


16th November 2021

You are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held at the **Bat & Ball Centre**, Crampton's Road, Sevenoaks, TN14 5DN on **Monday 22nd November 2021 at 7.00 pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtu.be/jrYr7UHR4W8> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Committee should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Committee Members:

Cllr Tony Clayton (Chairman)	Cllr Roderick Hogarth
Cllr Keith Bonin (Vice-Chairman)	Cllr Tom Morris Brown
Cllr Sue Camp	Cllr Robert Piper
Cllr Dr Merilyn Canet (ex officio)	Cllr Simon Raikes
Cllr Andrew Eyre	Cllr Edward Waite
Cllr Victoria Granville-Baxter	

AGENDA

PUBLIC QUESTIONS

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

1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	
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2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	–
4	<u>MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE – 13th SEPTEMBER 2021</u> To receive and sign the minutes of the meeting of the Finance & General Purposes Committee held on 13 th September 2021.	Attached
5	<u>FINANCE REPORTS</u> To receive and consider the Finance Officer's reports	
5.1	<u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report and variance analysis for the periods: 1 st to 31 st August; 1 st to 30 th September 2021; and 1 st to 31 st October 2021	11-42
5.2	<u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the periods: 1 st to 31 st August; 1 st to 30 th September 2021; and 1 st to 31 st October 2021	43-74
5.3	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for periods: 1 st to 31 st August; 1 st to 30 th September 2021; and 1 st to 31 st October 2021	75-80
5.4	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the periods: 1 st to 31 st August; 1 st to 30 th September 2021; and 1 st to 31 st October 2021	81-86
5.5	<u>Conclusion of Audit, year ended 31st March 2021</u>	87
5.6	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 st to 31 st August and 1 st to 30 th September 2021: Gift of book to The Mayor (value £10)	–

6.	<u>SDC GRANT: COVID-19 COMPLIANCE ACTIVITIES AND AWARENESS FUNDING – SEVENOAKS DISTRICT TOWN CENTRES.</u> To consider recommendations for expenditure of funding awarded to Sevenoaks Town Council.	89-90
7.	<u>COMMUNITY INFRASTRUCTURE LEVY PAYMENT OCTOBER 2021</u> To consider recommendations for expenditure of CIL funds.	91-92
8	<u>DRAFT REVENUE ESTIMATES AND ROLLING CAPITAL PROGRAMME 2022/23</u>	
8.1	To consider the following <u>RECOMMENDATION FROM THE OPEN SPACES AND LEISURE COMMITTEE</u> [Minute 350, OS&L 08.11.2021 refers] RESOLVED: To approve and recommend the draft Revenue Budget 2022/23 and the Rolling Capital Programme Budget 2022/23, attached as Appendices A and B [to the OS&L Minutes], to the Finance and General Purposes Committee for adoption TO RECEIVE AND CONSIDER:	-
8.2	<u>DRAFT REVENUE ESTIMATES 2022/2023</u>	93-103
8.3	<u>DRAFT CAPITAL PROGRAMME 2022/2023</u>	105
8.4	<u>CHARGES 2022/23</u> To review the Town Council’s charges with an increase of 3% for 2022/23 in relation to: i. hire of the Council Chamber with effect from April 2022 ii. charges for the Bat & Ball Centre with effect from April 2022 iii. charges for the Bat & Ball Station with effect from April 2022 iv. charges for the Business Hub	107-110
8.5	To consider the following <u>RECOMMENDATIONS FROM THE OPEN SPACES AND LEISURE COMMITTEE</u> i) Cemetery [Minute 290 (i) OS&L 27.09.2021 refers] RESOLVED: to approve and recommend the draft cemetery charges 2022/23 [attached as Appendix B to OSL Minutes] to the Finance and General Purposes Committee for adoption. ii) General Open Spaces [Minute 290 (iii) OS&L 27.09.2021 refers]	111- 114 115

	<p>The Committee noted the increase in allotment fees (Appendix C) as already agreed by the Finance and General Purposes Committee (<i>Minute 192, F&GP 08.02.2021 refers</i>).</p> <p>iii) Sports Facilities and MUGA <i>[Minute 351, OS&L 08.11.2021 refers]</i> RESOLVED: To approve and recommend the following draft charges 2022/23, attached as Appendices A to D [to OS&L Minutes], to the Finance and General Purposes Committee for adoption:</p> <ul style="list-style-type: none"> • Charges for Sports Facilities • Charges & non-charging schedule for the MUGA at Bat & Ball Centre 	116-117
9	<p><u>GRANT BUDGET UPDATE AND APPLICATION RECEIVED</u> To note budget position and consider grant application received from We Are Beams.</p>	119-197
10	<p><u>SEVENOAKS TOWN TEAM</u> To receive and note the minutes of the meeting held on 6th October 2021</p>	199-204
11	<p><u>CURRENT MATTERS AND PRIORITIES</u> To receive and note a list of</p> <ol style="list-style-type: none"> a) current matters b) priorities <p>of the Town Council</p>	205-222
12	<p><u>PRESS RELEASE</u> To consider any agenda item, which would be considered appropriate for a press release.</p>	–

**Sevenoaks Town Council
Minutes of Finance & General Purposes Committee
Held on 13th September 2021
At the Bat & Ball Centre, Crampton's Road, Sevenoaks**

Livestreamed on YouTube

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.17 p.m.

Present:

Cllr Tony Clayton, Chairman	Present	Cllr Roderick Hogarth	Present
Cllr Keith Bonin, Vice-Chairman	Present	Cllr Tom Morris Brown	Absent
Cllr Sue Camp	Apologies	Cllr Robert Piper	Present
Cllr Andrew Eyre	Apologies	Cllr Simon Raikes	Present
Cllr Victoria Granville-Baxter	Present	Cllr Edward Waite	Apologies

Substitute	For
Cllr Dr Merylyn Canet	Cllr Sue Camp
Cllr Claire Shea	Cllr Edward Waite

In attendance: Town Clerk, Responsible Finance Officer, Senior Committee Clerk, Social Media & Events Officer, Cllr Richard Parry, KCC Cllr Richard Streatfeild.

Representations received from Members of the Public

256. Apologies for Absence: As noted above.

257. Dispensations

It was noted that all the Town Councillors except Cllr Eyre, who were Trustees of the Stag Community Arts Centre, had been granted a dispensation (in accordance with S31 & S.33 of the Localism Act 2011) to enable their participation in discussion and voting on Agenda Item 6.1 insofar as it related to the grant application from the Stag Community Arts Centre, on the following grounds:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; and
- ii. granting the dispensation is in the interests of persons living in the Council's area.

258. Declarations of Interest

Cllr Clayton declared an interest in Agenda Item 6.1 insofar as it related to the grant application from Sevenoaks Counselling Services and withdrew from the meeting during consideration thereof. Cllr Bonin took the chair for consideration of this matter.

259. Minutes of the Finance & General Purposes Committee held on 2nd August 2021

RESOLVED: To receive and sign the Minutes of the Finance & General Purposes Committee held on 2nd August 2021 as a true record.

260. Finance Reports

260.1 Management Accounts to 31st July 2021

The Committee received and noted, for the period to 31st July 2021, the Finance Officer's Report with Variance Analysis, Income and Expenditure, Working Capital Summary and Statement of Fund Balances, together with the:

- Suppliers Accounts 1st to 31st July 2021, balance £66,076.73
- Payroll Accounts 1st to 31st July 2021, balance £76,911.59
- Petty Cash Accounts 1st to 31st July 2021, balance £649.77

It was noted that the year-to-date position at the end of July 2021 gave a revenue deficit of £9,075. Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement (£6,120 YTD to be adjusted at year end) and Bat & Ball Centre opening costs to date of £4,382 (included in Bat & Ball Centre project budget to be adjusted in August), the position was an adjusted surplus of £1,427.

The Responsible Finance Officer informed the Committee that energy costs were set to increase year on year with carbon, coal and oil consistently rising. Future energy contract options were being investigated.

It was noted that the Town Council's 5 Year Financial Review process was commencing.

RESOLVED: To accept the Management Accounts 1st to 31st July 2021.

260.2 Hospitality and Gifts Register

The Committee noted the following hospitality received in the period 1st to 31st July 2021: 13 servings of biryani for STC staff from hirers of room at Bat & Ball Centre (value approximately £26).

260.3. Kent County Council Pension Fund

The Committee noted the Kent County Council Pension Fund Actuarial Valuation as at 31st March 2019 (published 31st March 2020).

It was suggested that a meeting be requested with KCC to clarify the assumptions underlying the secondary contributions made by the Town Council.

261. Grant Reports

261.1 Grant Applications

The Committee noted the budget for grants to local voluntary organisations for 2021/22 and the balance to date.

Grant considered by the Youth Services Committee

It was noted that, at its meeting held on 8th September 2021, the Youth Services Committee had RESOLVED to award the following grant under the General Power of Competence (Localism Act 2011 Sections 1-8 refers):

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
6	Sevenoaks Three Arts Festival	First prize offered in Young Musician of the Year Competition 2022	£1000	£1000

Consideration of Grant Applications Received

The Committee considered grant aid requests received.

RESOLVED: That grant requests be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
3	Sevenoaks Literary Festival 2021	To ameliorate potential losses if the plans for a return to a physical festival are disrupted or cannot go ahead.	£1,500	£500
64	Citizens Advice in North & West Kent	To train and support a team of 3 volunteers in Sevenoaks Town Advice Centre to support vulnerable clients to complete official forms. Additional costs of supervisor and benefits specialist trainer.	£500	£500
45	Hi Kent	To run free hearing aid users support clinics in Sevenoaks for another year.	£1,000	£1,000
11	Sevenoaks Counselling*	To supplement the Bursary Fund which assists clients who cannot afford the recommended contribution.	£1,500	£1,500
68	Baby Umbrella	To continue services provided in Sevenoaks at Otford Village Hall. To pay for 12 weeks of rent and fees for breastfeeding counsellor.	£1,200	£500

57	PS Breastfeeding CIC	To purchase more breastmilk collections kits (single user item) for use with breast pumps that are loaned out, and to create new promotional materials to share new service venues.	£450	£450
12	South East Open Studios	To create new promotional materials specific to Sevenoaks Town and surrounding area (in 25 th anniversary year)	£2,360	£250
10	Stag Community Arts Centre	Following success of post-pandemic Summer Arts Festival, to repeat and extend that success into 2022, bringing more life back into Sevenoaks Town.	£5,000	Agreed in principle, subject to the provision of more detailed information on proposed events
Total				£9,700

* Cllr Bonin in the chair during consideration of the grant application from Sevenoaks Counselling.

261.2 Grant Subsidies – Room Hire

The Committee noted the 2021/22 budget for grant subsidies on room hire at the Town Council venues to local organisations and for activities benefiting the local community and considered a request from Sevenoaks Samaritans.

RESOLVED that:

- 1) the following groups be approved to continue to receive free room hire:
 - Friends of Rheinbach
 - Friends of Pontoise
 - Neighbourhood Watch Meetings
 - Citizens Advice Bureau
 - The Sevenoaks Society – Local List Project & meetings with residents associations free of charge
 - Sevenoaks Greensands Commons
 - Tea Dances at Bat & Ball Centre
 - Dorothy Parrott Trust
- 2) Sevenoaks Samaritans be added to the approved list.

262. Local Government Association (LGA): Local Service Delivery & Place Shaping: A Framework to Support Parish & Town Councils

The Committee noted the LGA document presenting a framework for principal councils looking to support parish and town councils to play an increased role in local service delivery and place-shaping.

RESOLVED that:

- 1) the Sevenoaks branch of the Kent Association of Local Councils (KALC) be asked to consider and support the LGA's Local Service Delivery & Place Shaping: A Framework to Support Parish & Town Councils; and
- 2) the paper be raised for discussion at the forthcoming annual liaison meeting of the Town Council with Sevenoaks District Council.

263. Minutes of Sevenoaks Town Team Meeting

The Minutes of the Town Team meeting held on 18th August were received and noted.

264. Press Release

RESOLVED: To issue press releases on the success of the Friends of Rheinbach appeal and the allocation of grants.

There being no further business the Chairman closed the Meeting.

Signed
Chairman

Dated

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Sevenoaks Town Council

Finance Officer's Report for the period ended 31st October 2021

1. Summary

The year-to-date position at the end of October gives a revenue surplus of £44,790. This is before reserves release for Bat & Ball café YTD deficit of £22,475 (to be adjusted at year end). Allowing for this release gives an adjusted surplus October YTD of £67,265.

As in previous months, the main reason for this surplus is phasing of spend, (precept being received in advance of being spent) with more cost commitments expected later in the year. However, based on Forecast (see Agenda item 7.2), we are anticipating over £30K full year surplus, which is inclusive of £34K contingency.

The 2021/22 budget was built to deliver a surplus of £20,000 full year to build up general reserves. We also built £34K of additional contingency into the budget to absorb the financial impact of any further COVID related restrictions.

The biggest variances to budget to date are as follows:

- Kickstart funding of £12K - to cover positions in the Council office, Cafes, Vine Gardens, & B&B Ctr, with further positions being recruited. Offset by salaries.
- £10K released from reserves, being HitB staff salaries grant.
- £9K of CJRS grant received – all staff have now returned from furlough.
- £4K Covid grant, to be spent in next few months.
- One off income received re £7.5K VAT temporary reduction for takeaways, £3K Toilet tax refund, £7.8K KCC utilities payment for consumption during Bat & Ball Centre use.
- £6K spent on pop up market set up. Income was lower than originally anticipated mainly due to bad weather in May. – covered by reserves and contingency budget virement.
- £37K Lower hire income than budgeted to date– due to Covid restrictions at the start of the year, we have achieved 33% of full year budgeted hire income year to date. Hire income is improving in all centres, with sports income & B&B Ctr now above monthly budget. Bat & Ball Station & Chamber bookings are still low.
- Business Hub (excluded from above). YTD the Hub is £16K adverse to budget. Hub use has been improving after the delayed opening, & we are anticipating a break-even position for the remainder of the year. The Hub budget was ambitious for a start-up, & next years budget has been modelled on a less challenging target.
- Cemetery income £12K adverse to budget YTD, with October an unusually low month, & believed to be a one-off low month. YTD monthly average income is slightly lower than last year.

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

Appendix 1 - Income and Expenditure by cost centre

Appendix 2 - Variance Analysis

Appendix 3 - Working Capital

Appendix 4 - Statement of Funds

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

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

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

<u>Cost Centre</u>	<u>Name</u>	<u>Variance</u>	<u>Comments</u>
21	OSL	17,477(F)	Please refer to the variance report.
22	Cemetery	6,168 (A)	Please refer to the variance report.
31	Establishments	13,073(F)	Please refer to the variance report.
32	F&GP General	26,718(F)	Please refer to the variance report.
33	Council Offices	17,949(A)	Please refer to the variance report.
36	Bat &Ball Centre	8,689(F)	Please refer to the variance report.
41	Business Hub	16,043 (A)	Please refer to the variance report.
50	Youth Café	10,840(F)	Please refer to the variance report.

3.0 Use of Contingency

No proposed uses of contingency this month.

Unspent contingency at the end of October is £64,403.

4.0 Proposed use of Earmarked Funds/ Virements

Youth Council has been moved to separate cost centre, and separate reserve, representing brought forward unspent budget from prior years, created.

5.0 Working Capital (Appendix 3)

The net current assets have increased by £8,737 year to date, leaving a month-end balance of £1,779,263. This corresponds to an increase in revenue reserves of £43,754 and a decrease in Earmarked Reserves of £35,017.

The increase in revenue reserves is mainly due to the year-to-date surplus.

The current policy of Sevenoaks Town Council is to work towards a general reserves fund of up to 6 months of the current precept. (2021/22 £619,949).

General reserves balance at the end of July is £461,325, which is around 4 and a half months of precept.

The decrease in Earmarked reserves is due to £27K of released earmarked reserves (£10K to HitB for staff salaries, £9,650K re council office carpet, £5,795 re pop up market & £1,885 re staff training) and capital expenditure of £247K (mainly £94K Bat & Ball Ctr & £90K Business Hub), offset by £233,465 CIL income received & £11K receipt of residual proceeds from the sale of Raleys land. The full movement in earmarked reserves is detailed in Appendix 3.

6.0 Fund balances (Appendix 4) and Cashflow

The statement of fund balances as at 31st October 2021 totals £2,333,324 (31 Mar 2021 £1,794,222).

£2,050,168 is available for instant access. The Council's policy is to retain not less than 3 months estimated working capital and capital requirements in current and deposit accounts giving immediate access.

Funds are deposited with NatWest, HSBC, Nationwide, Handelsbanken and CCLA. Interest rate ranges from 0.00% to 0.1%.

Sub ratings reviewed 31st October 2021.

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>11 Planning - General</u>										
4010 Gross Pay	1,877	2,127	250	13,928	14,889	961	25,523		11,595	
4270 Employers Pension Contribution	71	90	19	545	630	85	1,087		542	
6240 Computer/ Data Base/WP's	53	197	144	450	593	143	920		470	
6630 Professional Fees	0	0	0	54	510	456	1,020		966	
6720 Books and Periodicals	0	306	306	0	306	306	306		306	
Planning - General :- Indirect Expenditure	2,002	2,720	718	14,977	16,928	1,951	28,856	0	13,879	0
Net Expenditure	(2,002)	(2,720)	(718)	(14,977)	(16,928)	(1,951)	(28,856)			
<u>21 O/ Spaces & Leisure - General</u>										
1022 Letting & Hire of Facilities	3,282	2,893	(389)	9,645	17,359	7,714	31,827		0	
1316 Raleys Car Park Permits	0	0	0	1,475	1,803	328	1,803		0	
1850 Log Sales	207	200	(7)	564	200	(364)	1,273		0	
1853 Adopt a Tree income	0	0	0	300	0	(300)	0		0	
1990 Other Income	1,921	64	(1,857)	3,866	448	(3,418)	764		0	
O/ Spaces & Leisure - General :- Income	5,410	3,157	(2,253)	15,851	19,810	3,959	35,667			0
4010 Gross Pay	14,353	15,191	838	105,371	106,337	966	182,290		76,919	
4270 Employers Pension Contribution	852	1,014	162	6,160	7,098	938	12,172		6,012	
5010 Vine Area General Maintenance	(15)	0	15	0	0	0	0		0	
5013 Graffiti Removal	396	0	(396)	450	510	60	1,020		570	
5025 Lower St Johns Toilets	(457)	892	1,349	9,081	6,244	(2,837)	10,710		1,629	
5026 Greatness Rec Convenience	232	255	23	1,625	1,785	160	3,060		1,435	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5050 Seats And Litter Bins	0	0	0	2,661	1,418	(1,243)	2,836		175	
5060 Sevenoaks Common	0	774	774	0	3,774	3,774	3,774		3,774	
5065 Tree Safety Survey	0	0	0	308	2,500	2,192	3,876		3,568	
5070 Other Woodlands	0	842	842	3,617	2,526	(1,091)	3,366		(251)	
5110 Knole Paddock & Pavilion	0	400	400	30	2,000	1,970	4,030		4,000	
5120 Knole Paddock Pitch & Grnd Mt	225	0	(225)	1,161	2,400	1,239	3,570		2,409	
5310 Miscellaneous Open Spaces	667	154	(513)	1,722	1,078	(644)	1,842		121	
5311 Security Open Spaces	1,743	1,300	(443)	12,035	9,100	(2,935)	15,600		3,565	
5316 Skatepark Maintenance	250	0	(250)	550	2,627	2,077	2,627		2,077	
5317 Raleys Car Park	0	0	0	486	510	24	510		24	
5320 Fertilizers	0	0	0	134	300	166	1,224		1,090	
5330 Grass Seed	0	0	0	0	0	0	2,142		2,142	
5340 Plants	328	0	(328)	2,027	1,276	(751)	2,550		523	
5410 Repairs & General Maintenance	155	128	(27)	902	896	(6)	1,530		628	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	258	701	443	1,337	4,907	3,570	8,415		7,078	
5525 Equipment Maintenance	51	960	909	1,094	4,800	3,706	8,160		7,066	
5550 Vehicle Expenses	0	1,333	1,333	1,393	9,331	7,938	16,000		14,607	
5700 Fuel	429	527	98	2,856	3,689	833	6,324		3,468	
6000 Rent & Rates	0	0	0	0	612	612	1,224		1,224	
6010 Light Heat & Cleaning	92	0	(92)	2,545	1,072	(1,473)	2,142		(403)	
6013 Cleaning	(92)	0	92	0	0	0	0		0	
6101 Telephone	12	17	5	82	119	37	204		122	
6104 Mobile Telephone	27	17	(10)	218	119	(99)	204		(14)	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6200 Printing & Stationery	0	0	0	22	0	(22)	0		(22)	
6320 Staff Training	0	0	0	1,885	1,530	(355)	3,060		1,175	1,885
6330 Welfare/Hospitality	15	17	2	178	119	(59)	204		26	
6730 Subscriptions	0	0	0	141	204	63	204		63	
6812 Road Dues	0	0	0	0	0	0	1,530		1,530	
6851 Bus Shelter Maintenance	0	15	15	0	105	105	179		179	
6900 Sundry Expenses	0	8	8	16	56	41	102		87	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,581		1,581	
6930 Alarm Maintenance	0	0	0	122	140	19	755		634	
6931 CCTV Maintenance	43	0	(43)	303	0	(303)	1,224		921	
6934 Waste Bin Collection-Dog Bins	0	0	0	1,310	1,428	118	2,856		1,546	
6935 Waste Bin Disposal-Waste Bins	262	359	97	2,215	2,513	298	4,304		2,089	
6952 Protective Clothing	164	123	(41)	395	861	466	1,479		1,084	
O/ Spaces & Leisure - General :- Indirect Expenditure	19,990	25,027	5,037	164,432	183,984	19,552	320,080	0	155,648	1,885
Net Income over Expenditure	(14,580)	(21,870)	(7,290)	(148,582)	(164,174)	(15,592)	(284,413)			
8001 plus Transfer from EMR	0			1,885						
Movement to/(from) Gen Reserve	(14,580)			(146,697)						
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1700 Cemetery Income	820	7,957	7,137	43,578	55,699	12,121	95,481		0	
O/ Spaces & Leisure - Cemetery :- Income	820	7,957	7,137	43,578	55,699	12,121	95,481			0

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	6,033	7,180	1,147	44,485	50,260	5,775	86,161		41,676	
4270 Employers Pension Contribution	429	599	170	3,535	4,193	658	7,184		3,649	
5210 Cemetery Chapel & Office	179	0	(179)	366	105	(261)	210		(156)	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	346	0	(346)	179		(167)	
5410 Repairs & General Maintenance	107	85	(22)	710	595	(115)	1,020		310	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	46	272	226	820	1,904	1,084	3,264		2,444	
5525 Equipment Maintenance	14	212	198	2,147	1,484	(663)	2,550		403	
5700 Fuel	50	60	10	455	420	(35)	714		259	
6000 Rent & Rates	816	558	(258)	6,107	3,906	(2,201)	6,701		594	
6010 Light Heat & Cleaning	217	105	(112)	748	735	(13)	1,265		517	
6013 Cleaning	(37)	0	37	0	0	0	0		0	
6101 Telephone	41	64	23	460	448	(12)	765		305	
6104 Mobile Telephone	0	10	10	0	70	70	122		122	
6105 Broadband wi-fi service	40	0	(40)	239	0	(239)	0		(239)	
6200 Printing & Stationery	0	8	8	0	56	56	102		102	
6240 Computer/ Data Base/WP's	30	0	(30)	353	408	55	408		55	
6320 Staff Training	0	0	0	0	1,020	1,020	2,040		2,040	
6330 Welfare/Hospitality	0	14	14	87	98	11	173		86	
6500 Goods for Resale	0	17	17	0	119	119	204		204	
6630 Professional Fees	0	0	0	0	102	102	102		102	
6650 Bad debts	0	0	0	4	0	(4)	0		(4)	
6730 Subscriptions	0	0	0	95	0	(95)	102		7	
6802 Trees Plants Turf & Fertilizer	231	0	(231)	1,317	1,530	213	3,060		1,743	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6822 Roads Path & Boundaries	0	0	0	250	0	(250)	714		464	
6832 Lawn/Wall of Remembrance	0	0	0	49	0	(49)	102		53	
6900 Sundry Expenses	0	4	4	0	28	28	51		51	
6922 Health&Safety/Risk Assessments	66	0	(66)	66	1,136	1,070	2,270		2,204	
6930 Alarm Maintenance	0	0	0	815	816	1	816		1	
6932 Cemetery Security	405	391	(14)	2,832	2,737	(95)	4,692		1,860	
6935 Waste Bin Disposal-Waste Bins	81	104	23	716	728	12	1,255		539	
6952 Protective Clothing	121	64	(57)	387	448	61	765		378	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	8,869	9,747	878	67,393	73,346	5,953	128,191	0	60,798	0
Net Income over Expenditure	(8,049)	(1,790)	6,259	(23,815)	(17,647)	6,168	(32,710)			
<u>23 O/ Spaces & Leisure- Allotment</u>										
1010 Rental Income	0	0	0	1,255	1,111	(144)	1,111		0	
1047 QH Allotments Income	(81)	0	81	6,749	7,516	767	7,516		0	
O/ Spaces & Leisure- Allotment :- Income	(81)	0	81	8,003	8,627	624	8,627			0
4010 Gross Pay	295	541	246	2,610	3,787	1,177	6,496		3,886	
4270 Employers Pension Contribution	15	22	7	164	154	(10)	260		96	
5410 Repairs & General Maintenance	0	306	306	413	918	505	1,224		811	
6000 Rent & Rates	0	130	130	229	910	681	1,561		1,332	
6002 QH Allotments Costs	0	0	0	2,324	356	(1,968)	714		(1,610)	
6300 Computer Software	0	0	0	124	0	(124)	0		(124)	
6922 Health&Safety/Risk Assessments	0	0	0	0	306	306	306		306	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	310	999	689	5,864	6,431	567	10,561	0	4,697	0
Net Income over Expenditure	(391)	(999)	(608)	2,139	2,196	57	(1,934)			

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>26</u> <u>Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	(89)	0	89	9,091		0	
1997 In Bloom Income	0	1,236	1,236	400	1,236	836	1,236		0	
Open Spaces-Street Lighting/Ge :- Income	0	1,236	1,236	311	1,236	925	10,327			0
6861 Public Clock Maintenance	422	0	(422)	431	1,484	1,053	2,966		2,535	
6862 Street Lighting	1,813	1,140	(673)	7,917	7,980	63	13,682		5,765	
6865 In Bloom Costs	0	0	0	11,452	14,790	3,338	14,790		3,338	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	2,235	1,140	(1,095)	19,800	24,254	4,454	31,438	0	11,638	0
Net Income over Expenditure	(2,235)	96	2,331	(19,489)	(23,018)	(3,529)	(21,111)			
<u>28</u> <u>O/ Spaces & Leisure-Vine Cafe</u>										
1211 Sale of Goods	4,018	5,085	1,067	49,281	48,307	(974)	63,561		0	
1450 Furlough Grant Income	0	0	0	217	0	(217)	0		0	
1451 Kickstart funding	2,141	0	(2,141)	2,141	0	(2,141)	0		0	
1990 Other Income	0	0	0	7,502	0	(7,502)	0		0	
O/ Spaces & Leisure-Vine Cafe :- Income	6,159	5,085	(1,074)	59,141	48,307	(10,834)	63,561			0
4010 Gross Pay	3,581	4,787	1,206	39,944	35,659	(4,285)	51,746		11,802	
4270 Employers Pension Contribution	137	172	35	961	1,204	243	2,070		1,109	
5410 Repairs & General Maintenance	178	42	(136)	1,441	294	(1,147)	510		(931)	
5500 Equipment Hired and New	158	153	(5)	971	1,071	100	1,836		865	
5525 Equipment Maintenance	211	42	(169)	1,384	294	(1,090)	510		(874)	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6000 Rent & Rates	69	102	33	748	714	(34)	1,224		476	
6010 Light Heat & Cleaning	70	408	338	3,723	1,224	(2,499)	1,632		(2,091)	
6101 Telephone	26	26	0	164	182	18	315		151	
6200 Printing & Stationery	73	0	(73)	146	15	(131)	31		(115)	
6210 Postage & Courier	0	0	0	22	82	60	163		141	
6240 Computer/ Data Base/WP's	0	0	0	115	76	(39)	153		38	
6320 Staff Training	0	306	306	0	306	306	306		306	
6330 Welfare/Hospitality	0	0	0	21	0	(21)	0		(21)	
6340 Staff Uniforms	0	0	0	54	0	(54)	0		(54)	
6460 Publicity & Democratic notices	71	0	(71)	71	128	57	255		184	
6500 Goods for Resale	1,544	1,648	104	16,816	15,656	(1,160)	20,600		3,784	
6505 Cafe consumables	122	310	188	2,270	2,170	(100)	3,718		1,448	
6533 Copyright Fees/Royalties	0	0	0	0	326	326	326		326	
6635 Professional Fees Licensing	(116)	0	116	76	153	77	153		77	
6900 Sundry Expenses	0	18	18	307	126	(181)	210		(97)	
6922 Health&Safety/Risk Assessments	0	0	0	1,672	0	(1,672)	510		(1,162)	
6930 Alarm Maintenance	488	525	37	583	525	(58)	525		(58)	
6935 Waste Bin Disposal-Waste Bins	146	175	29	950	1,225	275	2,101		1,151	
6976 Credit card charges	167	48	(119)	832	336	(496)	578		(254)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	6,924	8,762	1,838	73,269	61,766	(11,503)	89,472	0	16,203	0
Net Income over Expenditure	(765)	(3,677)	(2,912)	(14,128)	(13,459)	669	(25,911)			

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	0	0	0	1,000	1,000	1,500		0	
1451 Kickstart funding	(484)	0	484	2,933	0	(2,933)	0		0	
1805 Tea Kiosk Rental & Pavilion	0	0	0	2,625	2,625	0	3,500		0	
1870 Vine Club Insurance Contrib.	0	0	0	354	352	(2)	352		0	
O/Spaces & Leisure-Vine Ground :- Income	(484)	0	484	5,912	3,977	(1,935)	5,352			0
4010 Gross Pay	1,025	763	(262)	7,789	5,341	(2,448)	9,157		1,368	
4270 Employers Pension Contribution	59	46	(13)	351	322	(29)	549		198	
5010 Vine Area General Maintenance	169	344	175	2,770	2,408	(362)	4,122		1,352	
5020 Vine Public Convenience	929	722	(207)	6,206	5,054	(1,152)	8,670		2,464	
6000 Rent & Rates	193	44	(149)	337	308	(29)	525		188	
6460 Publicity & Democratic notices	145	0	(145)	145	128	(17)	255		110	
6635 Professional Fees Licensing	0	0	0	0	102	102	102		102	
6868 Summer Concerts	0	0	0	3,910	3,264	(646)	3,264		(646)	
6922 Health&Safety/Risk Assessments	0	0	0	36	0	(36)	0		(36)	
6931 CCTV Maintenance	0	0	0	556	673	117	673		117	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	2,520	1,919	(601)	22,099	17,600	(4,499)	27,317	0	5,218	0
Net Income over Expenditure	(3,004)	(1,919)	1,085	(16,188)	(13,623)	2,565	(21,965)			
<u>30 F&G P - Bat & Ball Station</u>										
1022 Letting & Hire of Facilities	431	2,040	1,609	2,107	14,280	12,174	24,480		0	
1211 Sale of Goods	2,601	4,083	1,482	11,476	28,581	17,105	49,000		0	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
1213 Event catering	319	0	(319)	1,939	0	(1,939)	0		0	
1350 Revenue Grant income	0	0	0	12,690	0	(12,690)	0		0	
1450 Furlough Grant Income	0	0	0	4,149	0	(4,149)	0		0	
1990 Other Income	0	0	0	12	0	(12)	0		0	
F & G P - Bat & Ball Station :- Income	3,351	6,123	2,773	32,372	42,861	10,489	73,480			0
4010 Gross Pay	5,138	5,116	(22)	32,671	35,812	3,141	61,392		28,721	
4270 Employers Pension Contribution	112	219	107	757	1,533	776	2,629		1,872	
5410 Repairs & General Maintenance	658	135	(523)	1,818	945	(873)	1,618		(200)	
5500 Equipment Hired and New	4	128	124	709	896	187	1,530		821	
6000 Rent & Rates	324	243	(81)	2,272	1,701	(571)	2,917		646	
6011 Electricity	546	453	(93)	2,895	3,171	276	5,432		2,537	
6012 Gas	0	0	0	(283)	1,050	1,333	2,101		2,384	
6013 Cleaning	347	340	(7)	1,978	2,380	402	4,080		2,102	
6014 Water	0	0	0	0	1,020	1,020	2,040		2,040	
6101 Telephone	73	57	(16)	512	399	(113)	683		171	
6200 Printing & Stationery	196	18	(178)	266	126	(140)	210		(56)	
6241 Website Costs	0	0	0	410	0	(410)	0		(410)	
6320 Staff Training	0	0	0	0	132	132	263		263	
6330 Welfare/Hospitality	32	0	(32)	204	0	(204)	0		(204)	
6460 Publicity & Democratic notices	0	170	170	20	1,190	1,170	2,040		2,020	
6500 Goods for Resale	1,517	1,700	183	6,277	11,900	5,623	20,400		14,123	
6505 Cafe consumables	106	50	(56)	570	350	(220)	600		30	
6533 Copyright Fees/Royalties	0	48	48	0	336	336	578		578	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6635 Professional Fees Licensing	0	578	578	360	578	218	578		218	
6900 Sundry Expenses	383	52	(331)	639	364	(275)	630		(9)	
6922 Health&Safety/Risk Assessments	22	268	246	1,037	804	(233)	1,072		35	
6930 Alarm Maintenance	0	0	0	290	642	353	1,292		1,003	
6931 CCTV Maintenance	0	0	0	0	0	0	652		652	
6935 Waste Bin Disposal-Waste Bins	106	108	2	1,110	756	(354)	1,292		182	
6976 Credit card charges	78	44	(34)	337	308	(29)	525		188	
F & G P - Bat & Ball Station :- Indirect Expenditure	9,643	9,727	84	54,847	66,393	11,546	114,554	0	59,707	0
Net Income over Expenditure	(6,293)	(3,604)	2,689	(22,475)	(23,532)	(1,057)	(41,074)			
<u>31 F & G P - Establishments</u>										
1115 Interest on Deposits	16	338	322	196	2,366	2,170	4,060		0	
1231 Banner Income	444	410	(34)	1,434	2,870	1,436	4,922		0	
1232 Town Crier Advertising	0	0	0	350	0	(350)	0		0	
1350 Revenue Grant income	0	0	0	4,328	0	(4,328)	0		0	
1451 Kickstart funding	941	0	(941)	5,906	0	(5,906)	0		0	
1889 Waste Sacks Income	368	180	(188)	2,256	1,260	(996)	2,163		0	
1990 Other Income	651	8	(643)	663	56	(607)	103		0	638
F & G P - Establishments :- Income	2,420	936	(1,484)	15,133	6,552	(8,581)	11,248			638
4010 Gross Pay	25,490	24,305	(1,185)	175,490	170,135	(5,355)	291,664		116,174	
4270 Employers Pension Contribution	2,563	2,798	235	18,054	19,586	1,532	33,570		15,516	
4271 Pension Deficiency	6,667	6,667	0	46,667	46,669	2	80,000		33,333	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5500 Equipment Hired and New	0	212	212	829	1,484	655	2,550		1,721	
6020 Insurance Cost	1,229	1,457	228	13,325	13,113	(212)	20,400		7,075	
6101 Telephone	395	489	94	2,376	3,423	1,047	5,865		3,489	
6103 Fax	0	8	8	0	56	56	102		102	
6200 Printing & Stationery	2,435	1,445	(990)	8,802	10,115	1,313	17,340		8,538	
6210 Postage & Courier	137	438	301	3,269	3,066	(203)	5,253		1,984	
6240 Computer/ Data Base/WP's	1,072	1,138	66	9,090	7,966	(1,124)	13,658		4,568	
6241 Website Costs	105	0	(105)	380	1,540	1,160	2,040		1,660	
6242 I.T. Infrastructure	931	680	(251)	6,341	4,760	(1,581)	8,160		1,819	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	382	382	765		765	
6300 Computer Software	1,286	289	(997)	2,824	2,023	(801)	3,468		644	
6315 Recruitment Costs	0	170	170	358	1,190	832	2,040		1,682	
6320 Staff Training	0	255	255	1,177	1,785	608	3,060		1,883	
6321 Investors in People	0	0	0	0	0	0	840		840	
6330 Welfare/Hospitality	243	170	(73)	1,574	1,190	(384)	2,040		466	
6410 Civic Exps/Annual Reception	0	0	0	0	900	900	1,785		1,785	
6415 Gifts/hospitality	34	34	(0)	858	238	(620)	408		(450)	
6420 Annual Parish Meeting	0	0	0	0	0	0	102		102	
6421 Honour Bd. Badges & Insignia	461	0	(461)	1,206	255	(951)	255		(951)	
6435 Members Expenses	0	1,202	1,202	0	4,202	4,202	4,202		4,202	
6440 Press Notices	0	128	128	0	896	896	1,530		1,530	
6450 Bye Laws	0	0	0	0	0	0	102		102	
6460 Publicity & Democratic notices	80	212	132	570	1,484	914	2,550		1,980	
6461 Banner Costs	464	131	(333)	464	917	453	1,576		1,112	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6610 Audit Fees	8	551	544	3,303	4,407	1,105	4,957		1,655	
6620 Legal Expenses	0	1,530	1,530	0	3,060	3,060	3,060		3,060	
6635 Professional Fees Licensing	0	0	0	225	1,530	1,305	1,530		1,305	
6710 Conference Fees & Expenses	95	196	101	235	1,372	1,137	2,346		2,111	
6720 Books and Periodicals	0	32	32	0	224	224	388		388	
6730 Subscriptions	294	202	(92)	4,302	4,546	244	5,253		951	
6889 Waste Sacks	840	170	(670)	2,744	1,190	(1,554)	2,040		(704)	
6900 Sundry Expenses	0	42	42	(123)	294	417	510		633	
6922 Health&Safety/Risk Assessments	0	0	0	4,605	3,264	(1,341)	3,264		(1,341)	
6935 Waste Bin Disposal-Waste Bins	(26)	0	26	0	0	0	0		0	
6975 Bank Charges	112	132	20	747	924	177	1,581		834	
6976 Credit card charges	82	60	(22)	1,056	420	(636)	714		(342)	
7010 Election Expenses	0	0	0	0	0	0	5,100		5,100	
7611 Contingency provision	0	0	0	0	(2,927)	(2,927)	64,403		64,403	
7614 Stag reserve	0	0	0	0	0	0	1,020		1,020	
7617 PWLB Loan Repayment	0	0	0	35,801	36,000	199	72,000		36,199	
F & G P - Establishments :- Indirect Expenditure	44,996	45,143	147	346,549	351,679	5,130	673,491	0	326,942	0
Net Income over Expenditure	(42,576)	(44,207)	(1,631)	(331,416)	(345,127)	(13,711)	(662,243)			
8002 less Transfer to EMR	638			638						
Movement to/(from) Gen Reserve	(43,214)			(332,054)						

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
32 F & G P - General										
1490 Christmas Lights Switch On	0	1,000	1,000	0	1,000	1,000	6,000		0	
1495 Number 8 bus income	0	57	57	0	399	399	684		0	
F & G P - General :- Income	0	1,057	1,057	0	1,399	1,399	6,684			0
6490 Christmas Lights Switch On	2,623	1,473	(1,150)	2,653	5,893	3,240	26,520		23,867	
6491 Remembrance Day/Civic Serv.	0	0	0	435	1,500	1,065	3,060		2,625	
6495 Number 8 bus expenses	0	3,365	3,365	0	23,555	23,555	40,384		40,384	
6869 Special Events	130	552	422	3,606	3,864	258	6,630		3,024	
6900 Sundry Expenses	0	0	0	1,036	0	(1,036)	0		(1,036)	1,036
F & G P - General :- Indirect Expenditure	2,753	5,390	2,637	7,730	34,812	27,082	76,594	0	68,864	1,036
Net Income over Expenditure	(2,753)	(4,333)	(1,580)	(7,730)	(33,413)	(25,683)	(69,910)			
8001 plus Transfer from EMR	0			1,036						
Movement to/(from) Gen Reserve	(2,753)			(6,695)						
33 F & G P - Council Offices										
1022 Letting & Hire of Facilities	860	1,416	556	3,027	9,912	6,885	16,995		0	
F & G P - Council Offices :- Income	860	1,416	556	3,027	9,912	6,885	16,995			0
4010 Gross Pay	2,276	1,115	(1,161)	15,312	7,805	(7,507)	13,384		(1,928)	
4270 Employers Pension Contribution	122	67	(55)	810	469	(341)	803		(7)	
5410 Repairs & General Maintenance	120	180	60	3,835	1,260	(2,575)	2,162		(1,673)	1,650

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6000 Rent & Rates	4,051	2,156	(1,895)	18,324	15,092	(3,232)	25,877		7,553	
6010 Light Heat & Cleaning	56	541	485	2,791	3,787	996	6,492		3,701	
6281 Furnishings,Furniture/Eqpt	0	0	0	10,983	2,927	(8,056)	2,927		(8,056)	8,000
6510 Catering Expenses	0	8	8	0	56	56	102		102	
6900 Sundry Expenses	0	8	8	123	56	(67)	102		(21)	
6922 Health&Safety/Risk Assessments	0	0	0	473	0	(473)	306		(167)	
6930 Alarm Maintenance	0	0	0	848	1,428	580	1,428		580	
6935 Waste Bin Disposal-Waste Bins	105	93	(12)	746	651	(95)	1,112		366	
F & G P - Council Offices :- Indirect Expenditure	6,731	4,168	(2,563)	54,245	33,531	(20,714)	54,695	0	450	9,650
Net Income over Expenditure	(5,871)	(2,752)	3,119	(51,218)	(23,619)	27,599	(37,700)			
8001 plus Transfer from EMR	0			9,650						
Movement to/(from) Gen Reserve	(5,871)			(41,568)						
<u>36 F & G P - Bat & Ball Centre</u>										
1022 Letting & Hire of Facilities	7,279	6,542	(737)	35,974	45,794	9,820	78,500		0	
1032 Linen and table hire	10	0	(10)	152	0	(152)	0		0	
1350 Revenue Grant income	0	0	0	567	0	(567)	0		0	
1445 Outdoor Activities	0	0	0	662	0	(662)	0		0	
1450 Furlough Grant Income	0	0	0	1,071	0	(1,071)	0		0	
1451 Kickstart funding	1,200	0	(1,200)	1,200	0	(1,200)	0		0	
1457 Indoor Activities	599	238	(361)	1,177	1,666	490	2,850		0	
1990 Other Income	5,677	0	(5,677)	7,765	0	(7,765)	0		0	
F & G P - Bat & Ball Centre :- Income	14,765	6,780	(7,985)	48,569	47,460	(1,109)	81,350			0

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	4,260	2,952	(1,308)	19,416	20,664	1,248	35,425		16,009	
4270 Employers Pension Contribution	188	167	(21)	823	1,169	346	2,006		1,183	
5318 SCC Car Park	327	500	173	471	500	29	500		29	
5340 Plants	509	0	(509)	685	0	(685)	0		(685)	
5410 Repairs & General Maintenance	0	0	0	337	0	(337)	0		(337)	
5500 Equipment Hired and New	387	250	(137)	1,646	750	(896)	1,000		(646)	
6000 Rent & Rates	387	628	241	1,651	4,396	2,745	7,540		5,889	
6011 Electricity	699	191	(508)	3,629	1,337	(2,292)	2,295		(1,334)	
6012 Gas	83	534	451	722	1,602	880	2,135		1,413	
6013 Cleaning	0	52	52	386	364	(22)	625		239	
6101 Telephone	69	45	(24)	320	315	(5)	545		225	
6104 Mobile Telephone	25	0	(25)	92	0	(92)	0		(92)	
6200 Printing & Stationery	0	0	0	145	128	(17)	255		110	
6240 Computer/ Data Base/WP's	0	0	0	572	0	(572)	0		(572)	
6330 Welfare/Hospitality	32	0	(32)	5,688	0	(5,688)	0		(5,688)	5,484
6460 Publicity & Democratic notices	0	42	42	455	294	(161)	500		45	455
6520 Refreshments for Resale	218	56	(162)	608	392	(216)	670		63	
6533 Copyright Fees/Royalties	0	0	0	0	665	665	665		665	
6635 Professional Fees Licensing	0	0	0	490	180	(310)	180		(310)	
6842 Grounds Maintenance	0	658	658	239	4,606	4,367	7,900		7,661	
6900 Sundry Expenses	35	0	(35)	233	0	(233)	0		(233)	197
6922 Health&Safety/Risk Assessments	0	0	0	505	465	(40)	465		(40)	
6930 Alarm Maintenance	0	1,250	1,250	870	2,500	1,630	2,500		1,630	
6931 CCTV Maintenance	0	320	320	0	320	320	320		320	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6935 Waste Bin Disposal-Waste Bins	90	135	45	577	945	368	1,620		1,043	
6939 Healthcare Services	0	91	91	0	637	637	1,090		1,090	
6952 Protective Clothing	64	0	(64)	225	0	(225)	0		(225)	
F & G P - Bat & Ball Centre :- Indirect Expenditure	7,372	7,871	499	40,785	42,229	1,444	68,236	0	27,451	6,136
Net Income over Expenditure	7,393	(1,091)	(8,484)	7,784	5,231	(2,553)	13,114			
8001 plus Transfer from EMR	0			6,136						
Movement to/(from) Gen Reserve	7,393			13,920						
<u>38</u> F & G P - Grants										
6937 Annual Subsidy-Comm Centre	0	25	25	967	125	(842)	255		(712)	
6938 Annual Subsidy-Council Chamber	0	85	85	105	595	490	1,020		915	
7500 Local Organisations Grants	1,139	0	(1,139)	6,839	6,415	(424)	12,830		5,991	
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,100		5,100	
7503 Community Resilience Fund	0	0	0	2,000	2,000	0	2,724		724	
7520 Twinning Support	0	0	0	0	0	0	1,020		1,020	
7552 Youth Outreach	0	0	0	0	0	0	3,887		3,887	
7555 Youth Council Support	(45)	0	45	0	0	0	0		0	
7556 Stag Community Arts Centre	0	0	0	27,000	27,540	540	27,540		540	
7557 Community Rail Partnership	0	0	0	3,000	3,060	60	3,060		60	
F & G P - Grants :- Indirect Expenditure	1,094	110	(984)	39,911	39,735	(176)	57,436	0	17,525	0
Net Expenditure	(1,094)	(110)	984	(39,911)	(39,735)	176	(57,436)			

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>39</u> F & G P - Property										
1469 O/S Ground Rents & Wayleaves	1,242	1,087	(155)	4,058	3,900	(158)	5,925		0	
F & G P - Property :- Income	1,242	1,087	(155)	4,058	3,900	(158)	5,925			0
5010 Vine Area General Maintenance	(15)	0	15	0	0	0	0		0	
F & G P - Property :- Indirect Expenditure	(15)	0	15	0	0	0	0	0	0	0
Net Income over Expenditure	1,257	1,087	(170)	4,058	3,900	(158)	5,925			
<u>40</u> Town Team										
1206 Business Awards	0	0	0	0	2,500	2,500	7,210		0	
1207 Business Show	(50)	0	50	4,250	3,090	(1,160)	3,090		0	
1209 Wellbeing show income	0	0	0	0	3,090	3,090	3,090		0	
Town Team :- Income	(50)	0	50	4,250	8,680	4,430	13,390			0
6101 Telephone	0	8	8	0	56	56	102		102	
6200 Printing & Stationery	41	8	(33)	41	56	15	102		61	
6240 Computer/ Data Base/WP's	65	42	(23)	458	294	(164)	510		52	
6241 Website Costs	0	0	0	267	0	(267)	0		(267)	
6244 Information Screens	0	0	0	1,275	1,530	255	1,530		255	
6322 Business Awards	0	0	0	0	0	0	7,880		7,880	
6323 Business Show	1,018	0	(1,018)	2,904	2,321	(583)	2,321		(583)	
6710 Conference Fees & Expenses	0	60	60	0	420	420	714		714	
6730 Subscriptions	0	0	0	545	0	(545)	0		(545)	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6900 Sundry Expenses	69	51	(18)	796	357	(439)	612		(184)	
7000 Reinvestment	0	0	0	0	0	0	1,049		1,049	
7608 Friends of Bat & Ball	0	85	85	0	595	595	1,020		1,020	
7616 Wellbeing show	0	0	0	0	2,550	2,550	2,550		2,550	
Town Team :- Indirect Expenditure	1,193	254	(939)	6,286	8,179	1,893	18,390	0	12,104	0
Net Income over Expenditure	(1,243)	(254)	989	(2,036)	501	2,537	(5,000)			
<u>41 Business Hub</u>										
1022 Letting & Hire of Facilities	96	2,403	2,307	96	16,821	16,725	28,840		0	
1025 Prov.of postal/Business addres	0	80	80	0	560	560	960		0	
1026 Hot Desking Facility	275	667	392	513	4,669	4,156	8,000		0	
1027 Dedicated Desk x12	0	1,440	1,440	0	10,080	10,080	17,280		0	
1029 Office Pods	733	967	234	1,893	6,769	4,876	11,600		0	
1031 Chamber of Commerce	400	320	(80)	2,000	2,240	240	3,840		0	
Business Hub :- Income	1,504	5,877	4,373	4,502	41,139	36,637	70,520			0
4010 Gross Pay	646	1,250	604	2,049	3,750	1,701	10,000		7,951	
5410 Repairs & General Maintenance	0	500	500	319	3,500	3,181	6,000		5,681	
5500 Equipment Hired and New	0	0	0	32	0	(32)	0		(32)	
6000 Rent & Rates	207	333	126	1,450	2,331	881	4,000		2,550	
6010 Light Heat & Cleaning	26	1,667	1,641	938	11,669	10,731	20,000		19,062	
6101 Telephone	17	167	150	471	1,169	698	2,000		1,529	
6105 Broadband wi-fi service	283	0	(283)	1,132	0	(1,132)	0		(1,132)	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6200 Printing & Stationery	159	1,000	841	677	7,000	6,323	12,000		11,323	
6241 Website Costs	0	0	0	133	0	(133)	0		(133)	
6511 Sales commission	110	0	(110)	250	0	(250)	0		(250)	
6620 Legal Expenses	0	0	0	750	0	(750)	0		(750)	
6900 Sundry Expenses	178	0	(178)	317	0	(317)	0		(317)	
6930 Alarm Maintenance	0	0	0	278	0	(278)	0		(278)	
6975 Bank Charges	0	0	0	2	0	(2)	0		(2)	
6976 Credit card charges	19	0	(19)	27	0	(27)	0		(27)	
Business Hub :- Indirect Expenditure	1,646	4,917	3,271	8,825	29,419	20,594	54,000	0	45,175	0
Net Income over Expenditure	(142)	960	1,102	(4,323)	11,720	16,043	16,520			
<u>42 Sevenoaks Town Mayor</u>										
1500 Fundraising	0	0	0	71	0	(71)	0		0	
Sevenoaks Town Mayor :- Income	0	0	0	71	0	(71)	0			0
6433 Mayors Allowance 2021/22	440	470	30	2,263	3,290	1,027	5,636		3,373	
6434 Mayor's Car Allowance 2021/22	113	209	97	113	1,463	1,351	2,511		2,399	
Sevenoaks Town Mayor :- Indirect Expenditure	553	679	127	2,376	4,753	2,378	8,147	0	5,772	0
Net Income over Expenditure	(553)	(679)	(127)	(2,305)	(4,753)	(2,449)	(8,147)			
<u>43 Youth Council</u>										
7555 Youth Council Support	45	42	(3)	45	294	249	510		465	
Youth Council :- Indirect Expenditure	45	42	(3)	45	294	249	510	0	465	0
Net Expenditure	(45)	(42)	3	(45)	(294)	(249)	(510)			

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	183	312	129	1,133	2,184	1,051	3,740		0	
1211 Sale of Goods	51	197	146	89	1,379	1,290	2,369		0	
1450 Furlough Grant Income	0	0	0	4,165	0	(4,165)	0		0	
1990 Other Income	0	0	0	5	0	(5)	0		0	
Youth Cafe :- Income	234	509	275	5,392	3,563	(1,829)	6,109			0
4010 Gross Pay	2,519	2,170	(349)	18,148	15,190	(2,958)	26,041		7,893	10,000
4270 Employers Pension Contribution	57	87	30	436	609	173	1,042		606	
5410 Repairs & General Maintenance	0	85	85	419	595	177	1,020		602	
6010 Light Heat & Cleaning	0	42	42	30	294	264	510		480	
6101 Telephone	46	48	2	274	336	62	571		297	
6200 Printing & Stationery	0	42	42	0	294	294	510		510	
6240 Computer/ Data Base/WP's	156	64	(92)	353	448	95	765		412	
6281 Furnishings,Furniture/Eqpt	0	42	42	0	294	294	510		510	
6320 Staff Training	0	0	0	0	204	204	408		408	
6330 Welfare/Hospitality	0	0	0	30	0	(30)	0		(30)	
6340 Staff Uniforms	0	0	0	0	102	102	204		204	
6460 Publicity & Democratic notices	29	42	13	29	294	265	510		481	
6500 Goods for Resale	0	144	144	138	1,008	870	1,734		1,596	
6635 Professional Fees Licensing	0	0	0	278	408	130	408		130	
6900 Sundry Expenses	0	13	13	245	91	(154)	153		(92)	
6922 Health&Safety/Risk Assessments	0	34	34	1,015	238	(777)	408		(607)	
Youth Cafe :- Indirect Expenditure	2,807	2,813	6	21,394	20,405	(989)	34,794	0	13,400	10,000
Net Income over Expenditure	(2,574)	(2,304)	270	(16,002)	(16,842)	(840)	(28,685)			
8001 plus Transfer from EMR	0			10,000						

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
Movement to/(from) Gen Reserve	(2,574)			(6,002)						
<u>60 Markets</u>										
1017 Rental Income Sat Market	1,805	1,928	123	10,667	13,496	2,829	23,130		0	
1018 Rental Income Wed Market	1,080	1,182	102	8,348	8,274	(74)	14,187		0	
1019 Rental Income Blighs Market	1,400	1,288	(112)	8,800	9,016	216	15,450		0	
1028 Rental Income Pop Up Market	0	0	0	770	0	(770)	0		0	
Markets :- Income	4,285	4,398	113	28,585	30,786	2,202	52,767			0
4010 Gross Pay	130	142	12	1,424	994	(430)	1,704		280	
5410 Repairs & General Maintenance	0	0	0	35	52	17	102		67	
5420 Saturday market charges	1,401	1,441	40	8,760	8,935	175	14,988		6,228	
5421 Wednesday Market charges	2,042	2,625	583	15,313	16,275	962	27,301		11,988	
5425 Pop Up Market	0	0	0	7,794	449	(7,345)	449		(7,345)	5,795
6001 Blighs Market Charges	1,100	1,192	92	6,705	8,344	1,639	14,299		7,594	
6010 Light Heat & Cleaning	0	128	128	63	384	321	510		447	
6460 Publicity & Democratic notices	0	170	170	0	1,190	1,190	2,040		2,040	
6635 Professional Fees Licensing	0	0	0	180	0	(180)	0		(180)	
Markets :- Indirect Expenditure	4,673	5,698	1,025	40,275	36,623	(3,652)	61,393	0	21,118	5,795
Net Income over Expenditure	(388)	(1,300)	(912)	(11,690)	(5,837)	5,853	(8,626)			
8001 plus Transfer from EMR	0			5,795						
Movement to/(from) Gen Reserve	(388)			(5,895)						

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>70</u> Precept										
1995 Precept	103,325	103,325	0	723,274	723,275	1	1,239,898		0	
Precept :- Income	<u>103,325</u>	<u>103,325</u>	<u>0</u>	<u>723,274</u>	<u>723,275</u>	<u>1</u>	<u>1,239,898</u>			<u>0</u>
Net Income	<u>103,325</u>	<u>103,325</u>	<u>0</u>	<u>723,274</u>	<u>723,275</u>	<u>1</u>	<u>1,239,898</u>			
Grand Totals:- Income	143,761	148,943	5,182	1,002,029	1,057,183	55,154	1,797,381			
Expenditure	126,342	137,126	10,784	991,102	1,052,361	61,259	1,858,155	0	867,053	
Net Income over Expenditure	<u>17,419</u>	<u>11,817</u>	<u>(5,602)</u>	<u>10,927</u>	<u>4,822</u>	<u>(6,105)</u>	<u>(60,774)</u>			
plus Transfer from EMR	0			34,502						
less Transfer to EMR	638			638						
Movement to/(from) Gen Reserve	<u>16,781</u>			<u>44,790</u>						

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>91 Capital Infrastructure Budget</u>										
2011 Capital Receipts	0	0	0	11,455	0	(11,455)	0		0	
2012 CIL income allocation	135,303	0	(135,303)	233,465	0	(233,465)	0		0	
Capital Infrastructure Budget :- Income	<u>135,303</u>	<u>0</u>	<u>(135,303)</u>	<u>244,919</u>	<u>0</u>	<u>(244,919)</u>	<u>0</u>			<u>0</u>
9011 Cemetery Paths Resurfacing	12,010	0	(12,010)	24,020	0	(24,020)	0		(24,020)	24,020
9062 Bat & Ball Station	0	0	0	535	0	(535)	0		(535)	
9063 New Community Centre	3,034	0	(3,034)	104,132	0	(104,132)	0		(104,132)	
9065 Rugby pitch	0	0	0	1,990	0	(1,990)	0		(1,990)	
9066 Northern Masterplan	69	0	(69)	7,536	0	(7,536)	0		(7,536)	
9071 Business Hub	17,496	0	(17,496)	108,686	0	(108,686)	0		(108,686)	
9074 Jubilee Clock	0	0	0	210	0	(210)	0		(210)	
Capital Infrastructure Budget :- Indirect Expenditure	<u>32,609</u>	<u>0</u>	<u>(32,609)</u>	<u>247,109</u>	<u>0</u>	<u>(247,109)</u>	<u>0</u>	<u>0</u>	<u>(247,109)</u>	<u>24,020</u>
Net Income over Expenditure	<u>102,694</u>	<u>0</u>	<u>(102,694)</u>	<u>(2,190)</u>	<u>0</u>	<u>2,190</u>	<u>0</u>			
8001 plus Transfer from EMR	12,010			24,020						
Movement to/(from) Gen Reserve	<u>114,704</u>			<u>21,830</u>						
Grand Totals:- Income	135,303	0	(135,303)	244,919	0	(244,919)	0			
Expenditure	32,609	0	(32,609)	247,109	0	(247,109)	0	0	(247,109)	
Net Income over Expenditure	<u>102,694</u>	<u>0</u>	<u>(102,694)</u>	<u>(2,190)</u>	<u>0</u>	<u>2,190</u>	<u>0</u>			
plus Transfer from EMR	12,010			24,020						
Movement to/(from) Gen Reserve	<u>114,704</u>			<u>21,830</u>						

October 2021 Year to Date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	(14,977)	(16,928)	(1,951)	(28,856)	Broadly in line with budget, slightly under on Gross Pay due to staff sickness and lack of Professional Fees paid this year.
Open Spaces & Leisure Committee					
General	(146,697)	(164,174)	(17,477)	(284,413)	The £328 adverse variance in code 1316 is caused by budget for Raley's parking permits erroneously including VAT. Other income of £1,921 relates to a prior year Rates refund on St Johns Toilets, due to Toilet tax change. Other favourable variances are due to the phasing of spend on vehicles (£7.9K), equipment hire & maintenance (£7.2K), Sevenoaks Common (£3.7K), Tree Safety Survey (£2.1K), Knole Paddock (£3.1K) and Skatepark (£2K). This is partially offset by Sports income which is adverse £7.7K year to date. This is mainly due to phasing of budget, with most income expected now Rugby has resumed. Also no income in April due to lockdown. £2.8K adverse variance in Lower St Johns Toilets is due to £3.7K electric charges in September, being a catch up on actual usage, having been based on estimates previously. This is partially offset by £1,153 in year "toilet tax" business rates refund. The £2.9K adverse variance in 5311 is caused by additional costs for lockups at Pontoise Close & Upper High Street Gardens. Overspend will continue over the year, expected to be c£5K adverse.
Cemetery	(23,815)	(17,647)	6,168	(32,710)	The variance is mainly driven by lower cemetery income than budget (£12,121). This is partially offset by £6K favourable variance in Gross Pay, driven by long term sickness and a period with an unfilled vacancy. Higher than budget Rates are causing the adverse variance in 6000, expected to cause £2K worth of adverse variance for the full year.
Allotments	2,139	2,196	57	(1,934)	Income is slightly lower than expected post-renewals (£624). Gross Pay is £1.1K under budget ytd. This offsets the lower income. Asbestos Removal in July is the main cause behind the adverse variance in 6002.
Street lighting/ general	(19,489)	(23,018)	(3,529)	(21,111)	Favourable variance is mainly due to spend on In Bloom being lower than budget to date.
Vine Grounds	(16,188)	(13,623)	2,565	(21,965)	Higher Gross Pay costs (£2.5k) are offset by the Kickstart grant income received (£2.9k). New Noticeboard for the Vine (£1.3k) is the cause of the adverse variance. Higher costs for the Summer bands (£650), & no income from Other events to date (£1K) are also contributing to the adverse variance.

October 2021 Year to Date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Vine Café	(14,128)	(13,459)	669	(25,911)	Sale of Goods income still slightly (£974) favourable as of month 7. £2.1k income relates to kickstart funding (offset by salary cost of Kickstart employee). £7.5k Other Income relates to a retrospective refund on VAT relating to partial VAT reduction on certain takeaway food during COVID. Overspends in Repairs & General Maintenance and Equipment Maintenance relate to repairs done to the Oven & Dishwasher. Higher costs in Gross Pay (£4.2k adverse), due to café being open longer hours than budget. New manager is reviewing staffing levels. Goods for Resale (£1.1k adverse), mainly relates to earlier months when cafe was open longer. £2.5K higher cleaning spend as a result of ongoing covid requirements. Pest Control work in code 6922 in June & September driving £900 adverse.
Bat & Ball Station	(22,475)	(23,532)	(1,057)	(41,074)	Due to the café being closed due to Covid restrictions at the start of the financial year, and ongoing restrictions, Sale of Goods & Hall Hire income is £29K below budgeted levels. This is offset by £12.7K HLF grant to support the re-opening of the cafe, & £4.1K Furlough grant. The cafe are also taking on more catering, (£1.9K favourable) including the weekly tea dance. Underspends in goods for re-sale £5.6K due to cafe being closed until mid May, and ongoing lower customer levels, & £3.1K lower staff costs.
Establishments	(332,054)	(345,127)	(13,073)	(662,243)	Favourable variance to date is mainly due to expected phasing of spend: £4.2K Audit fees & legal expenses expected later in year. £4.2K members expenses not yet claimed £4.3K covid grant due to be spent soon. The following variances are also of interest: Lower interest received to date. Full year budget £4K at risk due to interest rates. Banner income is also lower than expected, due to less advertising by third parties. Partially offset by lower banner costs. Overspend in Gross Pay (£5.3K) is offset by Kickstart Funding income (£5.9k). Underspend in Printing & Stationery (£1.3k) partly due to STC move to reduce paper & printing usage where possible. Microsoft licences are higher than budget, with overspend full year expected to be £2.6K. Additional Covid Screens have caused the variance adverse in 6922 Health Safety. Large Waste sacks costs (£2.7k) partially offset by Waste Sacks income (£2.2k)
General	(6,695)	(33,413)	(26,718)	(69,910)	Christmas Lights costs are starting to happen for the event. The majority of the favourable variance is due to No 8 bus no longer being STC run.
Council Offices	(41,568)	(23,619)	17,949	(37,700)	Chamber bookings are currently £6.9K below budget, although bookings are slowly picking back up again. £7.8K higher pay related due to change of position. Rates are £3.2K overbudget. Expected to be in line with budget full year. Car park has been re-lined costing £1650 (covered by reserves), mandatory electricity report £460 have drive overspend in 5410. The overspend in 6281 is due to the new carpeting for the hallway and chamber, covered by EMR and contingency budget virement.

October 2021 Year to Date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Community Centre	13,920	5,231	(8,689)	13,114	Monthly income is now above budget, but year to date is lower due to the time spent building up hires after KCC ceased occupation. Tea dances also resumed in August, and are now above the monthly budget. Other income is KCC utilities usage during occupation, now fully paid. This offsets the higher electricity usage. Higher gross pay is offset by Kickstart funding, & grounds maintenance now brought in house. 6330 spend is the launch event, covered by a reserves transfer, as included in the project cost. 5500 is bins, Hoover, vases and other small items. 6240 is laptop for caretaker.
Grants	(39,911)	(39,735)	176	(57,436)	Adverse variance due to changes in the way some free of charge hire is dealt with. B&B Ctr now included in free of charge calculations (including weekly tea dance), leading to more grant costs.
Property	4,058	3,900	(158)	5,925	Tracking budget to date.

October 2021 Year to Date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Sevenoaks Town Partnership	(2,036)	501	2,537	(5,000)	Business Show happened in September. Generated £1.1k income over budget, & cost £583 over budget, net £577 surplus. Business Awards planned for March. Wellbeing show has been deferred. Budget aligns to prior year events. The ATCM subscription is the value in code 6730.
Business Hub	(4,323)	11,720	16,043	16,520	Income has started to build for the Hub, but is currently still slow. £36K lower income is partially offset by £20K lower running costs. 6105 is the leased line serving both Council Offices & Hub. Cost to be shared across both sites, & existing line rental/ fibre to be ceased. Budget virements required to reflect more account codes used than in original cost plan
Sevenoaks Town Mayor	(2,305)	(4,753)	(2,448)	(8,147)	Mayoral expenses have started as of May. Claims for Allowance & Car Allowance are both lower than budgeted to date.
Youth Council	(45)	(294)	(249)	(510)	Current Youth Council spend is below budgeted, likely due to council only just recommencing following Covid.
Youth Cafe	(6,002)	(16,842)	(10,840)	(28,685)	£10K grant, recognised in 2020/21, has been released from reserves & will be spent on salaries across the year. This is driving the favourable variance. Also £4.1K furlough grant received due to café closure in April/ May. Adverse variances in Letting & Hire and Sale of Goods are the result of slow uptake in income streams & Youth cafe use post restrictions.
Markets	(5,895)	(5,837)	58	(8,626)	The Pop-up Market net expenditure is now covered by CRF reserves release and budget. The regular markets are adverse to budget, mainly due to Saturday Market which is doing worse than expected, Wednesday is doing better than expected, and Blighs has lower costs than expected. Wednesday market continues to make a loss, £7K YTD, with Blighs & Saturday markets making c£2K gross profit each.
Precept	723,274	723,275	1	1,239,898	
Revenue Surplus/ (Deficit) Total	44,790	4,822	(39,968)	(60,774)	
Capital Infrastructure	21,830	-	(21,830)	-	
Total inc Capital	66,620	4,822	(61,798)	(60,774)	

Summary by Committee:

Planning	(14,977)	(16,928)	(1,951)	(28,856)
Open spaces & Leisure	(204,050)	(216,266)	(12,216)	(362,133)
Vine Café	(14,128)	(13,459)	669	(25,911)
Bat Ball Station	(22,475)	(23,532)	(1,057)	(41,074)
Finance & General Purpose	(422,856)	(448,268)	(25,412)	(842,698)
Precept	723,274	723,275	1	1,239,898

October 2021 Year to Date Variance analysis

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

Cost Centre	Actual costs w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Capital Infrastructure	21,830	-	(21,830)	-	

Sevenoaks Town Council
Working Capital Summary as at 31st October 2021

	B/fwd 01-Apr-21 £	Movement* £	C/fwd 31-Oct-21 £	31-Oct-20 £
<u>Current Assets</u>				
Stock	2,109	-	2,109	606
Trade debtors	17,601	28,279	45,881	26,839
VAT	60,292	(39,952)	20,340	221,366
Prepayments and other debtors	64,003	(58,182)	5,821	30,220
PWLB loan received in July 2019		-		1,356,460
Cash at bank and in hand	1,794,222	539,102	2,333,324	1,470,024
Total Cash at Bank	1,794,222	539,102	2,333,324	2,826,483
	1,938,228	469,247	2,407,475	3,105,514
<u>Current Liabilities</u>				
Trade creditors	87,369	(45,082)	42,287	168,266
Accruals and other creditors	66,810	(10,521)	56,289	61,766
Precept received in advance of budget	-	516,623	516,623	506,365
Receipts in advance (rent, hall hire, cemetery)	13,522	(509)	13,013	7,672
	167,701	460,510	628,212	744,069
Net Current Assets	1,770,526	8,737	1,779,263	2,361,445
Represented by:				
<u>General Funds</u>				
Revenue Reserves	417,571	43,754	461,325 Note 1	328,393
<u>Earmarked/Designated Funds</u>				
Youth Council Reserve	-	1,370	1,370 Note 2	-
Council Offices Reserve	11,198	(9,650)	1,548 Note 3	16,398
Pension Reserve	2,814	-	2,814	2,814
Rolling Capital Prog Revenue Reserve	30,433	-	30,433	34,478
Street Lighting Reserve	4,270	-	4,270	4,937
Stag Winding Up Reserve	8,000	-	8,000	7,000
Planning Fees Reserve	12,500	-	12,500	12,500
Youth Activities Reserve	11,500	(10,731)	769 Note 4	1,500
STP Activities Reserve	538	-	538	-
Non-annual commitments reserve	5,824	-	5,824	-
Staff training reserve	4,775	(1,885)	2,890	-
Capital Receipts Quaker Hall	29,231	-	29,231	-
Capital Receipts Reserve	639,367	(107,502)	531,865 Note 5	735,786
Bat & Ball Station Management & Maintenance reserve	279,804	-	279,804	320,903
PWL repayment reserve	121,262	(110,268)	10,994 Note 5	0
CRF reserve	5,795	(5,795)	- Note 6	5,795
CIL Earmarked Reserve	102,065	209,445	311,510 Note 7	800,808
No 8 bus Reserve	78,808	-	78,808	78,808
QH Allotments Key Reserves	4,115	-	4,115	4,085
Mayor's Charity Reserve	656	-	656	7,240
	1,352,955	(35,017)	1,317,939	2,033,052
	1,770,526	8,737	1,779,263	2,361,445

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

Note 1 YTD movement is a net surplus of £44,790

Note 2 Represents unspent budget b/f for Youth Council

Note 3 Spend on new carpet

Note 4 £10K grant for staff salaries to be spent 2021/22

Note 5 YTD spend mainly on B&B Ctr £104K +£6K opening event (to be funded from PWL), £109K on Business Hub & £8K on NDP. Also £11K receipt re residual proceeds from sale of Raleys land

Note 6 CRF reserves used to fund the Pop-Up Market held in May 2021

Note 7 CIL income received £233,465 offset by £24K spent of cemetery paths

Sevenoaks Town Council

Statement of Fund Balances as at 31 October 2021

£ (2020/21)		S&P Rating 31/10/2021		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
0	<u>Bank of Scotland</u>						
	Treasury deposit (1m)	A+	A1	<u>0</u>	0	0.00%	0.10%
876	<u>National Westminster Bank</u>	A	A1				
391,195	Business Reserve Account			2,431			
1,000	Current Account			928,724			0.01%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
8,101	Sevenoaks Town Partnership			8,101			
4,600	Mayors Charity Account			<u>4,671</u>	945,927	40.54%	
50,501	<u>HSBC</u>	A+	A1				
	Business money manager			<u>50,503</u>	50,503	2.16%	0.01%
64,302	<u>Handelsbanken</u>	AA-	A1+				
260,005	Deposit account			64,311			0.00%
	35 day notice account			<u>260,005</u>	324,316	13.90%	0.01%
502,116	<u>Nationwide</u>	A	A1				
10,163	Instant Saver			502,200			0.05%
	Sevenoaks Fund Instant Saver			<u>10,165</u>	512,365	21.96%	0.05%
500,000	<u>CCLA</u>						
	Business money manager	AAA (Fitch only)		<u>500,000</u>	500,000	21.43%	0.03%
1	<u>Clydesdale</u>						
	Current account	BBB+	A2	<u>1</u>	1		
861	<u>Petty Cash</u>				711	0.03%	
-499	<u>Cashbook suspense</u>				-499	-0.02%	
<u>1,794,222</u>					<u>2,333,324</u>	<u>100.00%</u>	

Instant access funds

2,050,168

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

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/10/2021	1/IM0140	30520	ALTOOFFICE	ALTO001	115.00	23.00	138.00	6200	30	115.00	30520/ink cartridges
30/09/2021	6472385	30466	ANGEL WATERLOGIC	ANWA001	378.17	75.63	453.80	6330	30	189.08	30466/Water dispenser An rent
								110	0	189.09	30466/Water dispenser An rent
30/09/2021	6472386	30465	ANGEL WATERLOGIC	ANWA001	378.17	75.63	453.80	6330	36	189.08	30465/water dispenser An rent
								110	0	189.09	30465/water dispenser An rent
25/10/2021	14702	30497	ARK TRADING	ARK001	317.89	63.59	381.48	6952	36	64.12	30498/Work uniform
								6952	22	104.41	30498/Work uniform
								6952	21	80.82	30498/Work uniform
								6900	40	68.54	30498/uniform for events
11/10/2021	38594	30498	ARK TRADING	ARK001	377.67	75.54	453.21	6900	30	377.67	30499/work uniform
15/10/2021	15/10/2021	30443	BANKLINE	BANKL01	112.10	0.00	112.10	6975	31	112.10	30443/Sept bank chgs
27/10/2021	SI53837	30511	BLACHERE	BLA001	2,478.18	495.64	2,973.82	6490	32	2,478.18	30511/xmas lights
01/10/2021	3571036	30388	BOOKER	BOOK001	29.52	0.00	29.52	6500	28	29.52	30388/Goods for resale
01/10/2021	3571037	30389	BOOKER	BOOK001	129.47	10.72	140.19	6010	28	6.29	30389/cleaning equipment
								6505	28	6.58	30389/wooden forks 100pk
								6200	28	8.79	30389/chalk marker
								6500	28	107.81	30389/goods for resale
07/10/2021	3571191	30439	BOOKER	BOOK001	134.66	1.81	136.47	6500	28	134.66	30439/Goods for resale
14/10/2021	3571399	30508	BOOKER	BOOK001	113.53	0.00	113.53	6500	28	113.53	30508/Goods for resale
21/10/2021	3571577	30507	BOOKER	BOOK001	80.14	5.23	85.37	6500	28	65.17	30507/Goods for resale
								6505	28	14.97	30507/cafe consumables
28/10/2021	3571738	30525	BOOKER	BOOK001	140.44	4.02	144.46	6500	28	140.44	30525/Goods for resale
18/10/2021	SVO/361106	30472	BREWERS	BREW001	11.27	2.25	13.52	5410	28	11.27	30472/paint set & tape
25/10/2021	SVO/361143	30549	BREWERS	BREW001	92.40	18.48	110.88	5410	28	92.40	30549/paint
25/10/2021	SVO/361145	30550	BREWERS	BREW001	20.38	4.08	24.46	5013	21	20.38	30550/paint&paint tray
17/10/2021	M12832	30430	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	30430/Oct telephone chgs
05/10/2021	0006163948	30436	CASTLE WATER	CAS002	1,731.14	0.00	1,731.14	6000	33	1,731.14	30436/water chg Aug-Jan
04/10/2021	0006130133	30446	CASTLE WATER	CAS003	192.65	0.00	192.65	6000	29	192.65	30446/water chgs Aug-Jan

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/10/2021	1/IM0140	30520	ALTOOFFICE	ALTO001	115.00	23.00	138.00	6200	30	115.00	30520/ink cartridges
30/09/2021	6472385	30466	ANGEL WATERLOGIC	ANWA001	378.17	75.63	453.80	6330	30	189.08	30466/Water dispenser An rent
								110	0	189.09	30466/Water dispenser An rent
30/09/2021	6472386	30465	ANGEL WATERLOGIC	ANWA001	378.17	75.63	453.80	6330	36	189.08	30465/water dispenser An rent
								110	0	189.09	30465/water dispenser An rent
25/10/2021	14702	30497	ARK TRADING	ARK001	317.89	63.59	381.48	6952	36	64.12	30498/Work uniform
								6952	22	104.41	30498/Work uniform
								6952	21	80.82	30498/Work uniform
								6900	40	68.54	30498/uniform for events
11/10/2021	38594	30498	ARK TRADING	ARK001	377.67	75.54	453.21	6900	30	377.67	30499/work uniform
15/10/2021	15/10/2021	30443	BANKLINE	BANKL01	112.10	0.00	112.10	6975	31	112.10	30443/Sept bank chgs
27/10/2021	SI53837	30511	BLACHERE	BLA001	2,478.18	495.64	2,973.82	6490	32	2,478.18	30511/xmas lights
01/10/2021	3571036	30388	BOOKER	BOOK001	29.52	0.00	29.52	6500	28	29.52	30388/Goods for resale
01/10/2021	3571037	30389	BOOKER	BOOK001	129.47	10.72	140.19	6010	28	6.29	30389/cleaning equipment
								6505	28	6.58	30389/wooden forks 100pk
								6200	28	8.79	30389/chalk marker
								6500	28	107.81	30389/goods for resale
07/10/2021	3571191	30439	BOOKER	BOOK001	134.66	1.81	136.47	6500	28	134.66	30439/Goods for resale
14/10/2021	3571399	30508	BOOKER	BOOK001	113.53	0.00	113.53	6500	28	113.53	30508/Goods for resale
21/10/2021	3571577	30507	BOOKER	BOOK001	80.14	5.23	85.37	6500	28	65.17	30507/Goods for resale
								6505	28	14.97	30507/cafe consumables
28/10/2021	3571738	30525	BOOKER	BOOK001	140.44	4.02	144.46	6500	28	140.44	30525/Goods for resale
18/10/2021	SVO/361106	30472	BREWERS	BREW001	11.27	2.25	13.52	5410	28	11.27	30472/paint set & tape
25/10/2021	SVO/361143	30549	BREWERS	BREW001	92.40	18.48	110.88	5410	28	92.40	30549/paint
25/10/2021	SVO/361145	30550	BREWERS	BREW001	20.38	4.08	24.46	5013	21	20.38	30550/paint&paint tray
17/10/2021	M12832	30430	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	30430/Oct telephone chgs
05/10/2021	0006163948	30436	CASTLE WATER	CAS002	1,731.14	0.00	1,731.14	6000	33	1,731.14	30436/water chg Aug-Jan
04/10/2021	0006130133	30446	CASTLE WATER	CAS003	192.65	0.00	192.65	6000	29	192.65	30446/water chgs Aug-Jan

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
18/10/2021	3334	30451	CLEAN AIR	CLE001	405.25	81.05	486.30	5410	30	405.25	30451/kitchen extract clean
11/10/2021	147131	30435	HW COLDBREATH	COL003	82.46	0.00	82.46	6500	30	82.46	30435/goods for resale
25/10/2021	147193	30494	HW COLDBREATH	COL003	144.67	0.00	144.67	6500	30	144.67	30494/Goods for resale
20/10/2021	INV-2534	30476	COMMERCIAL PRESSURE	COM003	50.00	10.00	60.00	6010	28	50.00	30476/window cleaning
11/10/2021	151126	30445	CONNECTAPHONE	CON001	495.54	99.11	594.65	6101	21	11.84	30445/Sep telephone chgs
								6101	22	13.39	30445/Sep telephone chgs
								6101	36	47.03	30445/Sep telephone chgs
								6101	41	17.48	30445/Sep telephone chgs
								6101	30	73.04	30445/Sep telephone chgs
								6101	31	332.76	30445/Sep telephone chgs
31/10/2021	INV264108	30531	COUNTRY STYLE RECYCL	COU001	13.90	2.78	16.68	6935	36	13.90	30531/Oct glass collection
20/10/2021	702006	30477	DISPOSABLES CATERIN	DCS001	51.43	10.29	61.72	6505	28	51.43	30477/coffee cups& lids
27/09/2021	100781	30529	DE JAGER & SONS	DEJAG001	493.80	98.76	592.56	5340	21	263.00	30529/plants
								6802	22	230.80	30529/plants
12/10/2021	101021	30528	DE JAGER & SONS	DEJAG001	509.05	101.81	610.86	5340	36	509.05	30528/plants
19/10/2021	12495	30478	STREETLIGHTS	DIR001	1,411.84	282.37	1,694.21	6862	26	1,411.84	30478/maint contract pymnt 2/2
15/09/2021	958942	30401	ERNEST DOE	DOE001	-28.32	-5.66	-33.98	5525	22	-28.32	30401/sisis belt credit
16/09/2021	959018	30400	ERNEST DOE	DOE001	18.50	3.70	22.20	5525	22	18.50	30400/V Belt x 2
20/09/2021	959213	30403	ERNEST DOE	DOE001	260.00	52.00	312.00	9063	91	260.00	30403/battery blower
15/10/2021	960547	30479	ERNEST DOE	DOE001	285.00	57.00	342.00	9063	91	285.00	30479/Hedge trimmer
02/10/2021	H1A52E224A	30408	E-ON	E-ON	401.54	80.31	481.85	6862	26	401.54	30408/Sep electricity chgs
08/09/2021	0003488234	30458	ELITE	EFS001	23.85	0.00	23.85	6500	30	23.85	30458/Goods for resale
08/09/2021	0003488237	30457	ELITE	EFS001	59.19	4.55	63.74	6500	30	59.19	30457/Goods for resale
28/09/2021	0003512286	30381	ELITE	EFS001	-6.90	0.00	-6.90	6500	30	-6.90	30381/Goods for resale credit
01/10/2021	0003514187	30398	ELITE	EFS001	48.73	0.00	48.73	6500	30	48.73	30398/goods for resale
08/10/2021	0003520166	30434	ELITE	EFS001	6.85	1.37	8.22	6500	30	6.85	30434/goods for resale
08/10/2021	0003520167	30438	ELITE	EFS001	71.55	0.00	71.55	6500	28	71.55	30438/Goods for resale
18/10/2021	0003529240	30456	ELITE	EFS001	50.22	4.74	54.96	6500	30	26.52	30456/Goods for resale
								6013	30	23.70	30456/cleaning equipment

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
24/10/2021	0003535926	30496	ELITE	EFS001	51.52	3.16	54.68	6500	30	35.72	30496/Goods for resale
								6013	30	15.80	30496/cleaning eq
27/10/2021	0003538260	30515	ELITE	EFS001	14.00	0.00	14.00	6500	30	14.00	30515/Goods for resale
29/10/2021	0003540656	30524	ELITE	EFS001	71.55	0.00	71.55	6500	28	71.55	30524/Goods for resale
20/10/2021	0003543683	30516	ELITE	EFS001	-7.00	0.00	-7.00	6500	30	-7.00	30516/Goods for resale credit
01/10/2021	61483	30376	ATLAS FM/EMPRISE SVS	EMP001	404.64	80.93	485.57	6932	22	404.64	30376/Oct lock up chgs
01/10/2021	61484	30378	ATLAS FM/EMPRISE SVS	EMP001	1,045.94	209.19	1,255.13	5311	21	1,045.94	30378/Oct lock up chgs
01/10/2021	61485	30377	ATLAS FM/EMPRISE SVS	EMP001	697.50	139.50	837.00	5311	21	697.50	30377/Oct lock up chgs
21/10/2021	987925	30471	EXPRESS FACTORS	EXPR001	24.00	4.80	28.80	5525	22	24.00	30471/2 hex keys
05/10/2021	00063/02841600	30442	FAIRALLS	FAIR001	3.30	0.66	3.96	5410	21	3.30	30442/50mm nails
20/10/2021	0063/02864632	30501	FAIRALLS	FAIR001	15.99	3.20	19.19	5525	21	15.99	30501/bolts,nuts,discs,silicon
01/10/2021	3958/9329/2	30407	FLASHPARK	FLASH001	288.00	57.60	345.60	5318	36	120.00	30407/warning sign rental
								110	0	168.00	30407/warning sign rental
14/10/2021	INV495685	30482	GAZA TIMBER	GAZA001	17.03	3.41	20.44	5410	22	17.03	30482/wood for Cem shelter
28/10/2021	INV496502	30504	GAZA TIMBER	GAZA001	43.19	8.64	51.83	5500	21	43.19	30504/tub,tape measure, glue
25/10/2021	189	30489	GLENN BALL	GLE001	8,661.65	0.00	8,661.65	9071	91	8,661.65	30489/Architect fees
13/10/2021	SI-10698	30449	GRAFFITI REMOVAL	GRAF001	375.75	75.15	450.90	5013	21	375.75	30449/graffiti removal product
30/09/2021	10626	30454	HARDWARE CENTRE	HARD001	28.66	5.73	34.39	5500	21	6.66	30454/chisel
								5410	28	22.00	30454/parts to repair bench
08/10/2021	60532	30448	MARK HARROD	HARR002	225.00	45.00	270.00	5120	21	225.00	30448/rugby post
04/10/2021	80889	30390	HERBERT & WARD	HAW001	195.00	9.00	204.00	6500	28	150.00	30390/coffee
								6505	28	45.00	30390/coffee cups x500
07/10/2021	80950	30431	HERBERT & WARD	HAW001	171.00	0.00	171.00	6500	30	171.00	30431/coffee
28/10/2021	81194	30523	HERBERT & WARD	HAW001	183.00	0.00	183.00	6500	28	183.00	30523/Goods for resale
30/09/2021	16361	30380	HELIOCENTRIX	HELI001	139.50	27.90	167.40	6240	50	139.50	30380/WIFI equipment
31/10/2021	16426	30545	HELIOCENTRIX	HELI001	1,765.80	353.16	2,118.96	6240	31	1,071.98	30545/Oct IT support
								6242	31	693.82	30545/Oct office 365
31/10/2021	T2178	30519	HELIOCENTRIX	HELI001	322.90	64.58	387.48	6105	41	283.00	30519/Oct wifi chg
								6105	22	39.90	30519/Oct wifi chg

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/10/2021	INV-2193	30379	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	30379/planning tracker support
15/09/2021	1005659	30386	KALL KWIK	KALL001	129.00	2.00	131.00	6200	30	64.50	30386/A5 flyers x 1000
								6200	28	64.50	30386/A5 flyers x 1000
06/10/2021	1005660	30411	KALL KWIK	KALL001	41.00	8.20	49.20	6200	40	41.00	30411/Business cards for M.R
29/09/2021	1005661	30409	KALL KWIK	KALL001	47.00	0.00	47.00	6200	31	47.00	30409/250 'Tea Dance' flyers
28/09/2021	1005662	30422	KALL KWIK	KALL001	159.00	0.00	159.00	6200	41	159.00	30420/1000 Business Hub flyers
30/09/2021	1005663	30410	KALL KWIK	KALL001	80.00	16.00	96.00	6460	31	80.00	30410/F.O.R Appeal board
29/09/2021	1005664	30412	KALL KWIK	KALL001	464.00	92.80	556.80	6461	31	464.00	30412/Banners x 7
30/09/2021	1005680	30444	KALL KWIK	KALL001	73.00	14.60	87.60	6200	31	73.00	30444/Mayor's Business cards
15/10/2021	1005694	30469	KALL KWIK	KALL001	145.00	29.00	174.00	6460	29	145.00	30468/5 vegan market banners
21/10/2021	1005708	30484	KALL KWIK	KALL001	71.00	14.20	85.20	6460	28	71.00	30483/Halloween posters
15/10/2021	1005709	30485	KALL KWIK	KALL001	555.00	54.00	609.00	6323	40	555.00	30484/Show guide design& print
28/10/2021	1005725	30500	KALL KWIK	KALL001	145.00	29.00	174.00	6490	32	145.00	30500/5 railing banners
28/10/2021	1005726	30492	KALL KWIK	KALL001	29.00	0.00	29.00	6460	50	29.00	30492/100 HITB flyers
27/10/2021	900138515	30491	KENT COUNTY COUNCIL	KCC002	502.50	100.50	603.00	6610	31	502.50	30491/Audit fees 22/09-19/10
03/10/2021	13897756	30406	KCC KCS	KCC003	150.80	30.16	180.96	6922	22	35.00	30406/cleaning products
								6013	22	115.80	30406/cleaning products
06/10/2021	13899352	30413	KCC KCS	KCC003	728.10	145.62	873.72	7500	38	639.00	30413/litter picks x 40
								6200	31	89.10	30413/printing paper - 6 packs
07/10/2021	13900432	30404	KCC KCS	KCC003	3.60	0.72	4.32	6013	22	3.60	30404/washing up liquid x 4
21/10/2021	13909652	30475	KCC KCS	KCC003	60.93	12.19	73.12	6010	33	56.05	30475/cleaning equipment
								6200	31	4.88	30475/stationery
21/10/2021	13909653	30468	KCC KCS	KCC003	18.21	3.64	21.85	6900	36	18.21	30468/flipchart & markers
20/08/2021	7470809	30428	KFF	KFF001	-8.92	0.00	-8.92	6500	30	-8.92	30428/Goods for resale credit
27/09/2021	7499302	30427	KFF	KFF001	140.72	8.37	149.09	6500	30	127.15	30427/Goods for resale
								6505	30	13.57	30427/brown carry bags
08/10/2021	7510161	30432	KFF	KFF001	131.56	14.68	146.24	6500	30	117.22	30432/Goods for resale
								6505	30	14.34	30432/disposable bags
14/10/2021	7516712	30470	KFF	KFF001	-9.37	0.00	-9.37	6500	30	-9.37	30470/Goods for resale credit

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
25/10/2021	7523544	30495	KFF	KFF001	152.49	3.40	155.89	6500	30	135.50	30495/Goods for resale
								6505	30	5.19	30495/cafe consumables
								6922	30	11.80	30495/hand sanitiser 1 x 10
18/10/2021	1127	30480	KING RAMPS	KIN001	250.00	50.00	300.00	5316	21	250.00	30480/repair works
20/10/2021	104326	30481	LANDSCAPE SUPPLY CO	LAND001	100.45	20.09	120.54	6952	21	83.66	30481/safety boots & specs
								6952	22	16.79	30481/dust masks
15/10/2021	2755	30433	LAV HIRE LTD	LAV001	130.00	26.00	156.00	6869	32	130.00	30433/toilet & sanitary hire
18/10/2021	399470	30510	NATIONAL LEAFLET CO	NAT010	2,171.00	0.00	2,171.00	6200	31	2,171.00	30510/Town Crier print chgs
29/09/2021	UKSPS00067229	30447	NEXUDUS SL	NEX001	95.44	19.09	114.53	6900	41	95.44	30447/booking system chgs
29/10/2021	UKSPS00068882	30509	NEXUDUS SL	NEX001	95.76	19.15	114.91	6900	41	95.76	30509/Oct booking system chg
30/09/2021	23611976	30397	NISBETS	NIS001	73.09	14.61	87.70	6013	30	73.09	30397/cleaning equipment
01/10/2021	23619731	30421	NISBETS	NIS001	339.98	67.99	407.97	5500	36	339.98	30419/coffee brewer x 2
25/10/2021	23755110	30493	NISBETS	NIS001	51.93	10.38	62.31	6922	30	3.74	30493/plasters
								6505	30	30.95	30493/cafe consumables
								6900	36	17.24	30493/napkins
28/10/2021	28OCTANN/1	30514	ONECARD	ONE002	2,184.56	210.65	2,395.21	6505	30	6.30	30514/cafe consumables
								6505	30	4.50	30514/Cafe consumables
								6505	30	24.65	30514/Cafe consumables
								6505	28	2.50	30514/cafe consumables
								6505	28	1.25	30514/Cafe consumables
								6013	30	0.75	30514/cleaning equipment
								6013	30	2.00	30514/Cleaning equipment
								6500	30	98.03	30514/Goods for resale
								6500	30	-19.70	30514/Goods for resale
								6500	28	64.83	30514/Goods for resale
								6500	28	-4.00	30514/Goods for resale credit
								6500	28	61.18	30514/goods for resale
								6500	30	97.49	30514/Goods for resale
								6500	28	37.10	30514/Goods for resale

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	28	44.10	30514/Goods for resale
								6500	30	99.15	30514/Goods for resale
								6500	30	7.65	30514/Goods for resale
								6500	28	49.90	30514/Goods for resale
								6500	28	-2.35	30514/goods for resale credit
								6500	28	38.88	30514/Goods for resale
								6500	30	102.81	30514/Goods for resale
								6500	30	-12.00	30514/Goods for resale credit
								6500	28	57.38	30514/Goods for resale
								6500	28	78.95	30514/Goods for resale
								6500	30	117.69	30514/Goods for resale
								6500	30	-6.41	30514/Goods for resale credit
								6323	40	12.00	30514/Business.S advertising
								6101	31	16.67	30514/LL ipad
								6101	36	8.34	30514/B&B.C Caretaker mob
								6101	36	8.34	30514/B&B.C caretaker mob
								6101	36	5.00	30514/B&B.C caretaker mob
								6330	31	6.95	30514/refreshments for STC
								6900	33	0.20	30514/shopping bag
								6900	30	2.50	30514/flowers
								6900	30	2.50	30514/flowers
								6104	21	6.67	30514/O/S team ipad
								6104	36	8.34	30514/KW mobile
								6104	21	5.00	30514/RG mobile
								6104	36	8.34	30514/KW mobile
								6104	21	8.34	30514/NC mobile
								6104	36	8.34	30514/KW mobile
								6104	21	6.67	30514/O/S ipad
								6200	30	16.92	30514/250 loyalty cards

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6200	31	49.99	30514/21ltr paper shredder
								6240	11	10.95	30514/Acrobat Standard Licence
								6240	50	16.64	30514/Adobe Illustrator - HITB
								6240	40	41.62	30514/Creative Cloud subs
								6922	30	6.75	30514/food allergen labels
								6210	31	132.00	30514/200 2nd class stamps
								6010	28	6.50	30514/cleaning equipment
								6010	28	4.50	30514/cleaning equipment
								5318	36	183.00	30514/rental of 4 signs
								5500	28	133.32	30514/99ltr chest freezer
								5500	28	24.48	30514/2 convex mirrors
								5500	36	46.73	30514/tripod for flip chart
								5500	22	45.83	30514/Hubi 16 expansion lead
								5525	28	183.50	30514/Dishwasher repair
								5210	22	179.00	30514/Aerolight classic ramp
								6730	31	36.00	30514/CLSO website subs
28/10/2021	28OCTLIN	30513	ONECARD	ONE002	381.28	53.72	435.00	9063	91	268.58	30513/Yamaha flight case
								6330	31	17.70	30513/Mayor & Town Clerk lunch
								6710	31	95.00	30513/LL attend conference
20/10/2021	6784	30453	PENFOLD DRIVEWAYS	PENF001	12,010.00	2,402.00	14,412.00	9011	91	12,010.00	30453/tarmac repair
25/09/2021	SB20213337	30414	PKF	PKF001	2,800.00	560.00	3,360.00	6610	31	2,800.00	30414/external audit fees
20/10/2021	2501443914708	30452	PLANNING	PLAN001	395.00	0.00	395.00	6730	31	197.50	30452/Planning mag subs
								110	0	197.50	30452/Planning mag subs
08/09/2021	58379	30517	PLAYSAFETY	PLAY001	616.50	123.30	739.80	5310	21	616.50	30517/An play area inspections
08/10/2021	00002498449-042	30387	PLUSNET	PLUS01	45.56	9.11	54.67	6101	31	45.56	30387/Oct telephone chgs
04/10/2021	00002976949-042	30424	PLUSNET	PLUS01	25.73	5.15	30.88	6101	28	25.73	30424/Oct telephone chgs
04/10/2021	00003028653-042	30425	PLUSNET	PLUS01	45.94	9.19	55.13	6101	50	45.94	30425/Oct telephone chgs
03/10/2021	00003028673-042	30423	PLUSNET	PLUS01	19.38	3.88	23.26	6101	22	19.38	30421/Oct telephone chgs
22/09/2021	SIN1819570	30399	PPL PRS	PPLPRS001	183.91	36.79	220.70	6635	28	-136.83	30399/Vine Cafe music licence

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								110	0	320.74	30399/Vine Cafe music licence
30/09/2021	193041	30419	PREMIER ALARMS	PREM001	127.50	25.50	153.00	9071	91	127.50	30417/CCTV Installation
01/10/2021	193294	30420	PREMIER ALARMS	PREM001	456.66	91.33	547.99	6930	28	456.66	30418/An security alarm chgs
26/10/2021	193622	30544	PREMIER ALARMS	PREM001	30.98	6.20	37.18	6930	28	30.98	30544/battery for alarm
30/09/2021	159215	30402	PROVENDER	PRO002	433.30	86.66	519.96	5340	21	65.00	30402/plants
								9063	91	368.30	30402/top soil bulk bag
15/10/2021	SM24333	30429	RIALTAS	RIAL001	839.00	167.80	1,006.80	6300	31	839.00	30429/Accounts annual support
11/10/2021	SM24334	30426	RIALTAS	RIAL001	240.00	48.00	288.00	6300	31	240.00	30426/An data back up subs
08/10/2021	1202497535	30450	SCREWFIX	SCREW001	208.32	41.66	249.98	5500	21	208.32	30450/cordless drill
27/10/2021	1207933147	30505	SCREWFIX	SCREW001	77.05	15.40	92.45	5525	21	34.57	30505/parts to repair trailer
								5020	29	42.48	30505/parts to repair trailer
07/10/2021	2069176	30396	SDC	SDC001	3,443.02	0.00	3,443.02	5421	60	2,041.79	30396/Oct market rent
								5420	60	1,401.23	30396/Oct market rent
15/10/2021	2069241	30437	SDC	SDC001	840.00	0.00	840.00	6889	31	840.00	30437/60 x garden waste sacks
20/10/2021	2069391	30490	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	30490/Sep bin collection
20/10/2021	2069500	30462	SDC DIRECT SERVICES	SDC002	261.95	0.00	261.95	6935	21	261.95	30462/Bin collect 13/9-10/10
20/10/2021	2069501	30459	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	30459/Bin collect 13/9-10/10
20/10/2021	2069502	30460	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	30460/Bin collect 13/9-10/10
20/10/2021	2069509	30461	SDC DIRECT SERVICES	SDC002	60.45	0.00	60.45	6935	36	60.45	30461/Bin collect 13/9-11-10
20/10/2021	2069510	30463	SDC DIRECT SERVICES	SDC002	146.20	0.00	146.20	6935	28	146.20	30463/Bin collect 13/9-10/10
15/10/2021	9303385862	30530	SETON	SET001	30.94	6.19	37.13	6922	22	30.94	30530/fire log & holder
30/10/2021	0000189	30551	SEVENOAKS CATERING E	SEV053	224.40	0.00	224.40	5410	30	224.40	30551/engineer call out
22/09/2021	83758	30441	SGE	SGE001	41.42	3.89	45.31	5700	22	29.26	30441/Gas oil
								5410	21	12.16	30441/2 cans of WD40
17/10/2021	8081147	30473	SHELL	SHEL001	319.11	63.82	382.93	5700	22	20.81	30473/fuel
								5700	21	298.30	30473/fuel
24/10/2021	8121703	30503	SHELL	SHEL001	130.64	26.13	156.77	5700	21	130.64	30503/fuel
20/10/2021	0000056638	30522	SMITH OF DERBY	SMIT003	-456.00	-91.20	-547.20	6861	26	-456.00	30522/credit re inv 120741
20/10/2021	0000120737	30486	SMITH OF DERBY	SMIT003	204.00	40.80	244.80	6861	26	204.00	30485/Warren clock maint

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
20/10/2021	0000120740	30488	SMITH OF DERBY	SMIT003	218.00	43.60	261.60	6861	26	218.00	30488/Warren clock maint
20/10/2021	0000120741	30487	SMITH OF DERBY	SMIT003	456.00	91.20	547.20	6861	26	456.00	30487/hoist for clock maint
06/10/2021	0089	30382	SSE	SSE006	60.49	3.02	63.51	6010	22	60.49	30382/electric chg 2/9-1/10
06/10/2021	0032	30383	SSE	SSE008	546.06	109.21	655.27	6011	30	546.06	30383/Sept electric chgs
08/10/2021	0002/SEP	30384	SSE	SSE009	698.95	139.79	838.74	6011	36	698.95	30384/Sept electricity chgs
01/10/2021	02/11/21	30499	SSE	SSE010	79.00	15.80	94.80	6010	41	79.00	30499/meter removal chg
05/10/2021	0019	30393	SSE	SSE010	-50.66	-2.53	-53.19	6010	41	-50.66	30393/electric cred 18/5-18/8
05/10/2021	0020	30392	SSE	SSE010	-50.07	-2.50	-52.57	6010	41	-50.07	30392/electric chgs 20/2-17/5
05/10/2021	0021	30394	SSE	SSE010	19.33	3.86	23.19	6010	41	19.33	30394/electric chgs 20/2-17/5
05/10/2021	0022	30391	SSE	SSE010	19.33	3.86	23.19	6010	41	19.33	30391/Electric chgs 18/5-18/8
05/10/2021	0023	30395	SSE	SSE010	8.92	1.78	10.70	6010	41	8.92	30395/electric chgs 19/8-29/9
06/10/2021	0006	30385	SSE	SSE013	82.60	4.13	86.73	6012	36	82.60	30385/Sep gas chgs
25/10/2021	4969	30464	STAG	STAG002	261.65	52.33	313.98	6323	40	261.65	30464/technition, refreshments
31/08/2021	0001122	30440	TAMILLEK TREE CARE	TAM001	1,755.00	0.00	1,755.00	9071	91	1,755.00	30440/Tree work
30/09/2021	14562	30405	JS TAYLOR	TAYL001	190.00	0.00	190.00	5020	29	190.00	30405/supply & install fan
27/10/2021	14575	30526	JS TAYLOR	TAYL001	490.00	0.00	490.00	5410	33	120.00	30526/remedial work after ECR
								5410	21	140.00	30526/remedial work after ECR
								5410	22	90.00	30526/remedial work after ECR
								5010	29	140.00	30526/remedial work after ECR
01/07/2021	20871	30467	TEXTILE TOWN	TEX001	1,418.79	283.76	1,702.55	9063	91	1,418.79	30467/36 table cloths
21/10/2021	52394	30474	VAUGHTONS	VAU001	461.00	92.20	553.20	6421	31	461.00	30474/case for chain of office
31/10/2021	VC/31.10.2021.	30518	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6001	60	1,100.00	30518/Oct market set up chgs
31/10/2021	LAO1246252	30546	VEOLIA	VEOL001	13.20	2.64	15.84	6935	33	13.20	30546/Oct glass collection
06/01/2020	10593	30455	VISION ICT	VISICT001	105.00	21.00	126.00	6241	31	105.00	30455/Website changes for OLB
31/10/2021	144194	30548	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.79	30548/Oct clean & lock up chgs
								5026	21	227.79	30548/Oct clean & lock up chgs
								5020	29	683.39	30548/Oct clean & lock up chgs
								5025	21	683.42	30548/Oct clean & lock up chgs
31/10/2021	144195	30547	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	30547/Oct hygiene unit clean

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								5020	29	12.94	30547/Oct hygeine unit clean
								5025	21	12.95	30547/Oct hygeine unit clean
25/10/2021	815	30527	WOODSIDE CONTRACT SE	WOO002	6,951.84	1,390.37	8,342.21	9071	91	6,951.84	30527/refurbishment works
30/09/2021	172829660	30416	WORLDPAY	WOR001	78.43	10.88	89.31	6976	30	78.43	30415/Sep card trand chgs
30/09/2021	173075551	30417	WORLDPAY	WOR001	17.29	0.06	17.35	6976	31	17.29	30415/Sep card trans chgs
30/09/2021	173084720	30415	WORLDPAY	WOR001	55.25	9.65	64.90	6976	31	55.25	30414/Sep card trans chgs
30/09/2021	173337174	30418	WORLDPAY	WOR001	167.07	16.26	183.33	6976	28	167.07	30416/Sep card trans chgs
01/10/2021	WM11643101	30506	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	30506/Sep card trans chgs
22/10/2021	1295	30502	YELLOW DUCK	YELL002	50.00	10.00	60.00	5310	21	50.00	30502/Greatness rec sign
25/10/2021	1299	30483	YELLOW DUCK	YELL002	45.00	9.00	54.00	9063	91	45.00	30483/Revised MUGA sign
TOTAL INVOICES					<u>77,257.29</u>	<u>10,269.36</u>	<u>87,526.65</u>			<u>77,257.29</u>	

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
20/09/2021	38499	30315	ARK TRADING	ARK001	63.90	12.78	76.68	6900	30	63.90	30315/black t shirt
14/09/2021	INV-220693	30316	ARK TRADING	ARK001	87.93	1.80	89.73	6500	28	87.93	30316/goods for resale
14/09/2021	INV-220693/REV	30333	ARK TRADING	ARK001	-87.93	-1.80	-89.73	6500	28	-87.93	30333/wrong supplier account
15/09/2021	15/09/2021	30270	BANKLINE	BANKL01	97.00	0.00	97.00	6975	31	97.00	30270/Sep bank chgs
11/09/2021	3450930	30296	BOOKER	BOOK001	-37.99	-7.60	-45.59	6505	28	-37.99	30296/burger boxes refund
02/09/2021	3570253	30263	BOOKER	BOOK001	9.49	1.90	11.39	6505	28	9.49	30263/baking paper
02/09/2021	3570254	30264	BOOKER	BOOK001	21.38	2.60	23.98	6500	28	8.39	30264/goods for resale
								6010	28	12.99	30264/cleaning equipment
02/09/2021	3570255	30224	BOOKER	BOOK001	171.93	14.60	186.53	6500	28	162.96	30224/Goods for resale
								6505	28	8.97	30224/napkins
10/09/2021	3570454	30297	BOOKER	BOOK001	232.78	17.38	250.16	6500	28	191.80	30297/Goods for resale
								6505	28	40.98	30297/cafe consumables
17/09/2021	3570645	30323	BOOKER	BOOK001	170.86	7.55	178.41	6505	28	17.46	30323/consumables
								6500	28	153.40	30323/Goods for resale
23/09/2021	3570812	30349	BOOKER	BOOK001	62.00	3.62	65.62	6500	28	62.00	30349/goods for resale
23/09/2021	3570813	30351	BOOKER	BOOK001	141.87	6.73	148.60	6500	28	136.88	30351/Goods for resale
								6010	28	4.99	30351/cleaning equipment
23/09/2021	3570814	30353	BOOKER	BOOK001	128.35	23.08	151.43	6500	50	97.99	30353/Goods for resale
								6010	50	30.36	30353/cleaning equipment
27/09/2021	210432	30341	BOURNE AMENITY	BOUR001	512.00	102.40	614.40	5120	21	512.00	30341/8 tonne loam
24/09/2021	SVO/360686	30342	BREWERS	BREW001	16.44	3.29	19.73	5410	21	16.44	30342/oil&paint brush set
24/09/2021	SVO/360687	30362	BREWERS	BREW001	54.34	10.87	65.21	5013	21	54.34	30362/paint&paint eq
17/09/2021	M127&G	30253	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	30252/Sep phone chgs
08/09/2021	0006069799	30339	CASTLE WATER	CAS009	-1,377.86	0.00	-1,377.86	6000	36	-1,377.86	30339/water chgs 01Jul-30Jun
09/09/2021	0006075737	30340	CASTLE WATER	CAS009	25.73	0.00	25.73	6000	36	25.73	30340/water chgs Jul21-Dec21
23/09/2021	CCNOTE-006673	30317	CURD & CURE	CHS001	-78.93	0.00	-78.93	6500	28	-78.93	30317/Goods for resale credit
02/09/2021	INV-219620	30228	CURD & CURE	CHS001	78.93	0.00	78.93	6500	28	78.93	30228/goods for resale
14/09/2021	INV-220693A	30334	CURD & CURE	CHS001	87.93	1.80	89.73	6500	28	87.93	30334/Goods for resale

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/09/2021	2933	30175	CJS PLANTS	CJS001	2,226.25	445.25	2,671.50	6865	26	2,226.25	30175/September floral maint
15/09/2021	147005	30261	HW COLDBREATH	COL003	171.35	0.00	171.35	6500	30	171.35	30261/Goods for resale
28/09/2021	147073	30346	HW COLDBREATH	COL003	91.73	0.00	91.73	6500	30	91.73	30346/goods for resale
18/09/2021	INV-2506	30350	COMMERCIAL PRESSURE	COM003	50.00	10.00	60.00	6010	28	50.00	30350/window cleaning
13/09/2021	151038	30292	CONNECTAPHONE	CON001	498.18	99.64	597.82	6101	41	17.48	30292/Aug telephone chgs
								6101	30	72.98	30292/Aug telephone chgs
								6101	22	18.04	30292/Aug telephone chgs
								6101	21	11.62	30292/Aug telephone chgs
								6101	36	47.00	30292/Aug telephone chgs
								6101	31	331.06	30292/Aug telephone chgs
17/09/2021	CGPS05123	30298	CROWN GAS AND POWER	CRO002	655.00	131.00	786.00	9071	91	655.00	30298/elect meter installation
15/09/2021	686698	30335	DISPOSABLES CATERIN	DCS001	90.59	18.12	108.71	6505	28	69.70	30335/cafe consumables
								6010	28	20.89	30335/black sacks
29/09/2021	692459	30348	DISPOSABLES CATERIN	DCS001	51.43	10.29	61.72	6505	28	51.43	30348/cups & lids
13/09/2021	00148	30242	DEBBIE LEE DESIGN	DEB001	20.00	0.00	20.00	6460	30	20.00	30242/B&B.st map
04/08/2021	956685	30303	ERNEST DOE	DOE001	375.00	75.00	450.00	9063	91	375.00	30303/charger & Battery
20/08/2021	957613	30274	ERNEST DOE	DOE001	14.05	2.81	16.86	5525	21	14.05	30274/Trimmer head
24/08/2021	957774	30275	ERNEST DOE	DOE001	28.32	5.66	33.98	5525	21	28.32	30275/sisis belt
24/08/2021	957775	30277	ERNEST DOE	DOE001	25.00	5.00	30.00	6952	21	25.00	30277/trousers - 1 pair
20/09/2021	1	30330	DONNA RUDD	DON002	150.00	0.00	150.00	6868	29	150.00	30330/Vine band performance
02/09/2021	H1A3D092F8	30236	E-ON	E-ON	414.93	82.99	497.92	6862	26	414.93	30236/Aug electricity chgs
03/09/2021	0003483972	30226	ELITE	EFS001	77.12	0.00	77.12	6500	28	77.12	30226/goods for resale
07/09/2021	0003487043	30245	ELITE	EFS001	51.86	3.49	55.35	6500	28	34.40	30245/Goods for resale
								6505	28	17.46	30245/wooden stirrers
07/09/2021	0003487044	30225	ELITE	EFS001	146.90	10.30	157.20	6500	28	95.40	30225/Goods for resale
								6505	28	51.50	30225/burger boxes 1 x 500
09/09/2021	0003489508	30229	ELITE	EFS001	59.19	4.55	63.74	6500	30	59.19	30229/goods for resale
07/09/2021	0003495238	30246	ELITE	EFS001	-12.46	-2.49	-14.95	6505	28	-12.46	30246/wooden stirrers credit
15/09/2021	0003496485	30266	ELITE	EFS001	97.67	1.60	99.27	6505	28	8.00	30266/napkins 5 x 100pk

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	28	89.67	30266/Goods for resale
09/09/2021	0003496949	30285	ELITE	EFS001	-146.90	-10.30	-157.20	6500	28	-95.40	30285/Goods for resale credit
								6505	28	-51.50	30285/Burger boxes credit
17/09/2021	0003499505	30321	ELITE	EFS001	60.60	7.24	67.84	6505	30	11.00	30321/baking paper
								6013	30	25.20	30321/cleaning equip
								6500	30	24.40	30321/goods for resale
22/09/2021	0003504791	30322	ELITE	EFS001	98.71	0.00	98.71	6500	28	98.71	30322/goods for resale
28/09/2021	0003510736	30347	ELITE	EFS001	34.26	1.67	35.93	6500	30	25.91	30347/Goods for resale
								6013	30	8.35	30347/cleaning equipment
29/09/2021	0003511864	30352	ELITE	EFS001	53.85	0.00	53.85	6500	28	53.85	30352/goods for resale
01/09/2021	60846	30283	ATLAS FM/EMPRISE SVS	EMP001	404.64	80.93	485.57	6932	22	404.64	30283/Sep lock up chgs
01/09/2021	60847	30282	ATLAS FM/EMPRISE SVS	EMP001	1,012.20	202.44	1,214.64	5311	21	1,012.20	30282/Sep lock up chgs
01/09/2021	60848	30281	ATLAS FM/EMPRISE SVS	EMP001	675.00	135.00	810.00	5311	21	675.00	30281/Sep Lock up chgs
09/09/2021	0063/02806504	30271	FAIRALLS	FAIR001	21.16	4.23	25.39	9063	91	21.16	30271/postmix x 4
03/09/2021	INV493478	30231	GAZA TIMBER	GAZA001	7.17	1.43	8.60	5310	21	7.17	30231/timber for Stag CP bench
23/09/2021	INV494517	30363	GAZA TIMBER	GAZA001	20.29	4.06	24.35	5410	28	8.47	30363/timber
								5500	21	11.82	30363/saw
28/09/2021	INV494745	30364	GAZA TIMBER	GAZA001	40.45	8.09	48.54	9063	91	40.45	30364/timber & post mix
30/09/2021	INV494921	30357	GAZA TIMBER	GAZA001	99.99	20.00	119.99	5010	29	99.99	30357/timber
14/09/2021	149177	30273	GODFREYS	GOD001	28.75	5.75	34.50	5700	22	18.75	30273/fuel mix
								5525	22	10.00	30273/Hedge Cutter spray
31/08/2021	10606	30301	HARDWARE CENTRE	HARD001	80.19	16.03	96.22	5525	21	35.26	30301/staple plates,drill bits
								5410	21	13.00	30301/bolts,washers,drill bits
								5410	21	12.86	30301/plug,spirit,sealant,tape
								5410	22	9.08	30301/bolts clips hooks
								5410	28	9.99	30301/500ml black gloss
06/09/2021	80557	30230	HERBERT & WARD	HAW001	206.00	16.00	222.00	6500	30	126.00	30230/Goods for resale
								6505	30	80.00	30230/coffee cups & lids
07/09/2021	80585	30227	HERBERT & WARD	HAW001	169.00	7.00	176.00	6500	28	134.00	30227/Goods for resale

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6505	28	35.00	30227/coffee cup lids
13/09/2021	80657	30265	HERBERT & WARD	HAW001	158.00	0.00	158.00	6500	28	158.00	30265/goods for resale
30/09/2021	16222	30370	HELIOCENTRIX	HELI001	1,765.91	353.18	2,119.09	6240	31	1,072.09	30370/Sept IT support
								6242	31	693.82	30370/Sept office 365
30/09/2021	T2153	30354	HELIOCENTRIX	HELI001	322.90	64.58	387.48	6105	41	283.00	30354/Sep wifi chgs
								6105	22	39.90	30354/Sep wifi chgs
27/09/2021	27SEPTEMBER2023	30327	HI KENT	HIK001	1,000.00	0.00	1,000.00	7500	38	1,000.00	30327/Grant payment
29/09/2021	0280511	30374	HOLLYBUSH LAUNDRY	HOL002	40.00	0.00	40.00	6013	36	40.00	30374/laundry of table cloths
01/09/2021	INV-2165	30135	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	30135/planning tracker support
09/09/2021	34015497	30284	INITIAL WASHROOMS	INIT001	15.76	3.15	18.91	6935	33	15.76	30284/FHU service
21/09/2021	INV-00008061	30332	INLINE	INL001	725.00	145.00	870.00	6323	40	725.00	30332/6 feather banners
03/09/2021	1005619	30307	KALL KWIK	KALL001	145.00	29.00	174.00	6323	40	145.00	30307/5 business show banners
01/09/2021	1005621	30268	KALL KWIK	KALL001	60.00	12.00	72.00	6200	41	60.00	30268/3 A0 posters
03/09/2021	1005625	30269	KALL KWIK	KALL001	45.00	0.00	45.00	7555	38	45.00	30269/YC app form leaflets
02/09/2021	13869857	30174	KCC KCS	KCC003	112.90	22.58	135.48	6330	28	21.10	30174/First aid eq
								6013	21	91.80	30174/Refuse sacks
09/09/2021	13876442	30234	KCC KCS	KCC003	18.40	3.68	22.08	6240	31	6.45	30234/PC mouse
								6200	31	11.95	30234/stationery
15/09/2021	13881810	30293	KCC KCS	KCC003	124.45	24.89	149.34	6013	33	111.30	30293/cleaning products
								6200	31	13.15	30293/stationery
19/09/2021	13885025	30256	KCC KCS	KCC003	11.20	2.24	13.44	6013	33	11.20	30256/toilet cleaner
23/09/2021	13887709	30318	KCC KCS	KCC003	9.55	1.91	11.46	6013	36	9.55	30318/mop sweepers
23/09/2021	13888966	30324	KCC KCS	KCC003	11.75	2.35	14.10	6200	31	11.75	30324/envelopes
30/09/2021	13895375	30345	KCC KCS	KCC003	95.60	19.12	114.72	6010	33	95.60	30345/cleaning equipment
07/09/2021	54475-160059	30233	KEEPERS NURSERY	KEE001	86.50	0.00	86.50	9063	91	86.50	30233/fruit trees
14/09/2021	KPB/15.08.21	30247	KENT POLICE BAND	KENT004	350.00	0.00	350.00	6868	29	350.00	30247/band performance 15/08
06/04/2021	15563	30375	KENTFARM	KENTFAR001	15.10	0.00	15.10	5420	60	15.10	30375/insurance cancellation
21/09/2021	7494020	30320	KFF	KFF001	122.74	12.11	134.85	6500	30	90.74	30320/Goods for resale
								6013	30	15.72	30320/cleaning paper

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6505	30	16.28	30320/carry bags
22/09/2021	7495480	30319	KFF	KFF001	26.74	0.00	26.74	6500	30	26.74	30319/goods for resale
01/09/2021	231	30182	KICK IN THE HEAD PRO	KIC001	2,100.00	0.00	2,100.00	6869	32	2,100.00	30182/Alice in Wonderland play
14/09/2021	1157508140	30252	KONICA MINOLTA	KMB001	230.97	46.19	277.16	6240	31	230.97	30251/bizhub rent 19.09-18.12
21/09/2021	1157566390	30306	KONICA MINOLTA	KMB001	588.94	117.79	706.73	6200	31	588.94	30306/print chgs 19.6-18.9
15/09/2021	103234	30272	LANDSCAPE SUPPLY CO	LAND001	104.19	20.84	125.03	6952	22	45.24	30272/helmet, gloves
								6952	21	11.70	30272/helmet, gloves
								5500	36	47.25	30272/padlock
02/09/2021	10400	30241	M.A.HARVEY	MAH001	334.80	66.96	401.76	5410	33	334.80	30241/taps for ladies toilet
15/09/2021	1426813-01	30304	MC TRUCK&BUS	MCT002	31.01	6.20	37.21	5550	21	31.01	30304/indicator lens
01/09/2021	01SEPTEMBER2023	30313	NEXUDUS SL	NEX001	10.08	0.00	10.08	6900	41	10.08	30313/booking system chg
14/09/2021	23500484	30267	NISBETS	NIS001	40.07	8.01	48.08	6505	28	40.07	30267/food labels & food boxes
16/09/2021	23519195	30251	NISBETS	NIS001	22.48	4.49	26.97	5500	41	11.24	30250/kitchen wall clock
								5500	36	11.24	30250/kitchen wall clock
28/09/2021	28/09/ANN	30371	ONECARD	ONE002	2,706.40	233.79	2,940.19	6500	28	50.80	30371/Goods for resale
								6500	28	78.99	30371/Goods for resale
								6500	30	56.82	30371/Goods for resale
								6500	28	41.83	30371/Goods for resale
								6500	30	58.06	30371/Goods for resale
								6500	28	138.81	30371/Goods for resale
								6500	28	-8.50	30371/Goods for resale
								6500	28	55.31	30371/Goods for resale
								6500	30	75.16	30371/Goods for resale
								6500	28	64.84	30371/Goods for resale
								6500	28	51.11	30371/Goods for resale
								6500	30	117.95	30371/Goods for resale
								6500	30	-1.25	30371/Goods for resale credit
								6500	30	110.91	30371/Goods for resale
								6500	28	51.59	30371/Goods for resale

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	30	58.33	30371/Goods for resale
								6500	28	57.94	30371/Goods for resale
								6101	31	10.00	30371/LL ipad
								6101	36	8.34	30371/caretaker phone
								6101	22	8.34	30371/AC cemetery mobile
								6101	36	8.34	30371/Caretaker phone
								6104	21	6.67	30371/O/S team ipad
								6104	36	8.34	30371/KW mobile
								6104	21	5.00	30371/RG mobile
								6104	21	8.34	30371/NC mobile
								6104	36	8.34	30371/KW mobile
								6104	21	6.67	30371/O/S ipad
								6200	31	27.51	30371/card machine till rolls
								6200	30	1.50	30371/Sellotape
								6200	31	15.33	30371/card machine till rolls
								6240	11	10.95	30371/Acrobat Standard Lic
								6240	50	16.64	30371/Adobe Illustrator - HITB
								6240	40	41.62	30371/Creative Cloud Subs
								6013	30	6.70	30371/cleaning eq
								6013	30	2.30	30371/cleaning cloths
								6730	31	79.00	30371/Amazon Prime subs
								6730	31	105.00	30371/AAT subs for NW
								6320	31	53.74	30371/Cllr.C Attend NALC event
								6320	31	70.00	30371/Proj managemnt 2 tickets
								6320	31	35.00	30371/prof management 1 ticket
								6491	32	45.00	30371/15 poppies
								6900	30	2.50	30371/flowers
								6210	31	217.00	30371/stamp sheets x 3
								5525	28	290.00	30371/dishwasher service

Purchase Ledger for Month No 6

Order by Supplier A/c

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	
								5500	41	20.82	30371/key cabinet
								5500	28	509.21	30371/2 door fridge
								6842	36	19.50	30371/2 tins of teak oil
28/09/2021	28/09/LIN	30372	ONECARD	ONE002	500.56	84.01	584.57	6730	31	7.00	30372/KJCA subs
								9063	91	35.00	30372/mic stand x 2
								9063	91	37.77	30372/Adaptor,lead,DI box
								9063	91	301.64	30372/Bose system case
								9063	91	45.66	30372/mic leads x 3
								6323	40	12.30	30372/refreshments,bottle bag
								6323	40	61.19	30372/refreshments
09/09/2021	SIN042989	30279	ONLINE PLAYGROUNDS	ONP001	78.42	15.68	94.10	5310	21	78.42	30279/bolts,primer,binder
15/09/2021	135050	30302	PALMSTEAD	PALM002	182.34	31.60	213.94	5340	21	96.41	30202/plants
								5340	36	85.93	30202/plants
29/09/2021	29THSEPTEMBER20366		PENFOLD DRIVEWAYS	PENF001	12,010.00	2,402.00	14,412.00	9011	91	12,010.00	30366/tarmac repair deposit
08/09/2021	00002498449-041	30235	PLUSNET	PLUS01	45.56	9.11	54.67	6101	31	45.56	30235/September telephone chgs
04/09/2021	00002976949-	30208	PLUSNET	PLUS01	28.26	5.65	33.91	6101	28	28.26	30208/Sept telephone chgs
04/09/2021	00003028653-	30209	PLUSNET	PLUS01	46.10	9.22	55.32	6101	50	46.10	30209/Sept telephone chgs
03/09/2021	00003028673-041	30183	PLUSNET	PLUS01	19.38	3.88	23.26	6101	22	19.38	30183/Sept telephone chgs
01/09/2021	192607	30176	PREMIER ALARMS	PREM001	301.38	60.28	361.66	6930	36	301.38	30176/security syst an renewal
04/09/2021	00002976949-041	30178	PREMIER ALARMS	PREM001	28.26	5.65	33.91	6101	28	28.26	30178/Sept telephone chgs
04/09/2021	00002976949-	30206	PREMIER ALARMS	PREM001	-28.26	-5.65	-33.91	6101	28	-28.26	30206/wrong supplier used
04/09/2021	00003028653-041	30177	PREMIER ALARMS	PREM001	46.10	9.22	55.32	6101	50	46.10	30177/Sept telephone chgs
04/09/2021	00003028653-	30207	PREMIER ALARMS	PREM001	-46.10	-9.22	-55.32	6101	50	-46.10	30207/wrong supplier used
07/09/2021	157784	30232	PROVENDER	PRO002	225.23	45.05	270.28	5340	21	135.14	30232/Plants
								5340	36	90.09	30232/Plants
30/09/2021	RS92015	30365	RAWSTONE HIRE	RAW001	58.50	11.70	70.20	5500	21	58.50	30365/scarifier hire
09/09/2021	21534930	30250	RENTOKIL	RENT001	844.51	168.90	1,013.41	6922	30	422.26	30249/Pest control services
								110	0	422.25	30249/Pest control services
09/09/2021	21534931	30249	RENTOKIL	RENT001	844.51	168.90	1,013.41	6922	28	422.25	30248/Pest control services

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								110	0	422.26	30248/Pest control services
09/09/2021	21534932	30248	RENTOKIL	RENT001	844.51	168.90	1,013.41	6922	50	422.25	30248/Pest control services
								110	0	422.26	30248/Pest control services
01/09/2021	SM24150	30134	RIALTAS	RIAL001	124.00	24.80	148.80	6300	23	124.00	30134/Allotments an support
14/09/2021	509850	30295	SABERCOM	SAB001	1,275.00	255.00	1,530.00	6244	40	1,275.00	30295/An server host & sup fee
01/07/2021	2066316	30358	SDC	SDC001	192.00	0.00	192.00	6000	22	192.00	30358/cesspool emptying
23/07/2021	2066956/REV	30299	SDC	SDC001	-161.20	0.00	-161.20	6935	30	-161.20	30299/wrong supplier account
01/09/2021	2068349	30181	SDC	SDC001	3,673.22	0.00	3,673.22	5421	60	2,552.24	30181/Sept market rent
								5420	60	1,120.98	30181/Sept market rent
23/09/2021	2068950	30329	SDC	SDC001	360.00	0.00	360.00	6635	30	360.00	30329/premises licence 2 yrs
23/07/2021	2066956/A	30300	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	30	161.20	30300/bin collection 21-6-18/7
22/09/2021	2068691	30305	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	30	161.20	30305/bin collection 16/8-12/9
22/09/2021	2068803	30312	SDC DIRECT SERVICES	SDC002	322.40	0.00	322.40	6935	21	322.40	30312/bin collection 16/8-12/9
22/09/2021	2068804	30311	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	30311/bin collection 16/8-12/9
22/09/2021	2068805	30310	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	30310/bin collection 16/8-12/9
22/09/2021	2068812	30309	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	30309/bin collect 14/9-11/10
22/09/2021	2068813	30308	SDC DIRECT SERVICES	SDC002	146.20	0.00	146.20	6935	28	146.20	30308/bin collection 16/8-12/9
24/09/2021	2069045	30343	SDC DIRECT SERVICES	SDC002	655.20	131.04	786.24	6934	21	655.20	30343/dog bin empty Jul-Sep21
27/09/2021	27SEPTEMBER2023	30326	SOUTH EAST OPEN	SEO001	250.00	0.00	250.00	7500	38	250.00	30326/Grant payment
17/09/2021	17SEPTEMBER2023	30259	SEV LITERARY	SEV024	500.00	0.00	500.00	7500	38	500.00	30259/Grant award
27/09/2021	27SEPTEMBER2023	30325	CITIZENS ADVICE	SEV025	500.00	0.00	500.00	7500	38	500.00	30325/Grant payment
17/09/2021	17SEPTEMBER2023	30260	SEV THREE ARTS	SEV026	1,000.00	0.00	1,000.00	7500	38	1,000.00	30260/Grant Award
17/09/2021	17SEPTEMBER2023	30258	SEV COUNSELLING	SEV047	1,500.00	0.00	1,500.00	7500	38	1,500.00	30258/Grant award
27/08/2021	83443	30280	SGE	SGE001	26.98	1.35	28.33	5700	22	26.98	30280/Gas Oil
31/08/2021	83572	30276	SGE	SGE001	44.00	8.80	52.80	5525	21	44.00	30276/mower roller repair
19/09/2021	7896716	30344	SHELL	SHEL001	294.07	58.81	352.88	5700	21	294.07	30344/fuel
09/09/2021	10230	30262	SJM 360 GROUP	SJM001	140.00	28.00	168.00	5525	28	140.00	30262/A/C service
24/08/2021	INV-0557	30336	SOCIAL FIREWORKS	SOC001	350.00	0.00	350.00	6320	31	350.00	30336/social media training
06/09/2021	0043	30200	SSE	SSE002	-878.84	-175.76	-1,054.60	6010	33	-878.84	30200/Electric cred 18/5-18/8

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/09/2021	0044	30199	SSE	SSE002	257.49	12.87	270.36	6010	33	257.49	30199/electric chg 18/5-18/8
10/09/2021	0039	30288	SSE	SSE003	-56.15	-2.80	-58.95	5020	29	-56.15	30288/electric cred 22/5-24/8
10/09/2021	0040	30289	SSE	SSE003	212.54	10.62	223.16	5020	29	212.54	30289/Electric chg 27/5-24/8
10/09/2021	0044	30286	SSE	SSE004	-600.01	-120.00	-720.01	6010	28	-600.01	30286/electric cred 22/5-24/8
10/09/2021	0045	30287	SSE	SSE004	1,096.68	219.33	1,316.01	6010	28	1,096.68	30287/electric chg 22/5-24/8
08/09/2021	0039	30222	SSE	SSE005	328.89	16.44	345.33	6010	21	328.89	30222/Electric chgs 8/6-6/9
10/09/2021	0040	30290	SSE	SSE005	-328.89	-16.44	-345.33	6010	21	-328.89	30289/electric cred 8/6-6/9
10/09/2021	0041	30291	SSE	SSE005	1,144.38	228.87	1,373.25	6010	21	1,144.38	30291/electric chg 8/6-6/9
06/09/2021	0088	30219	SSE	SSE006	58.19	2.90	61.09	6010	22	58.19	30219/August electricity chg
08/09/2021	0038	30221	SSE	SSE007	66.95	3.34	70.29	5025	21	66.95	30221/Electric chg 8/6-6/9
15/09/2021	0039	30314	SSE	SSE007	-66.95	-3.34	-70.29	5025	21	-66.95	30314/electric credit 8/6-6/9
15/09/2021	0040	30328	SSE	SSE007	3,716.90	743.38	4,460.28	5025	21	3,716.90	30328/Electric chg 8/6-6/9
06/09/2021	0031	30203	SSE	SSE008	527.19	105.43	632.62	6011	30	527.19	30203/electric chg Aug
06/09/2021	0001/A	30218	SSE	SSE009	598.14	119.62	717.76	6011	36	598.14	30218/Aug electricity chgs
03/09/2021	0012	30205	SSE	SSE009	-417.43	-83.48	-500.91	6011	36	-417.43	30205/Electric cred July
03/09/2021	0013	30204	SSE	SSE009	417.89	83.57	501.46	6011	36	417.89	30204/electric chg July
06/09/2021	0019	30202	SSE	SSE011	-137.00	-6.85	-143.85	6010	41	-137.00	30202/electric cred 18/5-18/8
06/09/2021	0020	30201	SSE	SSE011	221.33	11.06	232.39	6010	41	221.33	30201/electric chg 18/5-18/8
06/09/2021	0005	30220	SSE	SSE013	82.00	4.10	86.10	6012	36	82.00	30220/August gas chgs
15/09/2021	0013	30368	SSE	SSE014	-792.16	-158.43	-950.59	6012	30	-792.16	30368/gas credit 12/03-7/6
15/09/2021	0014	30369	SSE	SSE014	106.23	5.31	111.54	6012	30	106.23	30369/Gas chg 12/3-7/6
15/09/2021	0015	30373	SSE	SSE014	137.52	6.87	144.39	6012	30	137.52	30373/gas chgs 12/03-07/06
02/09/2021	0007	30194	SSE	SSE016	-30.49	-1.52	-32.01	6861	26	-30.49	30194/Electric cred 14/5-16/8
02/09/2021	0008	30193	SSE	SSE016	-30.77	-1.53	-32.30	6861	26	-30.77	30193/Electric cred
02/09/2021	0009	30192	SSE	SSE016	-31.34	-1.56	-32.90	6861	26	-31.34	30192/Electric cred 10-11-17/2
02/09/2021	0010	30191	SSE	SSE016	-30.91	-1.54	-32.45	6861	26	-30.91	30191/Electric cred 15/8-9/11
02/09/2021	0011	30190	SSE	SSE016	-30.77	-1.53	-32.30	6861	26	-30.77	30190/Electric cred 14/5-14/8
02/09/2021	0012	30189	SSE	SSE016	-25.68	-1.28	-26.96	6861	26	-25.68	30189/Electric cred 29/2-13/5
02/09/2021	0013	30188	SSE	SSE016	19.91	3.98	23.89	6861	26	19.91	30188/Electric chgs 29/2-13/5

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/09/2021	0014	30187	SSE	SSE016	24.16	4.83	28.99	6861	26	24.16	30187/Electric chgs 14/5-14/8
02/09/2021	0015	30186	SSE	SSE016	24.16	4.83	28.99	6861	26	24.16	30186/Electric chgs 15/8-9/11
02/09/2021	0016	30185	SSE	SSE016	24.16	4.83	28.99	6861	26	24.16	30185/Electric chgs 10/11-17/2
02/09/2021	0017	30184	SSE	SSE016	24.16	4.83	28.99	6861	26	24.16	30184/Electric chgs 18/2-13/5
02/09/2021	0018	30195	SSE	SSE016	24.16	4.83	28.99	6861	26	24.16	30195/Electric chg 14/5-16/8
08/09/2021	00381498	30243	STAGE ELECTRICS	STA001	2,749.20	549.84	3,299.04	9063	91	2,749.20	30243/30% of AV equipment
07/09/2021	4856	30239	STAG	STAG002	50.00	10.00	60.00	6323	40	50.00	30239/4 Business show posters
24/09/2021	198	30331	STELLAR BUILDING MAI	STE002	850.00	170.00	1,020.00	5020	29	850.00	30331/disabled WC door replace
08/09/2021	8729	30278	STREETMASTER	STREE001	878.00	175.60	1,053.60	5050	21	878.00	30278/bench
28/09/2021	8801	30355	STREETMASTER	STREE001	688.00	137.60	825.60	5050	21	688.00	30355/Cavendish bench
09/09/2021	0000520367	30356	TATE FENCING	TATE001	58.95	11.79	70.74	9063	91	58.95	30356/fixings for gate
07/09/2021	14542	30223	JS TAYLOR	TAYL001	210.00	0.00	210.00	9074	91	210.00	30223/rewire Jubilee clock
02/09/2021	02SEPTEMBER2023	30179	TOWN CRIER	TOW001	154.20	0.00	154.20	6869	32	154.20	30179/Town Crier expenses
26/09/2021	5658657	30337	REACH PLC	TRM	700.00	140.00	840.00	6323	40	350.00	30337/Sev Chronicle advert
								6460	31	350.00	30337/Sev Chronicle advert
08/09/2021	2191	30238	ULTRALITE	ULTRA001	220.00	44.00	264.00	6869	32	220.00	30238/Install & remove banner
08/09/2021	2192	30237	ULTRALITE	ULTRA001	220.00	44.00	264.00	6869	32	220.00	30237/install & remove banner
03/09/2021	52167	30240	VAUGHTONS	VAU001	253.55	50.71	304.26	6421	31	253.55	30240/Dep mayor chain collar
31/07/2021	VC/31.07.2021.	30254	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6001	60	1,100.00	30254/July Sat market set up
31/08/2021	VC/31.08.2021.	30255	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	30255/Aug Sat market set up
31/08/2021	LAO1243528	30294	VEOLIA	VEOL001	39.95	7.99	47.94	6935	33	39.95	30294/Aug glass collection
30/09/2021	LAO1243956	30367	VEOLIA	VEOL001	13.20	2.64	15.84	6935	33	13.20	30367/Sept glass collection
06/09/2021	3993	30244	THE VINE MEDICAL CEN	VIN001	30.00	0.00	30.00	6330	50	30.00	30244/C.E medical report
02/09/2021	20205	30257	WEDDLE & CO	WEDD001	95.00	19.00	114.00	6421	31	95.00	30257/honour board update
30/09/2021	143818	30361	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	30361/Sep cleaning chgs
								5026	21	227.80	30361/Sep cleaning chgs
								5025	21	683.40	30361/Sep cleaning chgs
								5020	29	683.39	30361/Sep cleaning chgs
30/09/2021	143819	30360	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	30360/Sep hygiene unit clean

Purchase Ledger for Month No 6

Order by Supplier A/c

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	
								5025	21	12.94	30360/Sep hygiene unit clean
								5020	29	12.95	30360/Sep hygiene unit clean
01/09/2021	WM11618462	30180	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	30179/Sept card trans chgs
				TOTAL INVOICES	<u>64,456.18</u>	<u>9,261.69</u>	<u>73,717.87</u>			<u>64,456.18</u>	

Purchase Ledger for Month No 5

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/08/2021	01/08/21	30034	AMEX	AME001	0.28	0.00	0.28	6976	31	0.28	30034/July credit card chgs
17/08/2021	14373	30097	ARK TRADING	ARK001	122.11	24.41	146.52	6952	36	122.11	30097/uniform for staff
16/08/2021	16/08/2021	30051	BANKLINE	BANKL01	114.50	0.00	114.50	6975	31	114.50	30051/bank chgs
16/08/2021	0223351	30092	BOOKER	BOOK001	53.08	9.35	62.43	6500	28	23.72	30092/goods for resale
								5500	28	29.36	30092/plates,platters
28/08/2021	0315312	30170	BOOKER	BOOK001	8.39	0.00	8.39	6500	28	8.39	30170/goods for resale
03/08/2021	0408855	30029	BOOKER	BOOK001	23.06	3.99	27.05	6013	28	13.98	30029/Cleaning equipment
								6505	28	5.99	30029/Cafe consumables
								6500	28	3.09	30029/Goods for resale
05/08/2021	3569558	30057	BOOKER	BOOK001	59.63	10.35	69.98	6500	28	7.90	30057/Goods for resale
								6505	28	42.15	30057/consumables
								6013	28	9.58	30057/cleaning equipment
05/08/2021	3569559	30058	BOOKER	BOOK001	182.40	29.53	211.93	6500	28	174.91	30058/goods for resale
								6505	28	7.49	30058/consumables
12/08/2021	3569714	30089	BOOKER	BOOK001	33.96	0.00	33.96	6500	28	33.96	30089/goods for resale
12/08/2021	3569715	30090	BOOKER	BOOK001	155.73	2.75	158.48	6500	28	146.74	30090/goods for resale
								5500	28	8.99	30090/platter set
19/08/2021	3569906	30130	BOOKER	BOOK001	131.60	21.42	153.02	6500	28	125.62	30130/Goods for resale
								6505	28	5.98	30130/napkins
19/08/2021	3569907	30128	BOOKER	BOOK001	37.99	7.60	45.59	6505	28	37.99	30128/burger boxes
26/08/2021	3570057	30129	BOOKER	BOOK001	26.56	0.74	27.30	6500	28	22.87	30129/Goods for resale
								6013	28	3.69	30129/cleaning equipment
26/08/2021	3570058	30169	BOOKER	BOOK001	161.87	9.48	171.35	6500	28	137.40	30169/Goods for resale
								6013	28	24.47	30169/cleaning equipment
26/08/2021	3570059	30131	BOOKER	BOOK001	30.39	4.00	34.39	6500	28	30.39	30131/goods for resale
11/08/2021	SVO/360138	30074	BREWERS	BREW001	7.25	1.45	8.70	5410	22	7.25	30074/spray paint
17/08/2021	M126WU	30098	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	30098/phone bill Aug 2021
27/08/2021	37878	30147	BSP LIMITED	BSP001	210.00	42.00	252.00	6935	21	210.00	30147/skip hire on rotation

Purchase Ledger for Month No 5

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/08/2021	INV-218259	30100	CURD & CURE	CHS001	71.83	7.20	79.03	6500	28	71.83	30100/goods for resale
01/08/2021	2891	30025	CJS PLANTS	CJS001	97.50	19.50	117.00	6865	26	97.50	30025/Aug floral maint
01/08/2021	2932	30146	CJS PLANTS	CJS001	2,226.25	445.25	2,671.50	6865	26	2,226.25	30146/August floral maint
09/08/2021	150951	30059	CONNECTAPHONE	CON001	501.89	100.38	602.27	6101	41	17.48	30059/July telephone chgs
								6101	36	47.00	30059/July telephone chgs
								6101	30	73.28	30059/July telephone chgs
								6101	22	16.22	30059/July telephone chgs
								6101	21	11.79	30059/July telephone chgs
								6101	31	336.12	30059/July telephone chgs
12/08/2021	DW-38457	30080	DEFIB WAREHOUSE	DEF001	108.00	21.60	129.60	6922	31	36.00	30080/electrode pad
								6922	29	36.00	30080/electrode pad
								6922	33	36.00	30080/electrode pad
09/08/2021	30	30033	DUNTON GREEN	DGSP001	20.00	0.00	20.00	6865	26	20.00	30033/20 bee blocks
30/07/2021	956381	30214	ERNEST DOE	DOE001	23.89	4.78	28.67	5525	22	23.89	30214/21" blade
04/08/2021	956686	30215	ERNEST DOE	DOE001	31.86	6.37	38.23	5525	22	31.86	30215/BBC Belt
01/08/2021	H1A23250A8	30028	E-ON	E-ON	414.93	82.99	497.92	6862	26	414.93	30028/July electric chgs
04/08/2021	0003456696	30030	ELITE	EFS001	80.95	0.00	80.95	6500	28	80.95	30030/goods for resale
12/08/2021	0003464220	30055	ELITE	EFS001	148.49	0.00	148.49	6500	28	148.49	30055/goods for resale
04/08/2021	0003464513	30154	ELITE	EFS001	-23.85	0.00	-23.85	6500	28	-23.85	30154/goods for resale credit
13/08/2021	0003465395	30103	ELITE	EFS001	64.26	1.10	65.36	6500	30	58.76	30103/Goods for resale
								6505	30	5.50	30103/baking paper
17/08/2021	0003468321	30101	ELITE	EFS001	102.90	0.00	102.90	6500	28	102.90	30101/goods for resale
18/08/2021	0003469437	30139	ELITE	EFS001	50.51	8.70	59.21	6013	30	15.80	30139/cleaning eq
								6500	30	34.71	30139/Goods for resale
31/08/2021	0003481136	30165	ELITE	EFS001	83.86	1.20	85.06	6500	28	83.86	30165/goods for resale
13/08/2021	0003484292	30140	ELITE	EFS001	-15.85	0.00	-15.85	6500	30	-15.85	30140/Goods for resale credit
20/07/2021	42715	30062	EJPFIREPROTECT	EJPFIRE001	121.50	24.30	145.80	6930	21	121.50	30062/annual service visit
01/08/2021	59783	30070	ATLAS FM/EMPRISE SVS	EMP001	404.64	80.93	485.57	6932	22	404.64	30070/August lock up chgs
01/08/2021	59784	30069	ATLAS FM/EMPRISE SVS	EMP001	1,045.94	209.19	1,255.13	5311	21	1,045.94	30069/August lock up chgs

Purchase Ledger for Month No 5

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/08/2021	59785	30068	ATLAS FM/EMPRISE SVS	EMP001	697.50	139.50	837.00	5311	21	697.50	30068/August lock up chgs
06/08/2021	970205	30071	EXPRESS FACTORS	EXPR001	38.11	7.62	45.73	5550	21	3.11	30071/headlight bulb
								5500	21	35.00	30071/torx bit
11/08/2021	971293	30096	EXPRESS FACTORS	EXPR001	80.96	16.19	97.15	5410	21	77.85	30096/cable tie x 8, various
								5525	21	3.11	30096/junior hacksaw blade
26/08/2021	974900	30110	EXPRESS FACTORS	EXPR001	12.08	2.42	14.50	5525	21	12.08	30110/cable,clips,holder
18/08/2021	SI-1504	30088	GLORIOUS GAZEBOS	GLOR001	390.00	78.00	468.00	6491	32	390.00	30088/6x3 white gazebo w/walls
09/08/2021	004/21	30044	GREEN STREET	GRE005	400.00	0.00	400.00	6868	29	400.00	30044/summer concert band
09/08/2021	05/081981	30078	GREENHAM	GREE001	54.91	10.98	65.89	6952	36	22.71	30078/safety boots
								6013	22	32.20	30078/hand sanitiser
12/08/2021	05/082276	30211	GREENHAM	GREE001	13.65	2.73	16.38	6013	22	13.65	30211/1L hand cream
16/08/2021	05/850054	30162	GREENHAM	GREE001	-8.92	-1.78	-10.70	6013	22	-8.92	30162/deb lotion credit
31/07/2021	10579	30083	HARDWARE CENTRE	HARD001	50.00	10.00	60.00	5410	28	10.96	30082/parts to fix bench
								5410	30	6.21	30082/parts for B&B plaque
								5500	21	27.01	30082/drill bits
								5010	29	5.82	30082/fishing line
11/08/2021	80239	30054	HERBERT & WARD	HAW001	256.00	0.00	256.00	6500	28	256.00	30054/coffee
12/08/2021	80260	30056	HERBERT & WARD	HAW001	104.00	16.00	120.00	6500	28	24.00	30056/coffee
								6505	28	80.00	30056/cups & lids
26/08/2021	80446	30164	HERBERT & WARD	HAW001	80.00	16.00	96.00	6505	28	80.00	30164/cups and lids
27/08/2021	80477	30163	HERBERT & WARD	HAW001	90.00	18.00	108.00	6505	28	90.00	30163/ripple cups 500 x 2
23/08/2021	16023	30114	HELIOCENTRIX	HELI001	45.00	9.00	54.00	6240	31	45.00	30114/SSD laptop upgrade
31/08/2021	16045	30167	HELIOCENTRIX	HELI001	1,750.44	350.09	2,100.53	6240	31	1,071.10	30167/IT support August
								6242	31	679.34	30167/Office 365 August
31/08/2021	T2128	30166	HELIOCENTRIX	HELI001	322.90	64.58	387.48	6105	41	283.00	30166/Sept wifi chgs
								6105	22	39.90	30166/Sept wifi chgs
18/08/2021	82	30148	HIGH STREET SAFARI	HIG002	590.00	0.00	590.00	6900	40	590.00	30148/trail pack & stickers
04/08/2021	2542776	30041	HOME SCAPES	HOM001	16.67	3.33	20.00	6900	41	16.67	30041/parcel box - lock & Key
01/08/2021	INV-2145	29970	HUGO FOX	HUG001	10.00	2.00	12.00	6240	11	10.00	29970/monthly tracker support

Purchase Ledger for Month No 5

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/08/2021	03/08/2021	30040	IAN FOX	IAN001	150.00	0.00	150.00	6868	29	150.00	30040/Summer concert band
24/08/2021	24/08/2021	30127	IAN FOX	IAN001	150.00	0.00	150.00	6868	29	150.00	30127/Vine band performance
31/08/2021	900135200	30137	KENT COUNTY COUNCIL	KCC002	30.00	0.00	30.00	6490	32	30.00	30137/xmas lights application
13/08/2021	I3861908	30076	KCC KCS	KCC003	10.40	2.08	12.48	6922	28	10.40	30076/first aid equipment
17/08/2021	I3862339	30105	KCC KCS	KCC003	7.65	1.53	9.18	6330	21	7.65	30105/sterile dressings
23/08/2021	I3863488	30152	KCC KCS	KCC003	217.20	43.44	260.64	6200	28	1.30	30152/stationery
								6200	21	3.45	30152/stationery
								6200	30	1.30	30152/stationery
								6200	31	202.65	30152/stationery
								6013	36	8.50	30152/stationery
25/08/2021	I3865836	30107	KCC KCS	KCC003	14.50	2.90	17.40	6330	21	14.50	30107/first aid equipment
25/08/2021	I3865837	30153	KCC KCS	KCC003	0.50	0.10	0.60	6200	31	0.50	30153/stationery
25/08/2021	I3865838	30108	KCC KCS	KCC003	10.80	2.16	12.96	6330	22	10.80	30108/first aid equipment
29/08/2021	I3867496	30115	KCC KCS	KCC003	93.30	18.66	111.96	6010	33	15.00	30115/cleaning equipment
								6200	31	46.75	30115/filing tray & paper
								6013	36	31.55	30115/hand towels
05/08/2021	513142	30043	KENT APPLIANCE WORLD	KEN002	75.00	15.00	90.00	5410	28	75.00	30043/cooker repair call out
09/08/2021	7460705	30049	KFF	KFF001	120.51	8.59	129.10	6500	30	120.51	30049/goods for resale
15/08/2021	7465567	30094	KFF	KFF001	121.26	9.12	130.38	6500	30	110.47	30094/goods for resale
								6505	30	4.88	30094/baking parchment
								6013	30	5.91	30094/cleaning products
16/08/2021	7466865	30095	KFF	KFF001	-6.39	0.00	-6.39	6500	30	-6.39	30095/CN-cheddar slices7465567
24/08/2021	102702	30112	LANDSCAPE SUPPLY CO	LAND001	113.75	22.75	136.50	6842	36	40.85	30112/gardening tools
								6952	36	15.95	30112/trousers
								5525	21	56.95	30112/stripper head, mark line
31/08/2021	03587GR	30158	LOCUM LOCKS	LOC003	68.60	13.72	82.32	5410	33	68.60	30158/5 multi lock keys
31/08/2021	31/8/21	30136	MAINLY SAX	MAIN001	320.00	0.00	320.00	6868	29	320.00	30136/Vine band performance
29/08/2021	5839	30138	MR BOUNCY CASTLE	MRB001	230.00	46.00	276.00	6869	32	230.00	30138/Bouncy Castle hire STO
03/08/2021	S4990A	30045	NATIONAL ALLOTMENT	NAS001	55.00	11.00	66.00	6730	31	55.00	30045/NAS membership

Purchase Ledger for Month No 5

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/08/2021	396969	30023	NATIONAL LEAFLET CO	NAT010	1,018.91	203.17	1,222.08	6210	31	1,018.91	30023/TC leaflets delivered
02/08/2021	396971	30099	NATIONAL LEAFLET CO	NAT010	176.46	35.29	211.75	6210	31	176.46	30099/leaflets delivery
09/08/2021	09/08/21	30087	NEXUDUS SL	NEX001	12.00	0.00	12.00	6900	41	12.00	30087/booking system payment
04/08/2021	23250408	30027	NISBETS	NIS001	145.98	29.19	175.17	5500	30	145.98	30027/bistro tables x 2
04/08/2021	23250409	30026	NISBETS	NIS001	79.92	15.98	95.90	6922	31	79.92	30026/face masks
18/08/2021	23337847	30213	NISBETS	NIS001	14.88	2.97	17.85	6013	30	14.88	30213/cleaning products
19/08/2021	23346201	30102	NISBETS	NIS001	37.98	7.59	45.57	5500	36	37.98	30102/kettle x 2
28/08/2021	28/08/LIN	30210	ONECARD	ONE002	1,432.90	286.58	1,719.48	5410	41	10.41	30210/Mirrors for toilets
								9063	91	1,423.32	30210/Portable PA system
								9063	91	9.26	30210/extension reel
								9063	91	12.26	30210/speaker stand bags x 2
								9063	91	26.65	30210/portable speaker x 2
								6320	31	-49.00	30210/Cyber course refund
28/08/2021	28/AUG/ANN	30196	ONECARD	ONE002	2,456.22	271.73	2,727.95	6101	31	10.00	30196/LL ipad
								5500	36	33.06	30196/Dymo Letra lable maker
								5500	36	10.32	30196/door mat
								5500	30	18.74	30196/2 henry hoses
								5500	28	21.66	30196/electric grill
								5500	30	12.00	30196/whisk
								5500	36	29.16	30196/coloured chopping boards
								5500	30	4.00	30196/soft grip masher
								6500	28	41.36	30196/Goods for resale
								6500	28	188.83	30196/Goods for resale
								6500	28	-2.35	30196/Goods for resale credit
								6500	28	-3.20	30196/Goods for resale credit
								6500	30	106.98	30196/Goods for resale
								6500	30	-7.45	30196/Goods for resale credit
								6500	28	65.70	30196/Goods for resale
								6500	30	99.72	30196/goods for resale

Purchase Ledger for Month No 5

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	28	60.78	30196/Goods for resale
								6500	28	43.68	30196/Goods for resale
								6500	30	91.42	30196/goods for resale
								6500	28	138.12	30196/goods for resale
								6500	28	48.73	30196/goods for resale
								6500	30	61.71	30196/Goods for resale
								6500	28	95.63	30196/Goods for resale
								6210	28	4.00	30196/Delivery fee
								6104	21	6.67	30196/O/S team ipad
								6104	21	8.34	30196/NC mobile
								6104	21	5.00	30196/RG mobile
								6104	36	8.34	30196/KW mobile
								6104	21	6.67	30196/O/S ipad
								6630	11	6.00	30196/Reg & title plan view
								6630	11	6.00	30196/Reg & title plan view
								6630	11	6.00	30196/Reg & title plan view
								6630	11	6.00	30196/Reg & title plan view
								6240	11	10.95	30196/Acrobat Standard Licence
								6240	50	16.64	30196/Adobe Illustrator-HITB
								6240	40	41.62	30196/Creative cloud subs
								6330	31	11.60	30196/milk & tea bags
								6200	28	34.50	30196/till rolls
								6013	36	13.47	30196/5L dishwasher detergent
								6013	30	3.35	30196/cleaning products
								6013	36	9.82	30196/Jantex rinse aid
								6013	30	0.70	30196/cloths
								6900	30	2.50	30196/flowers
								6900	30	2.50	30196/flowers
								9063	91	519.99	30196/Cobra lawn mower

Purchase Ledger for Month No 5

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								5230	22	174.99	30196/fridge with ice box
								9071	91	308.33	30196/office desk
								6842	36	15.34	30196/teak oil for benches
								5020	29	33.00	30196/toilet notice - 6 frames
								5025	21	22.00	30196/toilet notice - 4 frames
								6010	28	3.30	30196/cloths
28/07/2021	28/JULY/LIN	30086	ONECARD	ONE002	720.72	128.03	848.75	9063	91	263.50	30086/black panel lectern
								5410	28	210.00	30086/Electrician fix oven
								9071	91	108.33	30086/letter box
								6865	26	15.50	30086/table cloths & flower
								6900	36	45.10	30086/tea lights - 5 x 6 pack
								6900	36	64.96	30086/plants & LED lights
								6330	36	13.33	30086/cut flowers
31/08/2021	131625	30216	PEAR TECHNOLOGY	PEA002	145.00	29.00	174.00	6240	22	145.00	30216/mapping software support
03/08/2021	JS1030821	30042	PLAY PLACE	PLAY003	300.00	0.00	300.00	6869	32	300.00	30042/Summer Play activities
08/08/2021	00002498449-040	30032	PLUSNET	PLUS01	45.56	9.11	54.67	6101	31	45.56	30032/Aug phone chgs
04/08/2021	00002976949-040	30022	PLUSNET	PLUS01	26.83	5.37	32.20	6101	28	26.83	30022/Aug telephone chgs
04/08/2021	00003028653-040	30021	PLUSNET	PLUS01	47.68	9.54	57.22	6101	50	47.68	30021/Aug telephone chgs
03/08/2021	00003028673-040	30039	PLUSNET	PLUS01	19.38	3.88	23.26	6101	22	19.38	30039/August phone chgs
13/08/2021	SCR300803	30053	PPL PRS	PPLPRS001	-134.88	-26.98	-161.86	6868	29	-134.88	30053/LOTV music lic credit
28/06/2021	SIN1730171	30052	PPL PRS	PPLPRS001	354.06	70.81	424.87	6868	29	354.06	30052/LOTV music licence
25/08/2021	192192	30113	PREMIER ALARMS	PREM001	45.21	9.04	54.25	6930	33	45.21	30113/key fobs x 5
13/08/2021	LL-012	30077	QUAIFE WOODLANDS	QUA001	1,850.00	370.00	2,220.00	5065	21	1,850.00	30077/tree safety report
09/08/2021	SI-459	30082	R M BULTER CONTRACTO	RMB001	2,250.00	450.00	2,700.00	5070	21	2,250.00	30082/tree work
06/08/2021	2067566	30031	SDC	SDC001	3,162.78	0.00	3,162.78	5421	60	2,041.79	30031/August market rent
								5420	60	1,120.99	30031/August market rent
13/08/2021	2067658	30084	SDC	SDC001	430.00	17.00	447.00	6200	41	70.00	30084/Business Hub banners
								6200	31	15.00	30084/compliment slips
								6865	26	345.00	30084/In bloom brochures

Purchase Ledger for Month No 5

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
24/08/2021	2067757	30155	SDC	SDC001	856.00	0.00	856.00	6889	31	856.00	30155/waste sacks 60 bundles
24/08/2021	2068196	30171	SDC	SDC001	180.00	0.00	180.00	6635	21	180.00	30171/Buckhurst premises lic
24/08/2021	2067860	30159	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	30	161.20	30159/bin collection 19/7-15/8
24/08/2021	2067972	30116	SDC DIRECT SERVICES	SDC002	282.10	0.00	282.10	6935	21	282.10	30116/Bin collection chgs July
24/08/2021	2067973	30117	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	30117/Bin collection chgs July
24/08/2021	2067974	30119	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	30119/Bin collection chgs July
24/08/2021	2067981	30120	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	30120/Bin collection chgs July
24/08/2021	2067982	30118	SDC DIRECT SERVICES	SDC002	146.20	0.00	146.20	6935	28	146.20	30118/bin collection chgs July
06/08/2021	20047	30072	SECURE ENGINEERING	SEC001	556.00	111.20	667.20	6931	29	556.00	30072/Yr 3/3 CCTV maint
08/08/2021	18/08/2021	30061	SECOND WIND	SECO001	200.00	0.00	200.00	6868	29	200.00	30061/LOTV performance
23/07/2021	226716	30050	SEV GLAZING	SEV001	135.00	27.00	162.00	6900	40	135.00	30050/telephone box new glass
22/07/2021	83083	30075	SGE	SGE001	25.56	1.28	26.84	5700	22	25.56	30075/gas oil
15/08/2021	1068211/A	30197	SHELL	SHEL001	102.69	20.54	123.23	5700	21	102.69	30197/fuel
15/08/2021	1068211/REV	30198	SHELL	SHEL001	-102.77	-20.56	-123.33	5700	21	-102.77	30198/wrong amount entered
25/07/2021	7535105	30109	SHELL	SHEL001	159.50	31.90	191.40	5700	22	18.79	30109/fuel
								5700	21	140.71	30109/fuel
01/08/2021	7586989	30024	SHELL	SHEL001	69.64	13.93	83.57	5700	21	69.64	30024/fuel
08/08/2021	7629890	30145	SHELL	SHEL001	129.69	25.94	155.63	5700	22	20.99	30145/fuel
								5700	21	108.70	30145/fuel
15/08/2021	7670303	30104	SHELL	SHEL001	102.79	20.54	123.33	5700	21	102.79	30104/fuel
22/08/2021	7710745	30106	SHELL	SHEL001	87.40	17.48	104.88	5700	21	66.50	30106/fuel
								5700	22	20.90	30106/fuel
29/08/2021	7757066	30217	SHELL	SHEL001	211.05	42.21	253.26	5700	21	211.05	30217/fuel
11/08/2021	11/08/21	30085	SIMON COSSONS	SIM003	250.00	0.00	250.00	6330	31	250.00	30085/B&B opening Artwork
02/08/2021	02AUGUST2021	30002	SLCC	SLCC001	49.00	9.80	58.80	6320	31	49.00	30002/cyber training e-course
20/08/2021	0042	30126	SSE	SSE002	878.84	175.76	1,054.60	6010	33	878.84	30126/electric chgs 18/05-18/8
26/08/2021	0038	30122	SSE	SSE003	56.15	2.80	58.95	5020	29	56.15	30122/electric chgs 22/05-24/8
26/08/2021	0043	30121	SSE	SSE004	600.01	120.00	720.01	6010	28	600.01	30121/Electric chgs 22/5-24/8
05/08/2021	0087	30037	SSE	SSE006	67.44	3.37	70.81	6010	22	67.44	30037/July electric chgs

Purchase Ledger for Month No 5

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/08/2021	0030	30036	SSE	SSE008	527.34	105.46	632.80	6011	30	527.34	30036/July electric chgs
05/08/2021	0011	30035	SSE	SSE009	417.43	83.48	500.91	6011	36	417.43	30035/July electric chgs
20/08/2021	0018	30124	SSE	SSE010	50.66	2.53	53.19	6010	41	50.66	30124/electric chgs 18/5-18/8
20/08/2021	0018	30125	SSE	SSE011	137.00	6.85	143.85	6010	41	137.00	30125/electric chgs 18/5-18/8
05/08/2021	0004	30038	SSE	SSE013	42.23	2.11	44.34	6012	36	42.23	30038/July electric chgs
18/08/2021	0031	30132	SSE	SSE015	417.80	20.89	438.69	6010	33	417.80	30132/Gas chgs 14/05-16/08
25/08/2021	0032	30156	SSE	SSE015	-417.80	-20.89	-438.69	6010	33	-417.80	30156/Gas chgs 14/05-16/08
25/08/2021	0033	30157	SSE	SSE015	924.06	184.81	1,108.87	6010	33	924.06	30157/Gas chgs 14/05-16/08
18/08/2021	0006	30133	SSE	SSE016	30.49	1.52	32.01	6861	26	30.49	30133/Electric chgs 14/05-16/8
11/08/2021	4820	30046	STAG	STAG002	800.00	160.00	960.00	6330	36	800.00	30046/drinks & techincal suppo
02/08/2021	0001116	30111	TAMILLEK TREE CARE	TAM001	250.00	0.00	250.00	5070	21	250.00	30111/Mewp hire
06/08/2021	0001117	30073	TAMILLEK TREE CARE	TAM001	320.00	0.00	320.00	5070	21	320.00	30073/tree work
06/08/2021	0000517917	30141	TATE FENCING	TATE001	26.33	5.27	31.60	5010	29	26.33	30141/Gate post
06/08/2021	0000517918	30142	TATE FENCING	TATE001	782.13	156.43	938.56	9063	91	782.13	30142/equip to construct gate
17/08/2021	39972	30093	TAYWELL	TAY001	58.80	11.76	70.56	6500	28	58.80	30093/ice cream for resale
10/08/2021	14533	30060	JS TAYLOR	TAYL001	80.00	0.00	80.00	5410	28	80.00	30060/repair oven fault
02/08/2021	02AUGUST2021	29971	TOWN CRIER	TOW001	38.20	0.00	38.20	6330	31	38.20	29971/plaque unveil appearance
25/07/2021	5607359	30168	REACH PLC	TRM	335.00	67.00	402.00	6460	36	335.00	30168/B&B opening advert
09/08/2021	23585	30081	TYRRELL SERVICES LIM	TYR001	209.65	41.93	251.58	5410	28	209.65	30081/call out to repair oven
17/08/2021	CLAO117470	30161	VEOLIA	VEOL001	-39.60	-7.92	-47.52	6935	33	-39.60	30161/glass collection credit
31/08/2021	LAO1241268	30160	VEOLIA	VEOL001	13.20	2.64	15.84	6935	33	13.20	30160/glass collection Aug
19/08/2021	13519	30172	VISION ICT	VISICT001	125.00	25.00	150.00	6241	30	125.00	30172/SSL certificate + costs
10/08/2021	3005603	30123	WARNERS SOLICITORS	WARN001	750.00	150.00	900.00	6620	41	750.00	30123/lease to SDC chg
08/07/2021	142976	30063	WETTON CLEANING SERV	WET001	266.40	53.28	319.68	6013	28	266.40	30063/clean & fogging
31/07/2021	143135	30067	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	30067/July clean & lock up chg
								5026	21	227.80	30067/July clean & lock up chg
								5025	21	683.40	30067/July clean & lock up chg
								5020	29	683.39	30067/July clean & lock up chg
31/07/2021	143136	30066	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	30066/July hygiene units

Purchase Ledger for Month No 5

Order by Supplier A/c

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	
								5025	21	12.94	30066/July hygiene units
								5020	29	12.95	30066/July hygiene units
09/08/2021	143273	30064	WETTON CLEANING SERV	WET001	266.40	53.28	319.68	6013	28	266.40	30064/July hygiene clean
09/08/2021	143274	30065	WETTON CLEANING SERV	WET001	162.00	32.40	194.40	6013	28	162.00	30065/12 mnth cleaning barrier
31/08/2021	143456	30143	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	30143/Aug cleaning chgs
								5026	21	227.80	30143/Aug cleaning chgs
								5025	21	683.40	30143/Aug cleaning chgs
								5020	29	683.39	30143/Aug cleaning chgs
31/08/2021	143457	30144	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	30144/Aug hygiene units
								5025	21	12.94	30144/Aug hygiene units
								5020	29	12.95	30144/Aug hygiene units
23/08/2021	0821STC	30173	JAMIE WILSON	WIL002	52.16	0.83	52.99	6869	32	52.16	30173/flyers for STTA
31/07/2021	163760160	30079	WORLDPAY	WOR001	56.72	9.61	66.33	6976	31	56.72	30079/July card trans chgs
31/08/2021	168359627	30212	WORLDPAY	WOR001	65.54	9.71	75.25	6976	31	65.54	30212/Aug card trans chgs
31/08/2021	168579288	30151	WORLDPAY	WOR001	61.81	9.60	71.41	6976	30	61.81	30151/Aug card trans chgs
31/08/2021	168610903	30150	WORLDPAY	WOR001	7.37	0.05	7.42	6976	31	7.37	30150/Aug card trans chgs
31/08/2021	168670576	30149	WORLDPAY	WOR001	184.25	20.62	204.87	6976	28	184.25	30149/Aug card trans chgs
01/08/2021	WM11593811	30020	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	30020/July card trans chgs
TOTAL INVOICES					<u>44,485.82</u>	<u>6,585.75</u>	<u>51,071.57</u>			<u>44,485.82</u>	

Receipts for Month 7

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: 25/10/2021	51,383.64						
BACS25/10	Nat West - Current Account	51,383.64			201		51,383.64	October '21 Salaries Tfr
	Banked: 26/10/2021	24,196.38						
BACS26/10	Nat West - Current Account	24,196.38			201		24,196.38	October '21 HMRC/KCC Tfr
	Banked: 28/10/2021	3,629.08						
DD28/10	Nat West - Current Account	3,629.08			201		3,629.08	October '21 L&G Tfr
Total Receipts for Month		79,209.10	0.00	0.00			79,209.10	
Cashbook Totals		<u>80,209.10</u>	<u>0.00</u>	<u>0.00</u>			<u>80,209.10</u>	

Payments for Month 7

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>
25/10/2021	Cllrs	BACS25/10	250.10			520		250.10	Mayor's Allowance October 2021
25/10/2021	Employees	BACS25/10-	51,133.54			520		51,133.54	October 2021 Staff Wages
26/10/2021	HMRC/KCC	BACS26/10	24,196.38			515		13,837.84	October 2021 HMRC Payment
						516	0	10,358.54	October 2021 KCC Payment
28/10/2021	Legal & General	DD28/10	3,629.08			516		3,629.08	October 2021 L&G Payment
Total Payments for Month			79,209.10	0.00	0.00			79,209.10	
Balance Carried Fwd			1,000.00						
Cashbook Totals			80,209.10	0.00	0.00			80,209.10	

Receipts for Month 6

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: 24/09/2021	53,943.98						
BACS24/9	Nat West - Current Account	53,943.98			201		53,943.98	Monthly Salaries Sept '21
	Banked: 27/09/2021	24,821.85						
BACS27/9	Nat West - Current Account	24,821.85			201		24,821.85	Monthly HMRC/KCC Sept '21
	Banked: 30/09/2021	3,760.95						
DD30/9	Nat West - Current Account	3,760.95			201		3,760.95	Monthly L&G Sept '21
Total Receipts for Month		82,526.78	0.00	0.00			82,526.78	
Cashbook Totals		<u>83,526.78</u>	<u>0.00</u>	<u>0.00</u>			<u>83,526.78</u>	

Payments for Month 6

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>
24/09/2021	Employees	BACS24/9-1	53,783.98			520		53,783.98	Monthly Salaries Sept '21
24/09/2021	Mayor	BACS24/9-2	160.00			520		160.00	Monthly Mayor's Allowance Sept
27/09/2021	HMRC/KCC	BACS27/9	24,821.85			515		14,474.83	Monthly HMRC Spt '21
30/09/2021	Legal & General	DD30/9	3,760.95			516	0	10,347.02	Monthly KCC Spt '21
						516		3,760.95	Legal & General
Total Payments for Month			82,526.78	0.00	0.00			82,526.78	
Balance Carried Fwd			1,000.00						
Cashbook Totals			<u>83,526.78</u>	<u>0.00</u>	<u>0.00</u>			<u>83,526.78</u>	

Receipts for Month 5

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: 25/08/2021	54,299.83						
BACS25/8	Nat West - Current Account	54,299.83			201		54,299.83	Monthly Salaires Aug '21 Tfr
	Banked: 26/08/2021	25,202.80						
BACS26/8	Nat West - Current Account	25,202.80			201		25,202.80	Monthly HMRC/KCC Aug '21 Tfr
bacs26/2	Banked: 26/08/2021	115.18						
bacs26/2	Legal & General	115.18			516		115.18	L&G Refund - Opt-out
	Banked: 31/08/2021	3,762.87						
DD31/8	Nat West - Current Account	3,762.87			201		3,762.87	Monthly L&G Auug '21 Tfr
Total Receipts for Month		83,380.68	0.00	0.00			83,380.68	
Cashbook Totals		<u>84,380.68</u>	<u>0.00</u>	<u>0.00</u>			<u>84,380.68</u>	

Payments for Month 5

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>
25/08/2021	Councillors	BACS25/8-1	160.00			520		160.00	Mayor's Allowance Aug '21
25/08/2021	Employees	BACS25/8-2	54,139.83			520		54,139.83	Monthly Salaries Aug '21
26/08/2021	HMRC/KCC	BACS26/8	25,317.98			515		14,811.02	Monthly HMRC Aug '21
						516	0	10,506.96	Monthly KCC Aug '21
31/08/2021	Legal & General	DD31/8	3,762.87			516		3,762.87	Monthly L&G Aug '21
Total Payments for Month			83,380.68	0.00	0.00			83,380.68	
Balance Carried Fwd			1,000.00						
Cashbook Totals			84,380.68	0.00	0.00			84,380.68	

Receipts for Month 7

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 :	673.35					673.35	
	Banked:07/10/2021	370.17						
001584	Nat West - Current Account	370.17			201		370.17	petty cash top up
	Banked:31/10/2021	5.00						
Correction	Nat West - Current Account	5.00			201		5.00	Correction Tfr
Total Receipts for Month		375.17	0.00	0.00			375.17	
Cashbook Totals		<u>1,048.52</u>	<u>0.00</u>	<u>0.00</u>			<u>1,048.52</u>	

Payments for Month 7

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>
07/10/2021	Vine Cafe	704/A	51.17			6500	28	51.17	Goods for resale
07/10/2021	Vine Cafe	704/B	2.35			6010	28	2.35	cleaning equipment
12/10/2021	Vine Cafe	705	56.60		9.43	5410	28	47.17	parts for shelving unit
12/10/2021	bat and Ball Cafe	706A	6.43		1.07	5410	30	5.36	parts to repair toilet pipe
13/10/2021	Bat and Ball Cafe	707	8.98		1.50	5410	30	7.48	spanner
19/10/2021	Vine Cafe	708/A	6.00		1.00	5410	28	5.00	Shelving
19/10/2021	Open Spaces	708/B	14.70			6330	21	14.70	milk, coffee, sugar
20/10/2021	bat and Ball Station	709	18.74		3.12	5410	30	15.62	toilet hinges, cleaning spray
21/10/2021	bat and Ball Cafe	706	8.98		1.50	5410	30	7.48	spanner
21/10/2021	bat and Ball Cafe	706/REV	-8.98		-1.50	5410	30	-7.48	wrong date entered
21/10/2021	Bat and Ball Cafe	710/A	71.69			6500	30	71.69	Goods for resale
21/10/2021	Bat and Ball Cafe	710/B	4.99		0.83	6505	30	4.16	storage containers
21/10/2021	Bat and Ball Cafe	710/C	3.00			6013	30	3.00	Cleaning equipment
21/10/2021	Bat and Ball Cafe	710/D	2.10			6505	30	2.10	Cafe consumables
21/10/2021	Bat and Ball Cafe	710/E	4.00			5500	30	4.00	Adaptor plug
21/10/2021	Bat and Ball Cafe	710/F	0.89		0.14	6013	30	0.75	Cleaning equipment
26/10/2021	Town Partnership	711/A	11.00		1.83	6323	40	9.17	sack for oak tree
26/10/2021	Town Partnership	711/B	71.99		12.00	6323	40	59.99	Online promotion
31/10/2021	Petty Cash	CORR-REV	2.50			299		2.50	CBS Correction - Reversal
Total Payments for Month			337.13	0.00	30.92			306.21	
Balance Carried Fwd			711.39						
Cashbook Totals			1,048.52	0.00	30.92			1,017.60	

Receipts for Month 6

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 :	798.16					798.16	
	Banked: 10/09/2021	339.92						
001583	Nat West - Current Account	339.92				201	339.92	Petty cash top up
Total Receipts for Month		339.92	0.00	0.00			339.92	
Cashbook Totals		<u>1,138.08</u>	<u>0.00</u>	<u>0.00</u>			<u>1,138.08</u>	

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/09/2021	Business Hub	693	10.00			6900	41	10.00	2 keys cut
03/09/2021	Vine Cafe	694	43.25			6500	28	43.25	Goods for resale
08/09/2021	Bat and Ball Cafe	695/A	82.51			6500	30	82.51	Goods for resale
08/09/2021	Bat and Ball Cafe	695/B	1.98		0.33	6505	30	1.65	food bags
08/09/2021	Bat and Ball Station	695/C	1.20			6505	30	1.20	Food bags
08/09/2021	Bat and Ball Cafe	695/D	1.00		0.17	6200	30	0.83	pen
08/09/2021	Bat and Ball Cafe	695/E	5.15		0.86	6013	30	4.29	cleaning equipment
08/09/2021	Bat and Ball Cafe	695/F	2.98		0.49	5500	30	2.49	food mats
10/09/2021	Open Spaces	696	28.08		4.68	5700	21	23.40	fuel
13/09/2021	Open Spaces	697	26.45			6330	21	26.45	milk, sugar, coffee
13/09/2021	Business Hub	698	9.59		1.60	5410	41	7.99	fixtures for post box
17/09/2021	Vine Cafe	699/A	6.25		1.04	6505	28	5.21	food containers
17/09/2021	Vine Cafe	699/B	9.00			6010	28	9.00	cleaning products
17/09/2021	Vine Cafe	699/C	49.32			6500	28	49.32	goods for resale
21/09/2021	Open Spaces	700	19.99		3.33	5550	21	16.66	puncture repair
23/09/2021	Cemetery	701/A	38.85			6832	22	38.85	engraved plaques x 2
23/09/2021	Cemetery	701/B	8.75			6330	22	8.75	sugar, coffee, squash
29/09/2021	Establishments	702/A	5.80			6330	31	5.80	tea bags
29/09/2021	Establishments	702/B	21.96			6210	31	21.96	postage for YC letters
30/09/2021	Bat and Ball Cafe	703/A	77.46			6500	30	77.46	Goods for resale
30/09/2021	Bat and Ball Cafe	703/B	8.09		1.34	5500	30	6.75	jars, storage boxes
30/09/2021	Bat and Ball Cafe	703/C	5.98			5500	30	5.98	4 platter trays
30/09/2021	Bat and Ball Cafe	703/D	1.09			6505	30	1.09	food bags
Total Payments for Month			464.73	0.00	13.84			450.89	
Balance Carried Fwd			673.35						
Cashbook Totals			<u>1,138.08</u>	<u>0.00</u>	<u>13.84</u>			<u>1,124.24</u>	

Receipts for Month 5

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 :	649.77					649.77	
	Banked: 06/08/2021	387.17						
0001580	Nat West - Current Account	387.17			201		387.17	Petty cash top up
689	Banked: 20/08/2021	130.00						
689	Vine Cafe	130.00			299		130.00	beer float brought back
Corr	Banked: 31/08/2021	0.80						
Corr	Cashbook Suspense	0.80			299		0.80	CBS Correction Reversal
Corr-2	Banked: 31/08/2021	0.80						
Corr-2	Cashbook Suspense	0.80			299		0.80	CBS Correction
Total Receipts for Month		518.77	0.00	0.00			518.77	
Cashbook Totals		<u>1,168.54</u>	<u>0.00</u>	<u>0.00</u>			<u>1,168.54</u>	

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/08/2021	Bat and Ball Centre	682	9.00			5410	36	9.00	keys
03/08/2021	Planning	683	35.94		5.99	6630	11	29.95	Land Registry Plan
10/08/2021	Sevenoaks Town Partnership	685	2.99		0.50	6900	40	2.49	Outdoor sticky fixers
10/08/2021	Cemetery	686	2.99		0.50	5410	22	2.49	pen for plaque marking
11/08/2021	Establishments	687	8.95			6210	31	8.95	postage for Mayor's chain
13/08/2021	Vine Cafe	688/A	87.10			6500	28	87.10	Goods for resale
13/08/2021	Vine Cafe	688/B	10.50		1.75	6500	28	8.75	Goods for resale
13/08/2021	Vine Cafe	688/C	0.20		0.03	6900	28	0.17	shopping bag
13/08/2021	Vine Cafe	688/D	1.00			6200	28	1.00	stationery
13/08/2021	Vine Cafe	689	130.00			299		130.00	beer festival float
19/08/2021	Cemetery	690/A	23.84			6330	22	23.84	milk, tea, coffee, squash, sugar
19/08/2021	Cemetery	690/B	3.49		0.58	5410	22	2.91	pen for marking plaques
20/08/2021	Vine Cafe	691/A	35.85			6500	28	35.85	goods for resale
20/08/2021	Vine Cafe	691/B	1.90		0.32	6500	28	1.58	Goods for resale
31/08/2021	Establishments	692	15.83		2.64	6240	31	13.19	Laptop charger for G.E
31/08/2021	Cashbook Suspense	CORRECTION	0.80			299		0.80	CBS Correction from P4
Total Payments for Month			370.38	0.00	12.31			358.07	
Balance Carried Fwd			798.16						
Cashbook Totals			<u>1,168.54</u>	<u>0.00</u>	<u>12.31</u>			<u>1,156.23</u>	

**Sevenoaks Town Council
Finance & General Purposes Committee - 22rd November 2021**

External Audit Conclusion

2020/21 Audit was concluded by PKF Littlejohn in September 2021.

Fee of £2800 was paid in September.

Notice of conclusion of Audit has been displayed on STC website along with certified AGAR.

Auditors raised no matters giving cause for concern.

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**Sevenoaks Town Council
Finance & General Purposes Committee - 22nd November 2021**

SDC Grant: Covid-19 compliance activities and awareness funding – Sevenoaks District town centres.

SDC has been awarded a grant for ongoing Covid-19 compliance and enforcement activities, which will help continue to deliver measures to aid public and business awareness and understanding of regulations and guidance.

SDC has confirmed that it will be using the funding to extend the Town Centre Ambassadors to support the four town centres and other key hotspots in the district up to 31 December this year.

The remainder of the funding has been distributed across the four town councils, which equates to £4,328 per town council, to help support Town Council’s own Covid-19 compliance and awareness activities in the 4 localities. This could include, but is not limited to:

- Dissemination of the Covid-19 guidance.
- Promotional activity, e.g., sharing of good practice, signage, advertising.
- Educational campaigns.
- Engagement or tailored communications to sectors or groups.

The funds need to be spent by end of December 2021.

Westerham Town Council	<p>We are looking at buying hand sanitizer stations for our office and pavilions together with appropriate signage etc.</p> <p>We are also going to provide Covid Awareness Packs to less able residents and Sarah has approved both of these.</p>
Edenbridge Town Council	<p>Improve and replace the Covid-19 signage (assorted sizes) at the 15 locations which the council manages. For example:</p> <ul style="list-style-type: none"> - signs to replace the current 2 m social distancing. These could read something like, Respect Covid-19 Guidelines whilst in this area - Pick up your litter (this is to keep areas hygienic) <p>Replace some dog waste bins with dual usage bins to support improving hygiene. These will have Covid sign on or nearby</p> <p>High street signage – new bollard covers (replace current social distancing ones) – in a different colour maybe purple, saying something like ‘Welcome Back. Respect Covid-19 Guidelines’</p> <p>Improve hand sanitiser stations including at the public toilets</p> <p>Create a leaflet with useful contacts and links for staying safe from Covid-19. This could be distributed to local shops or could be incorporate as an</p>

**Sevenoaks Town Council
Finance & General Purposes Committee - 22nd November 2021**

	additional page or leaflet within the new town guide which has a much wider circulation
Swanley Town Council	<p>We put a full-page advert in our Town Crier on shopping safe and local this Christmas. Two full page adverts with full designing £1000.</p> <p>We also designed and ordered banners with the same theme for either end of the high street.</p>

Given the limited timespan to spend the funds the following is **Recommended** for Sevenoaks Town Council:

- 16 Hand sanitiser stations in STC buildings – enable refills and less purchase of plastic bottles.
- Providing hand sanitisers and face masks for distribution via voluntary organisations
- Bespoke adverts on back of buses, promoting shopping in Sevenoaks.

Sevenoaks Town Council
Finance & General Purposes Committee - 22nd November 2021

Community Infrastructure Levy (CIL)

Sevenoaks Town Council receives an allocation of 25% of CIL twice a year in October and March.

In October 2021, the receipt was £135,302.60.

Definition	Type of Payment	Amount
Payment A	Proportions of CIL receipts as laid out in Section 59A of the CIL Regulations where Sevenoaks District Council has a duty to pay you.	£81,181.55
Payment B	The equalisation of CIL receipts paid at the discretion of the Sevenoaks District Council Cabinet, to ensure you receive 25% of the CIL monies secured in your area at the highest rates set out in the CIL charging schedule.	£54,121.05
	TOTAL	£135,302.60

The total unallocated sum to be used for Capital Projects was £42,874.37 as at F&GP 7th June 2021.

The addition of £135,302.60 now provides a total of £178,176.97.

Included in the £135,302.60 was a CIL payment of £88,815.63 relating to the Farmers Site and Town Councillors may considered investing some of those funds in the locality towards the refurbishment of the station square area.

The terms of reference for the Community Infrastructure Community includes the allocation of CIL funding for council agreed infrastructure projects. The Committee is asked to consider **Recommendation** for the following expenditure to the Community Infrastructure Committee:

1	Hillingdon Rise Play Area refurbishment (Noting £40,000 grant obtained)	£6,000
2	Julian Meadow Play Area refurbishment (Noting £40,000 grant obtained)	£6,000
3	Station Square redevelopment	£50,000
4	Judd's Piece – resurface	£2,000
5	Woodside Road – replace fencing	£1,000
6	Greatness CCTV replacement	£9,000

**Sevenoaks Town Council
Finance & General Purposes Committee - 22nd November 2021**

7	Vine Gardens crazy paving, relay & repoint	£10,000
8	St John's Toilets £40k project to refurbish and reduce ongoing maintenance. £25k previously set aside.	£15,000
	Total	£99,000

Taking the total recommended CIL allocations of £99,000 from the current total of £178,176.97 would leave a balance of £79,176.97.

The next CIL income is due in March 2022. Currently the income is at £45,114.27.

Agenda 8.2

Sevenoaks Town Council Finance & General Purposes Committee 22nd November 2021 Draft Revenue estimates

Key Inclusions in Revenue Estimate

General inflation on costs	3% (CPI Sept 3.1%, Aug 3.2%)
Staff payrise	2.5%
Staff payrise in line with Real Living Wage rise	4.21%
Employers' National Insurance increase (1/4/22)	1.25%
Fees & income	3%
Increase in general (revenue) reserves	£20,000
Contingency	£34,000
PWLB repayments	£72,000

Key Points

The initial Draft Revenue Estimate 2022/2023 indicates a draft precept of £1.294M which is a 4.3% increase on previous precept.

Following the announcement on Monday 15th November that the Real Living Wage was increasing from £9.50 per hour to £9.90 per hour, staff payrise has been revised to 4.21% in version B. This requires a **precept of £1.307M which is a 5.4% increase on previous precept**. This is a £67K increase to prior year budget, with each £12.4K equating to 1%.

Payrise of 2.5% equates to c£23K increase to prior year budget.
Further payrise to a total of 4.21% equates to c£15K further increase to prior year budget.

Bat & Ball Centre has been assumed to continue to build its hire base, with budget assuming an 11% uplift to the current (October) hires.

Business Hub expectations have been reviewed. 2021/22 Budget was built on 80% occupancy. 2022/23 Budget has been based on 80% of pods, 71% of hot desks, 22% of dedicated desks and 5% of meeting room as paid for bookings.

Bat & Ball station income is based on the expectation that all income streams will improve by 20%. Based on this level of income, the Management & Maintenance reserve is expected to last a further 3 years after 2022/23 (it is expected to last until 2025/26).

Cemetery income has been revised to a more realistic Budget, based on the first 6 months of 2021/22, inflated.

Vehicle replacement fund has been increased by £9.5K to a total of £22K (£3.5K increase to £12K in OSL general & £6K in Cemetery). Including this amount annually provides budget to replace all of the council's vehicles on a 10 year rolling basis.

Contingency has been reduced to £34K. There are fewer uncertainties than last year at this budget setting round than last year, with the Bat & Ball Centre & Business Hub now open, all other services open, & no new functions being launched.

Forecast 2021/22

The forecast for this year has also been included in the budget file. This is based on 6 months actual data (to September), & 6 months of forecast.

Based on this view, Sevenoaks Town Council is expected to deliver a £35K surplus, £15K higher than the budgeted £20K surplus.

This forecast includes contingency of £33.7K.

Revenue (General) Reserves position

Based on the forecast view of £35K surplus this year, we should close 2021/22 with £452K revenue reserves.

Adding the £20k budgeted movement for 2022/23, we should close 2022/23 with £472K revenue reserves.

This equates to 4.3 months of draft precept (Budget B).

STC reserves policy states that the council should work **towards** a general reserves position of 6 months precept. Based on 2022/23 draft precept (Budget B), this would be £654K.

Agenda 8.2 Draft Revenue Estimates					Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget	Budget "B"			
Sevenoaks Town Council					2018/19	2019/20	2020/21	2021/22	2021/22	Next 6 months	2021/22	2022/23	2022/23			
2022/ 2023 DRAFT BUDGET																
FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY														F v B	vs Prior	B2 vs
															Year	Prior Year
Vine Café	28	23,909	52,673	35,417	25,911	13,363	9,544	22,907	32,306	33,226	(3,005)	6,395	7,314			
Bat & Ball Station Building	30	12,559	(1)	-	-	16,182	(16,182)	-	-	-	-	-	-			
Central Services	31	611,051	544,242	494,952	662,243	288,840	341,936	630,776	660,017	665,727	(31,467)	(2,225)	3,484			
General	32	30,753	28,006	29,962	30,210	3,941	23,115	27,056	30,917	30,917	(3,154)	707	707			
Council Offices	33	45,018	40,681	67,228	37,700	35,697	26,575	62,273	56,832	57,306	24,572	19,132	19,606			
Community Centre	36	(20,289)	(12,867)	(2,131)	(13,114)	(6,526)	(12,124)	(18,651)	(24,070)	(23,344)	(5,537)	(10,956)	(10,230)			
Community Grants	38	55,584	50,685	169,753	57,436	38,772	19,659	58,431	57,720	57,720	995	284	284			
Letting of Non-operational Property	39	(920)	(7,557)	(6,476)	(5,925)	(2,801)	(3,132)	(5,933)	(5,933)	(5,933)	(7)	(7)	(7)			
Sevenoaks Town Partnership	40	6,314	5,643	5,000	5,000	793	4,207	5,000	5,000	5,000	0	-	-			
Business Hub	41	-	2,635	2,927	(16,520)	4,181	(945)	3,237	(13,365)	(13,365)	19,757	3,155	3,155			
Sevenoaks Town Mayor	42		4,708	266	8,147	1,752	6,395	8,147	8,391	8,391	-	244	244			
Youth council	43	420	500	-	510	45	455	500	500	500	(10)	(10)	(10)			
Youth Café	50	15,948	34,432	13,646	28,685	3,428	16,298	19,726	34,679	35,076	(8,959)	5,994	6,392			
Markets	60	-	4,825	10,677	8,627	5,507	445	5,952	5,937	5,965	(2,675)	(2,690)	(2,661)			
		780,347	748,605	821,220	828,909	403,174	416,246	819,420	848,931	857,187	(9,490)	20,022	28,277			
% Mvmt on previous budget									2%	0%						
OPEN SPACES & LEISURE COMMITTEE SUMMARY																
General	21	257,939	246,151	260,489	284,413	132,117	145,061	277,178	294,224	297,453	(7,235)	9,811	13,040			
Greatness Cemetery	22	18,613	41,217	54,849	32,710	15,766	19,748	35,514	56,086	57,696	2,804	23,376	24,986			
Allotments	23	(405)	2,818	345	1,934	(2,530)	4,338	1,808	1,001	1,085	(127)	(933)	(849)			
Street Lighting and General	26	19,878	33,029	16,586	21,111	17,254	3,214	20,468	21,082	21,082	(643)	(29)	(29)			
Vine Grounds	29	22,142	21,492	26,593	21,966	13,183	11,895	25,078	24,243	24,405	3,112	2,278	2,439			
		318,167	344,706	358,862	362,134	175,791	184,255	360,045	396,637	401,721	(2,088)	34,503	39,587			
% Mvmt on previous budget									10%	5%						
REVENUE FUND SUMMARY																
Planning Committee	1	33,387	35,502	30,624	28,855	12,975	12,638	25,613	28,082	28,473	(3,243)	(773)	(383)			
Open Spaces & Leisure Committee	2	318,167	344,706	358,862	362,134	175,791	184,255	360,045	396,637	401,721	(2,088)	34,503	39,587			
Finance/General Purposes Committee	3	780,347	748,605	821,220	828,909	403,174	416,246	819,420	848,931	857,187	(9,490)	20,022	28,277			
		1,131,901	1,128,813	1,210,707	1,219,898	591,939	613,138	1,205,077	1,273,650	1,287,380	(14,821)	53,751	67,482			
Add: Appropriation to/(from) Balances																
Note: Movement from Reserves to offset loss income for Community Centre closure for 9 months																
Revenue Reserves Movement					20,000				-	20,000		20,000	20,000			
Lower contingency (Community centre contributing more)																
Precept		1,131,901	1,141,385	1,215,276	1,239,898	619,949	619,949	1,239,897	1,293,650	1,307,380						
% Mvmt on previous budget									4.3%	5.4%						
(Surplus)/ deficit						(4,569)	(20,000)	(28,009)	(6,811)	(34,820)	(20,000)	(20,000)				

(Red Brackets) indicates Income, Surplus, or favourable position

Inflation: 3% 3%

Pay 2.5% Pay 4.21%

Agenda 8.2 Draft Revenue Estimates

Sevenoaks Town Council
2022/ 2023 DRAFT BUDGET

PLANNING COMMITTEE (including Licensing) Cost Centre 11

	Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget	Budget "B"	
	2018/19	2019/20	2020/21	2021/22	2021/22	Next 6 months	2021/22	2022/23	2022/23	
Ref.	£	£	£	£	£	£	£	£	£	
Gross Pay - Administration	4010	31,920	33,200	28,034	25,523	12,050	11,262	23,312	25,540	25,914
Employer Pension Contribution	4270			1,176	1,087	474	426	900	1,089	1,105
Computer/database	6240	334	1,322	902	920	397	523	920	948	948
Professional Fees	6630	983	345	59	1,020	54	54	108	111	111
Books and Periodicals	6720	-	299	-	306	-	-	0	-	-
Subscriptions	6730			455		373	373	395	395	395
Sevenoaks Conservation Council	7500	150	336	-	-		0	-	-	-
		33,387	35,502	30,624	28,855	12,975	12,638	25,613	28,082	28,473

% Mvmt on previous budget

-3% -1%

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

Gross Pay	4010	147,537	167,650	173,040	182,290	91,019	86,118	177,137	186,579	189,608
Employers Pension Contribution	4270	8,466	9,853	10,234	12,172	5,308	5,112	10,420	12,298	12,498
Vine area Gen maintenance	5010					15	(15)	0		
Graffiti and gum removal	5013	13	57	-	1,020	54	813	867	893	893
Lr St Johns WCs (rates, cleaning, water, repairs)	5025	12,677	10,184	12,597	10,710	9,538	1,172	10,710	11,031	11,031
Greatness Rec WCs (rates, cleaning, water, repairs)	5026	2,327	2,751	3,593	3,060	1,393	1,667	3,060	3,152	3,152
Seats & Litter Bins (Exc Vine)	5050	2,685	3,663	1,250	2,836	2,661	175	2,836	2,921	2,921
Tree Sev Common	5060	2,645	3,031	3,052	3,774		4,340	4,340	4,470	4,470
Tree Safety Survey	5065	2,505	2,350	1,542	3,876	308	3,568	3,876	3,992	3,992
Woodlands	5070	3,200	6,841	4,125	3,366	3,617		3,617	3,726	3,726
Knole Paddock and Pavilion	5110	1,972	2,638	3,983	4,030	30	4,000	4,030	4,151	4,151
Knole Paddock Pitch and ground maintenance	5120	2,433	2,070	1,265	3,570	936	2,634	3,570	3,677	3,677
Misc. Open Spaces and play areas	5310	62,681	58,499	4,677	1,842	1,055	1,155	2,210	2,277	2,277
Security Open Spaces	5311			17,789	15,600	10,292	10,292	20,584	21,202	21,202
Play Area maintenance	5312			484				0	-	-
Skate Park maintenance	5316	2,550	602	2,575	2,627	300	2,327	2,627	2,706	2,706
Raleys car park	5317	521	494	531	510	486	24	510	525	525
Fertilisers	5320	134	615	820	1,224	134	845	979	1,009	1,009
Grass Seed	5330	885	2,143	2,052	2,142		2,142	2,142	2,206	2,206
Plants	5340	2,165	2,627	1,066	2,550	1,699	851	2,550	2,627	2,627
Repairs and general maintenance	5410	5,196	2,834	258	1,530	746	784	1,530	1,576	1,576
Capital refurbishments	5412				1,200		1,200	1,200	1,200	1,200
Equipment - Hired & New	5500	6,611	6,642	4,343	8,415	1,079	5,653	6,732	6,934	6,934
Equipment Maintenance (incl tractor)	5525	7,304	4,650	5,900	8,160	1,043	7,117	8,160	7,564	7,564
Vehicle expenses (incl vans)	5550	4,638	46,209	9,740	3,500	1,393	2,107	3,500	3,500	3,500
Vehicle replacement fund					12,500		12,500	12,500	16,000	16,000
Fuel	5700	6,170	4,492	3,250	6,324	2,427	2,632	5,059	5,211	5,211
Rent, Rates & Water	6000	(25)	463	764	1,224		1,000	1,000	1,030	1,030
Light Heat and Cleaning	6010	2,385	1,924	3,246	2,142	2,545		2,545	2,621	2,621
Telephone	6101	174	176	134	204	71	133	204	210	210
Mobile Telephone	6104	146	214	419	204	192	12	204	210	210
Printing & Stationery	6200					22	(22)		-	-
Staff Training	6320	3,470	2,861	3,000	3,060	1,885	1,175	3,060	3,152	3,152
Welfare/hospitality	6330	138	204	186	204	163	41	204	210	210
Subscriptions and professional fees	6730	282	-	141	204	141		141	145	145
Road Dues - Oakhill Rd/Woodside	6812	1,025	1,025	1,025	1,530		1,046	1,046	1,077	1,077
Bus Shelter Maintenance	6851	65	-	5,558	179		179	179	184	184
Sundry Expenses	6900	3	11	18	102	16	86	102	105	105
Health & Safety/ Risk Assessments	6922	795	1,911	1,315	1,581		1,581	1,581	1,628	1,628
Alarm maintenance	6930	764	668	732	755	122	633	755	778	778
CCTV Maintenance	6931	270	520	-	1,224	260	260	520	536	536
Waste collection - Dog bins	6934	3,167	2,621	2,621	2,856	1,310	1,310	2,620	2,699	2,699
Waste collection and disposal - Bins	6935	2,783	3,513	2,887	4,304	1,953	1,953	3,906	4,023	4,023
Protective clothing	6952	1,705	1,654	1,215	1,479	231	1,248	1,479	1,523	1,523
Letting and Hire of Facilities	1022	(33,732)	(23,775)	(11,946)	(31,827)	(6,363)	(23,872)	(30,236)	(33,179)	(33,179)
Raleys car park	1316	(1,468)	(1,525)	(42)	(1,803)	(1,475)		(1,475)	(1,750)	(1,750)
Grant Income	1350	(5,341)	(29,163)	(9,355)	-			-	-	-
Furlough grant income	1450			(4,995)				-	-	-
Income from other depts.	1470	(25)						-	-	-
Insurance Claims	1550		(940)					-	-	-
Log Sales	1850	(1,549)	(667)	(606)	(1,273)	(357)	(916)	(1,273)	(1,305)	(1,305)
Adopt a Tree	1853					(300)		(300)	-	-
Sundry Income	1990	(2,408)	(7,664)	(1,214)	(764)	(1,945)		(1,945)	(1,099)	(1,099)
		257,939	294,924	263,269	284,413	134,002	145,061	279,063	294,224	297,453

Movement to/ From EMR

(48,773) (2,780) (1,885) (1,885)

% Mvmt on previous budget

3.4% 4.6%

Agenda 8.2 Draft Revenue Estimates

Sevenoaks Town Council
2022/ 2023 DRAFT BUDGET

GREATNESS CEMETERY Cost Centre 22

	Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget	Budget "B"	
	2018/19	2019/20	2020/21	2021/22	2021/22	Next 6 months	2021/22	2022/23	2022/23	
Gross Pay - Administration	4010	61,829	75,359	91,047	86,161	38,451	38,451	76,902	90,395	91,885
Employers Pension Contribution	4270	5,582	5,909	6,792	7,184	3,106	3,106	6,212	7,292	7,412
Cem - Chapel and Office	5210	1	43	232	210	187	23	210	216	216
Workshop/messroom maintenance	5230	1,057	405	445	179	346		346	356	356
Repairs & General Maint	5410	1,182	2,690	1,718	1,020	603	417	1,020	1,051	1,051
Capital refurbishments	5412				1,200		1,200	1,200	1,200	1,200
Equipment - Hired & New	5500	2,007	6,423	2,928	3,264	774	2,490	3,264	3,362	3,362
Equipment Maintenance	5525	3,748	4,817	4,590	2,550	2,133	927	3,060	3,152	3,152
Vehicle replacement fund								0	6,000	6,000
Fuel	5700	939	1,000	581	714	405	309	714	1,302	1,302
Rent, Rates and Water	6000	6,246	6,487	8,257	6,701	5,291	3,661	8,952	9,221	9,221
Light Heat & Cleaning	6010	1,599	1,443	2,785	1,265	569	696	1,265	1,303	1,303
Telephone	6101	492	579	806	765	419	346	765	788	788
Mobile Telephone	6104	100	58	8	122		122	122	126	126
Broadband wi-fi service	6105			200		200	200	400	412	412
Printing Postage and Stationery	6200	369	20	105	102		50	50	52	52
Computer - cemetery database	6240	328	942	3,449	408	324	84	408	420	420
Training	6320	460	2,000	2,000	2,040		2,040	2,040	2,101	2,101
Welfare/hospitality	6330	166	169	203	173	87	86	173	178	178
Goods for Resale	6500	-	270	8	204		204	204	210	210
Professional fees	6630	90	95	95	102		102	102	105	105
Bad debts	6650			44		4		4		-
Subscriptions	6730	90	95	95	102	95		95	98	98
Trees, Turf & Fertilisers	6802	1,772	3,096	1,899	3,060	1,086	1,974	3,060	3,152	3,152
Roads, Paths and Boundaries	6822	1,595	756	972	714	250	464	714	735	735
Lawn/ Wall of Remembrance	6832	-	446	306	102	49	53	102	105	105
Sundry expenses	6900	88	35	9	51		51	51	53	53
Health & Safety/ Risk Assessment	6922	467	1,311	-	2,270		2,270	2,270	2,338	2,338
Alarm Maintenance	6930	719	741	602	816	815	1	816	840	840
Cemetery security	6932	4,452	4,681	4,684	4,692	2,428	2,428	4,856	5,002	5,002
Waste collection and disposal	6935	1,071	1,459	1,490	1,255	636	636	1,272	1,310	1,310
Protective Clothing	6952	435	773	885	765	266	499	765	788	788
Cemetery Income	1700	(78,271)	(77,784)	(76,576)	(95,481)	(42,758)	(43,142)	(85,900)	(87,577)	(87,577)
Furlough grant income	1450			(4,177)				-		-
Insurance Claims	1550		(3,101)	(1,458)	-		(0)	(0)	-	-
Other income	1990			(132)				-		-
		18,613	41,217	54,892	32,710	15,766	19,748	35,514	56,086	57,696

Movement to/ From EMR			-43.5				(204)	(204)		
% Mvmt on previous budget									71%	76%

ALLOTMENTS Cost Centre 23

Gross Pay - Administration	4010	4,062	5,177	5,037	6,496	2,315	2,315	4,630	5,232	5,313
Employers Pension Contribution	4270	-	254	267	260	150	150	300	209	213
General Maintenance	5410	1,113	4,403	1,870	1,224	413	811	1,224	1,261	1,261
Equipment-Hired & New	5500	195						0		-
Rent Rates & Water	6000	646	982	939	1,561	229	732	961	989	989
QH Allotment Costs	6002	682	734	649	714	2,324		2,324	1,735	1,735
Computer Software	6300					124		124	128	128
Subscriptions	6730			55			55	55	57	57
Health & Safety/ Legal Advice	6922	-		-	306		275	275	283	283
BV Rental Income	1010	(843)	(936)	(1,083)	(1,111)	(1,255)	-	(1,255)	(1,381)	(1,381)
QH Rental Income	1047	(6,260)	(6,331)	(7,388)	(7,516)	(6,829)		(6,829)	(7,512)	(7,512)
Insurance claims	1550		(1,465)					0		
		(405)	2,818	345	1,934	(2,530)	4,338	1,808	1,001	1,085

% Mvmt on previous budget									-48%	-44%
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STREET LIGHTING AND GENERAL Cost Centre 26

Public Clock Maintenance	6861	1,836	1,103	14,090	2,966	9	2,957	2,966	3,055	3,055
Street Lighting	6862	8,796	40,759	18,688	13,682	6,103	7,579	13,682	14,092	14,092
In Bloom Costs	6865	16,789	14,451	12,180	14,790	11,452	1,859	13,311	13,710	13,710
Street Lighting - recharges	1263/1480	(5,313)	(19,835)	(14,206)	(9,091)	89	(9,180)	(9,091)	(9,364)	(9,364)
In Bloom - Contributions	1990/1266	(2,230)	(650)	(500)	(1,236)	(400)		(400)	(412)	(412)
		19,878	35,829	30,252	21,111	17,254	3,214	20,468	21,082	21,082

Movement to/From EMR			(2,800)	(13,666)					0%	0%
% Mvmt on previous budget										

Agenda 8.2 Draft Revenue Estimates

Sevenoaks Town Council
2022/ 2023 DRAFT BUDGET

CENTRAL SERVICES -VINE CAFÉ Cost Centre 28

		Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget	Budget "B"
		2018/19	2019/20	2020/21	2021/22	2021/22	Next 6 months	2021/22	2022/23	2022/23
Gross pay - general	4010	43,921	52,313	66,868	51,746	36,363	20,516	56,879	57,693	58,571
Employers Pension Contribution - general	4270	1,124	691	1,071	2,070	825	550	1,375	2,752	2,794
Repairs & General Maintenance	5410	346	97	1,085	510	1,263		1,263	1,301	1,301
Equipment Hired & New	5500	2,071	4,384	600	1,836	813	542	1,355	1,396	1,396
Equipment Maintenance	5525	653	1,410	50	510	1,172		1,172	1,207	1,207
Rent, rates & water	6000	2,010	717	1,409	1,224	679	453	1,132	1,166	1,166
Light, heat & cleaning	6010	1,871	2,399	3,838	1,632	3,653	2,435	6,088	4,271	4,271
Telephone/broadband	6101	-	305	345	315	138	138	276	284	284
Printing & Stationery	6200	307	48	82	31	72	48	120	124	124
Postage & Courier	6210	60	14	138	163	22	15	37	38	38
Computer/Database/WPs	6240	-	666	556	153	115		115	118	118
Staff Training	6320	320	-	290	306		306	306	315	315
Welfare/ Hospitality	6330					21		21	22	22
Staff Uniforms	6340					54		54	56	56
Publicity	6460	253	-	-	255		128	128	131	131
Goods for Resale	6500	18,805	16,064	22,906	20,600	15,272	6,507	21,779	22,433	22,433
Café consumables	6505			3,992	3,718	2,148	915	3,063	3,155	3,155
Copyright Fees/Royalties	6533	-	307	-	326			0		-
Professional Fees Licensing	6635	431	130	178	153	192	199	391	403	403
Sundry Expenses	6900	179	134	46	210	307		307	316	316
Health & Safety/ Legal Advice	6922	54	245	2,202	510	1,672	395	2,067	2,129	2,129
Alarm Maintenance	6930	813	708	654	525	95	430	525	541	541
Vine CafeWaste collection and disposal	6935	1,012	944	865	2,101	804	876	1,680	1,730	1,730
Vine Café Credit card charges	6976	755	725	736	578	665	283	948	977	977
Sale of Goods	1211	(49,403)	(29,627)	(62,382)	(63,561)	(45,263)	(19,286)	(64,549)	(66,486)	(66,486)
Events Management	1212	(1,673)		-	-		-	-	-	-
Furlough grant income	1450			(10,112)		(217)	-	(217)		-
Kickstart funding	1451						(5,906)	(5,906)	(3,765)	(3,765)
Other income	1990					(7,502)		(7,502)		-
		23,909	52,673	35,417	25,911	13,363	9,544	22,907	32,306	33,226
% Mvmt on previous budget									25%	28%

Agenda 8.2 Draft Revenue Estimates		Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget	Budget "B"
Sevenoaks Town Council							Next 6			
2022/ 2023 DRAFT BUDGET		2018/19	2019/20	2020/21	2021/22	2021/22	months	2021/22	2022/23	2022/23
OPEN SPACES & LEISURE -VINE GROUNDS Cost Centre 29										
Gross pay - general	4010	9,693	8,485	8,767	9,157	6,764	6,150	12,914	12,549	12,703
Employers Pension Contribution - general	4270	496	504	524	549	292	354	646	605	613
Vine Area -Gen. Maintenance	5010	4,804	3,016	18,234	4,122	2,600	1,934	4,534	4,670	4,670
Vine Kiosk	5014			7				-		
Vine Pavillion Maintenance	5015			3,293				-		
Vine Public Conveniences	5020	7,035	8,543	10,019	8,670	5,277	3,393	8,670	8,930	8,930
Capital refurbishments	5412		21,804	-				-		
Rent, rates & water	6000	439	174	242	525	144	381	525	541	541
Light & heat	6010	66	377	-	-			-	-	-
Publicity	6460	418	329	2,291	255		255	255	263	263
Professional Fees Licensing	6635	70	70	70	102		102	102	105	105
Bad debts	6650			841				-	-	-
Summer concerts	6868	2,960	2,570	3,031	3,264	3,910		3,910	3,362	3,362
Special events	6869			28				-	-	-
Sundry	6900			(1,000)				-	-	-
Heath&Satety/Risk Assessments	6922		245	-		36	-	36	37	37
CCTV Maintenance	6931	1,124	651	572	673	556	117	673	693	693
Other events net income	1208	(1,523)	-	-	(1,500)		(400)	(400)	(824)	(824)
Kickstart funding	1451					(3,416)	484	(2,933)	(2,823)	(2,823)
Rental income - Pavilion & Kiosk (was CC39)	1805	(3,090)	(3,090)	(3,090)	(3,500)	(2,625)	(875)	(3,501)	(3,500)	(3,500)
Vine Club Insurance Contrib. (was CC21)	1870	(350)	(382)	(342)	(352)	(354)		(354)	(365)	(365)
Other Income	1900			(52)				-		
		22,142	43,296	43,435	21,966	13,183	11,895	25,078	24,243	24,405
Movement to/ from EMR			(21,804)	(16,841)						
% Mvmt on previous budget									11%	11%
CENTRAL SERVICES -BAT & BALL STATION (Café & Hall Hire) Cost Centre 30										
Gross pay - general	4010	8,944	72,113	50,263	61,392	27,533	30,828	58,361	61,754	62,227
Employers Pension Contribution - general	4270	468	1,737	943	2,629	645	732	1,377	2,666	2,686
Repairs & General Maintenance	5410	855	4,199	11,519	1,618	1,160	458	1,618	1,667	1,667
Equipment Hired & New	5500	872	3,502	93	1,530	705	825	1,530	1,576	1,576
Equipment Maintenance	5525		301	-	-			0	-	-
Rent, rates & water	6000		4,272	3,244	2,917	1,948	1,296	3,244	3,341	3,341
Light & heat	6010	923	890	-	-			0	-	-
Electricity	6011		5,534	4,294	5,432	2,349	3,083	5,432	5,595	5,595
Gas	6012		3,601	2,652	2,101	(283)	2,384	2,101	2,164	2,164
Cleaning (inc. materials)	6013	498	2,360	3,297	4,080	1,631	1,631	3,262	3,360	3,360
Water	6014		-	-	2,040			0	-	-
Insurance Cost	6020		295	946	-		974	974	1,004	1,004
Telephone/broadband	6101		199	271	683	439	438	877	903	903
Printing & Stationery	6200	183	504	182	210	69	69	138	142	142
Postage & Courier	6210			141	-			0	-	-
Website costs	6241			285		410		410	422	422
Staff Training	6320		540	125	263		133	133	137	137
Welfare & Hospitality	6330			247		172	206	378	390	390
Publicity	6460	458	727	-	2,040	20	1,000	1,020	1,051	1,051
Goods for Resale	6500	2,677	17,685	1,144	20,400	4,760	8,370	13,130	20,690	20,690
Café consumables	6505			26	600	464	816	1,280	2,017	2,017
Copyright Fees/Royalties	6533		-	-	578			0	-	-
Professional Fees Licensing	6635	290	203	-	578	360	218	578	410	410
Subscriptions	6730		140					0	-	-
Sundry Expenses	6900	27	773	208	630	256	768	1,024	1,055	1,055
Health & Safety/ Risk Assessment	6922		1,264	1,547	1,072	1,015	57	1,072	1,104	1,104
Alarm Maintenance	6930		1,771	411	1,292	290	1,002	1,292	1,331	1,331
CCTV Maintenance	6931		153	-	652			0	-	-
Waste collection and disposal	6935		1,110	729	1,292	1,004	634	1,638	1,312	1,312
Healthcare services	6939		286					0	-	-
Credit card charges	6976		821	419	525	259	455	714	1,126	1,126
Letting and Hire of Facilities	1022	(216)	(16,092)	(1,098)	(24,480)	(1,676)	(4,067)	(5,743)	(10,052)	(10,052)
Sale of Goods	1211	(3,420)	(33,793)	(1,725)	(49,000)	(8,875)	(15,606)	(24,481)	(38,578)	(38,578)
Event catering	1213					(1,620)	(2,909)	(4,529)	(7,190)	(7,190)
Revenue Grant income	1350			(11,051)		(12,690)	(1,410)	(14,100)		
Furlough grant income	1450			(28,013)		(4,149)		(4,149)		
Kickstart	1451						(4,965)	(4,965)		
Other Income	1990					(12)		(12)		
		12,559	75,096	41,099	41,075	16,182	27,422	43,605	59,394	59,888
Trf Management & Maintenance Plan	340		(75,097)	(41,099)	(41,075)		(43,605)	(43,605)	(59,394)	(59,888)
		12,559	(1)	0	0	16,182	(16,182)	0	0	0

Agenda 8.2 Draft Revenue Estimates

	Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget	Budget "B"	
Sevenoaks Town Council	2018/19	2019/20	2020/21	2021/22	2021/22	Next 6 months	2021/22	2022/23	2022/23	
2022/ 2023 DRAFT BUDGET										
CENTRAL SERVICES Cost Centre 31										
Gross Pay - Administration	4010	297,414	303,060	286,009	291,664	149,999	149,970	299,969	309,418	314,524
Employers Pension Contribution	4270	29,527	32,250	30,156	33,570	15,491	15,258	30,749	36,519	37,122
Pension Contribution - Deficiency	4271	70,000	71,000	77,000	77,000	40,000	40,000	80,000	83,000	83,000
Equipment Hired and New	5500	5,338	2,701	413	2,550	829	829	1,658	1,708	1,708
Insurance Cost	6020	15,212	16,724	17,299	20,400	12,096	6,400	18,496	19,051	19,051
Telephone	6101	6,004	5,882	5,512	5,865	1,981	3,249	5,230	5,333	5,333
Facsimile Costs	6103	-	-	-	102	-	-	-	-	-
Printing & Stationery	6200	14,353	15,044	11,779	17,340	6,367	6,367	12,734	13,116	13,116
Postage and Courier	6210	5,495	5,705	4,822	5,253	3,132	3,132	6,264	6,452	6,452
Computer/Database/WP's	6240	24,351	17,566	23,847	13,658	8,018	6,894	14,912	15,359	15,359
Website costs	6241	2,495	2,041	935	2,040	275	-	275	283	283
IT infrastructure development	6242	1,973	7,824	10,614	8,160	5,411	5,586	10,997	11,327	11,327
Office Furniture/ Machinery	6281	469	4,093	50	765	-	-	-	-	-
Computer Software	6300	2,756	2,931	4,397	3,468	1,538	2,719	4,257	4,384	4,384
Recruitment costs	6315	4,710	4,608	-	2,040	358	1,682	2,040	2,000	2,000
Staff Training	6320	2,569	3,816	314	3,060	1,177	1,883	3,060	3,152	3,152
Investors in People	6321	790	1,160	824	840	-	840	840	865	865
Welfare / Hospitality	6330	2,065	2,533	805	2,040	1,331	1,399	2,730	2,812	2,812
Civic Expenses/Annual Reception/Xmas Council	6410	1,614	1,439	-	1,785	-	1,785	1,785	1,839	1,839
Gifts/Hospitality	6415	501	1,234	-	408	824	412	1,236	1,273	1,273
Annual Parish Meeting	6420	-	-	8	102	-	102	102	105	105
Honours Board, Badges, Insignia	6421	200	412	750	255	745	-	745	767	767
Members' Expenses and Allowces.	6435	2,526	4,000	2,354	4,202	-	4,202	4,202	4,328	4,328
Press Notices	6440	1,288	790	-	1,530	-	-	-	-	-
Bye Laws	6450	-	-	-	102	-	-	-	-	-
Publicity/Democratic notices	6460	4,965	914	3,006	2,550	490	2,060	2,550	2,627	2,627
Banner Costs	6461	2,225	1,725	716	1,576	-	1,026	1,026	1,057	1,057
Audit Fees - Internal and external	6610	3,780	4,720	5,180	4,957	3,295	1,508	4,803	4,947	4,947
Quality Parish	6611	-	-	300	-	-	300	300	300	300
Legal Expenses	6620	339	1,750	5,171	3,060	-	2,420	2,420	2,493	2,493
Professional Fees	6630	-	16,650	-	-	-	-	-	-	-
Professional Fees Licensing	6635	1,420	1,331	1,361	1,530	225	1,140	1,365	1,406	1,406
Bad Debts	6650	125	37	-	-	-	-	-	-	-
Conference Fees & Expenses	6710	2,141	2,061	100	2,346	140	280	420	2,164	2,164
Books and Periodicals	6720	383	249	146	388	-	259	259	267	267
Subscriptions	6730	3,393	4,326	4,714	5,253	4,007	1,099	5,106	5,259	5,259
Special Events	6868	-	-	-	-	-	4,328	4,328	-	-
Waste Sacks Exp	6889	1,914	2,028	1,612	2,040	1,904	1,904	3,808	3,922	3,922
Sundry Expenses	6900	619	372	(659)	510	(123)	633	510	525	525
Health & Safety/risk assessments	6922	3,165	4,750	3,814	3,264	4,605	-	4,605	4,743	4,743
CCTV Maintenance	6931	-	-	130	-	-	-	-	-	-
Waste Bins disposal	6935	-	-	9	-	26	(26)	-	-	-
Bank Charges	6975	1,876	2,005	1,576	1,581	635	635	1,270	1,308	1,308
Credit card charges	6976	732	454	813	714	974	528	1,502	1,547	1,547
Election Expenses	7010	3,000	11,298	5,000	5,100	-	5,100	5,100	5,253	5,253
Contingency (Development Costs)	7611	108,330	-	-	67,403	-	33,702	33,702	36,000	36,000
Loan Repayment	7617	-	21,661	71,602	72,000	35,801	35,801	71,603	71,603	71,603
Loan charges	8000	-	20,520	(188)	-	-	-	-	-	-
Stag Reserve	7614	1,000	-	1,000	1,020	-	1,000	1,000	1,000	1,000
Interest on deposits	1115	(12,844)	(25,045)	(2,931)	(4,060)	(179)	(179)	(358)	(369)	(369)
Banner income	1231	(3,753)	(4,499)	(135)	(4,922)	(990)	(990)	(1,980)	(2,039)	(2,039)
Town Crier advertising	1232	-	-	(450)	-	(350)	-	(350)	(361)	(361)
Grant income	1350	(500)	-	-	-	(4,328)	-	(4,328)	-	-
Furlough grant income	1450	-	-	(12,318)	-	-	-	-	-	-
Kickstart funding	1451	-	-	-	-	(4,965)	(1,412)	(6,377)	(2,823)	(2,823)
Waste Sacks Income	1889	(2,110)	(2,190)	(756)	(2,163)	(1,888)	(1,888)	(3,776)	(3,889)	(3,889)
Sundry Income	1990	(799)	(140)	(149)	(103)	(13)	-	(13)	(13)	(13)
		611,051	571,792	566,553	662,243	288,840	341,936	630,776	660,017	665,727
% Mvmt on previous budget								0%	1%	
Transfer from EMR			(27,551)	(71,601)						

Agenda 8.2 Draft Revenue Estimates

**Sevenoaks Town Council
2022/ 2023 DRAFT BUDGET**

F&GP - GENERAL Cost Centre 32

	Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget	Budget "B"	
	2018/19	2019/20	2020/21	2021/22	2021/22	Next 6 months	2021/22	2022/23	2022/23	
Christmas Lights Switch On	6490	29,318	24,621	24,439	26,520	30	26,490	26,520	27,316	27,316
Remembrance Day/Civic Services	6491	3,059	2,643	3,200	3,060	435	2,625	3,060	3,152	3,152
No 8 bus costs	6495	39,400	53,633	6,731	40,384			-	-	-
Events	6869	7,166	11,039	2,300	6,630	3,476		3,476	6,630	6,630
Sundry Income	6900					1,036		1,036		-
Contributions to Christmas Lights Switch On	1490	(8,790)	(6,765)	-	(6,000)		(6,000)	(6,000)	(6,180)	(6,180)
No 8 bus income	1495	(39,400)	(13,929)	(114)	(684)			-	-	-
Sundry Income	1990	-	(3,532)	23	-			-	-	-
		30,753	67,710	36,579	69,910	4,977	23,115	28,092	30,917	30,917

Movement from EMR		(39,704)	(6,617)	(39,700)	(1,036)		(1,036)			
% Mvmt on previous budget									2%	2%

COUNCIL OFFICES Cost Centre 33

Gross pay	4010	14,469	20,020	29,745	13,384	13,036	13,656	26,692	27,662	28,123
Employers Pension Contribution	4270	344	940	1,512	803	688	732	1,420	769	781
Property Maintenance	5011			5,200				-		
Repairs & Gen. Maintenance	5410	2,636	2,565	190	2,162	3,715	1,234	4,949	2,542	2,542
Equipment hired and New	5500		205					-		
Rent and rates	6000	33,141	26,141	27,029	25,877	14,273	11,703	25,976	26,756	26,756
Light Heat & Cleaning	6010	4,971	7,200	5,802	6,492	2,735	3,757	6,492	6,492	6,492
Furnishings furniture equipment	6281				2,927	10,983		10,983		
Catering Expenses	6510	-		11	102			-	102	102
Sundry Expenses	6900	106	107	243	102	123		123	102	102
Health & Safety/Risk Assessments	6922	75	245	3,967	306	473		473	306	306
Alarm Maintenance	6930	758	1,296	696	1,428	848		848	873	873
Waste Bin Disposal	6935	832	1,556	947	1,112	641	143	784	808	808
Letting and Hire of Facilities	1022	(12,314)	(14,206)	(504)	(16,995)	(2,167)	(4,650)	(6,817)	(9,579)	(9,579)
Sales of Goods	1211		(126)					-		
Furlough grant income	1450			(2,411)				-		
Other Income	1990		(5,263)					-		
		45,018	40,681	72,428	37,700	45,348	26,575	71,923	56,832	57,306

Movement from EMR			(5,200)		(9,650)		(9,650)			
% Mvmt on previous budget									51%	52%

COMMUNITY CENTRE Cost Centre 36

Gross Pay	4010	31,309	7,863	3,349	35,425	15,156	25,560	40,716	42,209	42,899
Employers Pension Contribution	4270	1,475	655	117	2,006	635	1,128	1,763	2,224	2,260
Flashpark	5318		387	120	500	144	327	471	485	485
Plants	5340					176		176	181	181
Buildings Repairs & Maint.	5410	1,994	254	393		337		337	347	347
Equipment Hired and New	5500			114	1,000	1,260		1,260	1,298	1,298
Rates and water	6000	7,345	5,671	6,740	7,540	1,264	3,048	4,312	6,986	6,986
Electricity	6011	2,635	2,864	9,719	2,295	2,930	4,395	7,325	7,545	7,545
Gas	6012	1,850	2,273	(68)	2,135	639	1,200	1,839	1,894	1,894
Cleaning (Incl. Materials)	6013	573	-	188	625	386	386	772	795	795
Telephone	6101	479	434	892	545	252	282	534	581	581
Mobile Phone	6104	67	83	58		67	180	247	371	371
Printing and Stationery	6200	233		-	255	145	100	245	255	255
Computers	6240	41		-		572		572		
Furnishings, Furniture & Equipment	6281	174		-				-		
Welfare/ Hospitality	6330			247		5,656	192	5,848	396	396
Publicity/Democratic notices	6460	-		323	500	455	45	500	515	515
Refreshments For Resale	6520	517	97	-	670	390	1,200	1,590	2,472	2,472
Copyright Fees/Royalties	6533	28		-	665			-		
Professional fees - licensing	6635	180	180	370	180	490		490	505	505
Grounds Maintenance	6842	-		-	7,900	239	239	478	492	492
Sundry Expenses	6900	50		747		197	197	394	406	406
Health & Safety/ Risk assessments	6922	(828)		-	465	505		505	520	520
Alarm Maintenance	6930	456	877	380	2,500	870		870	896	896
CCTV Maintenance	6931	300		-	320		320	320	330	330
Waste Disposal	6935	1,348	1,432	(111)	1,620	487	487	974	1,003	1,003
Healthcare Services	6939	948		-	1,090			-		
Protective clothing	6952					161	161	322	332	332
Letting and Hire of Facilities	1022	(74,259)	(9,306)	(18,225)	(78,500)	(28,695)	(39,307)	(68,002)	(89,968)	(89,968)
Linen and Table hire	1032					(142)	(142)	(284)	(284)	(284)
Grant income	1350					(567)		(567)		
Outdoor Activities	1445					(662)		(662)	(662)	(662)
Furlough Grant Income	1450			(1,166)		(1,071)		(1,071)		
Kickstart	1451						(4,066)	(4,066)	(1,433)	(1,433)
Indoor Activities	1457	2,796	(632)	-	(2,850)	(578)	(2,380)	(2,958)	(4,760)	(4,760)
Other Income	1990			(6,319)		(2,088)	(5,677)	(7,765)		
		(20,289)	13,133	(2,131)	(13,114)	(390)	(12,124)	(12,515)	(24,070)	(23,344)

% Mvmt on previous budget									84%	78%
Transfer from EMR			(26,000)			-6136		(6,136)		

Agenda 8.2 Draft Revenue Estimates

**Sevenoaks Town Council
2022/ 2023 DRAFT BUDGET**

COMMUNITY GRANTS Cost Centre 38

		Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget	Budget "B"
		2018/19	2019/20	2020/21	2021/22	2021/22	Next 6 months	2021/22	2022/23	2022/23
Grant subsidies for SCC	6937	819	98	-	255	967	2,417	3,384	4,833	4,833
Grant subsidies for Council Chamber	6938	1,545	1,304	29	1,020	105	225	330	1,000	1,000
Local Organisations and Youth Grants	7500	17,850	9,307	6,220	12,830	5,700	7,130	12,830	12,000	12,000
Sevenoaks Summer Festival	7502	5,000	5,000	-	5,100		5,000	5,000	5,000	5,000
Community Resilience Fund	7503		2,780	5,504	2,724	2,000		2,000	-	-
Twinning Support	7520	500	500	-	1,020		1,000	1,000	1,000	1,000
Youth Outreach	7550/7552	2,870	4,696	-	3,887		3,887	3,887	3,887	3,887
Stag Community Arts Centre	7556	27,000	27,000	152,000	27,540	27,000		27,000	27,000	27,000
Community Rail Partnership				6,000	3,060	3,000		3,000	3,000	3,000
		55,584	50,685	169,753	57,436	38,772	19,659	58,431	57,720	57,720

% Mvmt on previous budget									0%	0%
Transfer from EMR									-	

LETTING OF NON-OPERATIONAL PROPERTY Cost Centre 39

SCC ground rents, wayleaves	1046	(1,500)	(2,742)	(375)	-	-	-	-	-	-
Open Spaces rents and wayleaves	1469	5,456	(4,815)	(6,100)	(5,925)	(2,815)	(3,117)	(5,933)	(5,933)	(5,933)
		(920)	(7,557)	(6,476)	(5,925)	(2,801)	(3,132)	(5,933)	(5,933)	(5,933)

% Mvmt on previous budget									0%	0%
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SEVENOAKS TOWN PARTNERSHIP Cost Centre 40

Telephone	6101	13		-	102		102	102	105	105
Printing & Stationery	6200	35		-	102		102	102	105	105
Computer/Database and other costs	6240	1,449	3,224	784	510	392	392	784	808	808
Website costs	6241					267		267	275	275
Information Screens	6244	1,070	1,275	1,275	1,530	1,275		1,275	1,313	1,313
Business Awards	6322	7,154	7,711	-	7,880		7,880	7,880	8,116	8,116
Business Show	6323	1,538	1,480	-	2,321	1,886	1,018	2,904	2,992	2,992
Goods for resale	6500		1,367		-		-	-	-	-
Conference Fees & Exps	6710	495	190	-	714		714	714	735	735
Subscriptions	6730			545	-	545		545	561	561
Special Events	6869	135		-	-		-	-	-	-
Sundry expenses	6900	1,696	751	1,207	612	727		727	749	749
Christmas gift guide expenses	7607			450	-		-	-	-	-
Friends of Bat & Ball	7608	80		-	1,020		1,020	1,020	1,051	1,051
Wellbeing Show	7616	1,073	1,644	-	2,550			-	2,627	2,627
Business Awards	1206	(6,328)	(6,098)	-	(7,210)		(7,210)	(7,210)	(7,426)	(7,426)
Business Show	1207	(2,730)	(3,280)	-	(3,090)	(4,300)	50	(4,250)	(4,377)	(4,377)
Wellbeing Show Income	1209	(2,890)	(1,670)	-	(3,090)			-	(3,183)	(3,183)
Other income	1990	(1,477)	(939)	200	-		-	-	-	-
Movement in STC reinvestment funds	7000/40	2,936		538	1,049		139	139	549	549
Vintage Bus Expenses	7609	6,393		-	-		-	-	-	-
Vintage Bus income	1435	(5,641)	(13)	-	-		-	-	-	-
		6,314	5,643	5,000	5,000	793	4,207	5,000	5,000	5,000

% Mvmt on previous budget									0%	0%
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BUSINESS HUB Cost Centre 41

Gross pay	4010				-	1,403	3,876	5,279	5,152	5,152
Employers Pension Contribution	4270				-		-	-	206	206
Repairs & Gen. Maintenance	5410				6,000	319	80	399	822	822
Equipment Hired & New	5500					32	96	128	264	264
Rent & Rates	6000		2,038	2,071	4,000	1,243	1,243	2,486	2,561	2,561
Light Heat & Cleaning	6010		22	-	20,000	913	696	1,609	1,657	1,657
Electricity	6011		576	592				-	-	-
Cleaning (inc. materials)	6013				10,000			-	-	-
Telephone & Broadband	6101			35	2,000	454	105	559		
Broadband wifi	6105					849	425	1,274	1,749	1,749
Printing & Stationery	6200				12,000	518		518	500	500
Website costs	6241					133		133	133	133
Sales commission	6511					140	650	790	2,599	2,599
Legal expenses	6620					750		750		
Sundry Expenses	6900				-	139	673	812	1,236	1,236
Alarm Maintenance	6930			230	-	278		278	286	286
Bank charges	6975					2		2		
Credit card charges	6976					8	112	120	401	401
Hire of Facilities	1022				(28,840)		(500)	(500)	(1,738)	(1,738)
Provision of postal/Business address	1025				(960)		-	-		
Hot desking facility	1026				(8,000)	(238)	(1,650)	(1,888)	(7,357)	(7,357)
Dedicated Desk x 12	1027				(17,280)		-	-	(4,944)	(4,944)
Office pod					(11,600)	(1,160)	(4,350)	(5,510)	(11,948)	(11,948)
Chamber of Commerce					(3,840)	(1,600)	(2,400)	(4,000)	(4,944)	(4,944)
		-	2,635	2,927	(16,520)	4,181	(945)	3,237	(13,365)	(13,365)

% Mvmt on previous budget									-19%	-19%
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Agenda 8.2 Draft Revenue Estimates

**Sevenoaks Town Council
2022/ 2023 DRAFT BUDGET**

Sevenoaks Town Mayor 42

		Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget	Budget "B"
		2018/19	2019/20	2020/21	2021/22	2021/22	Next 6 months	2021/22	2022/23	2022/23
Mayors Allowance 2021/22	6433	5,200	5,360	266	5636	1823	3813	5,636	5,805	5,805
Mayors Car Allowance 2021/22	6434	2,340	(652)	-	2511	0	2511	2,511	2,586	2,586
Fundraising	1500					(71)	71	-		
		7540	4708	266	8,147	1,752	6,395	8,147	8,391	8,391
% Mvmt on previous budget									3%	3%

Youth Council 43

Youth Council support	7555	420	500	-	510	45	455	500	500	500
		420	500	-	510	45	455	500	500	500
% Mvmt on previous budget									-2%	-2%

YOUTH CAFÉ Cost Centre 50

Gross Pay	4010	24,546	31,474	35,400	26,041	15,629	15,114	30,743	31,189	31,572
Employers Pension Contribution	4270	287	690	973	1,042	379	342	721	1,248	1,263
Repairs and General Maintenance	5410	1,220	3,977	344	1,020	419	419	838	863	863
Cleaning	6010	(456)	161	977	510	30		30	31	31
Telephone	6101	525	601	587	571	228	228	456	470	470
Printing & Stationery	6200	477	107	5	510		300	300	309	309
Computer/Database/WPS	6240	1,031	400	200	765	196	196	392	404	404
Furnishings, furniture/Eqpt	6281	831	1,248	21	510		479	479	493	493
Staff Training	6320	265	20	120	408		200	200	206	206
Welfare/Hospitality	6330					30	-	30	31	31
Staff Uniforms	6340	50	146	-	204		100	100	103	103
Publicity/Democratic notices	6460	364	-	-	510		120	120	124	124
Goods for resale	6500	1,084	2,867	142	1,734	138	209	347	358	358
Professional fees licensing	6635	260	397	293	408	278		278	286	286
Bad debts	6650			44				-	-	-
Subscriptions	6730			7	-			-	-	-
Sundry Expenses	6900	239	176	-	153	245		245	252	252
Health & Safety/Legal Advice	6922	8	132	1,217	408	1,015		1,015	870	870
Letting and Hire of Facilities	1022	(3,148)	(2,200)	-	(3,740)	(950)	(1,100)	(2,050)	(2,200)	(2,200)
Sale of Goods	1211	(1,635)	(1,841)	(58)	(2,369)	(38)	(309)	(347)	(358)	(358)
Grant Income	1350	(10,000)	(3,922)					-	-	-
Furlough grant income	1450			(26,625)		(4,165)		(4,165)	-	-
Other Income	1990					(5)	-	(5)	-	-
		15,948	34,432	13,646	28,685	13,428	16,298	29,726	34,679	35,076
% Mvmt on previous budget									21%	22%

Transfer from EMR

						(10,000)		(10,000)		
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MARKETS Cost Centre 60

Gross Pay	4010	2,202	1,785	2,118	1,704	1,293	780	2,073	1,703	1,731
Employers Pension Contribution	4270			-	-		-	-	-	-
Repairs & general maintenance	5410	262	66	159	102	35	67	102	105	105
Saturday Market Charges	5420	14,083	14,266	14,466	14,988	7,359	7,215	14,574	15,011	15,011
Wednesday Market Charges	5421	25,539	26,285	26,464	27,301	13,272	13,272	26,545	27,341	27,341
Vine Farmers Market	5422									
Pop up Market	5425	-		-	449	7,794		7,794		
Equipment new and hired	5500									
Blighs market	6001	11,218	10,858	7,218	14,299	5,605	5,605	11,211	11,547	11,547
Light, Heat & Cleaning	6010	169	310	260	510	63	63	126	130	130
Publicity/Democratic notices	6460	1,178	1,315	-	2,040			-	-	-
Professional fees licensing	6635					180		180	185	185
Bad debts	6650			100				-	-	-
Subscriptions	6730			57	-		72	72	74	74
Sundry Expenses	6900	(132)		-	-			-	-	-
Rental Income Sat Market	1017	(22,774)	(21,397)	(17,383)	(23,130)	(8,862)	(8,862)	(17,724)	(17,724)	(17,724)
Rental Income Weds Market	1018	(10,766)	(8,134)	(10,563)	(14,187)	(7,268)	(7,268)	(14,536)	(14,536)	(14,536)
Rental Income Blighs Market	1019	(14,258)	(13,505)	(12,220)	(15,450)	(7,400)	(7,400)	(14,800)	(14,800)	(14,800)
Vine Farmers Market Income	1021							-	-	-
Rental Income Pop up Market	1028					(770)		(770)	-	-
Christmas Market							(3,100)	(3,100)	(3,100)	(3,100)
Other income	1990	(6,721)						-	-	-
Movement in general reinvestment fund	7000	-	(7,026)	-				-	-	-
		-	4,825	10,677	8,627	11,302	445	11,747	5,937	5,965
% Mvmt on previous budget									-31%	-31%

Movement from EMR

						(5,795)		(5,795)		
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COUNCIL CHAMBER

FEES & CHARGES FROM 1 APRIL 2022

(Prices inclusive of VAT)

RATES (£)		
Hourly Charge	Local Organisations only	37.00 36.00
Hourly Charge (6+ hours)	Local Organisations only	31.00 30.00
Hourly Charge	Non-local Organisations	42.00 41.00
Set up costs (Services of Caretaker	41.00 40.00
Unlimited Tea/Coffee	Per person/per session	2.20 2.00

OTHER CHARGES (£)		
Photocopying - Information retrieved from Council Files	First copy	0.78 0.75
	Subsequent copies	0.14 0.13
Photocopying - Copying from caller's original	Per copy (black and white)	0.14 0.13
	Per copy (colour)	0.26 0.25
Signing Document		15.50 15.00

BAT & BALL CENTRE CHARGES FROM 1 April 2022 (Prices inclusive of VAT)

WEEKEND RATES (£)		
Harry Garrett (A)	Hourly Charge	52.00 50.00
	Hourly Charge 6hrs+	46.00 45.00
John London (B)	Hourly Charge	46.00 45.00
	Hourly Charge 6hrs+	41.00 40.00
Meeting Room	Hourly Charge	31.00 30.00
	Hourly Charge 6hrs+	26.00 25.00
A+B	Hourly Charge	98.00 95.00
	Hourly Charge 6hrs+	87.00 85.00

MID WEEK HOURLY RATES (£)		
Harry Garrett (A)	9:00am – 6:00pm	41.00 40.00
	6:00pm – 11:00pm	46.00 45.00
	6hrs + of hire	36.00 35.00
John London (B)	9:00am – 6:00pm	36.00 35.00
	6:00pm – 11:00pm	41.00 40.00
	6hrs + of hire	31.00 30.00
Meeting Room	9:00am – 6:00pm	21.00 20.00
	6:00pm – 11:00pm	26.00 25.00
	6hrs + of hire	15.50 15.00
A+B	9:00am – 6:00pm	77.00 75.00
	6:00pm – 11:00pm	87.00 85.00
	6hrs + of hire	67.00 65.00

ADHOC PRICES (£)		
Caretaker Set-up Costs	Per Session	41.00 40.00
Kitchen	Per Session	26.00 25.00
A1 Poster Bays	Per Month, Per Bay	62.00 60.00
Tea Dance	Per Person	3.60 3.50
MUGA (Multi-use Games Arena)	Per Hour, available for sports parties	21.00 20.00

Notes:

Above rates are strictly non-commercial. Commercial rates are available – POA

Refundable Deposit per booking – 25%

Refreshments/Technical AV Support are available - POA

**BAT and BALL STATION CHARGES FROM 1 APRIL 2022
(Prices inclusive of VAT)**

WEEKEND RATES (£)		
Booking Hall	Hourly charge	42.00 41.00
	Hourly charge 6hrs +	37.00 36.00
Luggage Room Hall	Hourly charge	32.00 31.00
	Hourly charge 6hrs +	27.00 26.00
Hall Set up Costs	For the caretaker to set up the hall, as required	41.00 40.00

MID WEEK HOURLY RATES (£)		
Booking Hall	Mon-Fri 9:00am – 6:00pm	32.00 31.00
	Mon-Fri 6:00pm – 10:30pm	37.00 36.00
	Mon-Fri 6hrs+ hire	27.00 26.00
Luggage Room Hall	Mon-Fri 9:00am – 6:00pm	22.00 21.00
	Mon-Fri 6:00pm – 10:30pm	27.00 26.00
	Mon-Fri 6hrs+ hire	15.50 15.00
Hall Set up Costs	For the caretaker to set up the hall, as required	41.00 40.00

Notes:

Above rates are strictly non-commercial. Commercial rates are available – POA
 Refundable Deposit per booking - £150
 Refreshments/Technical AV Support are available - POA
 Access to parking at the Community Centre included in all rates

Email: hallhire@sevenoakstown.gov.uk

Phone: 01732 459953

**Business Hub CHARGES FROM 1 APRIL 2022
(Prices inclusive of VAT)**

MONTHLY RATES (£)		
Postal/Business Address	Postal/Business Address. Storage for post until collected.	31.00 30.00
Hotdesking – 8 Days	Access to hotdesk 8 days/month	124.00 120.00
Hotdesking – 20 Days	Access to hotdesk 20 days/month	206.00 200.00
Dedicated Desk	Unlimited Access Dedicated Desk 2 hours meeting room time/month	247.00 240.00
Private Pod Workspace	Unlimited Access Dedicated Desk in enclosed lockable pod 2 hours meeting room time/month	299.00 290.00

Membership	One off charge	21.00 20.00
Meeting Room – Members	Room seating 10 people Refreshments facilities Hourly Charge	15.50 15.00
Meeting Room – Non-Members	Room seating 10 people Refreshments facilities Hourly Charge	21.00 20.00

Opening Hours:

Monday to Saturday
9:00am to 8:00pm

Email: hallhire@sevenoakstown.gov.uk

Phone: 01732 459953

http://www.batandballstation.com

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2022

(All prices are inclusive of VAT)

TARIFF CATEGORIES

	Resident (£)		Non-Resident (£)	
EXCLUSIVE RIGHTS OF BURIAL				
In a grave previously used for a limited period burial:				
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.				
In a New Grave (For 75 years):				
Includes Certificate of Grant, entry in Register (all sites)				
Earth (Lawn section) Grave Site A	1050.00	930.00	3150.00	2,790.00
Earth (Lawn section) Grave Site B	666.00	592.00	1998.00	1,776.00
Earth (Lawn section) Grave Site C	449.00	438.00	1347.00	1,314.00
Infants (non-viable foetuses, still born children, and under 5 years)	24.00	23.00	72.00	69.00
<i>Outside spaces are surcharged 25%</i>				
Pre-purchase of Gravemarker	69.00	67.00	69.00	67.00
INTERMENT FEES (Including grave digging)				
Infant's Grave (single depth grave in infant's section)	159.00	155.00	477.00	465.00
Single depth in an adult grave (all ages)	528.00	515.00	1584.00	1,545.00
Double depth in an adult grave (all ages)	710.00	690.00	2130.00	2,070.00
<i>Surcharge for casket burials is double the above fees</i>				
Burials with coffins & caskets outside of normal dimensions	POA		POA	
Interment of cremated remains within a Grave	90.00	88.00	270.00	264.00
OTHER FEES				
Transfer of Exclusive Rights of Burial Grant (per document)	74.00	72.00	74.00	72.00
To search Register of Burials per name (same family)	37.00	36.00	37.00	36.00
Annual Grave Maintenance-Grass Grave	106.00	103.00	106.00	103.00
Annual Grave Maintenance-Full Memorial	148.00	144.00	148.00	144.00
Turfing of old graves (at client's request)	74.00	72.00	74.00	72.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	165.00	160.00	165.00	160.00
Weekend surcharge-cremated remains burial	165.00	160.00	165.00	160.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	60.00	57.00	60.00	57.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)		POA		POA

NOTE:

Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT

A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

NON RESIDENT

Any non parishioner

Cemetery Charges DRAFT 01.04.2022 to 31.03.2023

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2022

(All prices are inclusive of VAT)

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. All invoicing must be settled in full prior to permission being given by the Council for any work to be carried out in the Cemetery.

DRAFT

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2022

(All prices are inclusive of VAT)

	Resident (£)		Non-Resident (£)	
CHAPEL SERVICE				
Use of chapel (includes provision of music if required)	170.00	160.00	170.00	160.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)				
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	175.00	170.00	175.00	170.00
Double headstones	350.00	340.00	350.00	340.00
Additional inscriptions after first interment	120.00	118.00	120.00	118.00
Tablets, scrolls, bird baths and books up to 15 inches in height	132.00	129.00	132.00	129.00
To replace a memorial with similar or smaller memorial	47.00	46.00	47.00	46.00
Memorial removal and disposal fee	106.00	103.00	106.00	103.00
Notes to Memorial permits				
1. Kerbstones and border stones are NOT permitted on grave sites: (a) for which exclusive burial rights were purchased on or after 1.11.80 (b) in Lawn Areas (whenever exclusive burial rights were purchased). 2. Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above. 3. Memorial prices will rise above inflation to cover additional costs for inspection. 4. All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.				
WALL OF REMEMBRANCE				
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	137.00	134.00	137.00	134.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	265.00	258.00	795.00	774.00
Additional inscription to existing plaque	53.00	52.00	53.00	52.00

NOTE:

Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

NON RESIDENT Any non parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. All invoicing must be settled in full prior to permission being given by the Council for any work to be carried out in the Cemetery.

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2022

(All prices are inclusive of VAT)

	Resident (£)		Non-Resident (£)	
LAWN OF REMEMBRANCE				
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	190.00	185.00	570.00	555.00
Interment of ashes (digging charge)	90.00	88.00	270.00	264.00
BOOK OF REMEMBRANCE				
Memorial Roses (details entered in a Book of Remembrance)	165.00	160.00	165.00	160.00

NOTE:

Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT

A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

NON RESIDENT

Any non parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. All invoicing must be settled in full prior to permission being given by the Council for any work to be carried out in the Cemetery.

GENERAL OPEN SPACES CHARGES FROM 1 APRIL 2022

CHARGES GENERAL CATEGORIES

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
<ul style="list-style-type: none"> Normal size – 253m2 (10 rods equivalent) 	£0.18 per m2 wef 29.09.2021 £0.19.8 per m2 wef 01.10.2022
Quakers Hall Allotments:	
<ul style="list-style-type: none"> Normal size – 253m2 (10 rods equivalent) 	£0.18 per m2 wef 29.09.2021 £0.19.8 per m2 wef 01.10.2022
Logs:	
<ul style="list-style-type: none"> Full Load 	£125.00 £128.00
<ul style="list-style-type: none"> Half Load 	£75.00 £77.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 2020 for 5 years. Lease expires December 2025)	£3,750.00 Review Sept 2025
Sevenoaks Clarendon LTC (reviewed March 2014 for next 7 years. Main lease expires March 2042)	£412.00 per annum Review March 2021
Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5-year reviews. Lease expires 23 September 2028)	£3,500 per annum Review Sept 2025
Vine Cricket Ground (Licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
<ul style="list-style-type: none"> Pitch 1(Lease expires 27 April 2021) 	£1 per annum
<ul style="list-style-type: none"> Pitch 2 & Pavilion (Lease commenced 1 April 2005 and expires 27 April 2021). Last reviewed 2015 	£520 per annum

SEVENOAKS TOWN COUNCIL
SPORTS FEES

DRAFT FEES & CHARGES FROM 1 APRIL 2022

Sports charges have been reviewed and compared with several neighbouring authorities including London Borough of Croydon, London Borough of Bromley and Swanley TC.

It was also noted that we were inconsistent in our additional charge for the use of the dressing rooms, so this has been brought into line, with small reductions to encourage junior sports.

Generally, a 3% inflationary rise has been applied.

	All Day (£)		Afternoon <i>from 1.30 p.m.</i> (£)		Evening <i>from 5.30 p.m.</i> (£)	
CRICKET (Summer Sport)						
Pitch hire per game inclusive of use of pavilion facilities						
Weekday games - Adults	105	105.00	95	90.00	81	75.00
Weekday games - Juniors	63	70.00	57	60.00	44	50.00
Weekend games - Adults	131	125.00	110	110.00	95	85.00
Weekend games - Juniors	83	80.00	67	65.00	56	55.00
Pitch hire per game exclusive of use of pavilion facilities						
Weekday games - Adults	72	70.00	62	60.00	48	46.00
Weekday games - Juniors	48	46.00	42	41.00	29	28.00
Weekend games - Adults	98	95.00	77	75.00	62	60.00
Weekend games - Juniors	67	65.00	52	50.00	41	40.00
SOCCER (Winter Sport)						
Pitch hire per game inclusive of use of pavilion facilities						
Weekday games - Adults			90	80.00		
Weekday games - Juniors			47	45.00		
Weekend games - Adults			108	100.00		
Weekend games - Juniors			53	55.00		
Pitch hire per game exclusive of use of pavilion facilities						
Weekday games - Adults			57	55.00		
Weekday games - Juniors			32	31.00		
Weekend games - Adults			77	75.00		
Weekend games - Juniors			38	37.00		
RUGBY (Winter Sport)						
Pitch hire per game inclusive of use of pavilion facilities						
Weekday games - Adults			110	110.00		
Weekday games - Juniors			61	65.00		
Weekend games - Adults			131	135.00		
Weekend games - Juniors			82	85.00		
Pitch hire per game exclusive of use of pavilion facilities						
Weekday games - Adults			77	75.00		
Weekday games - Juniors			46	45.00		

All fees subject to VAT other than block bookings of 10 or more games which are paid in advance

SEVENOAKS TOWN COUNCIL
SPORTS FEES

DRAFT FEES & CHARGES FROM 1 APRIL 2022

Weekend games - Adults		98	95.00	
Weekend games - Juniors		67	65.00	
Mini Tournaments		150	145.00	
Junior Training Areas		41	40.00	
Adult Mens Training per hour		33	32.00	
Delete this line Ladies Training per hour		28	27.00	
Delete this line Outside Rugby clubs-normal fee plus		33	32.00	
A discount of 10% will apply to all fees for an advance booking of 10 or more games				
	All Day	Afternoon from	Evening	
	(£)	1.30 p.m.	from 5.30 p.m	
		(£)	(£)	
Other Uses: Use of Pavilion for Social Purposes				
including showers (minimum charge 2 hours)				
Per hour - Adults		33	32.00	
Per hour - Juniors		15	22.00	
excluding showers (minimum charge 2 hours)				
Per hour - Adults		23	22.00	
Per hour - Juniors		12	17.00	
Daily rates (7 hours)				
For Sevenoaks organisations		118	115.00	
For non-Sevenoaks organisations		144	140.00	
Fetes, Sports Meetings etc (one field plus pavilion) whole day				
		417	405.00	
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only				
		221	215.00	
Junior Sports Meetings (7 hours)				
Restricted Area		113	110.00	
One field and Pavilion		190	205.00	
One field		175	170.00	
Athletics Track by arrangement				

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Sevenoaks Town Council
Finance & General Purposes Committee – 22nd November 2021

Grant Budget Update and Grant Applications from Local Community Group

1. Budget – Grants to Local Voluntary Organisation 2021/22

The budget for grants to local voluntary organisations for 2021/22, and the balance to date is as follows:

Budget	2021/22	
	2021/22 Budget £	Balance October 2021 £
Grant Subsidies Sevenoaks Community Centre	255	- 712*
Grant Subsidies Chamber	1,020	915
Local Organisations F & GP & Youth Support Services <i>Of which Play Days £2,000</i>	12,830	5,991
Sevenoaks Summer Festival	5,100	100
Community Resilience Fund	2,724	724
Twinning Support	1,020	1,020
Youth Outreach	3,887	3,887
Youth Council Support	510	465
Stag	27,540	540
Community Rail Partnership	3,060	60
Total	57,946	12,990

*Includes the Tea Dance free hire

2. Applications for Consideration

This Committee is requested to consider the following Grant Application received:

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grant history	Grants 2020/21	Current Grant Application
69	We Are Beams Charity Reg - 1054129	To assist with room hire costs at Bat & Ball Centre for a weekly, term-time, drop in service for family advice. Relocation from Spring House as demand has outgrown capacity.	None	None	£1,416
Total grant funding requested					£1,416

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Sevenoaks TOWN council



APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [**Monday 14th March 2022 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS**

PART I - YOUR ORGANISATION

NAME OF ORGANISATION
WE ARE BEAMS

NAME OF CONTACT
MARIA AUSTEN

ADDRESS OF CONTACT
WE ARE BEAMS, 38-40 ST DAVID'S RD,
HEXTABLE, KENT
POSTCODE BR8 7RJ

TELEPHONE NO: DAYTIME 01322 668501
EVENING
EMAIL ADDRESS MARIA.AUSTEN@WEAREBEAMS.ORG.UK

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

WE SUPPORT DISABLED CHILDREN + THEIR FAMILIES IN SEVENOAKS, DARTFORD + GRAVESHAM. THE CHILDREN WHO ACCESS OUR SERVICES ARE AGED BETWEEN 4-19 YRS. THEY WILL USUALLY HAVE ONE OR MULTIPLY LEARNING DIFFICULTIES, COMPLEX HEALTH NEEDS SUCH AS DOWN SYNDROME, CEREBAL PALSY OR OTHER LIFE LIMITING DISEASE, PHYSICAL OR SENSORY IMPAIRMENT, CHALLENGING BEHAVIOUR AS A RESULT OF THEIR DISABILITY. OUR WORK IS DIVIDED INTO 4 AREAS - SHORT BREAKS OFFER HOLIDAY PLAYSCHMES, FAMILY ADVICE OFFERS ADVICE ON EDUCATION, EHPS, BENEFITS, TRANSPORT, HEALTH, DIRECT PAYMENTS + WE HAVE A 6 BEDDED RESPITE CENTRE

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	61
B) VOLUNTEERS	82
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN [See Guidance Notes]

81 FAMILIES IN SEVENOAKS DISTRICT
13 FAMILIES IN SEVENOAKS TOWN.

PART 2 - GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 1,416.00

PLEASE DESCRIBE YOUR PROJECT

WE ARE SEEKING FUNDS TOWARDS THE COST OF HIRING THE BAT + BALL COMMUNITY CENTRE IN SEVENOAKS FOR OUR FAMILY ADVICE CLINICS

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

WE WOULD HIRE A ROOM FOR WEEKLY TERM TIME DROP IN CLINICS FOR FAMILY ADVICE. WE OFFER ADVICE + SUPPORT TO THE FAMILIES OF THE CHILDREN WITH SPECIAL NEEDS + DISABILITIES. 2 ADVISORS WOULD BE ATTENDING EVERY WEEK ON A WEDNESDAY FROM 9.30 TO 2.30 FOR 36 SESSIONS PER YEAR.

PART 3 - GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form / No

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? Yes / No

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

N/A

PART 4 - TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

~~YES~~/NO

IF YES, PLEASE GIVE DETAILS

N/A

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

BY OFFERING ADVICE + SUPPORT TO OUR FAMILIES WE SEEK TO PROVIDE THE FOLLOWING OUTCOMES:- PREVENT A FAMILY CRISIS, REDUCE ISOLATION, INCREASE CONFIDENCE, WHEN DEALING WITH A DISABLED CHILD, DEVELOP A PARENT SUPPORT NETWORK + IMPROVE MENTAL WELL BEING + IMPROVE A DISABLED CHILD'S ACCESS TO EDUCATION. THE BAT + BALL COMMUNITY CENTRE IS THE PERFECT VENUE TO DELIVER OUR SERVICE. IT IS THE PERFECT SIZE, IT HAS LEVEL ACCESS WITH PUSH BUTTON AUTOMATIC DOORS, AN ACOUSTIC LOOP SYSTEM FITTED FOR THOSE WITH A HEARING IMPAIRMENT. WIFI IS AVAILABLE THROUGHOUT THE BUILDING. THE HALL IS EASILY ACCESSED VIA PUBLIC TRANSPORT, THERE IS AMPLE PARKING INCLUDING 6 DISABLED BAYS *

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£ 668,526

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

4 TO 5 MONTHS

HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS EG. FUNDRAISING DURING THE LAST YEAR?

£167,824

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

14-4-2019 - Family Advice Sessions
£3,500
16-4-2021 - Cygnet Parenting Programme
£2,107.00

* THE MEETING ROOM COSTS £20 PER HOUR OR £15 FOR 6 PLUS HOURS + THERE IS A FURTHER 10% DISCOUNT FOR 10 OR MORE HIRES PER ANNUM, SO THIS WILL COST £81 PER WEEK, £2,916.00 PER ANNUM. OUR BUDGET IS £1,500. WE WOULD LIKE TO APPLY FOR A GRANT IN RELATION TO THE DEFICIT WHICH IS £1,416.00. 123

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	
Form signed	
Audited accounts for the last two years	
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/ NO
---	--------------------

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE *MA Austen* DATE *15/9/2021.*

NAME AND POSITION IN ORGANISATION: *MARIA AUSTEN*
IN CAPITALS PLEASE *TRUST FUNDRAISING OFFICER.*

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

CHEQUE PAYABLE TO:- *WE ARE BEAMS*
SEND TO:- *WE ARE BEAMS,*
ALLSWORTH COURT, 38-40 ST DAVID'S RD, HEXTABLE.
BA8 7RJ.

All Application Forms must be signed (electronic signature acceptable). Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [13th August 2021] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [14th January 2022] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk
If you have any queries, please contact Alison Futtit on 01732 459953.

We Are Beams
(A company limited by guarantee)

Annual Report and Financial Statements
for the year ended 31 December 2020

Contents

	Page
Reference and administrative details of the company, its Trustees and advisers	1
Trustees' report	2 - 10
Independent auditor's report on the financial statements	11 - 14
Statement of financial activities	15
Balance sheet	16
Statement of cash flows	17
Notes to the financial statements	18 - 34

Approved for issue by the Trustees on 12 February 2021

Approved for issue by the Independent Auditor on 12 February 2021

We Are Beams
(A company limited by guarantee)

**Reference and administrative details of the company, its Trustees and advisers
for the year ended 31 March 2020**

Trustees

Mr G J Ratcliffe, Chair
Mrs R Neale, Vice Chair
Mr A J Garrett, Treasurer
N H Johnston
Miss J R Burton
Mr S S Bansal (resigned 31 May 2019)
Mr J H Jarvis
Mrs T Cox (appointed 31 May 2019)
Mr D J Mote (appointed 31 July 2020)

Company registered number

03179785

Charity registered number

1054129

Registered office

Allsworth Court
40 St David's Road
Hextable
Kent
BR8 7RJ

Company secretary

Mrs K Adams

Head of Charity

Mrs K Adams

Independent auditor

Kreston Reeves LLP
Chartered Accountants
Montague Place
Quayside
Chatham Maritime
Chatham
Kent
ME4 4QU

We Are Beams
(A company limited by guarantee)

Trustees' report
for the year ended 31 March 2020

The Trustees present their annual report together with the audited financial statements of the company for the year ended 31 March 2020. The Annual report serves the purposes of both a Trustees' report and a Directors' report under company law. The Trustees confirm that the Annual report and financial statements of the Charitable Company comply with the current statutory requirements, the requirements of the Charitable Company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

Our vision is that Beams will be a leader in transforming the lives of disabled children and young people and their families, enabling greater independence and control of their lives and futures, setting a path for others to follow.

Values that underpin the work of Beams are:

- Service Excellence
- Parent driven
- People focused
- Responsive to needs
- Promoting an inclusive agenda
- Client involvement in the development of services
- Regular and systematic monitoring and evaluation
- Increasing social awareness of disability
- Collaborative working

Our Aims

We aim to provide comprehensive support services and related projects that directly benefit and assist families dealing with the challenges of raising a disabled child. Beams supports families of children with any form of physical, learning or sensory impairment living primarily in the Dartford, Gravesham or Sevenoaks area.

The charity did not make any changes to its mission or core aims during the year, and in reviewing its business objectives and activities was very mindful of the need to maintain as best as possible our current services and activities. The financial climate and uncertainty has given cause for alarm across all sectors and the Trustees recognise that a cautionary approach will offer a far more strategic approach in achieving the ongoing sustainability and vibrancy of the charity into the future

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2020

Objectives and activities (continued)

b. Strategies for achieving objectives

Strategic Objectives

1. To provide the whole family with a bespoke menu of advice, information, support, leisure and education services including:
 - a Family Advice Service
 - Short break leisure opportunities (through our Short Breaks Service)
 - support services for Kent families in receipt of Direct Payments for disabled child and young people through Direct Payment Service
 - To provide and develop in partnership with other organisations or statutory bodies a range of inclusive and specialist services that meet the needs of all disabled children & young people and their families
2. To ensure that marketing and fundraising activity effectively delivers income and raises our profile including:
 - a focus on donor acquisition and major donor income
 - building our profile consistently
 - developing supporter relationships
 - To promote, market, raise awareness and secure a range of funding streams in order to ensure the future of Beams
3. To review the structure of Beams in order to minimise risk and maximise opportunities
4. To retain the PQASSO quality mark at Level 2 (or its Equivalent) and continue to maintain quality assured services in all areas of Beams
5. To develop and secure opportunities to diversify and generate sustainable income sources using our existing services and products whilst maintaining our values.
6. To continue to invest in the professional development of all staff, with a continued focus on leadership and management skills.
7. To meet the ongoing and future needs of the charity to secure ownership of a property that will meet the needs of Beams for the foreseeable future.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2020

Objectives and activities (continued)

c. Activities undertaken to achieve objectives

Family Advice Service

The Family Advice Service is the principal frontline service for our membership. The service continues to offer support to families across a wide range of issues that affect a family with a disabled child .

The effect of dealing with the wide range of issues and providing advice, guidance and support, is what the Family Advice Service is all about. Sadly, though, much of the work is driven by families who are dealing with despair, battles, depression and exhaustion. The Family Advice team has again achieved record numbers of support to parents over the past year in reaching positive outcomes.

Key activities include:

- A telephone helpline and drop-in center.
- Educational Advice
- Weekly Advice Clinics
- Monthly Support Groups in each are
- Delivering ADHD Parent Training,
- Delivery of the Cygnet parenting Programme

Partnership working including:

- Early Support
- Homestart
- Fathers Club
- ADHD Pathway
- For us too
- Includes Us 2
- Space2beme
- Demelza

Short Break Services

The short break services support disabled children and young people and their families. The principle work of the service is to enable disabled children to have enjoyable experiences which help them become more independent and form friendships outside the family. We also support families by providing respite services and offering events and Day trips that the family can attend together.

Kidscamp is our school holiday play scheme for children and young people with severe and complex needs who will need 1-1 care from staff.

Our Inclusive play schemes are held in local leisure centres or day trip activities including paintballing and Laser Tag, skiing and sailing. This group would normally attend a mainstream school are for disabled children and young people who do not require a 1-2-1 support. However, they would need additional support from our staff for aspects of their care such as medication and emotional support.

We also offered Day out and activity days for those aged over 18. These were well received and we are planning to continue this.

Direct Payment Service

The Direct Payment Team were successful in securing a 3 year contract with Kent County Council after a Procurement and tendering process. We were delighted to be able to be awarded the contract and to continue the work that we have done with families receiving Direct Payments.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2020

Objectives and activities (continued)

Direct Payments offer a different way of arranging social care services for disabled children and young people and their families. Above all else Direct Payments offers families and the child:

- More control over how, when and where support services are arranged and
- Greater flexibility over how, when and where support services are arranged.

The Beams Direct Payment Service currently support parents of over 960 young people across Kent so that they can take control of their disabled child or young person's assessed Care and Support needs. The Beams Direct Payment Service will help parents to understand the responsibilities of receiving Direct Payment money, and how to use this correctly. Each family is allocated to a dedicated Beams Direct Payment Case Worker for continuity, and we know the parents trust us to work with them

Fundraising & Marketing

The Fundraising Team headed by - Caroline Brinkman - continues to have a big impact on how We Are Beams is perceived in the local community and with local businesses. We have developed both our Corporate and community work to improve our links with the local community and local business.

We were extremely proud to have again been finalists in the Kent Children's Charity category at the Kent awards. This is a great testament to our entire Charity and the strength of the work that we do.

d. Volunteers

We are Beams' main activities are assisted by a small number of volunteers working within the different departments. They help with the support groups, assist in the main office, supporting the Admin teams including managing the library. Their role also extends to helping with social events and some of the activity groups. They are supported and supervised by the respective department heads and receive training where appropriate. Their contribution to the charity We Are Beams is vital to the charity's continued success at all levels

e. Main activities undertaken to further the company's purposes for the public benefit

In setting objectives and planning for activities the Trustees have given due consideration to guidance from the Charity Commission relating to public benefit. The charity substantially relies on grants and contracts with local authorities and to a lesser extent fees and charges to cover its operating costs. In setting the level of fees, charges and concessions, the trustees give careful consideration to the accessibility of its activities for those on low incomes

Achievements and performance

a. Key performance indicators

The Charitable sector continues to experience uncertainty regarding funding.

The Trustees together with the Management team have continued to be proactive in their planning and service delivery alongside a robust approach to fundraising and procurement.

In this reporting year the charity had a net accounting surplus of £19,876 which was in line with expected performance.

Total Income for the Year of £1,548,986.

Expenditure for the year of £1,529,110.

We Are Beams

(A company limited by guarantee)

**Trustees' report (continued)
for the year ended 31 March 2020**

Achievements and performance (continued)

b. Investment policy and performance

Cash reserves at the end of the year total £217,366 (excluding managed payroll funds). The charity aims to hold sufficient funds to continue operating for a short period with no income from major funding sources.

As in previous years the charity continues to hold a proportion of funds in the Charities Deposit Fund (COIF), an account whose pooled assets are deposited in rigorously selected financial institutions approved by the COIF trustees. For each counterparty, there are agreed individual deposit limits, thus ensuring a wide spread across a range of institutions, the credit status of each being monitored on a daily basis. Currently the COIF Fund's own creditworthiness status is AAA, thus reflecting its high credit quality and low risk. This is in line with the Trustee's policy of safeguarding funds from financial risk.

Financial review

a. Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

COVID-19

The pandemic has had a dramatic effect globally and We are Beams have also had to deal with this.

With effect from Tuesday 17th March 2020 We are Beams suspended all

- Support Groups
- Family Advice Clinics
- Direct Payment Home Visits
- Family Advice Meetings both at Beams and offsite
- After School Clubs
- Fundraising and Community Events

Following the Government announcement on 23rd March 2020 all face to face services including our respite services were suspended and only essential staff continued to work either from home or at Allsworth Court.

All of our phone numbers and emails continued to be active, alongside our Website and social media. All our services had staff available so that we could continue to support families. During the lockdown period we initiated the use of video conferencing to offer one to one support, hold virtual support Groups and provide training sessions.

We reopened our overnight respite service from 28th April 2020 with reduced numbers of children, increased staffing and detailed procedures for operating and detailed cleaning regimes. This necessitated the purchase of additional precautionary equipment including PPE, Sanitizing stations, disinfectant mats and setting up physical barriers within the building to prevent entry at key points.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2020

Financial review (continued)

All fundraising events, corporate and community engagement have been cancelled for 2020 causing a significant loss of income estimated at approximately £200K. The focus for fundraising has shifted to grant applications and online fundraising challenges and Appeals.

We adapted quickly to the situation by offering our services to Kent County Council for the administration of their Toy scheme and the distribution of essential PPE kit to families around Kent. These projects have earned Beams a new income stream. In addition, we furloughed all staff where services were suspended and this helped with finances.

To help support the charity further we have obtained a new loan from KCF of £77K and have just received £88K from the Big Lottery for the COVID-19 fund. We also registered with the Job Retention scheme and have been able to claim 80% of the costs of staff on furlough.

Looking ahead, we need to adapt to this new way of working as COVID may be with us for some time. As staff have now been home based and working well we may seek to develop and extend the Dragon's Retreat to eight beds by utilising the office space and to separate the different aged children.

b. Reserves policy

The reserves of the charity are the resources that are available to spend on the charity's purposes. They do not include restricted funds or designated funds.

The charity has a commitment to transform the lives of disabled children and young people and their families. To ensure that this commitment continues to be met, it is the trustees' policy that the balance of general funds should be maintained at six months' unrestricted expenditure. This policy is based on past experience and is reviewed annually by the trustees.

At 31 March 2020 the general fund balance was £127,633 which is lower than the above policy. Trustees and management are endeavouring to increase the general fund balance but budgetary constraints make it difficult to increase reserves at the present time.

c. Principal funding

Comissioned work for Kent County Council and other local authorities provides a significant level of income to the charity, however we continue to analyse the tenders for services and will only bid for those that ensure adequate funding for the level of service the children and families deserve to have provided for them. The charity continues to seek income from other sources.

Structure, governance and management

a. Constitution

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 22 March 1996.

The company is constituted under a Memorandum of Association dated 22 March 1996 and is a registered charity number 1054129.

The principal object of the company is to provide comprehensive support services and related projects that directly benefit and assist families dealing with the challenges of raising a disabled child. Beams supports families of children with any form of physical, learning or sensory impairment living primarily in the Dartford, Gravesham or Sevenoaks area.

We Are Beams

(A company limited by guarantee)

**Trustees' report (continued)
for the year ended 31 March 2020**

Structure, governance and management (continued)

b. Methods of appointment or election of Trustees

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum of Association.

c. Organisational structure and decision-making policies

The Council of Management is responsible to members and other interested parties for the overall Governance of the charity. As the charity is both a company limited by guarantee and a registered charity, members of the Council of Management are both Directors and Charity Trustees. They seek to ensure that the charity operates so as to fulfil the objectives set out in the Memorandum and in the Articles of Association and that due attention is paid to charity law and other relevant legislation.

The role of the Council of Management is to establish the strategic direction of the charity, to provide leadership, and to ensure that charitable funds are properly utilized and safeguarded.

The day to day operational management of the charity is delegated to the Head of Charity and through her to the staff team. The Council of Management however, retains formal responsibility for all policies, decisions and actions of the charity.

The Council of Management now meets 10 times per year with additional sub groups operating as required.

d. Policies adopted for the induction and training of Trustees

The majority of Trustees, being parents of disabled children and users of our services, already have a good understanding of the charity's work and the needs of our members and their children. An introduction and welcome pack has been developed which includes Charity Commission pamphlets and guidance, and all new Trustees receive copies of the 'Good Trustees Guide'. New Trustees have the benefit of 'support through mentoring programme' from one of the existing trustees.

A skills audit questionnaire is in place to determine the training and development needs of all new Trustees. Additionally, board members can avail themselves of external training course relevant to their roles as required and agreed.

Trustees hold an Annual review session to look at their work against the Code of Governance and generate an action plan for improvement and implementation.

e. Pay policy for key management personnel

The Trustees are mindful of the guidance of the NCVO and the Charity Commission in setting Pay grades for all staff. The Charity currently has a Pay structure and grading system based on an evaluation of each job description.

f. Financial risk management

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2020

Structure, governance and management (continued)

g. Information on fundraising practices

Fundraising undertaken by the Charity is under the management of the Income Generation and Development Lead who is a member of the management team.

Fundraising activities are monitored by the Head of Charity alongside scrutiny from the Council of Management. No complaints about fundraising activities have been received.

Plans for future periods

The lease on the Charity Resource Centre has less than 8 years before its end. The landlord KCC has indicated that this can be extended for a new 20 year term and negotiations have started, although were stalled by covid 19.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102)
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2020

Disclosure of information to auditor

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

Auditor

The auditor, Kreston Reeves LLP, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditor at a meeting of the Trustees.

Approved by order of the members of the board of Trustees on 2 October 2020 and signed on their behalf by:



Mr G J Ratcliffe

We Are Beams
(A company limited by guarantee)

Independent auditor's report to the Members of We Are Beams

Opinion

We have audited the financial statements of We Are Beams (the 'charitable company') for the year ended 31 March 2020 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

We Are Beams

(A company limited by guarantee)

Independent auditor's report to the Members of We Are Beams (continued)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

We Are Beams
(A company limited by guarantee)

Independent auditor's report to the Members of We Are Beams (continued)

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.
- Conclude on the appropriateness of the Trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in my Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of my Auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We Are Beams
(A company limited by guarantee)

Independent auditor's report to the Members of We Are Beams (continued)

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Susan Robinson BA FCA MCFI FCIE DChA (Senior statutory auditor)
for and on behalf of
Kreston Reeves LLP
Statutory Auditor
Chartered Accountants
Chatham Maritime

5 October 2020

We Are Beams
(A company limited by guarantee)

Statement of financial activities (incorporating income and expenditure account)
for the year ended 31 March 2020

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:					
Donations and legacies	3	108,459	31,014	139,473	86,516
Charitable activities	4	743,349	665,467	1,408,816	1,282,137
Investments	5	697	-	697	682
Total income		852,505	696,481	1,548,986	1,369,335
Expenditure on:					
Charitable activities	6	891,175	637,935	1,529,110	1,418,003
Total expenditure		891,175	637,935	1,529,110	1,418,003
Net movement in funds		(38,670)	58,546	19,876	(48,668)
Reconciliation of funds:					
Total funds brought forward		170,157	83,697	253,854	302,522
Net movement in funds		(38,670)	58,546	19,876	(48,668)
Total funds carried forward		131,487	142,243	273,730	253,854

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 18 to 34 form part of these financial statements.

We Are Beams
(A company limited by guarantee)
Registered number: 03179785

Balance sheet
as at 31 March 2020

	2020 £	2019 £
Fixed assets		
Tangible assets	32,725	49,333
	<u>32,725</u>	<u>49,333</u>
Current assets		
Debtors	73,064	135,468
Cash at bank and in hand	540,533	259,562
	<u>613,597</u>	<u>395,030</u>
Creditors: amounts falling due within one year	(372,592)	(190,509)
Net current assets	241,005	204,521
Total net assets	273,730	253,854
Charity funds		
Restricted funds	142,243	83,697
Unrestricted funds	131,487	170,157
Total funds	273,730	253,854

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 02 October 2020 and signed on their behalf by:



Mr G J Ratcliffe
 (Chair of Trustees)

The notes on pages 18 to 34 form part of these financial statements.

We Are Beams
(A company limited by guarantee)

Statement of cash flows
for the year ended 31 March 2020

	2020	2019
	£	£
Cash flows from operating activities		
Net cash used in operating activities	281,024	90,543
Cash flows from investing activities		
Dividends, interests and rents from investments	697	682
Proceeds from the sale of tangible fixed assets	-	700
Purchase of tangible fixed assets	-	(23,500)
Net cash provided by/(used in) investing activities	697	(22,118)
Cash flows from financing activities		
Repayments of borrowing	(750)	(8,437)
Net cash used in financing activities	(750)	(8,437)
Change in cash and cash equivalents in the year	280,971	59,988
Cash and cash equivalents at the beginning of the year	259,562	199,574
Cash and cash equivalents at the end of the year	540,533	259,562

The notes on pages 18 to 34 form part of these financial statements

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2020

1. General information

We Are Beams is a charity and company limited by guarantee incorporated in England. The company's registered office is Allsworth Court, 40 St David's Road, Hextable, Kent, BR8 7RJ. The principal activity of the company is to provide comprehensive support services and projects that will directly benefit and assist families raising a disabled child.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

We Are Beams meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

While the impact of the Covid-19 virus has been assessed by the trustees, so far as reasonably possible, due to its unprecedented impact on the wider economy, it is difficult to evaluate with any certainty the potential outcomes on the company's trade, its customers and suppliers. The trustees however, consider it appropriate to prepare the financial statements on the going concern basis for the following reasons:

- The UK Government's response and its range of measures to support business and the company's own resources and planning
- The company's utilisation of the UK Government's measures of support
- The company implementing its own actions to reduce overheads
- The continuation of services and uptake of new initiatives
- Revised budget forecasts showing profitability set to continue

For further information on the company's response to COVID-19 see the directors report.

2. Accounting policies (continued)

2.3 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the company has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the company, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Where the donated good is a fixed asset, it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset class and depreciated over the useful economic life in accordance with the company's accounting policies.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the company which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

Notes to the financial statements
for the year ended 31 March 2020

2. Accounting policies (continued)

2.4 Expenditure (continued)

All expenditure is inclusive of irrecoverable VAT.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

At each reporting date the company assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Short-term leasehold property	- 25% or 20% per annum
Motor vehicles	- 25% per annum
Fixtures and fittings	- 25%, 20% or 15% per annum
Computer equipment	- 50%, 33%, 25%, 20%, 15% or 10% per annum

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of financial activities.

2.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2. Accounting policies (continued)

2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.10 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.11 Operating leases

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

2.12 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2020

3. Income from donations and legacies

	Unrestricted funds	Restricted funds	Total funds
	2020	2020	2020
	£	£	£
Donations	90,329	31,014	121,343
Gift Aid	18,130	-	18,130
	<u>108,459</u>	<u>31,014</u>	<u>139,473</u>
	Unrestricted funds	Restricted funds	Total funds
	2019	2019	2019
	£	£	£
Donations	65,142	10,345	75,487
Gift Aid	11,029	-	11,029
	<u>76,171</u>	<u>10,345</u>	<u>86,516</u>

4. Income from charitable activities

	Unrestricted funds	Restricted funds	Total funds
	2020	2020	2020
	£	£	£
Commissioned activities	592,655	362,192	954,847
Grant activities	5,211	205,692	210,903
Fundraising activities	32,405	97,583	129,988
Membership activities	10,837	-	10,837
Other activities	102,241	-	102,241
Total 2020	<u>743,349</u>	<u>665,467</u>	<u>1,408,816</u>

**Notes to the financial statements
for the year ended 31 March 2020**

4. Income from charitable activities (continued)

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Commissioned activities	553,299	418,302	971,601
Grant activities	1,916	174,495	176,411
Fundraising activities	29,039	13,048	42,087
Membership activities	6,351	-	6,351
Other activities	85,687	-	85,687
Total 2019	676,292	605,845	1,282,137

Following a review of the allocation of costs by activity within the statement of financial activities, the Trustees have revised the activity analysis in order to provide a disclosure which is more relevant to both the charity and the users of the accounts. The activities reported are in line with the significant activities as described in the Trustees' report and the method adopted has been consistently applied.

5. Investment income

	Unrestricted funds 2020 £	Total funds 2020 £
Bank interest	697	697

	Unrestricted funds 2019 £	Total funds 2019 £
Bank interest	682	682

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2020

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Commissioned activities	531,076	341,361	872,437
Grant activities	25,252	260,712	285,964
Fundraising activities	127,844	30,862	158,706
Other activities	207,003	5,000	212,003
	<u>891,175</u>	<u>637,935</u>	<u>1,529,110</u>

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Commissioned activities	438,893	492,888	931,781
Grant activities	40,514	155,957	196,471
Fundraising activities	89,217	-	89,217
Other activities	189,947	10,587	200,534
	<u>758,571</u>	<u>659,432</u>	<u>1,418,003</u>

Summary by expenditure type

	Staff costs 2020 £	Depreciation 2020 £	Other costs 2020 £	Total funds 2020 £
Commissioned activities	676,047	5,437	190,953	872,437
Grants activities	210,585	-	75,379	285,964
Fundraising activities	87,275	-	71,431	158,706
Other activities	187,608	11,170	13,225	212,003
	<u>1,161,515</u>	<u>16,607</u>	<u>350,988</u>	<u>1,529,110</u>

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2020**

6. Analysis of expenditure on charitable activities (continued)

Summary by expenditure type (continued)

	Staff costs 2019 £	Depreciation 2019 £	Other costs 2019 £	Total funds 2019 £
Commissioned activities	653,214	3,780	274,787	931,781
Grant activities	163,287	-	33,184	196,471
Fundraising activities	60,327	-	28,890	89,217
Other activities	167,894	17,895	14,745	200,534
	<u>1,044,722</u>	<u>21,675</u>	<u>351,606</u>	<u>1,418,003</u>

7. Analysis of expenditure by activities

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £
Commissioned activities	726,205	146,232	872,437
Grant activities	233,897	52,067	285,964
Fundraising activities	118,320	40,386	158,706
Other activities	200,833	11,170	212,003
	<u>1,279,255</u>	<u>249,855</u>	<u>1,529,110</u>

	Activities undertaken directly 2019 £	Support costs 2019 £	Total funds 2019 £
Commissioned activities	738,840	192,941	931,781
Grant activities	183,007	13,464	196,471
Fundraising activities	74,773	14,444	89,217
Other activities	174,939	25,595	200,534
	<u>1,171,559</u>	<u>246,444</u>	<u>1,418,003</u>

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2020**

7. Analysis of expenditure by activities (continued)

Analysis of direct costs

			Total funds 2020 £	Total funds 2019 £
			1,161,515	1,044,722
	Staff costs		85,945	91,019
	Activity and project costs		6,297	9,221
	Training costs		25,318	26,481
	Motor and travel costs		180	116
	Bad debts			
			1,279,255	1,171,559

Analysis of support costs

			Total funds 2020 £	Total funds 2019 £
	Depreciation		16,607	21,675
	Loan interest costs		188	2,813
	Computer costs		41,096	27,797
	Rent & rates		47,497	37,480
	Insurance costs		7,404	10,049
	Light & heat costs		17,569	12,467
	Telephone costs		16,213	14,882
	Printing, postage & stationery costs		13,402	13,895
	Sundry costs		2,795	4,713
	Health & safety costs		2,149	2,315
	Subscription costs		9,003	2,201
	Minibus costs		16,392	14,273
	DBS Checks		19,377	19,752
	Advertising costs		1,867	4,578
	Repair & renewal costs		6,762	7,015
	Equipment hire		5,285	5,848
	Professional fees		10,907	27,961
	Governance costs		15,342	16,730
			249,855	246,444

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2020**

8. Auditor's remuneration

	2020 £	2019 £
Fees payable to the company's auditor for the audit of the company's annual accounts	8,700	9,800

9. Staff costs

	2020 £	2019 £
Wages and salaries	1,053,362	950,178
Social security costs	79,124	68,914
Contribution to defined contribution pension schemes	29,029	25,630
	1,161,515	1,044,722

The average number of persons employed by the company during the year was as follows:

	2020 No.	2019 No.
	74	70

The average headcount expressed as full-time equivalents was:

	2020 No.	2019 No.
	39	37

No employee received remuneration amounting to more than £60,000 in either year.

The total amount of employee benefits (including employer's national insurance contributions and employer's pension contributions) received by the key management personnel for their services to the company was £337,170 (2019: £330,072).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 31 March 2020, expenses totalling £397 were reimbursed or paid directly to 7 Trustees (2019 - £630 to 10 Trustees).

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2020

11. Tangible fixed assets

	Short-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation					
At 1 April 2019	6,250	101,300	26,442	247,633	381,625
At 31 March 2020	6,250	101,300	26,442	247,633	381,625
Depreciation					
At 1 April 2019	6,250	82,258	19,695	224,089	332,292
Charge for the year	-	5,950	1,858	8,800	16,608
At 31 March 2020	6,250	88,208	21,553	232,889	348,900
Net book value					
At 31 March 2020	-	13,092	4,889	14,744	32,725
At 31 March 2019	-	19,042	6,747	23,544	49,333

12. Debtors

	2020 £	2019 £
Due within one year		
Trade debtors	67,742	110,924
Prepayments and accrued income	5,322	24,544
	73,064	135,468

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2020**

13. Creditors: Amounts falling due within one year

	2020 £	2019 £
Other loans	660	1,410
Trade creditors	10,703	18,585
Other taxation and social security	20,590	18,949
Other creditors	313,928	119,448
Accruals and deferred income	26,711	32,117
	372,592	190,509

Within other creditors the company held £313,536 on behalf of their clients as part of the managed payroll service.

At the year end the company held deferred income of £11,327 for donations made towards fundraising events such as London Landmarks and Firewalk which should have taken place in March 2020 but were postponed until after the year end.

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2020**

14. Statement of funds

Statement of funds - current year

	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
Unrestricted funds				
Designated funds				
Beams family support	1,851	-	-	1,851
Clubs	4,677	2,418	(8,894)	(1,799)
Contingency	-	3,802	-	3,802
	<u>6,528</u>	<u>6,220</u>	<u>(8,894)</u>	<u>3,854</u>
General funds				
General Funds	163,629	846,285	(882,281)	127,633
	<u>170,157</u>	<u>852,505</u>	<u>(891,175)</u>	<u>131,487</u>
Restricted funds				
DP Main contract	10,000	361,809	(344,218)	27,591
Lottery targetted playscheme	8,327	21,875	(12,614)	17,588
Sibs club	5,848	56	(5,904)	-
Fixed asset fund	19,729	-	(5,525)	14,204
Kidscamp	29,380	43,873	(73,253)	-
Family advice	-	141,317	(141,317)	-
Capital grants	3,900	-	-	3,900
Medway playscheme	6,513	3,245	(9,679)	79
Fundraising	-	96,783	(31,362)	65,421
Little buddies	-	15,703	(2,708)	12,995
Other	-	11,820	(11,355)	465
	<u>83,697</u>	<u>696,481</u>	<u>(637,935)</u>	<u>142,243</u>
Total of funds	<u><u>253,854</u></u>	<u><u>1,548,986</u></u>	<u><u>(1,529,110)</u></u>	<u><u>273,730</u></u>

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2020**

14. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2019 £
Unrestricted funds					
Designated funds					
Beams family support	700	1,950	(799)	-	1,851
Clubs	12,261	1,344	(8,928)	-	4,677
	<u>12,961</u>	<u>3,294</u>	<u>(9,727)</u>	<u>-</u>	<u>6,528</u>
General funds					
General Funds	173,629	749,951	(748,844)	(11,107)	163,629
Total Unrestricted funds	<u>186,590</u>	<u>753,245</u>	<u>(758,571)</u>	<u>(11,107)</u>	<u>170,157</u>
Restricted funds					
DP Main contract	4,600	334,646	(322,068)	(7,178)	10,000
Lottery targetted playscheme	-	39,216	(27,997)	(2,892)	8,327
Sibs club	8,693	184	(3,029)	-	5,848
Beams independent support	-	55,882	(55,882)	-	-
IS Core	-	18,823	(38,711)	19,888	-
Cygnets early help grant	-	1,251	(840)	(411)	-
Totius	41,024	-	(41,024)	-	-
CRM Database	5,299	-	(5,299)	-	-
Fixed asset fund	6,816	-	(10,587)	23,500	19,729
Sobell foundation	10,000	-	-	(10,000)	-
Kidscamp	32,000	38,963	(29,834)	(11,749)	29,380
Family events	5,000	1,765	(3,187)	(3,578)	-
Family advice	2,500	94,956	(114,937)	17,481	-
Capital grants	-	17,586	-	(13,686)	3,900
Medway playscheme	-	12,818	(6,037)	(268)	6,513
	<u>115,932</u>	<u>616,090</u>	<u>(659,432)</u>	<u>11,107</u>	<u>83,697</u>
Total of funds	<u>302,522</u>	<u>1,369,335</u>	<u>(1,418,003)</u>	<u>-</u>	<u>253,854</u>

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2020

15. Summary of funds

Summary of funds - current year

	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
Designated funds	6,528	6,220	(8,894)	3,854
General funds	163,629	846,285	(882,281)	127,633
Restricted funds	83,697	696,481	(637,935)	142,243
	<u>253,854</u>	<u>1,548,986</u>	<u>(1,529,110)</u>	<u>273,730</u>

Summary of funds - prior year

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2019 £
Designated funds	12,961	3,294	(9,727)	-	6,528
General funds	173,629	749,951	(748,844)	(11,107)	163,629
Restricted funds	115,932	616,090	(659,432)	11,107	83,697
	<u>302,522</u>	<u>1,369,335</u>	<u>(1,418,003)</u>	<u>-</u>	<u>253,854</u>

16. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	18,521	14,204	32,725
Current assets	112,966	500,631	613,597
Creditors due within one year	-	(372,592)	(372,592)
Total	<u>131,487</u>	<u>142,243</u>	<u>273,730</u>

**Notes to the financial statements
for the year ended 31 March 2020**

16. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	29,604	19,729	49,333
Current assets	331,062	63,968	395,030
Creditors due within one year	(190,509)	-	(190,509)
Total	170,157	83,697	253,854

17. Reconciliation of net movement in funds to net cash flow from operating activities

	2020 £	2019 £
Net income/expenditure for the period (as per Statement of Financial Activities)	19,876	(48,668)
Adjustments for:		
Depreciation charges	16,608	21,675
Dividends, interests and rents from investments	(697)	(682)
Loss on the sale of fixed assets	-	559
Decrease in debtors	62,404	28,332
Increase in creditors	182,833	89,327
Net cash provided by operating activities	281,024	90,543

18. Analysis of cash and cash equivalents

	2020 £	2019 £
Cash in hand	540,533	259,562
Total cash and cash equivalents	540,533	259,562

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2020**

19. Analysis of changes in net debt

	At 1 April 2019	Cash flows	At 31 March 2020
	£	£	£
Cash at bank and in hand	259,562	280,971	540,533
Debt due within 1 year	(1,410)	750	(660)
	<u>259,562</u>	<u>281,721</u>	<u>539,873</u>

20. Pension commitments

The group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £29,029 (2019 - £25,630) were payable to the fund at the balance sheet date and are included in creditors.

21. Operating lease commitments

At 31 March 2020 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2020	2019
	£	£
Not later than 1 year	40,610	40,821
Later than 1 year and not later than 5 years	121,711	162,863
	<u>162,321</u>	<u>203,684</u>

The following lease payments have been recognised as an expense in the Statement of financial activities:

	2020	2019
	£	£
Operating lease rentals	<u>40,372</u>	<u>40,935</u>

22. Related party transactions

During the year Mr R Adams, Mr D Adams, Mrs J Adams and Mr J Adams, family members of Mrs K Adams, CEO of We Are Beams, were employed by the company.

All of these people were employed in roles to further the charity's objectives and have line managers separate from Mrs K Adams. Pay reviews for these individuals are conducted separate from those that involve Mrs K Adams, ensuring that these are independent and free from bias.

Registered number: 03179785
Charity number: 1054129

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We Are Beams

(A company limited by guarantee)

Trustees' report and financial statements

for the year ended 31 March 2021

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We Are Beams
(A company limited by guarantee)

Contents

	Page
Reference and administrative details of the company, its Trustees and advisers	1
Trustees' report	2 - 11
Independent auditor's report on the financial statements	12 - 15
Statement of financial activities	16
Balance sheet	17
Statement of cash flows	18
Notes to the financial statements	19 - 35

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We Are Beams
(A company limited by guarantee)

**Reference and administrative details of the company, its Trustees and advisers
for the year ended 31 March 2021**

Trustees

Mr G J Ratcliffe, Chair
Mrs R Neale, Vice Chair
Mr A J Garrett, Treasurer
N H Johnston
Miss J R Burton
Mr J H Jarvis
Mrs T Cox
Mr D J Mote (appointed 31 July 2020)

Company registered number

03179785

Charity registered number

1054129

Registered office

Allsworth Court
40 St David's Road
Hextable
Kent
BR8 7RJ

Company secretary

Mrs K Adams

Head of Charity

Mrs K Adams

Independent auditor

Kreston Reeves LLP
Chartered Accountants
Montague Place
Quayside
Chatham Maritime
Chatham
Kent
ME4 4QU

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We Are Beams

(A company limited by guarantee)

Trustees' report for the year ended 31 March 2021

The Trustees present their annual report together with the audited financial statements of the company for the year ended 31 March 2021. The Trustees confirm that the annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective October 2019). The annual report serves the purposes of both a Trustee report and a directors Report under company law.

Since the company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 is not required.

Objectives and activities

a. Policies and objectives

Our vision is that Beams will be a leader in transforming the lives of disabled children and young people and their families, enabling greater independence and control of their lives and futures, setting a path for others to follow.

Values that underpin the work of Beams are:

- Service Excellence
- Parent driven
- People focused
- Responsive to needs
- Promoting an inclusive agenda
- Client involvement in the development of services
- Regular and systematic monitoring and evaluation
- Increasing social awareness of disability
- Collaborative working

Our Aims

We aim to provide comprehensive support services and related projects that directly benefit and assist families dealing with the challenges of raising a disabled child. Beams supports families of children with any form of physical, learning or sensory impairment living primarily in the Dartford, Gravesham or Sevenoaks area.

The charity did not make any changes to its mission or core aims during the year, and in reviewing its business objectives and activities was very mindful of the need to maintain as best as possible our current services and activities. The financial climate and uncertainty has given cause for alarm across all sectors and the Trustees recognise that a cautionary approach will offer a far more strategic approach in achieving the ongoing sustainability and vibrancy of the charity into the future.

We Are Beams**(A company limited by guarantee)****Trustees' report (continued)
for the year ended 31 March 2021****Objectives and activities (continued)****b. Strategies for achieving objectives**Strategic Objectives

1. To provide the whole family with a bespoke menu of advice, information, support, leisure and education services including: -
 - a Family Advice Service
 - Short break leisure opportunities (through our Short Breaks Service)
 - support services for Kent families in receipt of Direct Payments for disabled child and young people through Direct Payment Service
 - To provide and develop in partnership with other organisations or statutory bodies a range of inclusive and specialist services that meet the needs of all disabled children & young people and their families
2. To ensure that marketing and fundraising activity effectively delivers income and raises our profile including -
 - a focus on donor acquisition and major donor income
 - building our profile consistently
 - developing supporter relationships
 - To promote, market, raise awareness and secure a range of funding streams in order to ensure the future of Beams
3. To review the structure of Beams in order to minimise risk and maximise opportunities
4. To retain the PQASSO quality mark at Level 2 (or its Equivalent) and continue to maintain quality assured services in all areas of Beams
5. To develop and secure opportunities to diversify and generate sustainable income sources using our existing services and products whilst maintaining our values.
6. To continue to invest in the professional development of all staff, with a continued focus on leadership and management skills.
7. To meet the ongoing and future needs of the charity to secure ownership of a property that will meet the needs of Beams for the foreseeable future.

In setting objectives and planning for activities the Trustees have given due consideration to guidance from the Charity Commission relating to public benefit. The charity substantially relies on grants and contracts with local authorities and to a lesser extent fees and charges to cover its operating costs. In setting the level of fees, charges and concessions, the trustees consider the accessibility of its activities for those on low incomes.

We Are Beams

(A company limited by guarantee)

**Trustees' report (continued)
for the year ended 31 March 2021**

Objectives and activities (continued)

c. Main activities undertaken to further the charity's purposes for the public benefit and achieve objectives

Family Advice Service

The Family Advice Service is the principal frontline service for our membership. The service continues to offer support to families across a wide range of issues that affect a family with a disabled child.

The effect of dealing with the wide range of issues and providing advice, guidance and support is what the Family Advice Service is all about. Sadly, though, much of the work is driven by families who are dealing with despair, battles, depression and exhaustion. The Family Advice team has worked throughout the Covid Pandemic to ensure that families have still been able to contact us. Whilst all face-to-face work was stopped, the team provide support via telephone and the use of Video conferencing, ensuring parents could access 1 to 1 attention. Support Group meetings and Cygnet Training courses were also held using video conferencing. 3000 contacts were received by the service during the year.

Key activities include:

- A telephone helpline and drop-in center.
- Educational Advice
- Weekly Advice Clinics
- Monthly Support Groups in each area
- Delivering ADHD Parent Training.
- Delivery of the Cygnet parenting Programme

Partnership working including:

- Early Support
- Homestart
- Fathers Club
- ADHD Pathway
- For us too
- Includes Us 2
- Space2beme
- Demelza

Short Break Services

The short break services support disabled children and young people and their families. The principle work of the service is to enable disabled children to have enjoyable experiences which help them become more independent and form friendships outside the family. We also support families by providing respite services and offering events and Day trips that the family can attend together.

Our normal programme of Short Breaks was severely affected by Covid 19. All services were closed in March 2020 whilst we took advice and waited for Government guidance. On the 28th April, we were able to reopen the Dragons Retreat short break unit with a limited occupancy and strict Covid infection control protocols in place. At the end of July, we were able to increase the occupancy and from September were able to offer some 1 to 1 support after school.

All play schemes and after school, clubs remained closed for the year. At Christmas over 200 activity boxes were delivered to children who would normally have attended a play scheme.

These were delivered by staff and an army of volunteers. In addition, every child registered with us received a Christmas present also delivered to their home.

Storytelling sessions were posted on social media also.

We Are Beams

(A company limited by guarantee)

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities (continued)

2 Family Days out were organized in the summer to a farm where we were able to have sole access and admit families on a timed basis.

Direct Payment Service

The Direct Payment Team have now completed 2 years of the 3-year contract with Kent County Council. Direct Payments offer a different way of arranging social care services for disabled children and young people and their families. Above all else, Direct Payments offers families and the child:

- More control over how, when and where support services are arranged and
- Greater flexibility over how, when and where support services are arranged.

The Beams Direct Payment Service currently support parents of over 980 young people across Kent so that they can take control of their disabled child or young person has assessed Care and Support needs. The Beams Direct Payment Service helps parents to understand the responsibilities of receiving Direct Payment money, and how to use this correctly. Each family is allocated to a dedicated Beams Direct Payment Case Worker for continuity, and we know the parents trust us to work with them.

Covid has again affected the delivery of this support. No face-to-face meetings could be conducted, with all support being by telephone, email or video conference. Many parents sought employment advice regarding, furlough, layoffs and redundancy due to PA's being unable to work. Direct Payment packages were changed to reflect the ongoing needs of families resulting in a 120% increase in the number of recosts required.

Fundraising & Marketing

The Fundraising Team headed by - Caroline Brinkman - continues to have a big impact on how We Are Beams is perceived in the local community and with local businesses. This has been particularly evident over the last year. We have received amazing support during the pandemic which has enabled us to continue to operate all services. Grant awards were significant and ensured that all services have operated throughout the year in some way.

Income generated by the fundraising team totaled £643,493

We are again extremely proud to have been selected as finalists in the Kent Children's Charity category at the Kent Charity awards.

d. Volunteers

We are Beams' main activities are assisted by a small number of volunteers working within the different departments. They help with the support groups, assist in the main office, supporting the Admin teams including managing the library. Their role also extends to helping with social events and some of the activity groups. They are supported and supervised by the respective department heads and receive training where appropriate. Their contribution to the charity We Are Beams is vital to the charity's continued success at all levels.

We Are Beams

(A company limited by guarantee)

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance

a. Key performance indicators

The Charitable sector continues to experience uncertainty regarding funding.

The Trustees together with the Management team have continued to be proactive in their planning and service delivery alongside a robust approach to fundraising and procurement.

In this reporting year the charity had a net accounting surplus of £397,079 which was in line with expected performance.

Total Income for the Year of £1,877,827.

Expenditure for the year of £1,480,748.

b. Investment policy and performance

'The charity has a commitment to transform the lives of disabled children and young people and their families. To ensure that this commitment to families continues to be met, it is the trustees' policy that the balance of general funds should be maintained at six months' unrestricted expenditure. This policy is based on past experience and is reviewed annually by the trustees.

Steps needed to establish or maintain reserves at the agreed level:

- the Finance Manager and Head of Charity will together plan a reserve budget amount
- the reserves budget amount will then be discussed at the full board meeting when annual budgets for the whole organisation are discussed in March of each year. Budgets to be agreed and then sent to the full Board Meeting for final approval.

The arrangements for monitoring and reviewing the policy:

- the policy will be reviewed every year.'

Cash reserves at the end of the year total £670,809. The charity aims to hold sufficient funds to continue operating for a short period with no income from major funding sources. This figure includes £223,916 received in this year for projects running in 2021/22. The unrestricted balance represents 3 months operating costs.

As in previous years, the charity continues to hold a proportion of funds in the Charities Deposit Fund (COIF), an account whose pooled assets are deposited in rigorously selected financial institutions approved by the COIF trustees. For each counterparty, there are agreed individual deposit limits, thus ensuring a wide spread across a range of institutions, the credit status of each being monitored on a daily basis. Currently the COIF Fund's own creditworthiness status is AAA, thus reflecting its high credit quality and low risk. This is in line with the Trustee's policy of safeguarding funds from financial risk.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2021

Financial review

a. Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

COVID-19

The pandemic has had a dramatic effect globally and We are Beams have also had to deal with this.

With effect from Tuesday 17th March 2020 We are Beams suspended all

- Support Groups
- Family Advice Clinics
- Direct Payment Home Visits
- Family Advice Meetings both at Beams and offsite
- After School Clubs
- Fundraising and Community Events

Following the Government announcement on 23rd March 2020 all face to face services including respite services were suspended and only essential staff continued to work either from home or at Allsworth Court. All of our phone numbers and emails continued to be active, alongside our Website and social media. All our services had staff available so that we could continue to support families. During the lockdown period we initiated the use of video conferencing to offer one to one support, hold virtual support Groups and provide training sessions.

We reopened our overnight respite service from 28th April 2020 with reduced numbers of children, increased staffing and detailed procedures for operating and detailed cleaning regimes. This necessitated the purchase of additional precautionary equipment including PPE, Sanitizing stations, disinfectant mats and setting up physical barriers within the building to prevent entry at key points.

All fundraising events, corporate and community engagement were cancelled with a focus for fundraising shifting to grant applications and online fundraising challenges and Appeals.

We are Beams worked in partnership with Kent County Council for the administration of their Toy schemes and the distribution of essential PPE kit to families around Kent. These projects have earned Beams a new income stream. We furloughed all staff where services were suspended and this helped with finances.

We received a loan from KCF of £77K, £88K from the Big Lottery fund. In addition, we registered with the Job Retention scheme and have been able to claim 80% of the costs of staff on furlough.

b. Reserves policy

The reserves of the charity are the resources that are available to spend on the charity's purposes. They do not include restricted funds or designated funds.

The charity has a commitment to transform the lives of disabled children and young people and their families. To ensure that this commitment continues to be met, it is the trustees' policy that the balance of general funds should be maintained at six months' unrestricted expenditure. This policy is based on past experience and is reviewed annually by the trustees.

At 31 March 2021 the general fund balance was £391,085 which is lower than the above policy. Trustees and management are endeavouring to increase the general fund balance but budgetary constraints make it difficult to increase reserves at the present time.

We Are Beams**(A company limited by guarantee)****Trustees' report (continued)
for the year ended 31 March 2021****c. Principal funding**

Comissioned work for Kent County Council and other local authorities provides a significant level of income to the charity, however we continue to analyse the tenders for services and will only bid for those that ensure adequate funding for the level of service the children and families deserve to have provided for them. The charity continues to seek income from other sources.

Structure, governance and management**a. Constitution**

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 22 March 1996.

The company is constituted under a Memorandum of Association dated 22 March 1996 and is a registered charity number 1054129.

The principal object of the company is to provide comprehensive support services and related projects that directly benefit and assist families dealing with the challenges of raising a disabled child. Beams supports families of children with any form of physical, learning or sensory impairment living primarily in the Dartford, Gravesham or Sevenoaks area.

b. Methods of appointment or election of Trustees

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum of Association.

c. Policies adopted for the induction and training of Trustees

The majority of Trustees, being parents of disabled children and users of our services, already have a good understanding of the charity's work and the needs of our members and their children. An introduction and welcome pack has been developed which includes Charity Commission pamphlets and guidance, and all new Trustees receive copies of the 'Good Trustees Guide'. New Trustees have the benefit of 'support through mentoring programme' from one of the existing trustees A skills audit questionnaire is in place to determine the training and development needs of all new Trustees. Additionally, board members can avail themselves of external training course relevant to their roles as required and agreed.

Trustees hold an Annual review session to look at their work against the Code of Governance and generate an action plan for improvement and implementation.

d. Pay policy for key management personnel

The Trustees are mindful of the guidance of the NCVO and the Charity Commission in setting Pay grades for all staff. The Charity currently has a Pay structure and grading system based on an evaluation of each job description.

We Are Beams**(A company limited by guarantee)****Trustees' report (continued)
for the year ended 31 March 2021****Structure, governance and management (continued)****e. Organisational structure and decision making**

The Council of Management is responsible to members and other interested parties for the overall Governance of the charity. As the charity is both a company limited by guarantee and a registered charity, members of the Council of Management are both Directors and Charity Trustees. They seek to ensure that the charity operates to fulfil the objectives set out in the Memorandum and in the Articles of Association and that due attention is paid to charity law and other relevant legislation.

The role of the Council of Management is to establish the strategic direction of the charity, to provide leadership, and to ensure that charitable funds are properly utilized and safeguarded.

The day-to-day operational management of the charity is delegated to the Head of Charity and through her to the staff team. The Council of Management however, retains formal responsibility for all policies, decisions and actions of the charity.

The Council of Management now meets 10 times per year with additional sub groups operating as required.

f. Financial risk management

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

g. Information on fundraising practices

Fundraising undertaken by the Charity is under the management of the Income Generation and Development Lead who is a member of the management team.

Fundraising activities are monitored by the Head of Charity alongside scrutiny from the Council of Management. No complaints about fundraising activities have been received.

Plans for future periods

The lease on the Charity Resource Centre has now be extended to March 2041 with the implementation of a Revisionary lease.

A project has been started for a Capital Appeal to redevelop the Garden at the Centre.

The Head of Charity is looking at the development of our Short Breaks Service to offer Respite Services specifically for 18-25 year olds. Premises in a suitable location are being researched in discussion with KCC.

We Are Beams**(A company limited by guarantee)****Trustees' report (continued)
for the year ended 31 March 2021****Statement of Trustees' responsibilities**

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2021

Disclosure of information to auditor

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

Auditor

The auditor, Kreston Reeves LLP, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditor at a meeting of the Trustees.

Approved by order of the members of the board of Trustees on
and signed on their behalf by:

Mr G J Ratcliffe

DRAFT

We Are Beams
(A company limited by guarantee)

Independent auditor's report to the Members of We Are Beams

Opinion

We have audited the financial statements of We Are Beams (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

We Are Beams
(A company limited by guarantee)

Independent auditor's report to the Members of We Are Beams (continued)

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditor's report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

We Are Beams

(A company limited by guarantee)

Independent auditor's report to the Members of We Are Beams (continued)

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Capability of the audit in detecting irregularities, including fraud

Based on our understanding of the Charity and the sector as a whole, and through discussion with the Trustees and other management (as required by auditing standards), we identified that the principal risks of non-compliance with laws and regulations related to Ofsted compliance, and Safeguarding. We considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities SORP (FRS 102) Second Edition (released October 2019), the Companies Act 2006 and other relevant charity legislation. We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit. We evaluated Trustees' and management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks related to posting inappropriate journal entries to increase revenue or reduce expenditure. Audit procedures performed by the engagement team included:

- Discussions with management and assessment of known or suspected instances of non-compliance with laws and regulations (including health and safety) and fraud; and
- Assessment of identified fraud risk factors; and
- Challenging assumptions and judgements made by management in its significant accounting estimates; and
- Performing analytical procedures to identify any unusual or unexpected relationships, including related party transactions, that may indicate risks of material misstatement due to fraud; and
- Confirmation of related parties with management, and review of transactions throughout the period to identify any previously undisclosed transactions with related parties outside the normal course of business; and
- Reading minutes of meetings of those charged with governance; and
- Review of significant and unusual transactions; and
- Identifying and testing journal entries, in particular any manual entries made at the year end for financial statement preparation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.
- Conclude on the appropriateness of the Trustees' use of the going concern basis of accounting and,

We Are Beams**(A company limited by guarantee)****Independent auditor's report to the Members of We Are Beams (continued)**

based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in my Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of my Auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Susan Robinson BA FCA MCFI FCIE DChA (Senior statutory auditor)

for and on behalf of

Kreston Reeves LLP

Statutory Auditor

Chartered Accountants

Chatham Maritime

Date:

We Are Beams
(A company limited by guarantee)

**Statement of financial activities (incorporating income and expenditure account)
for the year ended 31 March 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	3	165,658	2,166	167,824	139,473
Charitable activities	4	1,030,638	678,987	1,709,625	1,408,816
Investments	5	378	-	378	697
		<u>1,196,674</u>	<u>681,153</u>	<u>1,877,827</u>	<u>1,548,986</u>
Total income					
Expenditure on:					
Charitable activities	6	874,544	606,204	1,480,748	1,529,110
		<u>874,544</u>	<u>606,204</u>	<u>1,480,748</u>	<u>1,529,110</u>
Total expenditure					
Net income					
Transfers between funds	15	322,130 (6,724)	74,949 6,724	397,079 -	19,876 -
		<u>315,406</u>	<u>81,673</u>	<u>397,079</u>	<u>19,876</u>
Net movement in funds					
Reconciliation of funds:					
Total funds brought forward		131,487	142,243	273,730	253,854
Net movement in funds		315,406	81,673	397,079	19,876
		<u>446,893</u>	<u>223,916</u>	<u>670,809</u>	<u>273,730</u>
Total funds carried forward					

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 19 to 35 form part of these financial statements.

We Are Beams

(A company limited by guarantee)
Registered number: 03179785

Balance sheet
as at 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	11	24,866	32,725
		<u>24,866</u>	<u>32,725</u>
Current assets			
Debtors	12	114,056	73,064
Cash at bank and in hand		1,438,364	540,533
		<u>1,552,420</u>	<u>613,597</u>
Creditors: amounts falling due within one year	13	(851,294)	(372,592)
Net current assets		701,126	241,005
Creditors: amounts falling due after more than one year	14	(55,183)	-
Total net assets		670,809	<u>273,730</u>
Charity funds			
Restricted funds	15	223,916	142,243
Unrestricted funds	15	446,893	131,487
Total funds		670,809	<u>273,730</u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on and signed on their behalf by:

Mr G J Ratcliffe
(Chair of Trustees)

The notes on pages 19 to 35 form part of these financial statements.

We Are Beams
(A company limited by guarantee)

Statement of cash flows
for the year ended 31 March 2021

	Note	2021 £	2020 £
Cash flows from operating activities			
Net cash used in operating activities	18	833,222	281,024
Cash flows from investing activities			
Dividends, interests and rents from investments		378	697
Purchase of tangible fixed assets		(6,352)	-
Net cash (used in)/provided by investing activities		(5,974)	697
Cash flows from financing activities			
Cash inflows from new borrowing		77,000	-
Repayments of borrowing		(6,417)	(750)
Net cash provided by/(used in) financing activities		70,583	(750)
Change in cash and cash equivalents in the year		897,831	280,971
Cash and cash equivalents at the beginning of the year		540,533	259,562
Cash and cash equivalents at the end of the year	19	1,438,364	540,533

The notes on pages 19 to 35 form part of these financial statements

We Are Beams**(A company limited by guarantee)****Notes to the financial statements
for the year ended 31 March 2021****1. General information**

We Are Beams is a charity and company limited by guarantee incorporated in England. The company's registered office is Allsworth Court, 40 St David's Road, Hextable, Kent, BR8 7RJ. The principal activity of the company is to provide comprehensive support services and projects that will directly benefit and assist families raising a disabled child.

2. Accounting policies**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

We Are Beams meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

While the impact of the Covid-19 virus has been assessed by the trustees, so far as reasonably possible, due to its unprecedented impact on the wider economy, it is difficult to evaluate with any certainty the potential outcomes on the company's trade, its customers and suppliers. The trustees however, consider it appropriate to prepare the financial statements on the going concern basis for the following reasons:

- The UK Government's response and its range of measures to support business and the company's own resources and planning
- The company's utilisation of the UK Government's measures of support
- The company implementing its own actions to reduce overheads
- The continuation of services and uptake of new initiatives
- Revised budget forecasts showing profitability set to continue

For further information on the company's response to COVID-19 see the directors report.

We Are Beams**(A company limited by guarantee)****Notes to the financial statements
for the year ended 31 March 2021****2. Accounting policies (continued)****2.3 Income**

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the company has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the company, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Where the donated good is a fixed asset, it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset class and depreciated over the useful economic life in accordance with the company's accounting policies.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the company which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

2. Accounting policies (continued)

2.4 Expenditure (continued)

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £1000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

At each reporting date the company assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Short-term leasehold property	- 25% or 20% per annum
Motor vehicles	- 25% per annum
Fixtures and fittings	- 25%, 20% or 15% per annum
Computer equipment	- 50%, 33%, 25%, 20%, 15% or 10% per annum

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of financial activities.

2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

We Are Beams**(A company limited by guarantee)****Notes to the financial statements
for the year ended 31 March 2021****2. Accounting policies (continued)****2.10 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.11 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.12 Operating leases

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

2.13 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

2.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2021**

3. Income from donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations	79,276	2,166	81,442	121,343
Gift Aid	11,084	-	11,084	18,130
Government Covid 19 Support	75,298	-	75,298	-
	<u>165,658</u>	<u>2,166</u>	<u>167,824</u>	<u>139,473</u>
Total 2020	<u><u>108,459</u></u>	<u><u>31,014</u></u>	<u><u>139,473</u></u>	

4. Income from charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Commissioned activities	557,397	402,131	959,528	954,847
Grant activities	29,071	272,107	301,178	210,903
Fundraising activities	235,350	3,922	239,272	129,988
Membership activities	10,518	-	10,518	10,837
Other activities	198,302	827	199,129	102,241
Total 2021	<u>1,030,638</u>	<u>678,987</u>	<u>1,709,625</u>	<u>1,408,816</u>
Total 2020	<u><u>743,349</u></u>	<u><u>665,467</u></u>	<u><u>1,408,816</u></u>	

5. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Bank interest	378	378	697
Total 2020	<u>697</u>	<u>697</u>	

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2021**

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Commissioned activities	480,007	414,440	894,447	872,437
Grant activities	23,202	181,097	204,299	285,964
Fundraising activities	112,193	7,839	120,032	158,706
Other activities	259,142	2,828	261,970	212,003
	<u>874,544</u>	<u>606,204</u>	<u>1,480,748</u>	<u>1,529,110</u>
Total 2020	<u>891,175</u>	<u>637,935</u>	<u>1,529,110</u>	

Summary by expenditure type

	Staff costs 2021 £	Depreciation 2021 £	Other costs 2021 £	Total funds 2021 £	Total funds 2020 £
Commissioned activities	670,569	5,114	218,764	894,447	872,437
Grants activities	185,141	-	19,158	204,299	285,964
Fundraising activities	96,212	-	23,820	120,032	158,706
Other activities	234,114	9,097	18,759	261,970	212,003
	<u>1,186,036</u>	<u>14,211</u>	<u>280,501</u>	<u>1,480,748</u>	<u>1,529,110</u>
Total 2020	<u>1,161,515</u>	<u>16,607</u>	<u>350,988</u>	<u>1,529,110</u>	

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2021**

7. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £	Total funds 2020 £
Commissioned activities	700,133	194,314	894,447	872,437
Grant activities	189,859	14,440	204,299	285,964
Fundraising activities	115,897	4,135	120,032	158,706
Other activities	267,940	(5,970)	261,970	212,003
	<u>1,273,829</u>	<u>206,919</u>	<u>1,480,748</u>	<u>1,529,110</u>
Total 2020	<u>1,279,255</u>	<u>249,855</u>	<u>1,529,110</u>	

Analysis of direct costs

	Total funds 2021 £	Total funds 2020 £
Staff costs	1,186,036	1,161,515
Activity and project costs	75,746	85,945
Training costs	4,097	6,297
Motor and travel costs	7,945	25,318
Bad debts	5	180
	<u>1,273,829</u>	<u>1,279,255</u>

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2021**

7. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2021 £	Total funds 2020 £
Depreciation	14,211	16,607
Loan interest costs	4,025	188
Computer costs	27,706	41,096
Rent & rates	23,270	47,497
Insurance costs	7,781	7,404
Light & heat costs	15,409	17,569
Telephone costs	16,559	16,213
Printing, postage & stationery costs	14,908	13,402
Sundry costs	43	2,795
Health & safety costs	1,510	2,149
Subscription costs	3,623	9,003
Minibus costs	13,306	16,392
DBS Checks	17,950	19,377
Advertising costs	4,691	1,867
Repair & renewal costs	7,032	6,762
Equipment hire	5,773	5,285
Professional fees	12,453	10,907
Governance costs	16,669	15,342
	206,919	249,855

8. Auditor's remuneration

	2021 £	2020 £
Fees payable to the company's auditor for the audit of the company's annual accounts	8,940	8,700

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2021**

9. Staff costs

	2021	2020
	£	£
Wages and salaries	1,076,133	1,053,362
Social security costs	80,182	79,124
Contribution to defined contribution pension schemes	29,721	29,029
	<u>1,186,036</u>	<u>1,161,515</u>

The average number of persons employed by the company during the year was as follows:

2021	2020
No.	No.
75	74
<u>75</u>	<u>74</u>

The average headcount expressed as full-time equivalents was:

2021	2020
No.	No.
37	39
<u>37</u>	<u>39</u>

No employee received remuneration amounting to more than £60,000 in either year.

The total amount of employee benefits (including employer's national insurance contributions and employer's pension contributions) received by the key management personnel for their services to the company was £340,837 (2020: £337,170).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, expenses totalling £NIL were reimbursed or paid directly to Trustee (2020 - £397 to 7 Trustees).

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2021**

11. Tangible fixed assets

	Short-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation					
At 1 April 2020	6,250	101,300	26,442	247,632	381,624
Additions	-	-	-	6,352	6,352
At 31 March 2021	<u>6,250</u>	<u>101,300</u>	<u>26,442</u>	<u>253,984</u>	<u>387,976</u>
Depreciation					
At 1 April 2020	6,250	88,208	21,553	232,888	348,899
Charge for the year	-	5,950	2,428	5,833	14,211
At 31 March 2021	<u>6,250</u>	<u>94,158</u>	<u>23,981</u>	<u>238,721</u>	<u>363,110</u>
Net book value					
At 31 March 2021	<u>-</u>	<u>7,142</u>	<u>2,461</u>	<u>15,263</u>	<u>24,866</u>
At 31 March 2020	<u>-</u>	<u>13,092</u>	<u>4,889</u>	<u>14,744</u>	<u>32,725</u>

12. Debtors

	2021 £	2020 £
Due within one year		
Trade debtors	101,073	67,742
Prepayments and accrued income	12,983	5,322
	<u>114,056</u>	<u>73,064</u>

We Are Beams**(A company limited by guarantee)****Notes to the financial statements
for the year ended 31 March 2021****13. Creditors: Amounts falling due within one year**

	2021 £	2020 £
Other loans	15,400	660
Trade creditors	13,834	10,703
Other taxation and social security	21,700	20,590
Other creditors	736,704	313,928
Accruals and deferred income	63,656	26,711
	<u>851,294</u>	<u>372,592</u>

Within other creditors the company held £687,078 (2020 - £313,536) on behalf of their clients as part of the managed payroll service.

At the year end the company held deferred income of £18,315, which related to grant income received in the year from Kent Community Foundation to cover the future interest charges on the loan taken out in the year.

14. Creditors: Amounts falling due after more than one year

	2021 £	2020 £
Other loans	55,183	-
	<u>55,183</u>	<u>-</u>

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2021**

15. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Unrestricted funds					
Designated funds					
Beams family support	1,851	-	-	(451)	1,400
Clubs	(1,799)	-	(281)	2,080	-
Contingency	3,802	25,676	-	9,930	39,408
Kidscamp	-	27,924	(21,106)	8,182	15,000
	<u>3,854</u>	<u>53,600</u>	<u>(21,387)</u>	<u>19,741</u>	<u>55,808</u>
General funds					
General Funds	<u>127,633</u>	<u>1,143,074</u>	<u>(853,157)</u>	<u>(26,465)</u>	<u>391,085</u>
Total Unrestricted funds	<u>131,487</u>	<u>1,196,674</u>	<u>(874,544)</u>	<u>(6,724)</u>	<u>446,893</u>
Restricted funds					
DP Main contract	27,591	382,162	(370,012)	259	40,000
Lottery targetted playscheme	17,588	38,050	(16,525)	(5,827)	33,286
Fixed asset fund	14,204	-	(5,525)	-	8,679
Family advice	-	207,977	(195,682)	32,292	44,587
Capital grants	3,900	-	-	-	3,900
Medway playscheme	79	3,262	(3,341)	-	-
Fundraising	65,421	3,609	(1,971)	-	67,059
Little buddies	12,995	2,079	(5,465)	-	9,609
Other	465	400	(406)	-	459
Dragons Projects	-	43,614	(7,277)	(20,000)	16,337
	<u>142,243</u>	<u>681,153</u>	<u>(606,204)</u>	<u>6,724</u>	<u>223,916</u>
Total of funds	<u>273,730</u>	<u>1,877,827</u>	<u>(1,480,748)</u>	<u>-</u>	<u>670,809</u>

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2021**

15. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
Unrestricted funds				
Designated funds				
Beams Family support	1,851	-	-	1,851
Clubs	4,677	2,418	(8,894)	(1,799)
Contingency	-	3,802	-	3,802
	<u>6,528</u>	<u>6,220</u>	<u>(8,894)</u>	<u>3,854</u>
General funds				
	<u>163,629</u>	<u>846,285</u>	<u>(882,281)</u>	<u>127,633</u>
Total Unrestricted funds	<u>170,157</u>	<u>-</u>	<u>(891,175)</u>	<u>131,487</u>
Restricted funds				
DP Main contract	10,000	361,809	(344,218)	27,591
Lottery targetted playscheme	8,327	21,875	(12,614)	17,588
Sibs club	5,848	56	(5,904)	-
Fixed Asset fund	19,729	-	(5,525)	14,204
Kidscamp	29,380	43,873	(73,253)	-
Family advice	-	141,317	(141,317)	-
Capital grants	3,900	-	-	3,900
Medway playscheme	6,513	3,245	(9,679)	79
Fundraising	-	96,783	(31,362)	65,421
Little Buddies	-	15,703	(2,708)	12,995
Other	-	11,820	(11,355)	465
	<u>83,697</u>	<u>696,481</u>	<u>(637,935)</u>	<u>142,243</u>
Total of funds	<u>253,854</u>	<u>696,481</u>	<u>(1,529,110)</u>	<u>273,730</u>

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2021**

16. Summary of funds

Summary of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Designated funds	3,854	53,600	(21,387)	19,741	55,808
General funds	127,633	1,143,074	(853,157)	(26,465)	391,085
Restricted funds	142,243	681,153	(606,204)	6,724	223,916
	<u>273,730</u>	<u>1,877,827</u>	<u>(1,480,748)</u>	<u>-</u>	<u>670,809</u>

Summary of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
Designated funds	6,528	6,220	(8,894)	3,854
General funds	163,629	846,285	(882,281)	127,633
Restricted funds	83,697	696,481	(637,935)	142,243
	<u>253,854</u>	<u>1,548,986</u>	<u>(1,529,110)</u>	<u>273,730</u>

17. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	16,187	8,679	24,866
Current assets	1,337,183	215,237	1,552,420
Creditors due within one year	(851,294)	-	(851,294)
Creditors due in more than one year	(55,183)	-	(55,183)
Total	<u>446,893</u>	<u>223,916</u>	<u>670,809</u>

We Are Beams
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2021**

17. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	18,521	14,204	32,725
Current assets	112,966	500,631	613,597
Creditors due within one year	-	(372,592)	(372,592)
Total	131,487	142,243	273,730

18. Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
Net income for the year (as per Statement of Financial Activities)	397,079	19,876
Adjustments for:		
Depreciation charges	14,211	16,608
Dividends, interests and rents from investments	(378)	(697)
Decrease/(increase) in debtors	(40,992)	62,404
Increase in creditors	463,302	182,833
Net cash provided by operating activities	833,222	281,024

19. Analysis of cash and cash equivalents

	2021 £	2020 £
Cash in hand	1,438,364	540,533
Total cash and cash equivalents	1,438,364	540,533

Within cash at bank there is a balance of £686,390 which are client funds.

We Are Beams**(A company limited by guarantee)****Notes to the financial statements
for the year ended 31 March 2021****20. Analysis of changes in net debt**

	At 1 April 2020	Cash flows	At 31 March 2021
	£	£	£
Cash at bank and in hand	540,533	897,831	1,438,364
Debt due within 1 year	(660)	(14,740)	(15,400)
Debt due after 1 year	-	(55,183)	(55,183)
	<u>540,533</u>	<u>-</u>	<u>540,533</u>

21. Pension commitments

The Charity operates a defined contribution pension scheme for its employees. The amount recognised as an expense in the year was £29,721 (2020 - £29,029). There were no outstanding pension contributions at the balance sheet date (2020: £Nil). This is recognised within unrestricted funds.

22. Operating lease commitments

At 31 March 2021 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021	2020
	£	£
Not later than 1 year	42,416	41,877
Later than 1 year and not later than 5 years	86,402	126,146
Later than 5 years	170	-
	<u>128,988</u>	<u>168,023</u>

The following lease payments have been recognised as an expense in the Statement of financial activities:

	2021	2020
	£	£
Operating lease rentals	42,763	40,372
	<u>-</u>	<u>-</u>

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

23. Related party transactions

During the year Mr R Adams, Mr D Adams, Mrs J Adams and Mr J Adams, family members of Mrs K Adams, CEO of We Are Beams, were employed by the Charity.

During the year P Hatcher, the sister of T Woods, a member of the key management personnel of the charity, was employed by the Charity.

All of these people were employed in roles to further the Charity's objectives and have line managers separate from Mrs K Adams. Pay reviews for these individuals are conducted separate from those that involve Mrs K Adams, ensuring that these are independent and free from bias.

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**Notes of the Sevenoaks Town Team AGM and Board Meeting
Wednesday 6th October 2021**

Meeting started 6.30 p.m.
Meeting concluded: 7.55pm
Executive Board Attendance:

Cllr Simon Raikes	Sevenoaks Town Council	Present
Cllr Victoria Granville-Baxter	Sevenoaks Town Council	Apologies
Linda Larter	Sevenoaks Town Council	Present
Cllr Avril Hunter	Sevenoaks District Council	Apologies
Cllr Tony Clayton	Sevenoaks Rail Travellers Association	Present
Austin Blackburn	Go Coach	Present
Elliott Waters	Southeastern	Present
Jane Parish	Sencio	Apologies
Cllr Andrew Eyre, Chairman	Stag	Present
Hannah Kay	Knole	Apologies
Andy Sims	Savills (Blighs)	Absent
Editor	Sevenoaks Chronicle	Absent
Roger Walshe	Sevenoaks Society	Present
Richard Baxter		Absent
Maxine Morgan, V Chairman	Specsavers	Present
Elizabeth Dolding	Warners Solicitors	Present
Roberta Ware	Francis Jones Jewellers	Apologies
Glenn Ball	Local Architect	Absent
Dawn Blee	Chamber of Commerce	Present
Jim Hughes		Present
Helen O'Sullivan	Resident Association	Present
Cllr Elizabeth Purves	Resident Association	Present
Mike Williams	Round Table	Absent
Police	Police	Absent

In attendance: Mayor Cllr Dr Canet, Cllr Richard Parry, Mike Reid

1. **Apologies for Absence** as indicated above and from Cllr Claire Shea, and having received the agenda at short notice, Cllr Richard Streatfeild.
2. **Declaration of Interest:** none received
3. **Minutes of the Previous Meeting – 18th August 2021**
Agreed as a true record.
4. **AGM**

The Chairman thanked all Team members for their support during lockdown which had of course proved to be a very difficult time. Now that controls are being relaxed, and in the hope that they will not return, he is looking forward to the Town Team being able to function fully again. To that end he emphasised that to be successful the team needs to act as such, and he is looking for input from everyone.

Attention was drawn to Mike Reid's new business card with its strapline "The role of Sevenoaks Town Team is via partnership working, to help build the economy of the town and enhance the wellbeing of its people".

There was a discussion about some of the organisations which are on the Executive Board, though which had not been represented in person for a while but still provided valuable input. Mike Reid will review the circulation list to ensure that the correct people are sent agendas and minutes.

The six months financial figures were reviewed. As there have been few events due to Covid, there was little to discuss. Final invoices for the Business Show are awaited but overall the event will make a profit in the region of £1000.

Being central to the initiation and organisation of the "Stag Takeover" Andrew Eyre reported that it was very successful and a good foundation on which to build in 2022.

There were no questions relating to the Town Team Annual Report 2021 which had been circulated previously.

Election

There followed the election of the Chairman and Vice Chairman for 2021/22. There being no other nominations and a willingness for the current Officers to be returned, Andrew Eyre was re-elected Charman and Maxine Morgan as Vice-Chairman.

5. Town Trail

The Summer Trail was a modest success with about 200 people taking part. Some businesses felt that it had not produced anything for them. The trails are provided by High Street Safari who, on checking their statistics reported that for the size and nature of the town, Sevenoaks had done better than average in terms of participation. Feedback from businesses had been requested and various suggestions were welcomed by High Street Safari.

There was a lengthy discussion about the merits of such trails with overwhelmingly a feeling that anything that built footfall was for the good of the town. A common theme was that participating businesses should be encouraged to have special window displays and offers to create a reason for participants to enter the business.

A Christmas trail is now being considered and given that there is sufficient time, schools will be sent details for circulation.

6. Sevenoaks Business Show

The show took place on 22nd September, and for the first time it was held at The Bat & Ball Centre. The event was sponsored by Clive Emson Auctioneers, Thackray Williams, Sevenoaks District Council and Sevenoaks Town Council and sincere thanks were expressed to each of them. The show was opened by Alfie Best who also gave a presentation on building a £750m business. For a "man who has everything" he was delighted to receive an oak sapling as a "thank you", and will be sending a picture when it is planted.

Sales of the stalls were very slow to start but the main hall was completely filled with a total of 34 exhibitors. Two late bookings had to be refused! There were four speaker presentations in the small hall.

The over-riding response of all exhibitors and visitors was that the event was a success, both worthwhile and enjoyable. A Survey Monkey poll was taken among the exhibitors and though an anonymous survey, all liked the venue and arrangements, two felt the show was too long, the majority liked the balance of exhibitors and speakers, all felt it was good value for money and 75% of the respondents said they would book for 2022.

7. Business Hub Update

At the time of the AGM the final check on the new electrical installation was due the next day, and all being well the hub would be fully connected and all systems functioning. That would leave just the repairs to the car park surface to be undertaken.

Linda Larter reported that the Chamber has now fully taken over the marketing and management of the hub. Three of the five pods are now let and use of the hot desks is growing gradually week by week.

8. Marketing of The Bat & Ball Centre for commercial use

Holding the Business Show at the centre revealed just how effective it is for business, and produced some enquiries for such lettings. While the main purpose of the centre is for it to be used for community activities it was agreed that an element of commercial lettings should be encouraged to fund it.

There were questions about using the centre for parties and functions, particularly weddings. Linda Larter showed an article just posted on social media giving details of a competition for a “free wedding” at the Centre. A condition of the prize is that photographs of the event could be used for further letting publicity.

Mike Reid and Linda Larter are to develop a commercial lettings marketing strategy.

9. November Vegan Market

The market is to return on 13th November and will take place in Vine Gardens. The Listening Room Agency is providing live music acts on the bandstand free of charge to TT/STC.

10. Fireworks and Christmas Lights

The fireworks event, run by Round Table will be held much the same as in previous years on Saturday 6th November. Linda Larter was waiting for RT to provide any requests for assistance from TT/STC. *Post meeting note: RT only require help with the Lost Children facility and use of STC Premises Licence*

Planning for the Christmas Lights Switch On is underway, and this event will also follow similar lines to previously. To reduce the risk of unruly “teenage” behaviour the rides this year will be for very young children only. CSLO takes place on Friday 26th November.

11. Sevenoaks Business Awards 2022.

Planning is now starting on the event which takes place on Friday 25th March 2022.

Thought is being given to the awards being oak tree saplings.

12. Public Realm

Little progress had been made since the last report pending a meeting with KCC and SDC due on 11th October.

Post meeting note; At the meeting on 11th October Cllr Streatfeild said he would welcome an application for funding to create an inventory of public realm items focussed on the town centre. This would identify items which would require removal, cleaning, painting or renewing. An application is being prepared by Andrew Eyre and Linda Larter. It is especially relevant that many of these jobs should be done in time for the judging of the National Britain in Bloom Awards which consider not just planting displays, but the overall appearance and presentation of a town. Sevenoaks is one of only ten finalist towns. SDC are also going to work on the dilapidated buildings in the town. They will be serving S215 (Tidy Up Notices) on the two worst looking sites. In the event that owners do not improve the appearance of those buildings SDC will carry out the work and if not paid immediately by the owner, the cost will be registered as a Charge at the Land Registry. There will be plenty of publicity given to those two situations and it is expected other reluctant owners might take action to prevent them receiving public disgrace.

13. Reports from Team Members

Specsavers

The business had been “manically” busy until the petrol shortage with many appointments cancelled though the unavailability of fuel.

Go-Coach

Services had been badly disrupted through the fuel shortage largely as a result of people queuing outside petrol stations. All three services, being the traditional bus and two new on-demand services are doing reasonably well. Though initially nervous it seems that once customers have experienced the on demand services they are very happy to use them again. It seems that the new services are especially attractive to people using pubs and consideration is being given to promoting those through beer mats.

While it is planned to re-introduce extended evening and night time services a major problem is a shortage of staff and difficulty in recruiting new ones.

Passenger numbers are running at about 50% of pre-Covid and school services are at around 70-78%.

Go-Coach are running a very successful and well used service with about 800-1000 passengers per day for Amazon in Dartford.

Warners

All support staff are now back in the office. Fee earners are generally working flexibly.

Chamber of Commerce

The Chamber is now working from the Hub and enjoying the new accommodation. Membership attrition has been a problem through Covid. During Covid meetings were all by Zoom, now they are a mix with that and in person.

Sevenoaks Rail Travellers Association – notes from Cllr Clayton

SRTA have been working with South Eastern on recovery of rail services from Covid. We met them in July to check how they are rebuilding capacity, and they largely met our request to fill gaps in the timetable which started in September. We've also been pressing for enough seats to allow distancing, and for a fare structure which helps part time workers.

We met Govia Thameslink, Network Rail and South Eastern in August to chase the new fast Maidstone East - London service which should have started in 2018. South Eastern is expected to announce an interim semi-fast service soon which may help. However it won't go north of Blackfriars and we've yet to see a timetable. The slow all-stations service via Bat & Ball will start going through to north of London in 2022; in SRTA's view it would be much more useful for the paths through London to be used for faster trains.

The nationalisation of the South Eastern franchise should not be seen as a surprise. We expect more services to get the same treatment. Last time this happened services improved!

South Eastern – notes from Elliott Waters

- Sevenoaks Station was a finalist at the National Rail Awards 2021. We sadly didn't win, but still very pleased to have made it to the final 6 stations out of over 180 entries.

- Throughout September we went 'Gold' for Alice's Arc, and have so far raised over £500 for children's cancer whilst raising awareness of the charity.

- Our 'new' trains have launched, they will start to appear on Sevenoaks stopping Services by the end of the year. They are lighter, faster, more spacious onboard, with plug sockets at each seat and better real-time travel information.

- Donated our un-wanted Pallets to Sevenoaks allotments, they have been transformed in to bug hotels and are very well received by the allotment holders. These pallets would have simply been converted to wood chippings or burned

- GTR benefit fund works are progressing. New shelters in at Sevenoaks and Bat & Ball, with the additional ticket machine going in within the next two weeks

- Southeastern passenger numbers continue to increase, we are currently running at 70-80% of pre-COVID passenger levels. Off peak Services are the busiest, and we are adjusting capacity to better meet the demand. Saturday is our busiest day so far.

- Finally, the big news. Southeastern's contract to run trains is not being renewed after 16th October, therefore we will transfer across to being Government operated under their 'Directly Operated Railways' business. We join two other train companies under their control, Northern and LNER. The Services and the timetables will be remaining the same, all colleagues will transfer across to the new business. We will still be there, and its very much business as usual for us. The brand and the look / feel isn't planned to change, so customers should notice very little as a result.

Elliott kindly volunteered to print and host TT events posters at the Station when panels had not been let commercially. Austin offered to host posters too. Both organisations like to keep posters fresh and up to date, so it helps them too.

Sevenoaks Town Council

STC/TT is planning for the town's entry into the National Britain in Bloom competition. For a large part work will be undertaken by volunteers who will be asked to work on small specific areas. The colour theme is purple and gold.

Linda Larter reported that November will be an extremely busy events month for STC/TT, a Council without an events team!

6th November – Fireworks

13th November – Vegan Market

14th November – Remembrance Day

26th November Christmas Lights Switch on.

The new Youth Council will take effect from November

14. Next Meeting – 15th December 2021 to be held in The Council Chamber

15. Press Release

Not discussed

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd November 2021

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>Upgrades to streetlights in Linden Chase (PROW) have been completed.</p> <p>197. Streetlighting The Committee received and considered the report from the Responsible Financial Officer and note the Town Council’s policy as set out in Minute No. 61 of the Finance & General Purposes Committee held on 15th June 2015.</p> <p>The following private roads had adopted their streetlights:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Clarendon Road</td> <td style="width: 50%;">St Botolphs Avenue</td> </tr> <tr> <td>Quarry Hill</td> <td>St James Road</td> </tr> <tr> <td>Yeomans Meadow</td> <td>The Glade</td> </tr> <tr> <td>Heathfield Road</td> <td>South Park</td> </tr> <tr> <td>Garvock Drive</td> <td>Harrison Way</td> </tr> <tr> <td>Wildernesse Mount</td> <td>Farnaby Drive</td> </tr> <tr> <td>Wood Drive</td> <td>Wildernesse Avenue</td> </tr> </table> <p>The following private roads had not adopted their streetlights:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Coombe Avenue</td> <td style="width: 50%;">Woodside Road</td> </tr> <tr> <td>Pineneedle Lane</td> <td>Lyle Park</td> </tr> <tr> <td>Heathfield Road</td> <td>Kincraig Drive</td> </tr> </table> <p style="text-align: center;">RESOLVED:</p> <p>i) To proceed with LED upgrade option 3 i.e. LED upgrade plus match existing heritage style lighting on Rectory Land and Judd’s Piece at a cost of £17,790 noting that the Sevenoaks Town Council shortfall of £11,717 to be met from Capital Reserves.</p> <p>ii) To write to remaining private roads who have chosen to not adopt their streetlights providing one month’s notice that the Town Council intends to proceed as per Minute No.61 F&GP 15th June 2015 for removal of all lights on all private roads with unadopted lights at a cost of</p>	Clarendon Road	St Botolphs Avenue	Quarry Hill	St James Road	Yeomans Meadow	The Glade	Heathfield Road	South Park	Garvock Drive	Harrison Way	Wildernesse Mount	Farnaby Drive	Wood Drive	Wildernesse Avenue	Coombe Avenue	Woodside Road	Pineneedle Lane	Lyle Park	Heathfield Road	Kincraig Drive
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Sevenoaks Town Council
Finance & General Purposes Committee – 22nd November 2021

Item	Minute No		Status	Latest update
	280 – F&GP 16.09.19			<p>£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>F&GP Committee 25.11.19 (Minute 377):</p> <p>RESOLVED that:</p> <p>1) It be noted that residents of Pineneedle and Lyle Park had agreed to adopt their lights and discussions were therefore concluded;</p> <p>2) Following notification by residents of Kinraig Drive that they would not adopt their lights, the lights be removed;</p> <p>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;</p> <p>4) The 15 households in Woodside Road be asked whether they would form a group to administer payments to the Town Council; and</p> <p>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</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd November 2021

Item	Minute No		Status	Latest update
	407 – Council 09.12.19			road entered into the scheme.” (Minute 197 (iii) 05.08.19 refers)
	199 – F&GP 14.09.20			<p>Council 09.12.19 (Minute 407) RESOLVED:</p> <p>That the following Resolution 197(iii) of the Finance and General Purposes Committee held on 5th August 2019 be rescinded:</p> <p>“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>199. Streetlighting Update</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That residents of Woodside Road be advised of a deadline by which this matter needed to be resolved, including providing a single point of contact for the road for the Town Council to invoice, after which time the lights would be removed; and 2) That the light at the eastern end of Coombe Avenue be retained while officers investigate whether the footpath is a Public Right of Way or whether the light could be retained under the Town Council’s current policy.
	320 - F&GP 23.11.20			<p>Update:</p> <p>Coombe Ave – Western end light to be removed as per previous decision. Residents have been contacted. 1 resident has replied to say they are unhappy. Resident on Cramptons Road is being kept updated as the light is to the rear of their property.</p> <p>Eastern end – Councillors were to investigate whether we could treat this as a footpath light or keep light within council policy.</p> <p>Woodside Road – Residents all contacted with deadline of end Nov to form a single party to receive streetlighting charges.</p> <p>RFO has received contact from 3 households who are unhappy with this decision.</p>
	382 - F&GP 18.01.21			<p>Update : Kippington Lane footpath SU21 – at the edge of the footpath between Kippington Meadow & no 67</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd November 2021

Item	Minute No		Status	Latest update
	193 – F&GP 02.08.21			<p>Oakhill Road. Repairs have been paid for by STC. Light is not SDC or KCC.</p> <p>193. Streetlighting Update</p> <p>RESOLVED: The residents of Woodside Road be asked to communicate their intentions about the streetlighting in the private road by the end of September. If no agreement can be reached the Town Council would remove the streetlights as communicated over the past six years.</p>
2	361 – F&GP 26.11.18	Markets	Ongoing	<p>RESOLVED: unanimously to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include:</p> <ul style="list-style-type: none"> • reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income • the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces. <p>Sevenoaks District Council wrote to the Town Council on 5th March 2019: - Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that out options are tightly regulated. The invitation to tender was originally advertised nationally and across the EU. The EU procurement rules set out some principles to make sure that it is an even playing field for all and that favourable contracts are not granted to particular companies. Changes to a contract should only be allowed where all companies know this beforehand and are given a chance to bid on that basis.</p> <p>Regulation 72 of the 2015 Regulations explains the limited 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</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd November 2021

Item	Minute No		Status	Latest update
				<p>contract documents, where the changes are below a certain value threshold, or the changes fall within some specific other categories. In this case, the contract did not explicitly allow for reductions in the rent. The change in rent would also be larger than what is permitted under the regulations. In order to reduce the rent for the Town Council, we would have to make all bidders aware of this before we awarded the contract. If we make a modification to the contract that is not compliant with the rules, then we would be required to carry out a completely new procurement process for this revised contract (reg. 72 (9)). Therefore, for this reason, it is not open to the District Council to agree to the Town Council's proposals.</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>Meeting took place with SDC 17th February 2020. SDC considering temporary relocation of Wednesday market.</p> <p>No further information received.</p>
3	49 - F&GP 08.06.20	SAHA Trading Hut Lease	<i>Ongoing</i>	<p>Sevenoaks Allotment Holders Association (SAHA) Trading Hut Lease Renewal</p> <p>RESOLVED: That the Sevenoaks Allotment Holders Association lease for the Trading Centre at Quakers Hall Allotment Site be renewed for three years, at a peppercorn rent, with effect from October 2020.</p> <p>Update: New version of lease in draft and will be sent to SAHA imminently.</p>
4	F&GP 18.01.21	Jubilee Clock		<p>Update: Clock has been refurbished by Smiths of Derby and re-erected. However, there is some internal electrical wiring which needs replacing and at present Toni & Guy (the hairdressers is closed due to lockdown) and James Taylor, the local electrician who we have instructed to do the re-wiring can't gain access at the present time. The final work is therefore delayed for the time being.</p> <p>Completed.</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd November 2021

Item	Minute No		Status	Latest update
5	463- F&GP 01.03.21 17.1 – F&GP 12.04.21	Knole Paddock & Raleys Field	Ongoing	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That £30k of Capital Reserves be allocated to the upgrading of the sports pitches at Knole Paddock and Raleys Field; and 2) That £2k be allocated from CIL funds for the installation of new gates between the Cemetery and Greatness Recreation Ground. <p>Sports Pitch</p> <p>The Committee considered the independent report received providing a specification of improvements to the First Team Rugby Pitch, estimated at a cost of £28,000.</p> <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) Sevenoaks Town Council obtain quotations for the pitch improvements to be carried out as identified in the independent report; and 2) Subject to being within the allocated £30,000 budget, the decision to accept a quotation be delegated to the Chairman of the Finance & General Purposes Committee, the Chairman of the Open Spaces & Leisure Committee, The Open Spaces Manager, and the Town Clerk. <p>Two of three quotes received so far.</p>
6	17.2 – F&GP 12.04.21 289. (iv) OSL 27.09.21	Floodlighting Knole Paddock		<p>RESOLVED: That Sevenoaks Town Council explores options for a replacement floodlighting scheme at Knole Paddock which will be modern, efficient, and environmentally friendly, and that the options be discussed with Sevenoaks Rugby Football Club. Report to be provided to a future meeting.</p> <p>The Open Spaces and Leisure Committee considered three quotes which had been obtained for new floodlights. A proposal that the majority of the project should be funded by Sevenoaks Rugby Football Club was put to the vote and lost.</p> <p>RESOLVED to:</p> <ol style="list-style-type: none"> 1. Proceed with quote 2 subject to Non-Destructive Testing of the masts; 2. Fund the new floodlights from CIL. <p>Open Spaces Manager to meet on-site with supplier 17th November 2021.</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd November 2021

Item	Minute No		Status	Latest update
7	190 – F&GP 08.02.21	Cyber Security		Town Clerk to provide a report to Finance and General Purposes Committee. Training to be arranged for Councillors.
8	260.3 F&GP 13.09.21	Pension Deficit		Responsible Financial Officer, Chairman, and Vice-Chairman of Finance and General Purposes Committee to meet Kent County Council to discuss deficit.

Sevenoaks Town Council Priorities

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

No	Project	Details	Proposed target timescale	£	Update / comment												
					Update: STC held Green Initiative Meeting 06.11.21 Green Community Investment Plan produced setting Aims and Objectives.												
2	Bat & Ball Centre	Construction of new multipurpose community centre	December 2020	£3,078,805	Completed.												
3	Bat & Ball Station building	STC acquire station building on long peppercorn lease. Use as community building.	December 2019	£1,500,000 approx.	Completed.												
4	Neighbourhood Development Plan (NDP) for Sevenoaks Includes: <ul style="list-style-type: none"> • Northern Sevenoaks Masterplan • Cultural Quarter • Transport Strategy • Sports Strategy 	To provide a long-term sustainable plan for the Sevenoaks	December 2020	£100,000 (initial budget)	<table border="1"> <thead> <tr> <th colspan="2">DRAFT SEA Timeline (If Locality Technical Support Application is approved)</th> </tr> </thead> <tbody> <tr> <td>Approval of Strategic Environmental Assessment (SEA) Technical Support package, to be provided by AECOM</td> <td>End of July</td> </tr> <tr> <td>SEA carried out, estimated 8-12 weeks – including 5 week consultation to Statutory Consultants</td> <td>End of September/ end of October</td> </tr> <tr> <td>Modify Neighbourhood Plan in response to the SEA recommendations (if required) and preparation of Consultation Statement and Basic Conditions Statement</td> <td>November 2021</td> </tr> <tr> <td>Sign off Final (Regulation 16) Plan with NP Steering Group/Planning Committee</td> <td>November 2021</td> </tr> <tr> <td>Submit the Plan formally to SDC Once the plan is submitted to SDC (with Basic Conditions Statement and Consultation Statement) they will be responsible for: <ul style="list-style-type: none"> a) Publicising the plan for a six-week period (Regulation 16) </td> <td>December 2021</td> </tr> </tbody> </table>	DRAFT SEA Timeline (If Locality Technical Support Application is approved)		Approval of Strategic Environmental Assessment (SEA) Technical Support package, to be provided by AECOM	End of July	SEA carried out, estimated 8-12 weeks – including 5 week consultation to Statutory Consultants	End of September/ end of October	Modify Neighbourhood Plan in response to the SEA recommendations (if required) and preparation of Consultation Statement and Basic Conditions Statement	November 2021	Sign off Final (Regulation 16) Plan with NP Steering Group/Planning Committee	November 2021	Submit the Plan formally to SDC Once the plan is submitted to SDC (with Basic Conditions Statement and Consultation Statement) they will be responsible for: <ul style="list-style-type: none"> a) Publicising the plan for a six-week period (Regulation 16) 	December 2021
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Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment	
					<p>b) Notifying anyone referred to in the consultation statement that the plan has been received; and</p> <p>c) Appointing an independent examiner</p> <p>Any representations received on the plan during the 6-week consultation period will be passed to the independent examiner for consideration. At this stage, the examiner will only be concerned about whether the Plan meets the Basic Conditions (i.e., is in conformity with planning policy) not any other comments about its contents.</p>	
					<p>Examiner's report At the end of the 6-week period the independent examiner will issue a report to the SDC and the Town Council and may make recommendations on modifications required to the plan prior to going to referendum.</p>	February/March 2022
					<p>Modify Neighbourhood Plan in responds to Examiner's recommendations (if required)</p>	March/April 2022
					<p>Referendum Assuming that the plan is found to be satisfactory then SDC will organise a referendum. They will need to publicise these 28 working days before the referendum is held.</p> <p>If more than 50% of those voting in the referendum vote yes to support the plan, it will then become a part of the statutory development plan.</p> <p>SEA being compiled; expected by end of 2021.</p>	Spring 2022

Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment
5	Business Hub	Convert old Red cross building to Business Hub for new start-up of small businesses	June 2020	£373,000	Finance department relocation completed.
6	Business Improvement District (BID)	To progress a BID to ensure that Sevenoaks remains a competitive environment to do business.	Tbc	Tbc	Referendum to be on hold until after the NDP referendum Postponed due to Covid-19
7	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	Unknown	£1,500,000	Football Club submitting planning application for new pavilion and seeking funding. Consultation needed with football club(s) and residents. GRA prefer this ambitions scheme and are submitting scheme for pre-planning advice to have separate building to replace current portacabins, current pavilion adjacent to pitch 2 refurbished to accommodate public toilets, café and community space for hire. Consideration to be given to joint management of facility. Would release current pavilion building, adjacent to pitch 2 for alternative use. Planning application due to be submitted. STC agreed current pavilion to be retained by STC as Community Hub. Planning permission granted.
8	3G Pitch at Knole Paddock	Identifies as part of the Sevenoaks Sports Strategy.	Tbc	Tbc	Refused planning permission 2019. Appeal process not successful.
9	Community Right to Bid.	To nominate assets of community value to Sevenoaks District Council which			Cllrs to be asked to provide information of such buildings within their wards Registration process for Stag. Completed.

Sevenoaks Town Council Priorities

No	Project	Details	Proposed target timescale	£	Update / comment
		Sevenoaks Town Council would be interested in purchasing if they were to be sold.			<p>Registration process for Bradbourne Lakes completed.</p> <p>To Register Kaleidoscope (Library)</p> <p>'Assets of Community Value' - re-registration of the following confirmed:</p> <ul style="list-style-type: none"> • Stag Community Arts Centre • Bradbourne Lakes • Kaleidoscope Centre (comprising the library, gallery and museum)

Sevenoaks Town Council Priorities

PRIORITY TWO

No	Project	Details	Proposed target timescale	£	Update / comment
1	South East in Bloom	Provide action plan for obtaining gold award.			<p>Judging took place 15th July 2021.</p> <p>Sevenoaks Town and two of its parks have been awarded Gold in this year's South & South East in Bloom Awards.</p> <p>Rockdale Housing Association and the Incredible Edible team at West Kent Housing got special praise from the judges.</p> <p>Special thanks given to all the businesses, organisations and volunteers who help and make the town such a success, including Sevenoaks Soroptimists and Sevenoaks Living Landscapes.</p> <p>Next year Sevenoaks is aiming even higher in the Britain in Bloom competition.</p>
2	MUGA Multi Use Games Area	Install to replace facility at Community centre	September 2020	£139,000	Completed.
3	Tarmac Site	Develop community facility provision as part of the NDP / Local Plan	Tbc	Tbc	<p>Ensure community facilities are delivered as outlined in the Northern Sevenoaks Masterplan.</p> <p>Invest in feasibility and project design where appropriate particularly in relation to Oast House.</p> <p>Tarmac presented to Planning Committee 13th January 2020.</p>

Sevenoaks Town Council Priorities

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					Tarmac to provide STC with update on its progress, planning application expected end of 2021.
4	Markets	Long term aim for Sevenoaks Town Council to take over control of the markets.	Tbc	Tbc	Currently 'owned' by Sevenoaks District Council
5	St John's car park public toilets	Refurbish	2020	£10,000	<p>Potentially from future CIL receipts. Following consideration of lower cost option, OS&L Committee on 06.07.2020 RESOLVED THAT:</p> <ol style="list-style-type: none"> 1) The Open Spaces & Leisure Committee use £7,608.52 [CIL allocation] towards the refurbishment and adaption of the St John's Public Toilets to create two unisex, accessible toilet (one on Radar key). 2) A request be made to the Finance & General Purposes Committee for the remaining £2,391.48 to be met from Sevenoaks Town Council's Capital Reserves. <p>F&GP Committee on 20.02.2020 RESOLVED: That £2,391.48 be allocated to the St John's Public Toilets Refurbishment from Capital Reserves.</p> <p>Permission needed from Sevenoaks District Council who lease the public toilets to Town Council.</p>

Sevenoaks Town Council Priorities

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					STC staff to commence this project when resources permit. Quotations being sought.
6	Electric Bus	To convert No.8 bus to meet sustainable agenda	2020	£300,000	To initially seek grant funding.
7	Darent Valley Community Rail Partnership	Support and be involved in the development.	2019	£3,000 p.a.	Launched in September 2019, working in partnership with Sevenoaks District Council, representatives from six stations, Southeastern and GTR. SDC recruited member of staff. To create a Community Interest Company with STC as 'accountable body' when resources permit.

Sevenoaks Town Council Priorities

PRIORITY THREE

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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	<p>Aspirations to buy lease if it becomes available. 15 years left on current lease.</p> <p>Improvements to building (Fly Tower, 4th Storey, Walkway from front to back enabling additional basement area,</p>

Sevenoaks Town Council Priorities

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					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.

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