

22nd April 2020

Report to Finance & General Purposes Committee

Arrangements During COVID 19

Sevenoaks Town Council is endeavouring where possible to continue with its day-to-day activities. Unfortunately, face-to-face meetings are suspended until June and decisions are taking place under delegated authority.

Matters relating to the Finance & General Purposes Committee being considered will be published in the normal manner and timescale - Comments are welcomed by email. Please submit your comments by 12noon on 27th April 2020 to: council@sevenoakstown.gov.uk

It is hoped in the near future that we will be able to hold virtual meetings and details will be published.

Committee Members:

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

1. DECLARATIONS OF INTEREST
To receive any declarations of interest from members in respect of any items of business included in this report.
2. MINUTES
To consider the minutes of the meeting of the Finance & General Purposes Committee held on 2nd March 2020.
3. FINANCE REPORTS
 - 3.1 To receive and consider the Finance Officer's report and variance analysis, together with the Statement of Accounts:
 - (a) Statement of Accounts
To receive and consider the Statement of Accounts, together with the Finance Officer's report and variance analysis for the period 1st to 29th February 2020 (copy attached)

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Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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- (b) Suppliers' Accounts
To authorise payment of the accounts listed in the schedules for the period 1st to 29th February 2020 (copy attached).
- (c) Payroll Account
To confirm payments from the account listed in the schedules for the period 1st to 29th February 2020 (copy attached).
- (d) Petty Cash Account
To confirm payments from the account listed in the schedules for the period 1st to 29th February 2020 (copy attached).

3.2 Renewal of Insurance
To receive and note the insurance renewal for the term 2020/2021 (copy attached)

3.3 Audit Deadlines Extended
To note that:

- The publication date for final, audited, accounts for local councils will move from 30 September to 30 November 2020
- To give local councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, local councils must commence the public inspection period on or before the first working day of September 2020

3.4 Hospitality and Gifts Register
To receive and note Hospitality or Gifts received by Councillors or staff for the periods 27th February 2020 to 22nd April 2020: None

4. GRANT APPLICATIONS – COMMUNITY RESILIENCE FUND
To note grants awarded from the Community Resilience Fund (copy attached)

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

Sevenoaks Town Council
Minutes of the Finance & General Purposes Committee
held on 2nd March 2020 in the Council Chamber

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.25 p.m.

Present:

Cllr Keith Bonin	Present		Cllr Roderick Hogarth	Present
Cllr Nicholas Busvine OBE	Present		Cllr Tom Morris Brown	Apologies
Cllr Sue Camp (7.10pm)	Present		Cllr Robert Piper	Present
Cllr Dr Marilyn Canet	Present		Cllr Simon Raikes, Chairman	Present
Cllr Tony Clayton, Vice Chairman	Present		Cllr Edward Waite (7.05pm)	Present
Cllr Andrew Eyre	Present			

In Attendance: Cllr Parry, Cllr Michaelides (7.22pm), Cllr Shea (7.30pm), Cllr Granville-Baxter (7.50pm), Town Clerk, Responsible Financial Officer and Senior Committee Clerk.

Public Question Time: There were two members of the public present.

The meeting was not recorded.

The Chairman introduced the new Responsible Financial Officer - Rosalind Shaw.

517. Apologies for Absence

RESOLVED: To note as above.

518. Requests for Dispensations

There were no requests for dispensations.

519. Declaration of Interests

The following Councillors declared an interest in Agenda Item 9 Grant Applications, on the basis shown:

- Councillor Piper declared that he was the local President of MENCAP, which had received a donation from the Kent Painters Group
- Councillors Raikes, Canet and Clayton declared that they were members of the Friends of Pontoise
- Councillor Waite declared that he had connection with Sevenoaks Bookshop

520. Minutes of the Finance & General Purposes Committee held on 25th November 2019.

RESOLVED: To receive and sign the Minutes of 25th November 2019 as a true record of the previous meeting.

521. Change to Order of Agenda

RESOLVED: That the order of agenda be amended to facilitate consideration of Agenda Item 9 Grant Applications early, for the benefit of the members of public in attendance.

522. Grant Applications**i) Reports from Grant Recipients 2019**

RESOLVED: to receive and note the reports submitted by recipients of grant awards in 2019.

ii) Consideration of Grant Applications Received

It was noted that, at its meeting held on 12th February 2020, 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	Hire of piano and performance space for competitive classes and prize winners' concert	£600	£600

The Youth Services Committee had also recommended applications by the Kent Youth Jazz Orchestra and Sevenoaks Bookshop (Young Readers Festival) to the Finances and General Purposes Committee for approval.

The Committee considered all grant aid requests received, together with the balance of the Grant Aid Budget.

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
23	Kent Youth Jazz Orchestra	Towards cost of Youth Jazz Workshop at a local school in Sevenoaks. Free of charge for young musicians to attend.	£500	£500
59	Sevenoaks Bookshop	Towards funding free open access entertainment for Young Readers Festival	£1,750	£1,750
12	Art in June Open Studios	Towards printing costs of 10,000 Guidebooks	£500	£500
49	Kent Painters Group	Towards printing of 20 A2 and 50 A3 re-usable correx road signs for Sevenoaks area	£200	£200

2	Sevenoaks Volunteer Transport Group	Towards running costs in year to 31 March 2021	£500	£500
9	Friends of Rheinbach	To support project – promoting new, active links between educational establishments, common interest societies and other relevant group and individuals across the two towns	£250	£250
5	Friends of Pontoise	To build on and expand links between Sevenoaks and Pontoise; to promote understanding of French life and culture in Sevenoaks and of English life and culture in Pontoise	£250-500	£250
	Sevenoaks 2020: Photographing Sevenoaks	Production of book of photographs, prints for charity shops, and market stalls. Also, towards exhibition advertising and hospitality costs.	£500	£500
17	West Kent Mediation	Part funding: CPD meetings and training for volunteers, volunteer expenses, hall hire costs for mediation and volunteer training, contribution towards publicity materials	£750	£750
4	North & West Kent Citizens Advice	To expand scam awareness programme to Sevenoaks Town	£500	£500
3	Sevenoaks Literary Festival	Cost of speaker at annual free event for local schools: best-selling author to give talk and workshops.	£350	£350

523. Finance Reports

i) Management Accounts

The Committee received and noted, for the periods 1st to 31st December 2019 and 1st to 31st January 2020, the Finance Officer's Report with Variance Analysis, Working Capital Summary and Statement of Fund Balances, together with the:

- Suppliers Accounts, balance as at 31st January 2020 - £225,735.89
- Payroll Account, balance as at 31st January 2020 - £66,271.24
- Petty Cash Account, balance as at 31st January 2020 - £739.68

The Finance Officer highlighted the year to date net adverse variance of £112,796 but advised that this would be partially offset by: £59k from the Management and Maintenance Plan covering the first 5 years of operation of the Bat and Ball Café (part of HLF grant funding); £14k grant funding due to be received in respect of outdoor gym equipment at Julian's Meadow; and £10k

refund anticipated in respect of a water leak discovered at the Council offices. These adjustments would result in a net adverse variance of £30k.

ii) Bat and Ball Station Bookings

RESOLVED: To note the bookings for the Bat and Ball Station Booking Hall and Luggage Room from April 2019 to January 2020, and the forthcoming bookings to end of March 2020.

iii) Bank Mandate

RESOLVED: That

- i) the bank signatory lists be updated to include Rosalind Shaw (simultaneously removing Christine Franklin and Hugh D'Alton) as per delegated authority held with all banking institutions with which the Council holds an account or investment;
- ii) the Responsible Financial Officer is authorised to supply the Bank as and when necessary with lists of persons authorised to sign; and
- iii) the resolutions be communicated to the Bank and remain in force until changed by a resolution of the Council and a copy, certified by the Chief Executive and the Responsible Financial officer is received by the Bank.

iv) Hospitality and Gift Register Report: Nothing to report.

524. Jubilee Clock, Market House, High Street, Sevenoaks

The Committee considered the repairs needed to the Jubilee Clock and its enclosure at Market House. Three quotations had been received for the works required. It was agreed that the works be funded from Sevenoaks Town Council's CIL receipts.

RESOLVED: That the Town Clerk be authorised to arrange for the refurbishment of the Jubilee Clock up to a maximum expenditure of £13,760.

525. Condition of Shambles Artwork

The Committee considered a report noting that some Town Councillors had visited The Shambles to look at the artwork (murals and 3d figures) as they were concerned about its condition. It was recognised that the responsibility for the artwork lay with the District Council.

RESOLVED that a letter be sent to the Public Realm Commission at Sevenoaks District Council requesting that consideration be given to the condition of the artwork in the Shambles.

526. Recommendation from Open Spaces Committee: Replacement Town Wardens' Van

The Committee considered a recommendation from the Open Spaces and Leisure Committee that the current Town Wardens' van which was due for replacement be replaced with an electric Nissan van. The Finance Officer had provided a detailed

eight-year cost comparison between diesel and electric which identified a payback period of six years.

RESOLVED that:

- 1) A Nissan electric van be purchased to replace the current Town Wardens' van, up to a maximum cost of £28,305
- 2) That the van be promoted as the Town Council's first electric vehicle

527. Minutes of the Town Partnership Meetings held on 15th January and 19th February 2020

RESOLVED: To note the Minutes of the Sevenoaks Town Partnership meetings held on 15th January 2020 and 19th February 2020.

528. Current Matters and Priorities

RESOLVED: To note the contents of the reports relating to:

- a. Current Matters; and
- b. Town Council Priorities

529. Press Release

Press Release to be issued once the electric van for the Town Wardens had been purchased.

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

Signed
Chairman

Dated

1.0 Summary

The year to date position at the end of February including Precept, gives a net deficit of £64,944 against budgeted surplus of £32,742 resulting in a year to date net adverse variance of £97,686. This does not include capital infrastructure related expenditure and funding, which is covered elsewhere.

Of this £98K adverse variance, £64K relates to the Bat & Ball station café, which will be covered by a planned year end release from the dedicated Management & Maintenance reserve set up with HLF funding to cover the first 5 years of operation. This leaves an adjusted adverse position of £34K.

The draft year end March position subject to final adjustments is indicating a c£25K net deficit, which is in line with budget.

Looking ahead to Q1 and Q2 of 2020/21 and considering the impact of Covid-19 on our income streams, we are expecting a c£100K impact from the closure of cafes, sports facilities, venues for hire, and cancelled events. We are looking into setting aside reserves to cover us financially for this shortfall of income.

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

Appendix 1 - Income and Expenditure by cost centre

Appendix 2 – Working Capital

Appendix 3 - Statement of Funds

2.0 Income and Expenditure (Appendix 1)

Precept received in advance for March 2020 is £95,115.

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

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

<u>Cost Centre</u>	<u>Name</u>	<u>Variance</u> £	<u>Comments</u>
21	Open Spaces	8,858 (A)	Please refer to the variance report.
22	Cemetery	22,368 (A)	Please refer to the variance report.
26	Street Lighting	22,267 (A)	Please refer to the variance report.
28	Vine Café	34,750 (A)	Please refer to the variance report.
30	Bat & Ball Station	63,587 (A)	Please see comments below
31	Establishment	39,422 (F)	Please refer to the variance report.
33	Council Offices	17,372 (F)	Please refer to the variance report.
41	Business Hub	10,175 (A)	Please refer to the variance report.

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

3.0 Cashflow

Since 1st April 2019, there has been a net increase in cashflow of £2,006,772 resulting in a cash balance on 29th February 2020 of £4,468,043. Cash at Bank + PWL.

4.0 Working Capital (Appendix 2)

Including precept received in advance, there is a net increase in current assets of £2,070,312. Receipts include: CIL receipt to date is £1,276,987 (towards the Business Hub of £50,000, £5,671 towards the Jubilee Clock, £21,000 towards the Access Ramp at Bat & Ball station and £1,200,000 for the Bat & Ball Centre refurbishment). The outflow from CIL receipts was £251,372 being allocation to approved capital projects.

Receipt of £308,008 grant payment from The HLF towards Bat & Ball station project and operation.

PWLB Loan of £1,400,000 received towards the refurbishment of The Community Centre, of which £21,661 capital has been repaid.

The year to date expenditure includes £21,804 on Vine Pavilion windows, £101K on Bat and Ball Station, £306K towards the Ramp at Bat & Ball station, £350K on the new Community Centre, £32K on NDP, £14K on cemetery paths resurfacing and £6K on the Business Hub.

5.0 Fund Balances (Appendix 3)

The statement of fund balances as at 29th February 2020 shows funds totalling £4,468,043 (£2,605,524 at 28th February 2019). For now, there is sufficient liquidity to cover current commitments.

Deposits have been invested for varying maturities with HSBC, Handelsbanken, CCLA, Nationwide and Bank of Scotland. Interest rates vary from 0.15% to 0.71%.

February 2020 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	31,963	32,466	503	35,630	Largely tracking budget to date with a slight underspend on Professional Fees.
Open Spaces & Leisure Committee					
General	231,992	223,134	(8,858)	260,002	Adverse variance in Gross pay (£10k) due to recruitment of a standard full staff member rather than an Apprentice. Adverse variance in St Johns Toilets (£2.1k) due to increases in rates and cleaning costs. Additional spend on Outdoor Gym Equipment (£13.8k) at Julian's Meadow (5310/21) offset by £13k grant received. Net cost of (£1k) due to purchase of new van offset by approved transfer from revenue reserves. Slightly higher income on Lettings and Hiring than budgeted for.
Cemetery	33,665	11,297	(22,368)	11,724	Adverse variance due to additional staff (approved previously) (£8.9k). Higher than expected costs due to repairs on JCB digger & rear window (£2.5k). Negative variance in Equipment Maintenance (5525/22) due to unexpected need to replace excavator tracks (£1.3k). Higher than expected Equipment New & Hired (5500/22) due to re-purchasing stolen equipment. (£7.7k) lower than budget on cemetery income.
Allotments	1,794	(652)	(2,446)	135	Variances due to replacement of damaged fence (£1.7k) and funds received from a related insurance claim to offset the costs. Necessary treework carried out at the Bradbourne Allotments carried additional costs (£0.9k) (not offset by insurance claim). £1.5k approved overtime on Gross pay related to additional projects undertaken throughout the year.
Street lighting/ general	50,137	27,870	(22,267)	21,626	Street Lighting costs are higher than budget (£32k) but offset by additional income £8.6k for the works done. Due to committee decision to remove unadopted streetlights and LED upgrade. At year end, costs will be partially offset by earmarked reserves and additional fees charged to paying roads. In Bloom Costs were £2k less than budgeted.
Vine Café	44,939	10,189	(34,750)	12,170	Adverse variance due to essential staff cover (approved budget & overtime) (£9.8k) and lower sale of goods (£29.9k), partially offset by lower spend on goods for resale £5k.
Vine Grounds	18,028	18,165	137	20,000	Capital Refurbishments offset by CIL Income.

February 2020 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Bat & Ball Station	62,669	(918)	(63,587)	(1,134)	Adverse variance due to lower Sales of Goods (£118.1k) and Hire Income (£35.3k), partially offset by lower pay costs £26.6k, Goods for Resale £40.2k & Cleaning £11.5k. This is partially driven by cafe opening hours not matching full operations.
Establishments	528,569	567,991	39,422	667,540	Positive variance driven by higher Interest on Deposits £17.2k due to an increase in funds over the year, and £0.9k increase of Waste Sacks and Banner Income. Less overall expenditure spend to date, in particular £14.6k on pay costs and £2.9k insurance.
General	26,616	30,200	3,584	30,200	Largely tracking to date. Positive variance is driven by slight underspend and additional income on Christmas Lights event codes.
Council Offices	26,008	43,380	17,372	47,485	Favourable variance on Gross Pay £7.7k, £5.3k income relating to water leak, and net £6.2k lower rates, again due to water leak allowance, partially relating to prior year. We are due to pay £14k in March to WMS, representing 50% of £28k water leak savings verified.
Community Centre	(15,229)	(12,432)	2,797	(12,432)	Positive variance due to a transfer of £26k from Revenue Reserves as agreed by F&GP minute 411 to offset the (£20k) loss of income due to the early closure of the Community Centre in June 2019. Also £2.5k higher than budget electricity and gas.
Grants	38,505	42,826	4,321	57,000	Positive variance as less Grant applications have been received to date than we budgeted for.
Property	(7,490)	(7,900)	(410)	(7,900)	Less income received than budgeted due to wayleaves received being lower.

February 2020 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Sevenoaks Town Partnership	5,559	3,204	(2,355)	5,000	Approved spend from STP reserves for website (£2.7k).
Business Hub	2,444	(7,731)	(10,175)	(9,280)	Ongoing Electricity Bills & Rates Bills for the property which was expected to have been renovated and making profit.
Youth Cafe	27,274	26,621	(653)	29,620	Higher spend particularly on pay (£3.3k) and repairs (£2.5k) (including carpet). Offset by Revenue Grant Income.
Markets	3,769	5,818	2,049	-	YTD adverse of (£5k) offset by £7k movement of Market Reinvestment Fund into current year. YTD adverse is mainly driven by net deficit on Wednesday market (£5K) and Blighs (£3k) offset by lower publicity £1.9k, and £1k salaries.
Precept	(1,046,270)	(1,046,270)	-	(1,141,385)	
Rolling Cap Budget	209,980	-	(209,980)	-	
Total (exc. capital items)	64,944	(32,742)	(97,686)		

Summary by Committee:

Planning	31,963	32,466	503	35,630
Open spaces & Leisure	335,616	279,814	(55,802)	313,487
Vine Café	44,939	10,189	(34,750)	12,170
Bat Ball Station	62,669	(918)	(63,587)	(1,134)
Finance & General Purpose	636,025	691,977	55,952	806,099
Precept	(1,046,270)	(1,046,270)	-	(1,141,385)
Rolling Capital Budget	209,980	-	(209,980)	-
Total (exc. Capital items)	64,944	(32,742)	(97,686)	

Detailed Income & Expenditure by Phased Budget Heading 29/02/2020

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
11 Planning - General									
4010 Gross Pay	2,767	2,767	0	30,433	30,435	2	33,200		2,767
6240 Computer/ Data Base/WP's	0	12	12	550	518	(32)	530		(20)
6630 Professional Fees	0	0	0	345	1,213	868	1,600		1,255
6720 Books and Periodicals	0	0	0	299	300	1	300		1
6730 Subscriptions	336	0	(336)	336	0	(336)	0		(336)
Planning - General :- Indirect Expenditure	3,103	2,779	(324)	31,963	32,466	503	35,630	0	3,667
Net Expenditure	(3,103)	(2,779)	324	(31,963)	(32,466)	(503)	(35,630)		
21 O/ Spaces & Leisure - General									
1022 Letting & Hire of Facilities	0	0	0	31,679	30,000	(1,679)	30,000		0
1316 Raleys Car Park Permits	125	0	(125)	1,475	1,750	275	1,750		0
1350 Revenue Grant income	12,935	0	(12,935)	14,163	0	(14,163)	0		0
1550 Insurance Claims	0	0	0	940	0	(940)	0		0
1850 Log Sales	0	0	0	667	1,200	533	1,200		0
1990 Other Income	409	51	(358)	27,664	614	(27,050)	720		0
O/ Spaces & Leisure - General :- Income	13,469	51	(13,418)	76,588	33,564	(43,024)	33,670		
4010 Gross Pay	16,526	14,174	(2,352)	166,223	155,914	(10,309)	170,090		3,867
4270 Employers Pension Contribution	801	948	147	8,965	10,428	1,463	11,380		2,415
5013 Graffiti Removal	13	0	(13)	57	1,000	943	1,000		943
5025 Lower St Johns Toilets	170	596	426	8,661	6,556	(2,105)	7,152		(1,509)
5026 Greatness Rec Convenience	4	333	329	2,077	3,663	1,586	4,000		1,923

Detailed Income & Expenditure by Phased Budget Heading 29/02/2020

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5050 Seats And Litter Bins	2,025	0	(2,025)	3,663	2,125	(1,538)	2,700		(963)
5060 Sevenoaks Common	0	0	0	3,031	3,600	569	3,600		569
5065 Tree Safety Survey	0	0	0	2,350	2,500	150	3,700		1,350
5070 Other Woodlands	0	880	880	3,334	3,300	(34)	3,300		(34)
5110 Knole Paddock & Pavilion	711	400	(311)	2,353	1,700	(653)	2,080		(273)
5120 Knole Paddock Pitch & Grnd Mt	56	750	694	2,070	4,247	2,177	5,000		2,930
5310 Miscellaneous Open Spaces	197	1,000	803	41,487	11,000	(30,487)	21,500		(19,987)
5316 Skatepark Maintenance	0	0	0	602	2,500	1,898	2,500		1,898
5317 Raleys Car Park	0	0	0	494	480	(14)	480		(14)
5320 Fertilizers	0	75	75	615	825	210	1,200		585
5330 Grass Seed	0	0	0	2,143	2,000	(143)	2,000		(143)
5340 Plants	3	415	412	2,406	2,700	294	2,700		294
5410 Repairs & General Maintenance	15	125	110	2,806	1,375	(1,431)	1,500		(1,306)
5500 Equipment Hired and New	48	713	665	27,647	7,373	(20,274)	8,000		(19,647)
5525 Equipment Maintenance	820	0	(820)	4,628	5,000	372	8,000		3,372
5550 Vehicle Expenses	40	375	335	3,721	4,125	404	4,500		779
5700 Fuel	159	674	515	3,854	5,626	1,772	6,200		2,346
6000 Rent & Rates	32	160	128	416	1,440	1,024	1,600		1,184
6010 Light Heat & Cleaning	0	0	0	1,282	1,850	568	2,100		818
6101 Telephone	12	17	6	153	187	34	200		47
6104 Mobile Telephone	0	25	25	163	275	112	300		137
6320 Staff Training	0	0	0	2,861	2,000	(861)	2,500		(361)
6330 Welfare/Hospitality	20	17	(3)	184	187	3	200		16
6730 Subscriptions	0	0	0	0	200	200	200		200

Detailed Income & Expenditure by Phased Budget Heading 29/02/2020

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6812 Road Dues	0	500	500	1,025	1,800	775	2,000		975
6851 Bus Shelter Maintenance	0	14	14	0	156	156	170		170
6900 Sundry Expenses	0	8	8	11	88	77	100		89
6922 Health&Safety/Risk Assessments	170	0	(170)	1,466	1,500	34	1,500		34
6930 Alarm Maintenance	0	0	0	668	720	52	720		52
6931 CCTV Maintenance	0	0	0	520	1,200	680	1,200		680
6934 Waste Bin Collection-Dog Bins	0	0	0	1,966	2,100	134	2,800		834
6935 Waste Bin Disposal-Waste Bins	197	335	139	3,029	3,675	646	4,100		1,071
6952 Protective Clothing	28	117	89	1,654	1,283	(371)	1,400		(254)
O/ Spaces & Leisure - General :- Indirect Expenditure	22,046	22,651	605	308,580	256,698	(51,882)	293,672	0	(14,908)
Net Income over Expenditure	(8,577)	(22,600)	(14,023)	(231,992)	(223,134)	8,858	(260,002)		
<u>22 O/ Spaces & Leisure - Cemetery</u>									
1550 Insurance Claims	0	0	0	3,101	0	(3,101)	0		0
1700 Cemetery Income	2,294	7,500	5,206	74,749	82,500	7,751	90,000		0
O/ Spaces & Leisure - Cemetery :- Income	2,294	7,500	5,206	77,850	82,500	4,650	90,000		
4010 Gross Pay	7,207	5,410	(1,797)	68,422	59,510	(8,912)	64,920		(3,502)
4270 Employers Pension Contribution	559	507	(52)	5,399	5,577	178	6,084		685
5210 Cemetery Chapel & Office	0	0	0	43	200	157	200		157
5230 Cemetery Wshop/Messroom Mtce	35	0	(35)	405	170	(235)	170		(235)
5410 Repairs & General Maintenance	769	83	(686)	1,444	917	(527)	1,000		(444)
5500 Equipment Hired and New	2,407	100	(2,307)	6,278	1,936	(4,342)	2,200		(4,078)

Detailed Income & Expenditure by Phased Budget Heading 29/02/2020

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5525 Equipment Maintenance	37	208	171	4,806	2,288	(2,518)	2,500		(2,306)
5700 Fuel	84	79	(5)	817	869	52	950		133
6000 Rent & Rates	506	545	39	5,981	5,355	(626)	5,900		(81)
6010 Light Heat & Cleaning	201	100	(101)	1,131	1,100	(31)	1,200		69
6101 Telephone	43	62	19	515	682	167	740		225
6104 Mobile Telephone	0	8	8	58	88	30	100		42
6200 Printing & Stationery	0	33	33	13	363	351	400		388
6240 Computer/ Data Base/WP's	570	0	(570)	942	390	(552)	390		(552)
6320 Staff Training	0	0	0	2,000	1,500	(500)	1,500		(500)
6330 Welfare/Hospitality	29	12	(17)	169	137	(32)	150		(19)
6500 Goods for Resale	0	17	17	245	183	(62)	200		(45)
6630 Professional Fees	0	0	0	95	100	5	100		5
6730 Subscriptions	0	0	0	95	100	5	100		5
6802 Trees Plants Turf & Fertilizer	0	0	0	3,096	3,000	(96)	3,000		(96)
6822 Roads Path & Boundaries	44	74	30	756	600	(156)	600		(156)
6832 Lawn/Wall of Remembrance	446	100	(346)	446	100	(346)	100		(346)
6900 Sundry Expenses	0	4	4	35	44	9	50		15
6922 Health&Safety/Risk Assessments	85	0	(85)	1,186	970	(216)	970		(216)
6930 Alarm Maintenance	0	0	0	741	1,150	409	1,150		409
6932 Cemetery Security	640	438	(202)	4,321	4,818	497	5,250		929
6935 Waste Bin Disposal-Waste Bins	98	100	2	1,302	1,100	(202)	1,200		(102)
6952 Protective Clothing	0	50	50	773	550	(223)	600		(173)
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	13,759	7,930	(5,829)	111,516	93,797	(17,719)	101,724	0	(9,792)
Net Income over Expenditure	(11,465)	(430)	11,035	(33,665)	(11,297)	22,368	(11,724)		

Detailed Income & Expenditure by Phased Budget Heading 29/02/2020

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>23 O/ Spaces & Leisure- Allotment</u>									
1010 Rental Income	0	0	0	916	938	22	938		0
1047 QH Allotments Income	41	0	(41)	5,821	5,837	16	5,837		0
1550 Insurance Claims	0	0	0	1,465	0	(1,465)	0		0
O/ Spaces & Leisure- Allotment :- Income	41	0	(41)	8,202	6,775	(1,427)	6,775		
4010 Gross Pay	745	225	(520)	4,845	3,275	(1,570)	3,500		(1,345)
4270 Employers Pension Contribution	35	18	(17)	239	198	(41)	210		(29)
5410 Repairs & General Maintenance	183	0	(183)	3,312	1,150	(2,162)	1,200		(2,112)
6000 Rent & Rates	0	0	0	868	1,200	332	1,700		832
6002 QH Allotments Costs	0	0	0	734	0	(734)	0		(734)
6922 Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	964	243	(721)	9,997	6,123	(3,874)	6,910	0	(3,087)
Net Income over Expenditure	(923)	(243)	680	(1,794)	652	2,446	(135)		
<u>26 Open Spaces-Street Lighting/Ge</u>									
1263 Cont'ns to street lighting	0	0	0	8,623	0	(8,623)	7,197		0
1990 Other Income	0	0	0	650	1,260	610	1,260		0
Open Spaces-Street Lighting/Ge :- Income	0	0	0	9,273	1,260	(8,013)	8,457		
6861 Public Clock Maintenance	0	0	0	992	800	(192)	800		(192)
6862 Street Lighting	3,995	927	(3,068)	44,175	12,070	(32,105)	13,023		(31,152)
6865 In Bloom Costs	0	0	0	14,243	16,260	2,017	16,260		2,017
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	3,995	927	(3,068)	59,409	29,130	(30,279)	30,083	0	(29,326)
Net Income over Expenditure	(3,995)	(927)	3,068	(50,137)	(27,870)	22,267	(21,626)		

Detailed Income & Expenditure by Phased Budget Heading 29/02/2020

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>28 O/ Spaces & Leisure-Vine Cafe</u>									
1211 Sale of Goods	1,205	2,800	1,595	28,970	58,910	29,940	61,710		0
1212 Events Management	0	0	0	0	3,000	3,000	3,000		0
1990 Other Income	0	0	0	2,487	0	(2,487)	0		0
O/ Spaces & Leisure-Vine Cafe :- Income	1,205	2,800	1,595	31,457	61,910	30,453	64,710		
4010 Gross Pay	3,670	3,608	(62)	49,498	39,688	(9,810)	43,300		(6,198)
4270 Employers Pension Contribution	66	220	154	626	2,420	1,794	2,640		2,014
5410 Repairs & General Maintenance	28	41	13	1,206	459	(747)	500		(706)
5500 Equipment Hired and New	52	150	98	4,361	1,650	(2,711)	1,800		(2,561)
5525 Equipment Maintenance	0	41	41	301	459	158	500		199
6000 Rent & Rates	56	100	44	497	1,100	603	1,200		703
6010 Light Heat & Cleaning	27	400	373	1,681	1,600	(81)	1,600		(81)
6101 Telephone	25	25	(0)	281	275	(6)	300		20
6200 Printing & Stationery	0	0	0	48	30	(18)	30		(18)
6210 Postage & Courier	0	0	0	0	160	160	160		160
6240 Computer/ Data Base/WP's	0	12	12	666	138	(528)	150		(516)
6320 Staff Training	0	0	0	0	300	300	300		300
6460 Publicity & Democratic notices	0	21	21	0	231	231	250		250
6500 Goods for Resale	718	500	(218)	14,482	19,498	5,016	20,000		5,518
6533 Copyright Fees/Royalties	0	0	0	307	300	(7)	300		(7)
6635 Professional Fees Licensing	0	0	0	130	100	(30)	100		(30)
6900 Sundry Expenses	2	17	15	126	187	61	200		74
6922 Health&Safety/Risk Assessments	0	0	0	0	500	500	500		500

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6930 Alarm Maintenance	0	0	0	708	500	(208)	500		(208)
6935 Waste Bin Disposal-Waste Bins	64	330	266	816	2,000	1,184	2,000		1,184
6976 Credit card charges	0	46	46	663	504	(159)	550		(113)
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	4,709	5,511	802	76,396	72,099	(4,297)	76,880	0	484
Net Income over Expenditure	(3,504)	(2,711)	793	(44,939)	(10,189)	34,750	(12,170)		
<u>29 O/Spaces & Leisure-Vine Ground</u>									
1208 Other Events Income	0	0	0	0	2,000	2,000	2,000		0
1805 Tea Kiosk Rental & Pavilion	773	0	(773)	3,090	3,180	90	3,180		0
1870 Vine Club Insurance Contrib.	0	0	0	382	500	118	500		0
2012 CIL income allocation	0	0	0	21,804	0	(21,804)	0		0
O/Spaces & Leisure-Vine Ground :- Income	773	0	(773)	25,276	5,680	(19,596)	5,680		
4010 Gross Pay	996	717	(279)	7,940	7,887	(53)	8,600		660
4270 Employers Pension Contribution	58	43	(15)	450	473	23	520		70
5010 Vine Area General Maintenance	8	292	284	2,061	3,212	1,151	3,500		1,439
5020 Vine Public Convenience	116	667	551	7,490	7,337	(153)	8,000		510
5412 Capital Refurbishments	0	0	0	21,804	0	(21,804)	0		(21,804)
6000 Rent & Rates	19	60	41	137	660	523	720		583
6010 Light Heat & Cleaning	0	0	0	131	186	55	250		119
6460 Publicity & Democratic notices	0	0	0	0	250	250	250		250
6635 Professional Fees Licensing	0	0	0	70	100	30	100		30
6868 Summer Concerts	250	0	(250)	2,570	3,100	530	3,100		530

Detailed Income & Expenditure by Phased Budget Heading 29/02/2020

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6931 CCTV Maintenance	0	0	0	651	640	(11)	640		(11)
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	1,447	1,779	332	43,304	23,845	(19,459)	25,680	0	(17,624)
Net Income over Expenditure	(675)	(1,779)	(1,104)	(18,028)	(18,165)	(137)	(20,000)		
<u>30 F& G P - Bat & Ball Station</u>									
1022 Letting & Hire of Facilities	1,645	4,756	3,111	17,012	52,316	35,304	57,074		0
1211 Sale of Goods	3,241	13,624	10,383	31,690	149,864	118,174	163,482		0
F& G P - Bat & Ball Station :- Income	4,886	18,380	13,494	48,701	202,180	153,479	220,556		
4010 Gross Pay	5,172	8,433	3,261	66,164	92,763	26,599	101,200		35,036
4270 Employers Pension Contribution	49	533	484	1,634	5,863	4,229	6,400		4,766
5410 Repairs & General Maintenance	2,367	128	(2,239)	3,530	1,408	(2,122)	1,540		(1,990)
5500 Equipment Hired and New	70	0	(70)	3,451	0	(3,451)	0		(3,451)
5525 Equipment Maintenance	0	0	0	301	0	(301)	0		(301)
6000 Rent & Rates	119	412	293	4,153	4,532	379	4,950		797
6011 Electricity	547	431	(116)	4,978	4,741	(237)	5,170		192
6012 Gas	0	167	167	2,436	1,837	(599)	2,000		(436)
6013 Cleaning	135	1,312	1,177	1,721	14,432	12,711	15,748		14,027
6014 Water	0	249	249	0	2,739	2,739	2,990		2,990
6020 Insurance Cost	0	172	172	295	1,892	1,597	2,060		1,765
6101 Telephone	14	54	40	171	594	423	650		479
6200 Printing & Stationery	89	17	(72)	504	187	(317)	200		(304)
6320 Staff Training	0	0	0	540	250	(290)	250		(290)

Detailed Income & Expenditure by Phased Budget Heading 29/02/2020

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6460 Publicity & Democratic notices	0	381	381	727	4,191	3,464	4,568		3,841
6500 Goods for Resale	789	5,450	4,661	15,058	59,950	44,892	65,396		50,338
6533 Copyright Fees/Royalties	0	46	46	0	506	506	550		550
6635 Professional Fees Licensing	0	46	46	203	506	303	550		347
6730 Subscriptions	0	0	0	140	0	(140)	0		(140)
6900 Sundry Expenses	0	50	50	305	550	245	600		295
6922 Health&Safety/Risk Assessments	66	85	19	1,199	935	(264)	1,020		(179)
6930 Alarm Maintenance	75	0	(75)	1,771	1,230	(541)	1,230		(541)
6931 CCTV Maintenance	0	52	52	153	572	419	620		467
6935 Waste Bin Disposal-Waste Bins	98	102	4	953	1,122	169	1,230		277
6939 Healthcare Services	0	0	0	286	0	(286)	0		(286)
6976 Credit card charges	0	42	42	697	462	(235)	500		(197)
F & G P - Bat & Ball Station :- Indirect Expenditure	9,590	18,162	8,572	111,370	201,262	89,892	219,422	0	108,052
Net Income over Expenditure	(4,704)	218	4,922	(62,669)	918	63,587	1,134		
31 F & G P - Establishments									
1115 Interest on Deposits	1,879	500	(1,379)	22,691	5,500	(17,191)	6,000		0
1231 Banner Income	162	387	225	4,445	4,257	(188)	4,640		0
1889 Waste Sacks Income	82	125	43	2,030	1,375	(655)	1,500		0
1990 Other Income	0	83	83	8,615	913	(7,702)	1,000		0
F & G P - Establishments :- Income	2,123	1,095	(1,028)	37,780	12,045	(25,735)	13,140		
4010 Gross Pay	27,281	26,637	(644)	285,801	293,007	7,206	319,640		33,839

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4270 Employers Pension Contribution	2,656	3,377	721	29,709	37,147	7,438	40,520		10,811
4271 Pension Deficiency	5,917	5,917	0	65,083	65,087	4	71,000		5,917
5500 Equipment Hired and New	1,132	208	(924)	2,685	2,288	(397)	2,500		(185)
6020 Insurance Cost	1,077	1,400	323	15,647	18,600	2,953	20,000		4,353
6101 Telephone	436	492	56	4,969	5,412	443	5,900		931
6103 Fax	0	9	9	0	92	92	100		100
6200 Printing & Stationery	316	1,250	934	10,445	13,750	3,305	15,000		4,555
6210 Postage & Courier	274	416	142	4,124	4,580	456	5,000		876
6240 Computer/ Data Base/WP's	26	1,083	1,057	15,454	11,913	(3,541)	13,000		(2,454)
6241 Website Costs	0	0	0	1,936	1,500	(436)	2,000		64
6242 I.T. Infrastructure	0	0	0	6,521	6,500	(21)	6,500		(21)
6281 Furnishings,Furniture/Eqpt	179	0	(179)	303	600	297	1,400		1,097
6300 Computers Accountancy	0	0	0	2,909	3,300	391	3,300		391
6315 Recruitment Costs	4,214	333	(3,881)	4,608	3,667	(941)	4,000		(608)
6320 Staff Training	0	417	417	3,321	4,583	1,262	5,000		1,679
6321 Investors in People	0	0	0	1,160	800	(360)	800		(360)
6330 Welfare/Hospitality	146	158	12	2,535	1,738	(797)	1,900		(635)
6410 Civic Exps/Annual Reception	0	0	0	1,439	1,650	211	1,650		211
6415 Gifts/hospitality	0	55	55	1,044	385	(659)	400		(644)
6420 Annual Parish Meeting	0	0	0	0	0	0	100		100
6421 Honour Bd. Badges & Insignia	0	15	15	412	235	(177)	250		(162)
6422 Mayor Allowance 2019/20	90	487	397	2,587	4,870	2,283	5,360		2,773
6424 Mayors Car Allowance 2019/20	0	0	0	48	0	(48)	2,400		2,352
6435 Members Expenses	0	0	0	4,000	4,000	0	4,000		0

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6440 Press Notices	0	0	0	704	1,370	666	1,500		796
6450 Bye Laws	0	0	0	0	0	0	100		100
6460 Publicity & Democratic notices	0	310	310	500	2,590	2,090	2,900		2,400
6461 Banner Costs	0	125	125	1,725	1,375	(350)	1,500		(225)
6610 Audit Fees	0	0	0	3,760	4,000	240	4,000		240
6619 Irrecoverable VAT	0	0	0	0	0	0	6,000		6,000
6620 Legal Expenses	0	0	0	1,750	2,000	250	5,000		3,250
6635 Professional Fees Licensing	396	0	(396)	1,331	1,800	469	1,800		469
6650 Bad debts	0	0	0	37	0	(37)	0		(37)
6710 Conference Fees & Expenses	21	192	171	1,678	2,112	434	2,300		622
6720 Books and Periodicals	0	32	32	209	352	143	380		171
6730 Subscriptions	(1,200)	120	1,320	4,031	3,670	(361)	4,000		(31)
6889 Waste Sacks	0	121	121	2,028	1,328	(700)	1,450		(578)
6900 Sundry Expenses	11	42	32	369	462	93	500		131
6922 Health&Safety/Risk Assessments	0	0	0	3,100	3,000	(100)	3,000		(100)
6975 Bank Charges	99	125	26	1,648	1,375	(273)	1,500		(148)
6976 Credit card charges	8	58	51	381	638	257	700		319
7010 Election Expenses	0	0	0	11,298	3,000	(8,298)	3,000		(8,298)
7611 Contingency provision	0	0	0	65,061	65,260	199	108,330		43,269
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000
F & G P - Establishments :- Indirect Expenditure	43,079	43,379	300	566,349	580,036	13,687	680,680	0	114,331
Net Income over Expenditure	(40,956)	(42,284)	(1,328)	(528,569)	(567,991)	(39,422)	(667,540)		

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
32 F & G P - General									
1490 Christmas Lights Switch On	0	0	0	6,765	5,000	(1,765)	5,000		0
1495 Number 8 bus income	3,309	3,095	(214)	36,395	34,045	(2,350)	37,138		0
1990 Other Income	2,027	0	(2,027)	2,447	0	(2,447)	0		0
F & G P - General :- Income	5,335	3,095	(2,240)	45,607	39,045	(6,562)	42,138		
6490 Christmas Lights Switch On	0	0	0	24,376	26,000	1,624	26,000		1,624
6491 Remembrance Day/Civic Serv.	0	0	0	2,643	2,700	57	2,700		57
6495 Number 8 bus expenses	3,309	3,095	(214)	36,395	34,045	(2,350)	37,138		743
6869 Special Events	3	0	(3)	8,809	6,500	(2,309)	6,500		(2,309)
F & G P - General :- Indirect Expenditure	3,312	3,095	(217)	72,223	69,245	(2,978)	72,338	0	115
Net Income over Expenditure	2,023	0	(2,023)	(26,616)	(30,200)	(3,584)	(30,200)		
33 F & G P - Council Offices									
1022 Letting & Hire of Facilities	966	1,400	434	14,592	15,400	808	16,800		0
1211 Sale of Goods	18	0	(18)	126	0	(126)	0		0
1990 Other Income	5,263	0	(5,263)	5,263	0	(5,263)	0		0
F & G P - Council Offices :- Income	6,248	1,400	(4,848)	19,981	15,400	(4,581)	16,800		
4010 Gross Pay	2,238	2,305	67	17,632	25,355	7,723	27,660		10,028
4270 Employers Pension Contribution	114	124	10	825	1,364	539	1,490		665
5410 Repairs & General Maintenance	10	172	162	2,322	1,892	(430)	2,060		(262)
5500 Equipment Hired and New	0	0	0	205	0	(205)	0		(205)

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6000 Rent & Rates	(11,848)	2,017	13,865	16,029	22,187	6,158	24,205		8,176
6010 Light Heat & Cleaning	1,583	515	(1,068)	5,926	5,665	(261)	6,180		254
6510 Catering Expenses	0	0	0	0	0	0	150		150
6900 Sundry Expenses	0	8	8	107	88	(19)	100		(7)
6922 Health&Safety/Risk Assessments	0	0	0	245	150	(95)	300		55
6930 Alarm Maintenance	93	0	(93)	1,296	1,400	104	1,400		104
6935 Waste Bin Disposal-Waste Bins	80	62	(18)	1,402	679	(723)	740		(662)
F & G P - Council Offices :- Indirect Expenditure	(7,730)	5,203	12,933	45,989	58,780	12,791	64,285	0	18,296
Net Income over Expenditure	13,978	(3,803)	(17,781)	(26,008)	(43,380)	(17,372)	(47,485)		
36 F & G P - Community Centre									
1022 Letting & Hire of Facilities	0	0	0	9,306	30,000	20,694	30,000		0
1457 Indoor Activities	0	0	0	632	700	68	700		0
1990 Other Income	0	0	0	26,000	0	(26,000)	0		0
F & G P - Community Centre :- Income	0	0	0	35,938	30,700	(5,238)	30,700		
4010 Gross Pay	65	0	(65)	7,863	8,000	137	8,000		137
4270 Employers Pension Contribution	45	0	(45)	655	450	(205)	450		(205)
5318 SCC Car Park	0	0	0	387	0	(387)	0		(387)
5410 Repairs & General Maintenance	0	0	0	254	500	246	500		246
6000 Rent & Rates	625	0	(625)	5,046	5,175	129	5,175		129
6011 Electricity	480	0	(480)	2,020	675	(1,345)	675		(1,345)
6012 Gas	0	0	0	1,691	465	(1,226)	465		(1,226)

Detailed Income & Expenditure by Phased Budget Heading 29/02/2020

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6013 Cleaning	0	0	0	0	210	210	210		210
6101 Telephone	35	0	(35)	392	100	(292)	100		(292)
6104 Mobile Telephone	0	0	0	67	80	13	80		13
6320 Staff Training	0	0	0	0	100	100	100		100
6520 Refreshments for Resale	0	0	0	97	175	78	175		78
6533 Copyright Fees/Royalties	0	0	0	0	565	565	565		565
6635 Professional Fees Licensing	0	0	0	180	220	40	220		40
6900 Sundry Expenses	0	0	0	0	50	50	50		50
6930 Alarm Maintenance	0	0	0	782	500	(282)	500		(282)
6931 CCTV Maintenance	0	0	0	0	78	78	78		78
6935 Waste Bin Disposal-Waste Bins	0	0	0	1,274	450	(824)	450		(824)
6939 Healthcare Services	0	0	0	0	475	475	475		475
F & G P - Community Centre :- Indirect Expenditure	1,250	0	(1,250)	20,709	18,268	(2,441)	18,268	0	(2,441)
Net Income over Expenditure	(1,250)	0	1,250	15,229	12,432	(2,797)	12,432		
<u>38 F & G P - Grants</u>									
6937 Annual Subsidy-Comm Centre	0	83	83	98	913	816	1,000		903
6938 Annual Subsidy-Council Chamber	85	83	(2)	1,304	913	(391)	1,000		(304)
7500 Local Organisations Grants	250	0	(250)	5,507	8,500	2,993	16,500		10,993
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000
7520 Twinning Support	0	0	0	0	500	500	1,000		1,000
7552 Youth Outreach	0	500	500	4,096	4,500	404	5,000		904
7555 Youth Council Support	0	0	0	500	500	0	500		0

Detailed Income & Expenditure by Phased Budget Heading 29/02/2020

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
F & G P - Grants :- Indirect Expenditure	335	666	332	38,505	42,826	4,321	57,000	0	18,495
Net Expenditure	(335)	(666)	(332)	(38,505)	(42,826)	(4,321)	(57,000)		
<u>39 F & G P - Property</u>									
1046 SCC Ground Rents & Wayleaves	0	0	0	1,500	3,000	1,500	3,000		0
1469 O/S Ground Rents & Wayleaves	0	0	0	5,990	5,000	(990)	5,000		0
F & G P - Property :- Income	0	0	0	7,490	8,000	510	8,000		
5410 Repairs & General Maintenance	0	0	0	0	100	100	100		100
F & G P - Property :- Indirect Expenditure	0	0	0	0	100	100	100	0	100
Net Income over Expenditure	0	0	0	7,490	7,900	410	7,900		
<u>40 Sevenoaks Town Partnership</u>									
1206 Business Awards	0	0	0	6,098	7,000	902	7,000		0
1207 Business Show	0	0	0	3,280	3,000	(280)	3,000		0
1209 Wellbeing show income	0	0	0	1,670	3,500	1,830	3,500		0
1350 Revenue Grant income	0	0	0	0	0	0	1,000		0
1435 Vintage Bus income	0	0	0	13	10,000	9,988	10,000		0
1990 Other Income	0	0	0	939	0	(939)	0		0
Sevenoaks Town Partnership :- Income	0	0	0	12,000	23,500	11,500	24,500		

Detailed Income & Expenditure by Phased Budget Heading 29/02/2020

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5410 Repairs & General Maintenance	(46)	0	46	0	0	0	0		0
6101 Telephone	0	9	9	0	91	91	100		100
6200 Printing & Stationery	0	9	9	0	92	92	100		100
6240 Computer/ Data Base/WP's	0	41	41	3,141	458	(2,683)	500		(2,641)
6244 Information Screens	0	125	125	1,275	1,375	100	1,500		225
6322 Business Awards	0	0	0	7,711	7,500	(211)	7,500		(211)
6323 Business Show	0	0	0	1,480	2,500	1,020	2,500		1,020
6500 Goods for Resale	0	0	0	1,367	0	(1,367)	0		(1,367)
6710 Conference Fees & Expenses	0	58	58	190	638	448	700		510
6900 Sundry Expenses	0	50	50	751	550	(201)	600		(151)
7000 Reinvestment	0	0	0	0	0	0	2,500		2,500
7608 Friends of Bat & Ball	0	0	0	0	1,000	1,000	1,000		1,000
7609 Vintage Bus Expenses	0	0	0	0	10,000	10,000	10,000		10,000
7616 Wellbeing show	0	0	0	1,644	2,500	856	2,500		856
Sevenoaks Town Partnership :- Indirect Expenditure	(46)	292	338	17,559	26,704	9,145	29,500	0	11,941
Net Income over Expenditure	46	(292)	(338)	(5,559)	(3,204)	2,355	(5,000)		
<u>41 Business Hub</u>									
1022 Letting & Hire of Facilities	0	667	667	0	3,333	3,333	4,000		0
1025 Prov.of postal/Business addres	0	200	200	0	1,000	1,000	1,200		0
1026 Hot Desking Facility	0	4,160	4,160	0	20,800	20,800	24,960		0
1027 Dedicated Desk x12	0	5,520	5,520	0	27,600	27,600	33,120		0
Business Hub :- Income	0	10,547	10,547	0	52,733	52,733	63,280		

Detailed Income & Expenditure by Phased Budget Heading 29/02/2020

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4010 Gross Pay	0	1,667	1,667	0	8,334	8,334	10,000		10,000
4270 Employers Pension Contribution	0	333	333	0	1,667	1,667	2,000		2,000
5410 Repairs & General Maintenance	0	1,000	1,000	0	5,000	5,000	6,000		6,000
6000 Rent & Rates	170	667	497	1,868	3,334	1,466	4,000		2,132
6011 Electricity	44	1,500	1,456	576	7,500	6,924	9,000		8,424
6012 Gas	0	1,167	1,167	0	5,834	5,834	7,000		7,000
6013 Cleaning	0	1,666	1,666	0	8,333	8,333	10,000		10,000
6014 Water	0	667	667	0	3,333	3,333	4,000		4,000
6242 I.T. Infrastructure	0	333	333	0	1,667	1,667	2,000		2,000
Business Hub :- Indirect Expenditure	214	9,000	8,786	2,444	45,002	42,558	54,000	0	51,556
Net Income over Expenditure	(214)	1,547	1,761	(2,444)	7,731	10,175	9,280		
<u>50 Youth Cafe</u>									
1022 Letting & Hire of Facilities	2,632	312	(2,320)	4,498	3,428	(1,070)	3,740		0
1211 Sale of Goods	199	192	(7)	1,735	2,107	372	2,300		0
1350 Revenue Grant income	1,000	0	(1,000)	3,922	0	(3,922)	0		0
Youth Cafe :- Income	3,831	504	(3,327)	10,155	5,535	(4,620)	6,040		
4010 Gross Pay	3,373	2,267	(1,106)	28,252	24,933	(3,319)	27,200		(1,052)
4270 Employers Pension Contribution	92	92	(0)	602	1,008	406	1,100		498
5410 Repairs & General Maintenance	2	83	81	3,427	913	(2,514)	1,000		(2,427)
6010 Light Heat & Cleaning	83	42	(41)	138	462	324	500		362
6101 Telephone	44	47	3	545	513	(32)	560		15

Detailed Income & Expenditure by Phased Budget Heading 29/02/2020

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6200 Printing & Stationery	0	42	42	107	462	355	500		393
6240 Computer/ Data Base/WP's	10	63	53	176	687	511	750		574
6281 Furnishings,Furniture/Eqpt	0	0	(0)	1,179	225	(954)	500		(679)
6320 Staff Training	0	0	0	20	400	380	400		380
6340 Staff Uniforms	0	0	0	146	200	54	200		54
6460 Publicity & Democratic notices	0	42	42	0	458	458	500		500
6500 Goods for Resale	141	142	1	2,222	1,558	(664)	1,700		(522)
6635 Professional Fees Licensing	0	0	0	397	200	(197)	200		(197)
6900 Sundry Expenses	11	13	2	153	137	(16)	150		(3)
6922 Health&Safety/Risk Assessments	66	0	(66)	66	0	(66)	400		334
Youth Cafe :- Indirect Expenditure	3,823	2,833	(990)	37,429	32,156	(5,273)	35,660	0	(1,769)
Net Income over Expenditure	8	(2,329)	(2,337)	(27,274)	(26,621)	653	(29,620)		
<u>60 Markets</u>									
1017 Rental Income Sat Market	1,619	1,872	253	19,953	20,584	632	22,456		0
1018 Rental Income Wed Market	510	1,148	638	7,669	12,628	4,960	13,774		0
1019 Rental Income Blighs Market	390	2,040	1,650	12,510	22,440	9,931	24,480		0
1024 Rental Income Friday Market	0	1,148	1,148	0	12,626	12,626	13,774		0
1990 Other Income	0	0	0	7,026	0	(7,026)	0		0
Markets :- Income	2,519	6,208	3,689	47,157	68,278	21,121	74,484		
4010 Gross Pay	137	241	104	1,648	2,659	1,011	2,900		1,252
5410 Repairs & General Maintenance	53	26	(27)	66	103	37	103		37

Detailed Income & Expenditure by Phased Budget Heading 29/02/2020

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5420 Saturday market charges	1,097	1,202	105	13,169	13,218	49	14,420		1,251
5421 Wednesday Market charges	1,999	2,189	190	24,286	24,076	(210)	26,265		1,979
5423 Friday market charges	0	1,202	1,202	0	13,218	13,218	14,420		14,420
6001 Blighs Market Charges	0	1,552	1,552	10,198	17,063	6,866	18,615		8,418
6010 Light Heat & Cleaning	0	41	41	244	459	215	500		256
6460 Publicity & Democratic notices	0	200	200	1,315	3,300	1,985	3,500		2,185
7000 Reinvestment	0	0	0	0	0	0	(6,239)		(6,239)
Markets :- Indirect Expenditure	3,287	6,653	3,366	50,926	74,096	23,170	74,484	0	23,558
Net Income over Expenditure	(768)	(445)	323	(3,769)	(5,818)	(2,049)	0		
<u>70 Precept</u>									
1995 Precept	95,115	95,115	(0)	1,046,270	1,046,270	0	1,141,385		0
Precept :- Income	95,115	95,115	(0)	1,046,270	1,046,270	0	1,141,385		
Net Income	95,115	95,115	(0)	1,046,270	1,046,270	0	1,141,385		
Grand Totals:- Income	137,838	146,695	8,857	1,539,726	1,695,375	155,649	1,850,315		
Expenditure	107,136	131,103	23,967	1,604,670	1,662,633	57,963	1,876,316	0	271,646
Net Income over Expenditure	30,702	15,592	(15,110)	(64,944)	32,742	97,686	(26,001)		
Movement to/(from) Gen Reserve	30,702			(64,944)					

Sevenoaks Town Council

Working Capital Summary as at 29th February 2020

	B/fwd 01-Apr-19 £	Movement* £	C/fwd 29-Feb-20 £
Current Assets			
Stock	3,075	-	3,075
Trade debtors	18,681	27,125	45,806
VAT	72,199	(16,544)	55,655
Prepayments and other debtors	67,867	(49,773)	18,094
PWLB loan received in July 2019	-	1,399,510	1,399,510
Cash at bank and in hand	2,461,271	607,262	3,068,533
Total Cash at Bank			4,468,043
	<u>2,623,092</u>	<u>1,967,580</u>	<u>4,590,672</u>
Current Liabilities			
Trade creditors	203,297	(168,966)	34,331
Accruals and other creditors	115,568	(17,302)	98,266
Prior Mayors charity account	-	-	-
Precept received in advance of budget		95,115	95,115
Receipts in advance (rent and hall hire)	20,675	(11,580)	9,096
	<u>339,540</u>	<u>(102,732)</u>	<u>236,808</u>
Net Current Assets	<u>2,283,552</u>	<u>2,070,312</u>	<u>4,353,864</u>
Represented by:			
General Funds			
Revenue Reserves	318,758	(110,444)	208,314
Earmarked/Designated Funds			
Pension Reserve	2,814	-	2,814
Rolling Capital Prog Revenue Reserve	44,419	-	44,419
Street Lighting Reserve	7,737	-	7,737
Community Centre Reserve	16,398	-	16,398
Stag Winding Up Reserve	7,000	-	7,000
Planning Fees Reserve	12,500	-	12,500
Youth Activities Reserve	1,500	-	1,500
Contingency Provision Reserve	120,196	-	120,196
Pension Deficit Reserve	-	-	-
Capital Receipts Reserve	1,140,575	(209,980)	930,595
CIL Earmarked Reserve	517,322	1,025,615	1,542,937
Capital Projects Reserve	-	-	-
No 8 bus Reserve	75,130	(36,396)	38,734
QH Allotments Key Reserves	4,115	465	4,580
BV Allotments Key Reserves	-	100	100
PWLB Loan Repayable	-	1,399,510	1,399,510
Mayor's Charity Reserve	15,088	1,442	16,530
	<u>1,964,795</u>	<u>2,180,756</u>	<u>4,145,551</u>
	<u>2,283,552</u>	<u>2,070,312</u>	<u>4,353,864</u>

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

Note 1 Precept received relating to final month of year.

Note 2 Year to date movement represents a net loss of £274,924, and outflow from the Revenue reserve of £46,000 as per prior apprc purchase a new van- Council Min and (2) £26,000 to balance the 2019/20 budget -Council Min 411(a), reduced by £209,980 m capital receipts reserve

Note 3 Capital infrastructure net expenditure of £209,980 relates to expenditure to date of £808,392, mainly offset by HLF grant receiv CIL Allocation of £227,768

Note 3A £396,401 of the balance shown as Capital Receipts Reserve relates to Bat & Ball Station Café Management & Maintenance

Note 4 Balance in No.8 Reserve is reduced monthly to offset operational costs of £3,308.66 per month

Note 5 Public Works Loan received £1.4m with £490 admin charges deducted. Repayment oin January 2020, outstanding capital £1.3

Note 6 Balance in mayor's charity reserve relates to income collected for the mayor's charities.

28-Feb-19
£

1,041
48,224
52,616
7,944
-

2,605,524

2,715,348

173,697

102,724
0
90,716
10,515

377,651

2,337,696

387,435

2,814
44,419
7,737
16,398
6,000
12,500
-
55,442
-
1,189,427
517,322
-
81,747
4,180

12,275

1,950,261

2,337,696

equal to (1) £20,000
movement from

of £308,008 and

£78M

Sevenoaks Town Council

Statement of Fund Balances as at 29 February 2020

£ (2018/19)		S&P Rating 31/12/2019		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
0	<u>Bank of Scotland</u>						
	Treasury deposit (1m)	A+	A1	0	0	0.00%	0.42%
	<u>National Westminster Bank</u>						
825	Business Reserve Account	A	A1	875			
1,184,907	Current Account			1,796,720			0.20%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
7,933	Sevenoaks Town Partnership			8,101			
15,780	Mayors Charity Account			16,485			
					1,824,181	40.83%	
	<u>HSBC</u>						
50,227	Business money manager	AA-	A1+	50,325	50,325	1.13%	0.20%
	<u>Handelsbanken</u>						
63,256	Deposit account	AA-	A1+	64,059			0.15%
260,005	35 day notice account			260,005			0.25%
					324,064	7.25%	
	<u>Nationwide</u>						
1,009,544	Instant Saver	A	A1	1,258,390			0.60%
10,087	Sevenoaks Fund Instant Saver			10,152			0.60%
					1,268,542	28.39%	
	<u>CCLA</u>						
0	Business money manager	AAA (Fitch only)		1,000,000	1,000,000	22.38%	0.71%
	<u>Clydesdale</u>						
1	Current account	BBB+	A2	1	1		
959	<u>Petty Cash</u>				929	0.02%	
2,605,524					4,468,043	100.00%	

Instant access funds

4,172,370

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

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
27/02/2020	63502	27398	APPOINTMENT BUS	APP001	64.03	12.80	76.83	6200	30	7.03	27398/printing chgs
								6200	31	57.00	27398/printing chgs
17/02/2020	17/02/2020	27366	BANKLINE	BANKL01	99.40	0.00	99.40	6975	31	99.40	27366/bank chgs
11/02/2020	0001016509	27314	BJF CONNECTIONS LTD	BJF002	58,284.66	11,656.93	69,941.59	9063	91	58,284.66	27314/B&B.C redevelopment Ap.4
18/02/2020	3439467	27319	BOOKER	BOOK001	-14.49	-2.90	-17.39	5500	28	-14.49	27319/wastebin credit
18/02/2020	3556645	27320	BOOKER	BOOK001	106.28	11.39	117.67	5500	28	16.98	27320/kitchen equipment
								6010	28	24.98	27320/cleaning products
								6500	28	64.32	27320/goods for resale
11/02/2020	3556387	27318	BOOKER	BOOK002	54.96	10.99	65.95	6500	50	54.96	27318/goods for resale
11/02/2020	3556388	27321	BOOKER	BOOK002	107.08	15.99	123.07	6500	50	39.11	27321/goods for resale
								6010	50	67.97	27321/cleaning equipment
25/02/2020	3439640	27389	BOOKER	BOOK003	-14.99	-3.00	-17.99	6013	30	-14.99	27389/furniture polish credit
11/02/2020	3556358	27308	BOOKER	BOOK003	203.81	22.46	226.27	6013	30	27.49	27308/cleaning equipment
								5500	30	12.28	27308/kitchen equipment
								6500	30	164.04	27308/goods for resale
25/02/2020	3556907	27385	BOOKER	BOOK003	149.59	16.09	165.68	6013	30	26.98	27385/cleaning equipment
								5500	30	27.47	27385/kitchen equipment
								6500	30	95.14	27385/goods for resale
10/02/2020	SVO/353618	27395	BREWERS	BREW001	35.99	7.20	43.19	5110	21	35.99	27395/paint for Raleys
05/02/2020	SVO/353620	27356	BREWERS	BREW001	11.00	2.20	13.20	5110	21	11.00	27356/paint&paint equipment
17/02/2020	SVO/353645	27347	BREWERS	BREW001	29.80	5.96	35.76	5110	21	29.80	27347/paint&paint equipment
17/02/2020	SVO/353646	27348	BREWERS	BREW001	87.41	17.48	104.89	5110	21	87.41	27348/paint&paint equipment
24/02/2020	SVO/353672	27396	BREWERS	BREW001	12.58	2.52	15.10	5013	21	12.58	27396/woodstain for Buckhurst
17/02/2020	M108U0	27317	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	27317/Feb call chgs
28/03/2019	00326734	27300	CASTLE WATER	CAS002	-800.78	0.00	-800.78	6000	33	-800.78	27300/water chgs credit
24/07/2019	00407884	27297	CASTLE WATER	CAS002	-70.00	0.00	-70.00	6000	33	-70.00	27297/LPC removal
11/09/2019	00434431	27292	CASTLE WATER	CAS002	-5,194.57	0.00	-5,194.57	6000	33	-5,194.57	27292/credit - leak allowance
27/09/2019	00442245	27293	CASTLE WATER	CAS002	-3,107.05	0.00	-3,107.05	6000	33	-3,107.05	27293/overpayment credit

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/11/2019	00463951	27296	CASTLE WATER	CAS002	-15.54	0.00	-15.54	6000	33	-15.54	27296/overpayment credit
19/11/2019	00463952	27295	CASTLE WATER	CAS002	-87.01	0.00	-87.01	6000	33	-87.01	27295/overpayment credit
10/12/2019	00475151	27294	CASTLE WATER	CAS002	-4,712.37	0.00	-4,712.37	6000	33	-4,712.37	27294/leak allowance credit
25/11/2019	02341631	27299	CASTLE WATER	CAS002	165.93	0.00	165.93	6000	33	165.93	27299/Sep 19 water chgs
06/02/2020	2479211	27298	CASTLE WATER	CAS002	71.16	0.00	71.16	6000	33	71.16	27298/Jan 20 water chgs
05/02/2020	2472872	27277	CASTLE WATER	CAS003	19.35	0.00	19.35	6000	29	19.35	27277/Jan water chgs
05/02/2020	2474270	27278	CASTLE WATER	CAS005	10.90	0.00	10.90	6000	21	10.90	27278/Jan water chgs
05/02/2020	2473768	27279	CASTLE WATER	CAS006	21.02	0.00	21.02	6000	21	21.02	27279/Jan water chgs
07/02/2020	424742	27273	CHASE FENCING SUPPLI	CHA002	183.33	36.67	220.00	5410	23	183.33	27273/fencing pegs x 300
07/02/2020	169455	27340	CURD & CURE	CHS001	64.87	0.00	64.87	6500	28	64.87	27340/goods for resale
20/02/2020	INV-170262	27392	CURD & CURE	CHS001	63.74	0.00	63.74	6500	28	63.74	27392/goods for resale
25/02/2020	139046	27382	HW COLDBREATH	COL003	14.16	0.00	14.16	6500	30	14.16	27382/goods for resale
13/02/2020	149467	27291	CONNECTAPHONE	CON001	441.89	88.38	530.27	6101	36	11.51	27291/Jan Call Charges
								6101	22	16.19	27291/Jan Call Charges
								6101	21	11.50	27291/Jan Call Charges
								6101	30	13.99	27291/Jan Call Charges
								6101	31	388.70	27291/Jan Call Charges
04/02/2020	11155	27284	STREETLIGHTS	DIR001	2,850.00	570.00	3,420.00	6862	26	2,850.00	27284/Clarendon.Rd maint
07/02/2020	11160	27285	STREETLIGHTS	DIR001	8.00	1.60	9.60	6862	26	8.00	27285/Harrison Way Maint
28/01/2020	925975	27323	ERNEST DOE	DOE001	1,541.00	308.20	1,849.20	5500	22	253.00	27323/battery blower
								5500	22	220.00	27323/pole hedge trimmer
								5500	22	146.00	27323/5.2AH battery
								5500	22	440.00	27323/battery brushcutter x 2
								5500	22	265.00	27323/strimmer
								5500	22	217.00	27323/battery hedge trimmer
01/02/2020	H181B3B0AB	27268	E-ON	E-ON	416.45	83.29	499.74	6862	26	416.45	27268/electricity charges Jan
12/12/2019	33928	27375	EDGE DESIGN	EDGE001	570.00	114.00	684.00	6240	22	570.00	27375/edge inspection package
01/02/2020	0003162165	27253	ELITE	EFS001	64.01	0.00	64.01	6500	28	64.01	27253/goods for resale
03/02/2020	0003163104	27254	ELITE	EFS001	44.79	0.00	44.79	6500	30	44.79	27254/goods for resale

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
04/02/2020	0003164209	27255	ELITE	EFS001	32.95	0.00	32.95	6500	30	32.95	27255/goods for resale
07/02/2020	0003167702	27345	ELITE	EFS001	71.77	9.58	81.35	6500	28	71.77	27345/goods for resale
12/02/2020	0003172045	27289	ELITE	EFS001	40.33	0.00	40.33	6500	30	40.33	27289/goods for resale
14/02/2020	0003174645	27342	ELITE	EFS001	66.43	0.00	66.43	6500	28	66.43	27342/goods for resale
20/02/2020	0003180064	27346	ELITE	EFS001	32.03	0.00	32.03	6500	30	32.03	27346/goods for resale
21/02/2020	0003181613	27390	ELITE	EFS001	46.40	0.00	46.40	6500	28	46.40	27390/goods for resale
24/02/2020	0003183807	27383	ELITE	EFS001	44.79	0.00	44.79	6500	30	44.79	27383/goods for resale
25/02/2020	0003184865	27384	ELITE	EFS001	9.10	0.00	9.10	6500	30	9.10	27384/goods for resale
27/02/2020	0003187141	27391	ELITE	EFS001	44.58	0.00	44.58	6500	28	44.58	27391/goods for resale
31/01/2020	37427	27322	ATLAS FM/EMPRISE SVS	EMP001	370.16	74.03	444.19	6932	22	370.16	27322/Jan lock up chgs
31/01/2020	37428	27334	ATLAS FM/EMPRISE SVS	EMP001	930.00	186.00	1,116.00	4010	21	930.00	27334/Jan lock up chgs
31/01/2020	37429	27333	ATLAS FM/EMPRISE SVS	EMP001	620.00	124.00	744.00	4010	21	620.00	27333/Jan lock up chgs
01/02/2020	38340	27381	ATLAS FM/EMPRISE SVS	EMP001	359.81	71.96	431.77	6932	22	359.81	27381/feb lock up chgs
01/02/2020	38341	27379	ATLAS FM/EMPRISE SVS	EMP001	870.00	174.00	1,044.00	4010	21	870.00	27379/Feb lock up - Pointoise
01/02/2020	38342	27380	ATLAS FM/EMPRISE SVS	EMP001	580.00	116.00	696.00	4010	21	580.00	27380/Feb lock up H.Street
17/02/2020	1901	27336	FOUR HANDS	FOU001	144.00	0.00	144.00	6330	31	144.00	27336/2 engraved bowls
25/02/2020	FYC/20/3347	27377	FRONT YARD COMPANY	FRO001	2,025.00	405.00	2,430.00	5050	21	2,025.00	27377/plant lock planter x10
06/02/2020	INV465510	27362	GAZA TIMBER	GAZA001	33.19	6.63	39.82	6822	22	33.19	27362/timber for Cem paths
12/02/2020	INV465820	27361	GAZA TIMBER	GAZA001	9.98	2.00	11.98	5410	22	9.98	27361/timber to shore up grave
05/02/2020	172	27283	GLENN BALL	GLE001	2,877.95	0.00	2,877.95	9063	91	2,877.95	27283/Architect fees
03/02/2020	05/033537	27290	GREENHAM	GREE001	33.57	6.71	40.28	6013	30	33.57	27290/foam handwash
04/02/2020	05/033556	27355	GREENHAM	GREE001	66.60	13.32	79.92	6952	21	28.20	27355/fencing clamps
								5525	21	38.40	27355/cargo trousers
13/02/2020	1263	27274	HARRY STEBBING WORKS	HAR001	1,132.00	226.40	1,358.40	5500	31	1,132.00	27274/New Sev.TC noticeboard
31/01/2020	10124	27316	HARDWARE CENTRE	HARD001	91.92	18.38	110.30	5410	21	14.97	27316/knives, filler , tape
								5410	28	27.58	27316/chain, screws, key ring
								5410	22	12.06	27316/sealant, grout pen
								5410	60	7.06	27316/rivets
								5010	29	7.76	27316/screws, tape

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								5500	21	22.49	27316/riveter
03/02/2020	13252	27315	HELIOCENTRIX	HELI001	34.46	6.89	41.35	6210	31	8.24	27315/postage for 240GB SSD
								6240	31	26.22	27315/240GB SSD 2.5"
25/02/2020	88823	27387	JIK	JIK001	100.00	20.00	120.00	6315	31	100.00	27387/job ad B&B cafe manager
24/02/2020	20-11	27374	JJ BROOKS	JJB001	130.00	26.00	156.00	9071	91	130.00	27374/Feb acro prop hire
22/01/2020	1004629	27307	KALL KWIK	KALL001	30.00	6.00	36.00	6200	30	30.00	27307/B&B Station prints x 4
07/02/2020	1004670	27335	KALL KWIK	KALL001	93.00	18.60	111.60	9066	91	93.00	27335/NDP Banners x 3
04/02/2020	1004671	27394	KALL KWIK	KALL001	15.00	3.00	18.00	6200	30	15.00	27394/B&B poster x 1
18/10/2019	1004674	27310	KALL KWIK	KALL001	14.00	2.80	16.80	6200	30	14.00	27310/photos of ramp opening
11/11/2019	1004675	27311	KALL KWIK	KALL001	15.00	3.00	18.00	6200	30	15.00	27311/Xmas event poster
06/02/2020	13565568	27251	KCC KCS	KCC003	94.45	18.89	113.34	6200	31	94.45	27251/stationery
20/02/2020	13574778	27354	KCC KCS	KCC003	9.12	1.82	10.94	6200	31	9.12	27354/stationery
21/02/2020	13575000	27339	KCC KCS	KCC003	77.80	15.56	93.36	6013	30	21.85	27339/Tissue roll
								6200	31	27.70	27339/Stationery
								6010	33	28.25	27339/hand towels
26/02/2020	13577368	27388	KCC KCS	KCC003	68.60	13.72	82.32	6200	31	37.25	27388/stationery
								6010	33	31.35	27388/cleaning equipment
28/02/2020	13579304	27397	KCC KCS	KCC003	90.20	18.04	108.24	6200	31	90.20	27397/stationery
18/02/2020	752746	27350	LISTER WILDER	LIST002	52.32	10.46	62.78	5525	21	52.32	27350/kubota 6060 door mirrors
25/02/2020	02519GR	27376	LOCUM LOCKS	LOC003	308.99	61.80	370.79	5410	30	308.99	27376/call out to repair door
20/02/2020	10237	27349	M.A.HARVEY	MAH001	546.80	109.36	656.16	5110	21	546.80	27349/supply&fit 2 showers
17/02/2020	MML0004894	27324	MML EDUCATIONAL FURN	MML001	179.00	35.80	214.80	6281	31	179.00	27324/storage unit
31/01/2020	1486/18/007	27287	MOULTON TAGGART	MOUL001	2,970.00	594.00	3,564.00	9063	91	2,970.00	27287/Surveyor fees
05/02/2020	811257	27286	NALC	NALC001	550.00	110.00	660.00	6730	31	550.00	27286/LGA Membership
09/02/2020	20723820	27281	NISBETS	NIS001	138.56	27.71	166.27	5500	30	138.56	27281/disposable cups 1000 x 2
12/02/2020	20745387	27373	NISBETS	NIS001	69.26	13.85	83.11	5500	28	69.26	27373/kitchen equipment
13/02/2020	20753418	27386	NISBETS	NIS001	48.36	9.67	58.03	5500	28	48.36	27386/toaster& prep gloves
19/02/2020	20789000	27343	NISBETS	NIS001	104.03	20.80	124.83	6200	30	6.99	27343/markers
								5500	30	97.04	27343/kitchen equipment

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/02/2020	972958	27357	OAKS PLANT HIRE	OAKS001	63.40	12.68	76.08	5500	22	63.40	27357/Hire of concrete breaker
06/02/2020	SIN034486	27332	ONLINE PLAYGROUNDS	ONP001	138.40	27.68	166.08	5310	21	138.40	27332/toddler seat
25/02/2020	SIN034716	27378	ONLINE PLAYGROUNDS	ONP001	21.20	4.24	25.44	5310	21	21.20	27378/4 swing seat shackles
11/02/2020	4142	27288	OPITOME LTD	OPI001	1,981.80	396.36	2,378.16	5410	30	1,981.80	27288/door bolts x 12
13/02/2020	6616	27341	PENFOLD DRIVEWAYS	PENF001	7,560.00	0.00	7,560.00	9011	91	7,560.00	27341/path resurfacing
13/02/2020	105156	27353	PHC	PHC001	85.00	17.00	102.00	6330	21	85.00	27353/R.G medical assessment
13/02/2020	105157	27352	PHC	PHC001	85.00	17.00	102.00	6330	21	85.00	27352/J.H medical assessment
13/02/2020	105158	27400	PHC	PHC001	85.00	17.00	102.00	6922	22	85.00	27400/S.M Medical assessment
08/02/2020	00002498449-022	27263	PLUSNET	PLUS01	47.50	9.50	57.00	6101	33	47.50	27263/internet chrgs Feb 20
09/02/2020	00002498468-022	27264	PLUSNET	PLUS01	23.50	4.70	28.20	6101	36	23.50	27264/internet chrages Feb20
04/02/2020	00002976949-022	27266	PLUSNET	PLUS01	25.15	5.03	30.18	6101	28	25.15	27266/internet charges Feb20
04/02/2020	00003028653-022	27267	PLUSNET	PLUS01	43.96	8.79	52.75	6101	50	43.96	27267/internet charges Feb20
03/02/2020	00003028673-022	27265	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	27265/internet charges Feb20
12/02/2020	179325	27364	PREMIER ALARMS	PREM001	75.00	15.00	90.00	6930	30	75.00	27364/alarm engineer labour
17/02/2020	179371	27371	PREMIER ALARMS	PREM001	92.50	18.50	111.00	6930	33	92.50	27371/alarm engineer call out
12/02/2020	S74318	27372	RAWSTONE HIRE	RAW001	88.10	17.62	105.72	5500	21	25.20	27372/disc cutter hire
								5525	21	62.90	27372/diamond blade
11/02/2020	21165167	27312	RENTOKIL	RENT001	1,053.34	210.66	1,264.00	6922	30	65.83	27312/pest control contract
								6922	50	65.83	27312/pest control contract
								110	0	460.84	27312/pest control - HITB
								110	0	460.84	27312/pest control - Vine cafe
16/02/2020	33698	27365	RIGHT GUARD	RIGHT001	280.00	56.00	336.00	6932	22	280.00	27365/Greatness security 14Feb
04/02/2020	MO-20/02	27256	SEV D ACCOMMODATION	SDAF001	250.00	0.00	250.00	7500	38	250.00	27256/sponsorshipSTIS guide
03/02/2020	2055849	27258	SDC	SDC001	3,096.28	0.00	3,096.28	5420	60	1,097.42	27258/rent-markets Feb2020
								5421	60	1,998.86	27258/rent-markets Feb2020
17/02/2020	2055995	27337	SDC	SDC001	14,700.00	0.00	14,700.00	9066	91	14,700.00	27337/4000 copies of NDP
05/02/2020	159108	27328	SDC DIRECT SERVICES	SDC002	196.50	0.00	196.50	6935	21	196.50	27328/Jan bin collection chgs
05/02/2020	159170	27327	SDC DIRECT SERVICES	SDC002	98.25	0.00	98.25	6935	22	98.25	27327/Jan bin collection chgs
05/02/2020	159257	27330	SDC DIRECT SERVICES	SDC002	64.00	0.00	64.00	6935	28	64.00	27330/Jan bin collection chgs

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/02/2020	159313	27329	SDC DIRECT SERVICES	SDC002	98.25	0.00	98.25	6935	30	98.25	27329/Jan bin collection chgs
05/02/2020	159326	27331	SDC DIRECT SERVICES	SDC002	80.00	0.00	80.00	6935	33	80.00	27331/Jan bin collection chgs
20/02/2020	GAC30210	27393	SETYRES	SETY001	40.00	8.00	48.00	5550	21	40.00	27393/new tyre for GL55YAD
31/01/2020	11620	27302	SEV MOWERS	SEV006	666.70	133.37	800.07	5525	21	666.70	27302/Honda HRH536 service
04/02/2020	4FEBRUARY2020	27259	SEV CONCERT BAND	SEV019	250.00	0.00	250.00	6868	29	250.00	27259/performance Vine Bandtst
16/01/2020	76129	27305	SGE	SGE001	47.39	7.58	54.97	5700	22	12.60	27305/Gas oil
								5230	22	34.79	27305/flood light pole
16/01/2020	76138	27304	SGE	SGE001	18.90	0.95	19.85	5700	22	18.90	27304/Gas Oil
29/01/2020	76323	27359	SGE	SGE001	12.60	0.63	13.23	5700	22	12.60	27359/gas oil
29/01/2020	76325	27360	SGE	SGE001	55.76	8.32	64.08	5700	22	18.90	27360/gas oil
								5525	22	36.86	27360/hydro oil
31/01/2020	76492	27358	SGE	SGE001	31.40	3.13	34.53	5700	22	21.00	27358/oil
								6822	22	10.40	27358/bolts and washers
02/02/2020	4649956	27306	SHELL	SHEL001	49.58	9.92	59.50	5700	21	49.58	27306/fuel
09/02/2020	4686937	27351	SHELL	SHEL001	109.30	21.86	131.16	5700	21	109.30	27351/fuel
17/02/2020	0030	27369	SSE	SSE002	918.98	183.79	1,102.77	6010	33	918.98	27369/Elect chgs 12/11-13/02
19/02/2020	0028	27344	SSE	SSE003	103.54	5.17	108.71	5020	29	103.54	27344/16.11-17.02 Elect chgs
06/02/2020	0069	27276	SSE	SSE006	201.00	40.20	241.20	6010	22	201.00	27276/Jan Elect chgs
06/02/2020	0012	27275	SSE	SSE008	547.01	109.40	656.41	6011	30	547.01	27275/Jan Elect chgs
07/02/2020	0070	27280	SSE	SSE009	480.01	96.00	576.01	6011	36	480.01	27280/Jan Elect chgs
17/02/2020	0004	27368	SSE	SSE010	19.33	3.86	23.19	6010	41	19.33	27368/Elect chgs 12/11-13/02
17/02/2020	0004	27367	SSE	SSE011	25.02	1.25	26.27	6010	41	25.02	27367/Elect chgs 12/11-13/02
17/02/2020	0021	27370	SSE	SSE015	640.84	128.16	769.00	6010	33	640.84	27370/Elect chgs 08/11-13/02
06/02/2020	INV-0062	27252	S WILLIAMS	SWA001	1,800.00	360.00	2,160.00	9063	91	1,800.00	27252/2days work Jan 2020
10/01/2020	0000467652	27303	TATE FENCING	TATE001	93.74	18.75	112.49	5310	21	37.49	27303/fencing for Buckhurst
								5120	21	56.25	27303/fencing
14/02/2020	27805	27363	TELESHORE UK	TELE003	802.50	160.50	963.00	5500	22	802.50	27363/grave shoring equipment
10/02/2020	0237	27282	TEN 2 TWO	TEN001	4,114.00	822.80	4,936.80	6315	31	4,114.00	27282/RFO recruitment fee - RS
01/02/2020	10737	27257	VISION ICT	VISICT001	285.00	57.00	342.00	110	0	285.00	27257/STP website host&support

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2020	136984	27325	WETTON CLEANING SERV	WET001	1,687.64	337.53	2,025.17	6013	30	248.07	27325/Jan clean&lock up chgs
								5020	29	616.96	27325/Jan clean&lock up chgs
								5025	21	616.96	27325/Jan clean&lock up chgs
								5026	21	205.65	27325/Jan clean&lock up chgs
31/01/2020	136985	27326	WETTON CLEANING SERV	WET001	29.32	5.86	35.18	5020	29	12.57	27326/Jan bin emptying chgs
								5025	21	12.56	27326/Jan bin emptying chgs
								5026	21	4.19	27326/Jan bin emptying chgs
01/02/2020	WM11104939	27269	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	27269/transaction fees Jan20
10/02/2020	M4279A -	27309	YEW TREE STONE	YEW001	747.00	149.40	896.40	5410	22	747.00	27309/Marble headstone x 1
04/02/2020	M4376-LONDON	27250	YEW TREE STONE	YEW001	445.85	89.17	535.02	6832	22	445.85	27250/granite plaque JF L
TOTAL INVOICES					<u>112,641.00</u>	<u>19,167.30</u>	<u>131,808.30</u>			<u>112,641.00</u>	

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 03/02/2020	3,297.79						
DD3/2	Nat West - Current Account	3,297.79			201		3,297.79	L&G January 2020 Tfr
	Banked: 25/02/2020	51,890.60						
BACS25/2	Nat West - Current Account	51,890.60			201		51,890.60	February Wages Tfr
	Banked: 26/02/2020	23,225.76						
BACS26/2	Nat West - Current Account	23,225.76			201		23,225.76	February HMRC/KCC Tfrs
	Banked: 28/02/2020	3,648.44						
DD28/2	Nat West - Current Account	3,648.44			201		3,648.44	February NEST/L&G Tfrs
Total Receipts for Month		82,062.59	0.00	0.00			82,062.59	
Cashbook Totals		<u>83,062.59</u>	<u>0.00</u>	<u>0.00</u>			<u>83,062.59</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/02/2020	Legal & General	DD3/2	3,297.79			516		3,297.79	Monthly L&G January 2020
25/02/2020	Employees	BACS25/2	51,890.60			520		51,890.60	Monthly Wages February 2020
26/02/2020	HMRC/KCC	BACS26/2	23,225.76			515		13,716.41	Monthly HMRC February 2020
						516	0	9,509.35	Monthly KCC February 2020
28/02/2020	Legal & General	DD28/2-1	3,453.29			516		3,453.29	Monthly L&G February 2020
28/02/2020	NEST	DD28/2-2	195.15			516		195.15	Monthly NEST February 2020
Total Payments for Month			82,062.59	0.00	0.00			82,062.59	
Balance Carried Fwd			1,000.00						
Cashbook Totals			<u>83,062.59</u>	<u>0.00</u>	<u>0.00</u>			<u>83,062.59</u>	

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	739.68					739.68	
	Banked: 04/02/2020	328.11						
001718	Nat West - Current Account	328.11			201		328.11	top up petty cash
	516 Banked: 10/02/2020	50.00						
516	Mayor's Charity	50.00			506		50.00	Quiz night float brought back
	Banked: 20/02/2020	388.65						
001722	Nat West - Current Account	388.65			201		388.65	Petty cash top up
Total Receipts for Month		766.76	0.00	0.00			766.76	
Cashbook Totals		<u>1,506.44</u>	<u>0.00</u>	<u>0.00</u>			<u>1,506.44</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/02/2020	Bat&Ball Station	511	30.80			9062	91	30.80	train ticket
03/02/2020	Establishments	512	1.00			6900	31	1.00	parking
03/02/2020	Council Offices	513	1.60			6330	31	1.60	milk
04/02/2020	Bat&Ball Cafe	514/A	19.75			6500	30	19.75	Goods for resale
04/02/2020	Bat&Ball Cafe	514/B	3.55		0.60	6013	30	2.95	cleaning equipment
04/02/2020	Bat&Ball Cafe	514/C	0.79		0.13	5500	30	0.66	kitchen equipment
04/02/2020	Bat&Ball Cafe	514/D	17.98			5500	30	17.98	kitchen equipment
05/02/2020	Mayor's Charity	515	11.40			506		11.40	food for Quiz Night
07/02/2020	Mayor's Charity	516	50.00			506		50.00	float for Quiz Night
07/02/2020	Cemetery	517/A	27.10			6330	22	27.10	milk, tea, sugar, coffee
07/02/2020	Cemetery	517/B	2.00		0.33	6330	22	1.67	squash
07/02/2020	Open Spaces	518	19.80			6330	21	19.80	milk, coffee, sugar
07/02/2020	Bat&Ball Station	519/A	4.00		0.66	5500	30	3.34	picture frame
07/02/2020	Bat&Ball Station	519/B	4.99		0.83	5500	30	4.16	tape measure
10/02/2020	Establishments	520	4.00			6900	31	4.00	parking
10/02/2020	Establishments	521	3.00			6900	31	3.00	parking
12/02/2020	Youth Cafe	522/A	30.93			6500	50	30.93	goods for resale
12/02/2020	Youth Cafe	522/B	14.66			6010	50	14.66	spray mop
12/02/2020	Youth Cafe	522/C	2.50		0.42	5410	50	2.08	glue
12/02/2020	Youth Cafe	522/D	0.50		0.08	6281	50	0.42	snooker cue tip
17/02/2020	Open Spaces	523/A	4.24		0.71	110		3.53	seeds for in Bloom
17/02/2020	Open Spaces	523/B	3.10			110		3.10	seeds for In Bloom
17/02/2020	Open Spaces	523/C	3.10			5340	21	3.10	jute string
18/02/2020	Council Offices	524	11.58		1.93	5410	33	9.65	mirror fixing kit
19/02/2020	Bat&Ball Cafe	525/A	54.55			6500	30	54.55	goods for resale
19/02/2020	Bat&Ball Cafe	252/B	1.00		0.16	6200	30	0.84	wallet
19/02/2020	Bat&Ball Cafe	252/C	7.76		1.29	5500	30	6.47	kitchen equipment
19/02/2020	Youth Cafe	526/A	11.99		2.00	6240	50	9.99	memory stick
19/02/2020	Youth Cafe	526/B	1.00		0.16	6010	50	0.84	toilet roll
19/02/2020	Youth Cafe	526/C	1.00		0.16	6500	50	0.84	goods for resale
19/02/2020	Youth Cafe	526/D	15.30			6500	50	15.30	goods for resale
19/02/2020	Youth Cafe	526/E	13.59		2.27	6900	50	11.32	cash box,batteries,cables,bag
20/02/2020	Vine Cafe	527/A	7.99		1.33	5500	28	6.66	cake stand
20/02/2020	Vine Cafe	527/B	69.71			6500	28	69.71	goods for resale
20/02/2020	Vine Cafe	527/C	9.80			5500	28	9.80	storage box, mixing bowl
20/02/2020	Vine Cafe	527/D	2.99		0.50	6900	28	2.49	valentine decorations
20/02/2020	Vine Cafe	527/E	3.00		0.50	6010	28	2.50	waste sacks
24/02/2020	Establishments	528	21.00			6710	31	21.00	In Bloom conference travel
24/02/2020	Events	529	4.00		0.66	6869	32	3.34	frying pans for Pancake Day
28/02/2020	Establishments	530	3.00		0.50	6900	31	2.50	SDC tourism meeting parking
28/02/2020	Vine Cafe	531/A	76.61			6500	28	76.61	goods for resale
28/02/2020	Vine Cafe	531/B	1.10		0.18	6500	28	0.92	goods for resale

Total Payments for Month	577.76	0.00	15.40	562.36
Balance Carried Fwd	928.68			
Cashbook Totals	<u>1,506.44</u>	<u>0.00</u>	<u>15.40</u>	<u>1,491.04</u>

INSURANCE RENEWAL PROPOSAL
FOR
Sevenoaks Town Council

Prepared by

Mr Vincent Liu

10th March 2020

1. Introduction

Thank you for insuring with us last year. We are pleased to present your proposal for the coming year.

You are in a Long Term Agreement (LTA) with us. This means that you have committed to renew this policy and in return we have applied an LTA discount and frozen the rates that have been applied to the relevant lines of cover.

By renewing with us, you will continue to receive the combination of high quality insurance, excellent service and competitive pricing that we provide.

- **High quality insurance**

Our policy has been designed for Councils such as yours. We have over 20 years of experience working with Town, Parish and Community Councils and are the largest insurer of public services in the UK.

Zurich are also pleased to announce that **Key Personnel cover** is available as a paid for option to all Town, Parish and Community Council policies. Key Personnel insurance is designed to protect councils 24 hours a day, 7 days a week, in the event that an accident or assault renders a vital member of your team unable to work to their normal capacity. Your council could claim weekly benefits of up to £500 to assist with replacing vital staff or volunteers.

- **Excellent service**

We pride ourselves on providing swift, friendly service. Highlights of this service include: a dedicated Account Manager (you have my direct line and email address); no admin fees when you make a change to your policy; and free access to legal and counselling helplines. Our customer service currently scores 4.7 out of 5 on the independent rating site Feefo.

Should you need to make a claim, it will be managed by our dedicated team of claims specialists. They will work with you to settle the claim quickly and minimise disruption in the meantime. They manage claims ranging from the simplest accidental damage to the most complex legal cases, so, whatever may happen, you will have experts on your side.

- **Competitive pricing**

We are proposing a premium of **£14,799.21** (including taxes).

In addition to these benefits, you will have bought from a company that makes a significant contribution to society: The Zurich Community Trust, a registered charity that is funded by corporate and employee donations, has given support to over 600 UK and overseas charities through grants and volunteering programmes.

2. Next steps

It is important that you **carefully read the attached document your 'Local Council Policy Schedule'** and check that the facts we have about you are correct and that we have included all the covers that you want. Please call us if you have any questions or need to make changes.

Once you are happy with the Schedule, all your organisation needs to do to renew your policy is send us an acceptance email.

When you renew with us you can enjoy the reassurance that comes from buying directly from one of the leading providers of risk management and insurance solutions in the UK.

3. The cost of this policy

The cost of this policy is £14,799.21 (including taxes).

This is made up of £13,213.58 for your policy, £1,585.63 Insurance Premium Tax (at the prevailing rate, which is levied on insurance policies) and £0.00 VAT.

If you have Material Damage or All Risks cover, the premium quoted includes an uplift for index linking against these lines.

This quotation is valid for 90 days from the quotation date specified on the front cover of this proposal.

4. How we will support you

We will be available to support you throughout the year with activities such as:

- 1) Insuring new projects and events which you may be considering
- 2) Making changes to your policy
- 3) De-mystifying the sometimes complicated language used in insurance documents

Our approach to fees:

- We do not charge administrative fees or for providing duplicate documents.
- We will make no charge if you request changes or amendments to your policy that would cost less than £50.

5. Changes to your policy wording

We would like to draw your attention to some specific changes to the Policy schedule. For the most part these amendments are clarifications of the Policy wording, however some of them could be considered to be a change to the Policy terms. As you have entered into a Long Term Agreement, any amendment or adjustment on the Policy schedule which would impact on the Policy coverage, irrespective of the scope or impact of the changes, could be considered to be a break of the Long Term Agreement. In light of this we wanted to make you aware of the changes we have made.

Business Interruption – We have applied a new endorsement that can be found on your policy schedule. This endorsement restates the special extension provided under section 5.2 in respect of notifiable diseases. Whilst our policy limits remain unchanged, notifiable diseases are now clearly defined under the policy providing clarity as to when this cover will operate.

Please email or call me if you have any questions about these changes.

6. How to purchase this policy

Simply pay the attached invoice.

Payment is due before your cover starts, or immediately if your cover is already in place. Failure to do so could result in your insurance being cancelled.

7. Conclusion

We hope that this proposal and the attached 'Local Council Policy Schedule' clearly describe your insurance requirements and how we plan to meet them. If they do not, or if you have any questions, please contact me on 01243 832134 or at vincent.liu@zurichtogether.co.uk

We look forward to continuing as your insurer in the coming year.

Zurich Insurance plc

A public limited company incorporated in Ireland. Registration No. 13460. Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.

UK Branch registered in England and Wales Registration No. BR7985. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised by the Central Bank of Ireland and authorised and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our authorisation by the Financial Conduct Authority are available from us on request. Our FCA Firm Reference Number is 203093.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.
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To Whom It May Concern

Name of Insured: Sevenoaks Town Council

This is to confirm that Sevenoaks Town Council have in force with this Company until the policy expiry on 31st March 2021 insurance incorporating the following essential features:

Policy Number: YLL-2720405273

Renewal Date: 1st April 2021

Limits of Indemnity:

Public Liability:	£10,000,000 minimum* any one event
Products Liability:	£10,000,000 minimum* for all claims in the aggregate during and one period of insurance
Pollution Liability:	As per Products Liability
Employers' Liability:	£10,000,000 any one event inclusive of costs
Official's Indemnity:	As below

*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

Excess:

Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage

Employers' Liability: Nil any one claim

Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy

The policy documents should be referred to for details of full cover.

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Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy No. YLL-2720405273

1. Name of policyholder Sevenoaks Town Council

2. Date of commencement of insurance policy 01/04/2020


3. Date of expiry of insurance policy 31/03/2021

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

Signed on behalf of Zurich Insurance plc (Authorised Insurer).

Signature



Tulsi Naidu

Chief Executive Officer of Zurich Insurance plc, UK Branch

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

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

**Zurich Town, Parish and
Community Council Team**
PO Box 726
Chichester
PO19 9PS

Invoice

Invoice Date: 10th March 2020

Invoice No: 43458124

Client ref: 3672297

Policy	Policy Term	(£) Premium
YLL-2720405273	01/04/2020-31/03/2021	13,213.58
Inspection Contract (If Applicable)		0.00
Sub total		13,213.58
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		1,585.63
TOTAL		£14,799.21

Payment is due before your cover starts, or immediately if your cover is already in place.

Please make cheques payable to **Zurich Municipal** and send to Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS

If paying by BACS, please note our new bank details and amend your records accordingly.

Acc Name: Zurich Town & Parish, Insurer Trust Account Acc Number: 23110249
Sort Code: 20 – 65 - 82 Bank: Barclays Bank PLC
Please quote your Policy Number on all BACS transactions

Invoice Queries

Phone: 0800 917 9426

Email: accounts@zurichtownandparish.co.uk

Our VAT registration number is: 107 8316 77

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Town Council Offices
Bradbourne Vale Road
Sevenoaks
Kent
TN13 3QG

**Zurich Town, Parish and
Community Council Team**
PO Box 726
Chichester
PO19 9PS

Remittance Advice

Invoice Date: 10th March 2020

Invoice No: 43458124

Client ref: 3672297

Policy	Policy Term	(£) Premium
YLL-2720405273	01/04/2020-31/03/2021	13,213.58
Inspection Contract (If Applicable)		0.00
Sub total		13,213.58
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		1,585.63
TOTAL		£14,799.21

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GRANT APPLICATIONS – COMMUNITY RESILIENCE FUND

Following the launch of the Sevenoaks Town Council £30,000 Community Resilience Fund on 24th March 2020, grant aid has been awarded, as set out below, under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) and under the statutory delegation powers agreed by Council at its Extra-ordinary meeting held on 23rd March 2020 (Minute 567(iii) refers).

COMMUNITY RESILIENCE FUND 2020 - GRANTS AWARDED				
Applicant	Amount applied for	Grant Awarded	Total Grants awarded	Balance
				£30,000
1. Age UK Sevenoaks & Tonbridge	£2,000	£2,000	£2,000	£28,000
2. PSB Breastfeeding CIC	£1,805	£780	£2,780	£27,220
3. Citizens Advice North & West Kent	£611	£611	£3,391	£26,609
4. The Hygiene Bank	£3,000	£1,500	£4,891	£25,109

An application from Sevenoaks Welcomes Refugees was refused on the basis that the fund is to be used to support the wider community rather than individuals.

An application from Care for Our Community is currently under consideration.

A generic application was received from the Red Cross, but the applicant has been asked to provide more information regarding the proposed support offered in Sevenoaks Town.