0	-
Outdoor Activities	1445	(105)		-		0	-
Indoor Activities	1457	(2,886)	2,796	(700)	(632)	(632)	(150)
Capital Expenditure	B/S						
		(13,503)	(20,264)	(12,432)	4,060	7,595	3,737
% Mvmt on previous budget				117%			-130%
% Mvmt on 2018/19 Forecast				40%			-51%

Sevenoaks Town Council
2020/21 Forecasts
COMMUNITY GRANTS Cost Centre 38

	Ref.	Actual 2016/17	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Grant subsidies for SCC	6937	740	819	1,000	60	940	250
Grant subsidies for Council Chamber	6938	1,369	1,545	1,000	551	1,000	1,000
Local Organisations and Youth Grants	7500	8,731	17,850	16,500	8,827	16,500	16,500
Sevenoaks Summer Festival	7502	5,000	5,000	5,000	-	5,000	5,000
Twinning Support	7520	500	500	1,000	-	1,000	1,000
Youth Outreach	7550/7552	170	2,870	5,000	4,096	5,000	5,000
Youth Council	7555	500	420	500	230	500	500
Stag Community Arts Centre	7556	27,000	27,000	27,000	27,000	27,000	27,000
Community Rail Partnership							3,000
Capital Expenditure	B/S						
		44,010	56,004	57,000	40,764	56,940	59,250
% Mvmt on previous budget				0%			4%

Sevenoaks Town Council
2020/21 Forecasts

LETTING OF NON-OPERATIONAL PROPERTY Cost Centre 39

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Vine Band Practice Room	5012	-	-	-	-	-	-
Cem. Lodge Maintenance	5211	-	-	-	-	-	-
Repairs and General Maintenance	5410	1,881	-	100	-	-	-
Rent, Rates & Water	6000	1,049	1,826	-	-	-	-
Light Heat & Cleaning	6010	87	1,961	-	-	-	-
Rental income - Lodge	1012	-	-	-	-	-	-
Rental income - Bungalow	1013	-	-	-	-	-	-
Rental income - Red Cross	1014	(50)	-	-	-	-	-
Rental income - Raleys Centre	1016	(10)	-	-	-	-	-
Knole Paddock ground rents, wayleaves	1044	-	(8,663)	-	-	-	-
Vine ground rents, wayleaves	1045	-	-	-	-	-	-
SCC ground rents, wayleaves	1046	(1,500)	(1,500)	(3,000)	(1,125)	(3,000)	(3,000)
Open Spaces rents and wayleaves	1469	(7,185)	5,456	(5,000)	(3,746)	(5,000)	(5,000)
Capital Expenditure	B/S	-	-	-	-	-	-
		(5,728)	(920)	(7,900)	(4,871)	(8,000)	(8,000)
% Mvmt on previous budget				-80%			1%

Sevenoaks Town Council

2020/21 Forecasts

SEVENOAKS TOWN PARTNERSHIP Cost Centre 40

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Telephone	6101	19	13	100	-	80	100
Printing & Stationery	6200	-	35	100	-	20	100
Computer/Database and other costs	6240	575	1,449	587	2,975	3,475	500
Information Screens	6244	1,434	1,070	1,500	1,275	1,500	1,500
Business Awards	6322	5,885	7,154	7,500	7,630	7,730	7,725
Business Show	6323	1,945	1,538	2,500	1,480	1,480	2,275
Professional Fees	6630	5,000	-	-	-	-	-
Conference Fees & Exps	6710	-	495	700	190	700	700
Special Events	6869	-	135	-	-	-	-
Sundry expenses	6900	649	1,696	600	199	300	600
Christmas gift guide expenses	7607	-	-	-	-	-	-
Friends of Bat & Ball	7608	(926)	80	1,000	-	1,000	1,000
Park & Panto	7615	-	-	-	-	-	-
Wellbeing Show	7616	1,389	1,073	2,500	1,644	1,644	2,500
Business Awards	1206	(6,445)	(6,328)	(7,000)	(5,534)	(5,534)	(7,000)
Business Show	1207	(4,120)	(2,730)	(3,000)	(1,770)	(1,770)	(3,000)
Wellbeing Show Income	1209	(1,830)	(2,890)	(3,500)	(1,930)	(1,930)	(3,000)
Grant income	1350	-	-	(1,000)	-	(1,000)	(1,000)
Christmas gift guide income	1436	-	-	-	-	-	-
Pak & Panto income	1437	-	-	-	-	-	-
Sundry income	1990	(5,000)	(1,477)	-	-	-	-
Income and Donations receivable	7610	-	-	-	-	-	-
Capital Expenditure	B/S						
		(1,425)	1,313	2,500	6,159	7,695	3,000
Movement in STC reinvestment funds	7000/40	6,425	2,936	2,500	(1,146)	(2,695)	2,000
Friends of Bat & Ball reinvestment fund	7608/40	-	-	-	-	-	-
Vintage Bus Expenses	7609	9,865	6,393	10,000	-	0	5,000
Vintage Bus income	1435	(9,865)	(5,641)	(10,000)	(13)	-	(5,000)
		5,000	6,314	5,000	5,000	5,000	5,000
% Mvmt on previous budget				0%			0%

Sevenoaks Town Council
2020/21 Forecasts

BUSINESS HUB Cost Centre 41

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross pay	4010			10,000			-
Employers Pension Contribution	4270			2,000			-
Repairs & Gen. Maintenance	5410			6,000			-
Equipment Hired & New	5500						-
Rent & Rates	6000			4,000			-
Light Heat & Cleaning	6010			-	(1,028)		-
Electricity	6011			9,000	1,575		500
Gas	6012			7,000			250
Cleaning (inc. materials)	6013			10,000			-
Water	6014			4,000			50
Telephone & Broadband	6101			-			-
Printing & Stationery	6200						-
Office Furniture & Machinery	6230						-
Computers & licences	6240						-
IT Infrastructure	6242			2,000			-
Office Furniture & Machinery	6281			-			-
Sundry Expenses	6900			-			-
Health & Safety/Risk Assessments	6922			-			-
Alarm Maintenance	6930			-			-
CCTV Maintenance	6931			-			-
Waste Bin Disposal	6935			-			-
Healthcare services	6939			-			-
Hire of Facilities	1022			(4,000)			-
Provision of postal/Business address	1025			(1,200)			-
Hot desking facility	1026			(24,960)			-
Dedicated Desk x 12	1027			(33,120)			-
		-	-	(9,280)	547	-	800

% Mvmt on previous budget

To be reviewed in 2020 as yet to be Operational

**Sevenoaks Town Council
2020/21 Forecasts**
YOUTH CAFÉ Cost Centre 50

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay	4010	41,112	24,546	27,200	15,272	29,695	25,661
Employers Pension Contribution	4270	296	287	1,100	200	697	1,026
Repairs and General Maintenance	5410	1,259	1,220	1,000	504	1,008	1,000
Cleaning	6010	500	(456)	500	6	500	500
Telephone	6101	503	525	560	271	542	560
Printing & Stationery	6200	4	477	500	-	500	500
Postage & courier	6210	-	-	-	-	-	-
Computer/Database/WPS	6240	1,464	1,031	750	100	100	750
Furnishings, furniture/Eqpt	6281	4,461	831	500	973	973	500
Recruitment Costs	6315	-	-	-	-	-	-
Staff Training	6320	-	265	400	-	400	400
Welfare/Hospitality	6330	-	-	-	-	-	-
Staff Uniforms	6340	220	50	200	146	200	200
Publicity/Democratic notices	6460	644	364	500	-	500	500
Goods for resale	6500	1,856	1,084	1,700	997	1,700	1,700
Catering Expenses	6510	-	-	-	-	-	-
Soundwaves Expenditure	6550	-	-	-	-	-	-
Course Material	6568	-	-	-	-	-	-
Music Equipment	6571	-	-	-	-	-	-
IT Equipment	6572	-	-	-	-	-	-
Youth Magazine Expenditure	6573	-	-	-	-	-	-
New Blood DJ workshops	6574	-	-	-	-	-	-
Professional fees licensing	6635	226	260	200	397	397	400
Subscriptions	6730	-	-	-	-	-	-
Special Events	6869	-	-	-	-	-	-
Sundry Expenses	6900	104	239	150	132	150	150
Health & Safety/Legal Advice	6922	14	8	400	-	400	400
Protective clothing	6952	-	-	-	-	-	-
Bank charges	6975	-	-	-	-	-	-
Letting and Hire of Facilities	1022	(3,755)	(3,148)	(3,740)	(1,100)	(3,000)	(3,740)
Soundwaves Income	1242	-	-	-	-	-	-
Sale of Goods	1211	(2,700)	(1,635)	(2,300)	(994)	(1,988)	(2,300)
Grant Income	1350	(33,184)	(10,000)	-	(2,922)	(2,922)	-
Educational kits income	1351	-	-	-	-	-	-
Fundraising	1500	(9,014)	-	-	-	-	-
Sundry Income	1990	-	-	-	-	-	-
		4,010	15,948	29,620	13,982	29,852	28,207
Tfr of annual grant allocation from Youth Outreach	1350/50	-	-	-	-	-	-
		4,010	15,948	29,620	13,982	29,852	28,207
% Mvmt on previous budget				117%			-5%

**Sevenoaks Town Council
2020/21 Forecasts**
MARKETS Cost Centre 60

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay	4010	2,374	2,202	2,900	961	1,922	1,464
Employers Pension Contribution	4270	-	-	-	-	-	-
Repairs & general maintenance	5410	-	262	103	13	100	100
Saturday Market Charges	5420	13,802	14,083	14,420	7,133	14,266	14,695
Wednesday Market Charges	5421	19,938	25,539	26,265	12,993	25,986	26,766
Vine Farmers Market	5422	-	-	-	-	-	-
Friday Market Charges	5423	-	-	14,420	-	-	13,774
Equipment new and hired	5500	-	-	-	-	-	-
Blighs market rent	6001	10,383	11,218	18,615	8,055	14,360	14,018
Light, Heat & Cleaning	6010	(300)	169	500	122	500	500
Equipment Maintenance	5525	-	-	-	-	-	-
Furnishings, furniture/Eqpt	6281	-	-	-	-	-	-
Publicity/Democratic notices	6460	220	1,178	3,500	1,315	2,630	2,000
Subscriptions	6730	-	-	-	-	-	-
Sundry Expenses	6900	-	(132)	-	-	-	-
Rental Income Sat Market	1017	(23,760)	(22,774)	(22,456)	(11,178)	(22,356)	(22,456)
Rental Income Weds Market	1018	(14,469)	(10,766)	(13,774)	(4,865)	(9,730)	(13,774)
Rental Income Blighs Market	1019	(16,436)	(14,258)	(24,480)	(7,167)	(14,334)	(15,000)
Vine Farmers Market Income	1021	-	-	-	-	-	-
Rental Income Friday Market	1024	-	-	(13,774)	-	-	(13,774)
Other income	1990	(166)	(6,721)	-	-	-	-
Capital Expenditure	B/S	-	-	-	-	-	-
		(8,414)	-	6,239	7,382	13,344	8,313
Movement in general reinvestment fund	7000	8,414	-	(6,239)	-	(13,344)	
		-	-	-	7,382	-	8,313
% Mvmt on previous budget				0%			0%

Sevenoaks Town Council
2020/21 Forecasts

FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Vine Café	28	22,956	23,909	12,170	23,600	34,734	19,566
Bat & Ball Station Building	30	-	12,559	(1,134)	35,646	62,470	(39)
Central Services	31	629,373	631,435	673,540	286,632	655,793	639,931
Finance Costs	31	(8,225)	(12,844)	(6,000)	(8,636)	(15,000)	(8,000)
General	32	22,597	30,753	30,200	8,336	31,000	29,500
Council Offices	33	32,458	45,018	47,485	14,777	36,112	50,321
Community Grants	38	44,010	56,004	57,000	40,764	56,940	59,250
Community Centre	36	(13,503)	(20,264)	(12,432)	4,060	7,595	3,737
Letting of Non-operational Property	39	(5,728)	(920)	(7,900)	(4,871)	(8,000)	(8,000)
Sevenoaks Town Partnership	40	5,000	6,314	5,000	5,000	5,000	5,000
Business Hub	41	-	-	(9,280)	547	-	800
Youth Café	50	4,010	15,948	29,620	13,982	29,852	28,207
Markets	60	-	-	-	7,382	-	8,313
		732,949	787,912	818,268	427,219	896,496	828,586
% Mvmt on previous budget				12%			1%

Sevenoaks Town Council
2020/21 Forecasts

OPEN SPACES & LEISURE COMMITTEE SUMMARY

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
General	21	219,453	257,939	260,002	137,270	217,250	277,730
Greatness Cemetery	22	1,575	18,613	11,724	15,128	30,340	34,782
Allotments	23	1,328	(405)	135	(2,756)	2,346	1,213
Street Lighting and General	26	16,719	19,878	21,626	18,792	19,086	20,709
Vine Grounds	29	15,394	22,142	20,000	9,365	19,547	21,472
		254,469	318,167	313,487	177,799	288,569	355,906
% Mvmt on previous budget				-5%			14%

**Sevenoaks Town Council
2020/21 Forecasts**
REVENUE FUND SUMMARY

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Planning Committee	1	32,082	33,387	35,630	17,005	34,010	36,785
Open Spaces & Leisure Committee	2	254,469	318,167	313,487	177,799	288,569	355,906
Finance/General Purposes Committee	3	732,949	787,912	818,268	427,219	896,496	828,586
		1,019,500	1,139,466	1,167,385	622,023	1,219,075	1,221,276
Add: Appropriation to/(from) Balances							
Note: Movement from Reserves to offset loss income for Community Centre closure for 9 months				(26,000)			(26,000)
Revenue Reserves Movement							20,000
Precept		1,019,500	1,139,466	1,141,385	622,023	1,219,075	1,215,276
% Mvmt on previous budget				5%			6%
Council Tax Base ie. Band D Equivalents		9,315	9,470	9,638			9,691
Council Tax		£110.53	£114.95	£118.43			£125.41
% increase		4.74%	4.00%	3.03%			5.89%
Council Tax per year				£3.48			£6.98
Council Tax per week		£2.13	£2.21	£2.28			£2.41
increase per week		£0.10	£0.08	£0.07			£0.13

Note:

Number of Band D households (1916) provided by
SDC by Dec-19

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Sevenoaks Town Council: Finance & General Purposes Committee 20th January 2020**Sevenoaks Rugby Football Club Lease of land**

Sevenoaks Rugby Football Club (SRFC) leases the land on which it built its Club House from Sevenoaks Town Council.

The current lease expired in December 2019 and Sevenoaks Town Council instructed lawyers to arrange the necessary legal documentation for its renewal.

An independent valuation for the rent was obtained as the District Valuer is no longer able to provide ad hoc valuations for town and parish councils.

It is recommended by officers that the lease to SRFC is renewed on the same terms and conditions for a period of 25 years as per Sevenoaks Town Council lease policy.

It should be noted that the cost of the renewal of the lease falls to Sevenoaks Town Council in relation to valuation and legal fees.

The Town Council lawyers cannot progress the lease without clarification of the length of the new lease and proposed rent.

RECOMMENDED: To renew the Sevenoaks Rugby Football Club Lease for a period of 25 years at the rent recommended by the valuer of £3,750 per annum.

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Sevenoaks Town Council

Current Matters

Item	Minute No		Status	Latest update
1	08 – F&GP 3.4.2017 263 – F&GP 18.9.2017 222 - OSL 3.9.18 197 – F&GP 05.08.19	Street Lighting	Ongoing	<p>Invoices were sent prior to the financial year end (March).</p> <p><i>Upgrades to streetlights in Linden Chase (PROW) have been completed.</i></p> <p>197. Streetlighting The Committee received and considered the report from the Responsible Financial Officer and note the Town Council's policy as set out in Minute No. 61 of the Finance & General Purposes Committee held on 15th June 2015.</p> <p>The following private roads had adopted their streetlights:</p> <ul style="list-style-type: none"> • Clarendon Road • Quarry Hill • Yeomans Meadow • Heathfield Road • Garvock Drive • Wildernesse Mount • Wood Drive • St Botolphs Avenue • St James Road • The Glade • South Park • Harrison Way • Farnaby Drive • Wildernesse Avenue <p>The following private roads had not adopted their streetlights:</p> <ul style="list-style-type: none"> • Coombe Avenue • Pineneedle Lane • Heathfield Road • Woodside Road • Lyle Park • Kinncraig Drive <p>RESOLVED:</p> <p>i) To proceed with LED upgrade option 3 i.e. LED upgrade plus match existing heritage style lighting on Rectory Land and Judd's Piece at a cost of £17,790 noting that the Sevenoaks</p>

Item	Minute No		Status	Latest update
	280 – F&GP 16.09.19			<p>Town Council shortfall of £11,717 to be met from Capital Reserves.</p> <p>ii) To write to remaining private roads who have chosen to not adopt their streetlights providing one month's notice that the Town Council intends to proceed as per Minute No.61 F&GP 15th June 205 for removal of all lights on all private roads with unadopted lights at a cost of £12,978. Noted that the projected budget shortfall of £7,978 would be met from Revenue Reserves.</p> <p>iii) To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.</p> <p>F&GP Committee 16.09.19 (Minute 280):</p> <p>RESOLVED:</p> <p>i) That residents of Woodside Road, Coombe Avenue and Heathfield Road be advised that the decision whether to pay for the street lights, together with payment, was required by 31st October 2019 latest or the Town Council would proceed to removal of the lights;</p> <p>ii) That residents of Lyle Park and Pineneedle Lane be advised that the response date to request to pay for the lights be extended to 30th November 2019; and</p> <p>iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights.</p>
	377 – F&GP 25.11.19			<p><i>F&GP Committee 25.11.19 (Minutes 377):</i></p> <p>RESOLVED that:</p> <p>1) <i>It be noted that residents of Pineneedle and Lyle Park had agreed to adopt their lights and discussions were therefore concluded;</i></p> <p>2) <i>Following notification by residents of Kin Craig Drive that they would not adopt their lights, the lights be removed;</i></p> <p>3) <i>That the lights in Coombe Avenue be removed, subject to local ward members ascertaining whether one light needs to be retained for safety purposes;</i></p> <p>4) <i>The 15 households in Woodside Road be asked whether they would form a group to</i></p>

Item	Minute No		Status	Latest update
	407 – Council 09.12.19			<p><i>administer payments to the Town Council; and</i></p> <p><i>5) That the Council be asked to rescind the following Resolution, removing the requirement for residents of Heathfield Road to pay outstanding charges for the last two years:</i></p> <p><i>“To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.” (Minute 197 (iii) 05.08.19 refers)</i></p> <p><i>Council 09.12.19 (Minute 407) RESOLVED:</i></p> <p><i>That the following Resolution 197(iii) of the Finance and General Purposes Committee held on 5th August 2019 be rescinded:</i></p> <p><i>“To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.”</i></p>
2	395 - CIC Minute	Bat & Ball Station		<p>The majority of the Bat & Ball Station / HLF refurbishment was completed. There is some snagging to take place. Work will start on landscaping the exterior of building.</p> <p>All facilities are open to the public.</p> <p>The HLF Activity Plan would continue throughout 2019.</p> <p>As part of the HLF Funding the Town Council was required to produce an Evaluation Plan, <i>available at:</i> www.batandballstation.com</p> <p><u>Access Ramp</u> <i>The ramp has been completed and in use by approximately 20% of users of the station.</i></p> <p><u>Ancillary Works</u> The Cycle Racks, additional streetlight and signage post have been installed adjacent to platform 2.</p> <p>Installation of the Cycle Racks on the Community Centre site would be reviewed once the new centre hoardings / temporary access has been finalised. However, would now require additional planning consent.</p>

Item	Minute No		Status	Latest update
				Access to Otford Road. Details to be drawn up. Kent County Council were currently being consulted on land requirements.
3	- CIC 7.8.2017 CIC 15.04.2019 Minute No 30 v) 284 - F&GP 16.09.19	Business Hub		<p>8th April 2019 planning permission for Business Hub was granted with some conditions. Restricted use of external seating area plus installation of two electric vehicle charging points. 14 tenders were returned 5th April 2019. HMRC <i>confirmed</i> Option to Tax on Business Hub. SELEP Funding unsuccessful.</p> <p>CIL funding application to be submitted September 2019. To be considered by SDC on 9th December 2019.</p> <p>F&GP Committee 16.09.19 (Minute 284): RESOLVED: i) That £50,000 from the October 2019 CIL income be contributed towards the Business Hub project</p> <p><i>SDC declined to consider for its CIL Board funding due to it not being a priority. Town Clerk and Architect to Value Engineer Project and report to CIC Committee.</i></p>
4	33(i) – CIC 23.4.2018	Sevenoaks Day Nursery		<i>Sevenoaks Day Nursery moved into its new building at the beginning of 2020. STC are waiting for the old building to be handed over as it is required for storage for STC and Lions Club whilst new roofs put onto garages.</i>
5	33(i) – CIC 23.4.2018 27 (i) CIC 20.08.18	Bat & Ball Centre		<p>Planning Application granted 8.11.2018 Amended planning application for materials submitted. First draft plans prepared, and consultation taken place for Community Centre User.</p> <p>Planning Permission had been approved without any conditions. An amended planning application with some change of details to exterior finishes had been submitted. The planning application had been agreed subject to a new planning condition relating to the provision of cycle racks versus car parking spaces.</p> <p>The Town Council had agreed to progress a Public Works Loan Board (PWLB) application for £1.4m. The PWLB were seeking further clarification about the application -see F&GP Agenda.</p> <p>A successful funding application had been agreed from the SDC CIL Board for £1.2m and funds received on 12th April 2019.</p>

Item	Minute No		Status	Latest update
				<p>4 Tenders for the project were received and opened prior to the meeting and would be analysed by the Quantity Surveyor. The contract was scheduled to commence in June 2019. The Town Council had previously resolved to delegate authority to proceed with the project if tenders received within budget to Chairman of Community Infrastructure Committee, Chairman of Finance and General Purposes Committee and Town Clerk / Deputy Town Clerk.</p> <p>On 1st August 2019 BJJ Group were appointed as the contractor for the Bat and Ball Centre – contract value £1,559,953.56.</p> <p>Contractors currently working on site. Burial of Time Capsule took place on 1st November 2019.</p>
6	F&GP 361	Markets		<p>RESOLVED: unanimously to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include:</p> <ul style="list-style-type: none"> • reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income • the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces. <p>Sevenoaks District Council wrote to the Town Council on 5th March 2019: - Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that our options are tightly regulated. The invitation to tender was originally advertised nationally and across the EU. The EU procurement rules set out some principles to make sure that it is an even playing field for all and that favourable contracts are not granted to particular companies. Changes to a contract should only be allowed where all companies know this beforehand and are given a chance to bid on that basis.</p> <p>Regulation 72 of the 2015 Regulations explains the limited circumstances in which we can modify an existing contract. Tenderers were asked to submit bids for the Sevenoaks Markets based on entering the draft contract which was attached. The Heads of Terms clearly sets out the location of the Wednesday market. Changes are not permitted unless they are explicitly allowed for in the contract documents, where the changes are below a certain value</p>

Item	Minute No		Status	Latest update
				<p>threshold, or the changes fall within some specific other categories. In this case, the contract did not explicitly allow for reductions in the rent. The change in rent would also be larger than what is permitted under the regulations. In order to reduce the rent for the Town Council, we would have to make all bidders aware of this before we awarded the contract. If we make a modification to the contract that is not compliant with the rules, then we would be required to carry out a completely new procurement process for this revised contract (reg. 72 (9)). Therefore, for this reason, it is not open to the District Council to agree to the Town Council's proposals.</p> <p>The Town Council has been informed by the Market Traders that they submitted a petition on this topic to Sevenoaks District Council.</p> <p>Sevenoaks Town Council continue to request SDC for permission to move Wednesday Market to the High Street identifying this as a solution to the long-term viability of the market and potential for additional revenue for SDC for 40+ car parking spaces becoming available.</p> <p><i>Meeting arranged with SDC for 17th February 2020.</i></p>
7	F&GP Min 472	Wayleaves		The Responsible Financial Officer to provide an information report to a future meeting.
8	F&GP Minute No 43 b)	KCC Youth Service Provision		<p>STC continued to seek information as to KCC's youth provision being delivered in Sevenoaks town from the Commissioning Project contract.</p> <p>Agreed that Chairman of YSSC and Town Clerk meet with West Kent Housing (contractor for KCC Youth Services) to discuss the matter.</p> <p><i>Meeting held on 30th July 2019.</i></p>
9	F&GP 29.4.19 Minute No 48 378 – F&GP 25.11.19			<p>Review of current priorities. A 'Blue Skies Day' has been arranged for 7.9.19 to review current and future STC priorities.</p> <p><i>Revised date 21.09.19 2-7pm.</i></p> <p><i>RESOLVED: To adopt the updated Priorities agreed at the Blue Skies discussion in September 2019</i></p>

Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

PRIORITY ONE

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

Sevenoaks Town Council**Priorities** [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
2	Bat & Ball Centre	Construction of new multipurpose community centre	December 2020	£2,750,000	On 1 st August 2019 BJJ Group were appointed as the contractor for the Bat and Ball Centre, work commenced on 14 th October 2019.
3	Bat & Ball Station building	STC acquire station building on long peppercorn lease. Use as community building.	December 2019	£1,500,000 approx.	<p>The majority of the Bat & Ball Station / HLF refurbishment is completed. There are some snagging to take place.</p> <p>The HLF Activity Plan would continue throughout 2019.</p> <p>As part of the HLF Funding the Town Council was required to produce an Evaluation Plan this can be viewed at www.batandballstation.com .</p> <p><u>Access Ramp</u> Opened on 30th September 2019.</p> <p><u>Ancillary Works</u> The Cycle Racks, additional streetlight and signage post had been installed adjacent to platform 2.</p> <p>Installation of the Cycle Racks on the Community Centre site would be reviewed once the new centre hoardings / temporary access has been finalised. However, would now require additional planning consent.</p> <p>Access to Otford Road. Details to be drawn up. Kent County Council are currently being consulted on land requirements.</p>
4	Neighbourhood Development Plan (NDP) for Sevenoaks Includes:	To provide a long-term sustainable plan for the Sevenoaks	December 2020	£100,000 (initial budget)	<p>Second draft of NDP to be reviewed and public round of consultation with aim for referendum in 2020.</p> <p><i>6-week public consultation to commence 31st January 2020.</i></p>

Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
	<ul style="list-style-type: none"> • Northern Sevenoaks Masterplan • Cultural Quarter • Transport Strategy • Sports Strategy 				
5	Business Hub	Convert old Red cross building to Business Hub for new start-up of small businesses	June 2020	£373,000	<p>Planning Permission obtained.</p> <p>To seek external funding towards the project. Grant application to be considered 9th December 2019.</p> <p>To allocate STC CIL funding £25,000 and £50,000 towards the project.</p> <p><i>SDC declined to consider for its CIL Board funding due to it not being a priority. Town Clerk and Architect to Value Engineer Project and report to CIC Committee.</i></p>
6	Business Improvement District (BID)	To progress a BID to ensure that Sevenoaks remains a competitive environment to do business.	Tbc	Tbc	Referendum to be on hold until after the NDP referendum
7	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	Unknown	£1,500,000	Football Club submitting planning application for new pavilion and seeking funding. Consultation needed with football club(s) and residents. GRA prefer this ambitions scheme and are submitting scheme for pre-planning advice to have separate building to replace current portacabins, current pavilion adjacent to pitch 2 refurbished to accommodate public toilets, café and community space for hire. Consideration to be given to joint management of facility.

Sevenoaks Town Council**Priorities** [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
					<p>Would release current pavilion building, adjacent to pitch 2 for alternative use.</p> <p><i>Planning application due to be submitted. STC requested to consider future use of current pavilion as part of application.</i></p> <p>New public toilets installed. CIL Funding allocated towards this facility. 3G Official launch Saturday 9th September 2018.</p>
8	3G Pitch at Knole Paddock	Identifies as part of the Sevenoaks Sports Strategy.	Tbc	Tbc	Refused planning permission 2019. <i>SRFC considering appeal.</i>
9	Community Right to Bid.	To nominate assets of community value to Sevenoaks District Council which Sevenoaks Town Council would be interested in purchasing if they were to be sold.			<p>Cllrs to be asked to provide information of such buildings within their wards</p> <p>Registration process for Stag. Completed.</p> <p>Registration process for Bradbourne Lakes completed.</p> <p>To Register Kaleidoscope (Library)</p>

Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

PRIORITY TWO

No	Project	Details	Proposed target timescale	£	Update / comment
1	South East in Bloom	Provide action plan for obtaining gold award.			Budget and plans for 2020 to start January 2020. Theme: 'edible gardening' to continue for second year. <i>2020, Sevenoaks to be entered for first time into national Britain in Bloom competition.</i>
2	MUGA Multi Use Games Area	Install to replace facility at Community centre	September 2020	£100,000	Install new MUGA on current community site in new location. <i>Quotations to be obtained in February 2020.</i>
3	Tarmac Site	Develop community facility provision as part of the NDP / Local Plan	Tbc	Tbc	Ensure community facilities are delivered as outlined in the Northern Sevenoaks Masterplan. Invest in feasibility and project design where appropriate particularly in relation to Oast House. <i>Tarmac presenting to Planning Committee 13th January 2020.</i>
4	Markets	Long term aim for Sevenoaks Town Council to take over control of the markets.	Tbc	Tbc	Currently 'owned' by Sevenoaks District Council
5	St John's car park public toilets	Refurbish	2020	£50,000	Potentially from future CIL receipts
6	Electric Bus	To convert No.8 bus to meet sustainable agenda	2020	£300,000	To initially seek grant funding.

Sevenoaks Town Council**Priorities** [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
7	Darent Valley Community Rail Partnership	Support and be involved in the development.	2019	£3,000 p.a.	<p>Launched in September 2019, working in partnership with Sevenoaks District Council, representatives from six stations, Southeastern and GTR.</p> <p><i>STC assisting with administration support January – March 2020 whilst SDC recruit member of staff.</i></p>

Sevenoaks Town Council**Priorities** [Note updated with 2019 Blue Skies Proposals]**PRIORITY THREE**

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bradbourne Lakes	To seek continued improvements with facility			<p>To work with SDC to achieve this.</p> <p>Bradbourne Residents Association had started to create a plan. SDC agreed at Town Forum 10.03.2014 to involve STC.</p> <p>SDC produced Consultation document.</p> <p>Town Clerk met with SDC on 26.02.2019 to discuss potential joint working.</p> <p>Asset to remain in SDC ownership.</p>
2	Night-time economy	To seek to develop night-time economy via Sevenoaks Town Partnership initiatives, entertainment on the Vine one evening per week			<p>Programme being put in place for bands on Vine Bandstand. Long term, evening bands to be funded by presence of arts and craft stalls, now premises licence in place.</p> <p>Preparing application for Purple Flag Award. To be considered within proposed BID.</p>
3	Library (Kaleidoscope)	Research feasibility for taking over the management of facility and operating with volunteers like the Stag.	Ongoing		To liaise with KCC and register as a Community Asset (see Priority 1).
4	Stag	Freehold and Capital Improvements	Tbc	Tbc	Aspirations to buy lease if it becomes available. 15 years left on current lease.

Sevenoaks Town Council**Priorities** [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
					Improvements to building (Fly Tower, 4 th Storey, Walkway from front to back enabling additional basement area, Nightclub?) subject to funding, planning permission and ownership. Linked to Cultural Quarter – improved walkway from London Road to South Park car park.
5	Nightclub for Sevenoaks	Support provision of nightclub in Sevenoaks	Tbc	Tbc	
6	Community Events	Continue to promote the town to residents and visitors via community events.	Tbc	Tbc	
7	Cafes	Continue to operate and promote	Ongoing		Noted the benefits of ongoing community service and crime reduction.
8	Youth Provision	HitB Youth Café Partners New provision if viable Youth Council	Ongoing		To continue to provide the HitB Youth Café facilities To work with partners to provide youth provision If viable to extend youth provision. To continue to support the development of the Youth Council.