

14<sup>th</sup> July 2020

You are hereby summoned to attend a virtual meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held **via Zoom** on Monday 20<sup>th</sup> July 2020 at 7.00 pm. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the meeting will be live streamed on YouTube and that the proceedings may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording meetings is available online at [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk) or by request.

### Town Clerk

#### 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 further notice.

We are live streaming virtual meetings via YouTube: please see the link below which will enable you to listen and watch the meeting.

#### You Tube link

**Sevenoaks Town Council Finance & General Purposes Committee**

**Monday 20<sup>th</sup> July at 7:00 p.m.**

<https://www.youtube.com/channel/UC7FKyJUzzMbpbOCx8uoTA/featured>

Comments are welcomed by email. Please submit your comments by 12noon on 20<sup>th</sup> July 2020 to: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

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

#### Committee Members:

Cllr 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	<b>Cllr Simon Raikes (Chairman)</b>
<b>Cllr Tony Clayton (Vice Chairman)</b>	Cllr Edward Waite
Cllr Andrew Eyre	

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## AGENDA

### PUBLIC QUESTIONS

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

1. APOLOGIES FOR ABSENCE  
To receive and note apologies for absence. —
  
2. REQUESTS FOR DISPENSATIONS  
To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).
  
3. DECLARATIONS OF INTEREST  
To receive any declarations of interest from members in respect of any items of business included in this report. —
  
4. NOTES OF REPORT TO FINANCE & GENERAL PURPOSES COMMITTEE 8<sup>TH</sup> JUNE 2020  
To consider the Notes of the Report to the Finance & General Purposes Committee held on 8<sup>TH</sup> June 2020. Attached
  
5. FINANCE REPORTS  
To receive and consider the Finance Officer's report and variance analysis, together with the Statement of Accounts: Attached
  
- 5.1 Statement of Accounts  
To receive and consider the Statement of Accounts, together with the Finance Officer's report and variance analysis for the period 1<sup>st</sup> to 31<sup>st</sup> May and 1<sup>st</sup> to 30<sup>th</sup> June 2020 Attached
  
- 5.2 Suppliers' Accounts  
To authorise payment of the accounts listed in the schedules for the period 1<sup>st</sup> to 31<sup>st</sup> May and 1<sup>st</sup> to 30<sup>th</sup> June 2020 Attached
  
- 5.3 Payroll Account  
To confirm payments from the account listed in the schedules for the period 1<sup>st</sup> to 31<sup>st</sup> May and 1<sup>st</sup> to 30<sup>th</sup> June 2020 Attached

	<u>Petty Cash Account</u>	
5.4	To confirm payments from the account listed in the schedules for the period 1 <sup>st</sup> to 31 <sup>st</sup> May and 1 <sup>st</sup> to 30 <sup>th</sup> June 2020	Attached
	<u>Hospitality and Gifts Register</u>	
5.5	To receive and note Hospitality or Gifts received by Councillors or staff for the periods 1 <sup>st</sup> to 31 <sup>st</sup> June 2020: None	–
6.	<u>REVIEW OF INTERNAL CONTROLS</u> To receive and consider: a) Internal Audit Report for the year end Visit b) Annual Review of Internal Audit c) Statement of the System of Internal Control	Attached
7.	<u>ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2020</u> To receive and recommend to Council the adoption of the: a) Annual Governance Statement b) Statement of Annual Accounts to 31 March 2020 c) Supporting papers for submission to the External Auditors.	Attached
8.	<u>ALLOTMENT RENTS</u>	Attached
9.	<u>OPEN SPACES &amp; LEISURE COMMITTEE</u> Recommendation 6 <sup>th</sup> July for St. John’s Public Toilets	Attached
10.	<u>TONBRIDGE ROAD BUS SHELTER</u> To consider funding replacement from Capital receipts Reserve	Attached
11.	<u>MUGA</u> To note revised specification and costs.	Attached
12.	<u>LOCAL GOVERNMENT ASSOCIATION CONSULTATION – NEW MODEL MEMBER CODE OF CONDUCT</u>	Attached
13.	<u>SEVENOAKS TOWN COUNCIL GRANTS FOR VOLUNTARY ORGANISATIONS</u>	Attached
14.	<u>CRICKET CLUB LEASE</u>	Attached
15.	<u>NOTES OF THE TOWN TEAM MEETING HELD ON 17/06/20</u>	Attached
16.	<u>PRESS RELEASE</u> To consider any agenda item appropriate for Press Release	

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## 1.0 Summary

The year to date position at the end of June including Precept, gives a net surplus of £17,876 against budgeted deficit of £11,024 resulting in a year to date net favourable variance of £28,900.

Of this variance, £34,573 relates to Coronavirus Job Retention scheme grant received to date.

Looking ahead to Q2 of 2020/21 and considering the impact of Covid-19 on our income streams, the expected adverse impact has reduced to c£50K, based on the reopening of Vine Café, markets remaining open, and receipt of CJRS grant.

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 July – September 2020 is £303,819.

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	15,608 (F)	Please refer to the variance report.
22	Cemetery	5,289 (A)	Please refer to the variance report.
31	Establishment	21,713 (F)	Please refer to the variance report.
50	HitB	5,243 (F)	Please refer to the variance report.

## 3.0 Working Capital (Appendix 2)

Including precept received in advance, there is a net decrease in current assets of £467,191.

This reduction is mainly due to year to date capital expenditure of £533K on the new Community Centre, also £23K on Bat & Ball Station and £2K on Northern Sevenoaks Masterplan (NDP). Offset by £50K CIL receipt to date, £18K net revenue surplus, and £29K provision release.

## 4.0 Fund balances (Appendix 3) and Cashflow

The statement of fund balances at 30 June 2020 totals £3,715,550 (31 Mar 2020 £3,923,338).

£3,420,386 is available for instant access. The Council's policy is to retain not less than 3 months estimated working capital and capital requirements in current and deposits accounts giving immediate access.

Funds are deposited with NatWest, HSBC, Nationwide, Handelsbanken and CCLA. Interest rate ranges from 0.00% to 0.26%.

Sub ratings reviewed 30th June 2020.

## 5.0 PWLB consideration for payment from reserves

Included within the 2020/21 revenue budget is the £70K repayment of PWLB, with the first instalment due in July, and the second in January.

Repayment of loans and associated interest is a legal use of Capital Receipts Reserve.

If the CRR was used for the loan repayment, it would release £70K of budget which could be used to offset the impact of Covid-19 on the council's revenue streams, partially cover the additional grant STC is paying the Stag (of which £65K has been paid in July), or re-build STC's revenue reserves.

**RECOMMENDATION** STC to consider the proposal of using CRR for PWLB repayments and interest in 2020/21 financial year.

**June 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 w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
<b>Planning Committee</b>					
General	8,670	9,016	346	36,785	Largely in line with budget
<b>Open Spaces &amp; Leisure Committee</b>					
General	58,590	74,198	15,608	277,730	£3.4K CJRS grant received, £6K lower pay & staff training, £2K due to no purchase of grass seed to date. Various other underspends due to current Coronavirus situation (£2,039 New Equipment, £1K Fuel, 1K Pitch Maintenance). Overspend in Knole Paddock due to Eviction Notice served (£2,250). Revenue Grant income to offset purchase of new Electric Van (5550/21). Remaining costs of van offset by release of accrual from year end.
Cemetery	14,107	8,818	( 5,289)	34,782	Negative variance in Cemetery Income (£2,727), and overspend in Gross Pay (£5,027) due to additional temporary Cemetery Administrator and new Sign & Post in New Equipment (£1,153). Partially offset by insurance claim received relating to 201920 (£1,458)
Allotments	2,303	2,407	104	1,213	Additional income at Quakers Hall Allotments due to new tenants (£836). Offset by overspend in Gross Pay (£901) due to additional on site work.
Street lighting/ general	9,510	7,381	( 2,129)	20,709	More streetlight upgrades were done in April. To be offset by reserves and additional charges to residents in March 2021.
Vine Café	4,840	4,522	( 318)	19,566	Covid 19 closure has resulted in less income (£13.5K adverse) and less spend on Goods For Resale to date (£3.8k favourable), net £9.7K adverse impact. The Cafe reopened at the beginning of June. CJRS grant received of £9.2K offsets the impact of closing.
Vine Grounds	3,501	3,580	79	21,472	Negative variance due to Vine Tea Kiosk rent not coming in. Staff have been in touch with the Vine Club regarding this. They have been given an extension to pay.

**June 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 w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
<b>Finance &amp; General Purposes Committee</b>					
Bat & Ball Station	6,862	10,057	3,195	42,693	Current closure has resulted in (£13K)adverse impact from no hires & no cafe sales. £5.3K underspend in Pay due to no manager at present. £7.5K CJRS Grant received.
Establishments	117,021	138,734	21,713	631,931	£6.4K lower staff cost, partly due to no pay rise, £4.8K CJRS grant received, £2.5K less printing, telephone and various underspends due to staff being at the office less and work being done at home. Various other underspends driven by lockdown situation, eg recruitment, conferences, training, mayoral events.
General	92	1,626	1,534	29,500	No special events spend due to Coronavirus. No.8 Bus income shown as Transfer from Earmarked Reserves.
Council Offices	16,491	13,553	( 2,938)	50,321	Current closure has resulted in no Chamber Hire income to date (£4.1k). Large adverse cost in Health & Safety due to cost of Guard Screens for desks (£2,652). Partially offset by £4.8K CJRS grant received.
Community Centre	2,612	2,285	( 327)	3,737	Currently construction works are still ongoing. Only expenses are related to ongoing costs for building.
Grants	33,111	33,360	249	59,250	No Chamber hiring resulted in no Chamber Hire Grants.
Property	( 375)	( 2,750)	( 2,375)	8,000	Negative variance due to Rugby Club not having paid their rent to Q1 of 2020/21. 3 month extension to pay has been granted due to coronavirus



**June 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 w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Sevenoaks Town Partnership	154	( 2,978)	( 3,132)	5,000	The cancellation of the Business show & Wellbeing Show has resulted in a lack of surplus from the events (budgeted £1,125). Also, the lack of Business Awards Sponsorships income has resulted in an adverse £2.5k.
Business Hub	704	199	( 505)	800	Negative variance due to Rates not being included in the budgeted expenses for general upkeep of the building. To be reviewed
Youth Cafe	1,909	7,152	5,243	28,207	Negative variance in Gross Pay (£2,994) possibly due to overstaffing prior to lockdown. Staffing levels to be reviewed. CJRS Furlough Grant Income £8.1K. £10K grant from Awards for All to be used in 2020/21 to cover salaries.
Markets	5,841	3,683	( 2,158)	8,313	Market's negative variance due to less income because of current lockdown. Number of traders at markets has picked up again. Missing Blighs charges under investigation
Precept	( 303,819)	( 303,819)	-	( 1,215,276)	
Rolling Cap Budget	557,926	-	( 557,926)	-	
<b>Totals</b>	<b>( 17,876)</b>	11,024	28,899		

**Summary by Committee:**

Planning	8,670	9,016	346	36,785
Open spaces & Leisure	88,011	96,384	8,373	355,906
Vine Café	4,840	4,522	( 318)	19,566
Bat Ball Station	6,862	10,057	3,195	42,693
Finance & General Purpose	177,560	194,864	17,304	867,752
Precept	( 303,819)	( 303,819)	-	( 1,215,276)
Rolling Capital Budget	557,926	-	( 557,926)	-
<b>Total (exc. Capital items)</b>	<b>( 17,879)</b>	11,024	28,903	

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## Sevenoaks Town Council

## Working Capital Summary as at 30th June 2020

	B/fwd 01-Apr-20 £	Movement* £	C/fwd 30-Jun-20 £	30-Jun-19 £
<b>Current Assets</b>				
Stock	606	-	606	3,075
Trade debtors	17,194	(6,256)	10,938	12,480
VAT	133,876	(8,731)	125,145	23,766
Prepayments and other debtors	60,147	(2,178)	57,969	45,592
PWLB loan received in July 2019	1,378,339	-	1,378,339	-
Cash at bank and in hand	2,544,998		2,337,211	
Total Cash at Bank	3,923,338	(207,788)	3,715,550	3,986,673
	4,135,160	(224,952)	3,910,208	4,071,585
<b>Current Liabilities</b>				
Trade creditors	52,772	(10,609)	42,163	53,926
Accruals and other creditors	115,124	(45,914)	69,210	104,208
Precept received in advance of budget	-	303,819	303,819	285,347
Receipts in advance (rent and hall hire)	13,529	(5,057)	8,472	8,689
	181,425	242,239	423,664	452,169
<b>Net Current Assets</b>	<b>3,953,736</b>	<b>(467,191)</b>	<b>3,486,544</b>	<b>3,619,416</b>
<b>Represented by:</b>				
<b>General Funds</b>				
Revenue Reserves	383,872	47,843	431,715	Note 1 294,532
<b>Earmarked/Designated Funds</b>				
Council Offices Reserve	16,398	-	16,398	-
Pension Reserve	2,814	-	2,814	2,814
Rolling Capital Prog Revenue Reserve	34,478	-	34,478	44,419
Street Lighting Reserve	4,937	-	4,937	7,737
Community Centre Reserve	-	-	-	16,398
Stag Winding Up Reserve	7,000	-	7,000	7,000
Planning Fees Reserve	12,500	-	12,500	12,500
Youth Activities Reserve	11,500	-	11,500	1,500
Contingency Provision Reserve	-	-	-	120,196
Capital Receipts Reserve	922,004	(25,179)	896,825	Note 2 1,320,130
Bat & Ball Management & Maintenance reserve	320,903	-	320,903	-
PWL repayment reserve	1,378,339	(532,747)	845,592	Note 2 -
CRF reserve	5,795	-	5,795	-
CIL Earmarked Reserve	747,054	49,847	796,900	Note 3 1,716,834
No 8 bus Reserve	85,426	(6,617)	78,808	Note 4 65,204
QH Allotments Key Reserves	4,100	(15)	4,085	4,030
Mayor's Charity Reserve	16,617	(323)	16,294	Note 5 6,121
	3,569,864	(515,035)	3,054,829	3,324,883
	3,953,736	(467,191)	3,486,544	3,619,416

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

Note 1 Year to date movement represents a net surplus of £17,876, released provisions of £29,467 and cashbook suspense of £455.

Note 2 YTD expenditure mainly on community centre £533K to be funded from PWL, plus £23K on Bat & Ball Stn, & £2K on NDP

Note 3 CIL income received £49,847

Note 4 Balance in No.8 Reserve is reduced monthly to offset operational costs of £3,308.66 per month. Funding temporarily ceased after P2 due to coronavirus.

Note 5 Balance in mayor's charity reserve relates to donations and net event income collected for the mayor's charities, adverse movement is due to cancelled events.

## Sevenoaks Town Council

## Statement of Fund Balances as at 30 June 2020

£ (2019/20)		S&P Rating 30/06/2020		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%	0.10%
865	<u>National Westminster Bank</u>	A	A1				
2,077,038	Business Reserve Account			876			
1,000	Current Account			801,059			0.01%
1,000	Payroll Account			1,000			
7,933	HITB Youth café			1,000			
12,009	Sevenoaks Town Partnership			8,101			
	Mayors Charity Account			16,189	828,224	22.29%	
50,275	<u>HSBC</u>	A+	A1				
	Business money manager			50,375	50,375	1.36%	0.01%
63,562	<u>Handelsbanken</u>	AA-	A1+				
260,005	Deposit account			64,292			0.00%
	35 day notice account			260,005	324,297	8.73%	0.00%
1,501,954	<u>Nationwide</u>	A	A1				
10,111	Instant Saver			1,501,783			0.05%
	Sevenoaks Fund Instant Saver			10,160	1,511,943	40.69%	0.05%
0	<u>CCLA</u>						
	Business money manager	AAA (Fitch only)		1,000,000	1,000,000	26.91%	0.26%
1	<u>Clydesdale</u>						
	Current account	BBB+	A2	1	1		
920	<u>Petty Cash</u>				709	0.02%	
3,986,673					3,715,550	100.00%	

Instant access funds

3,420,386

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

## Sevensoaks Town Council

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2020

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## Cost Centre Report

Month No: 2

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>11</u> <u>Planning - General</u>										
4010 Gross Pay	2,734	2,781	47	5,356	5,562	206	33,376		28,020	
4270 Employers Pension Contribution	121	130	9	237	260	23	1,565		1,328	
6240 Computer/ Data Base/WP's	63	11	(52)	126	22	(104)	544		418	
6630 Professional Fees	0	0	0	0	0	0	1,000		1,000	
6720 Books and Periodicals	0	0	0	0	0	0	300		300	
6730 Subscriptions	280	0	(280)	280	0	(280)	0		(280)	
Planning - General :- Indirect Expenditure	<b>3,198</b>	<b>2,922</b>	<b>(276)</b>	<b>5,999</b>	<b>5,844</b>	<b>(155)</b>	<b>36,785</b>	<b>0</b>	<b>30,786</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,198)</b>	<b>(2,922)</b>	<b>276</b>	<b>(5,999)</b>	<b>(5,844)</b>	<b>155</b>	<b>(36,785)</b>			
<u>21</u> <u>Of Spaces &amp; Leisure - General</u>										
1022 Letting & Hire of Facilities	0	2,000	2,000	193	2,000	1,807	30,900		0	
1316 Raleys Car Park Permits	0	0	0	0	0	0	1,750		0	
1450 Furlough Grant Income	1,769	0	(1,769)	1,769	0	(1,769)	0		0	
1850 Log Sales	0	0	0	0	0	0	1,236		0	
1990 Other Income	0	0	0	337	360	23	742		0	
Of Spaces & Leisure - General :- Income	<b>1,769</b>	<b>2,000</b>	<b>231</b>	<b>2,300</b>	<b>2,360</b>	<b>60</b>	<b>34,628</b>		<b>0</b>	
4010 Gross Pay	13,708	15,952	2,244	29,544	31,904	2,360	191,421		161,877	
4270 Employers Pension Contribution	812	1,050	238	1,684	2,100	416	12,597		10,913	
5013 Graffiti Removal	0	167	167	0	167	167	1,000		1,000	
5025 Lower St Johns Toilets	1,550	875	(675)	2,339	1,750	(589)	10,500		8,161	
5026 Greatness Rec Convenience	210	250	40	420	500	80	3,000		2,580	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Cost Centre Report

10/07/2020  
11:52

Month No: 2

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5050 Seats And Litter Bins	0	0	0	0	0	0	2,780		2,780	
5060 Sevenoaks Common	0	0	0	0	0	0	3,700		3,700	
5065 Tree Safety Survey	0	0	0	0	0	0	3,800		3,800	
5070 Other Woodlands	0	0	0	685	825	140	3,300		2,615	
5110 Knole Paddock & Pavilion	0	0	0	0	0	0	1,500		1,500	
5120 Knole Paddock Pitch & Grnd Mt	0	1,000	1,000	0	1,000	1,000	3,500		3,500	
5310 Miscellaneous Open Spaces	1,662	1,300	(362)	1,887	2,600	713	17,100		15,213	
5316 Skatepark Maintenance	0	0	0	0	0	0	2,575		2,575	
5317 Raleys Car Park	0	0	0	0	0	0	500		500	
5320 Fertilizers	208	0	(208)	208	0	(208)	1,200		992	
5330 Grass Seed	0	0	0	0	2,100	2,100	2,100		2,100	
5340 Plants	0	0	0	18	0	(18)	2,500		2,482	
5410 Repairs & General Maintenance	22	125	103	22	250	228	1,500		1,478	
5500 Equipment Hired and New	25	688	663	25	1,376	1,351	8,250		8,225	
5525 Equipment Maintenance	24	941	917	42	941	899	8,000		7,958	
5550 Vehicle Expenses	268	340	73	1,065	1,090	25	4,500		3,435	
5700 Fuel	274	517	243	351	1,034	683	6,200		5,849	
6000 Rent & Rates	239	75	(164)	239	150	(89)	1,200		961	
6010 Light Heat & Cleaning	0	0	0	0	0	0	2,100		2,100	
6013 Cleaning	82	0	(82)	466	0	(466)	0		(466)	
6101 Telephone	12	17	5	12	34	22	200		188	
6104 Mobile Telephone	22	17	(5)	68	34	(34)	200		132	
6320 Staff Training	0	0	0	0	1,000	1,000	3,000		3,000	
6330 Welfare/Hospitality	0	17	17	0	34	34	200		200	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Cost Centre Report

Month No: 2

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6730 Subscriptions	0	0	0	236	200	(36)	200		(36)	
6812 Road Dues	0	0	0	0	0	0	1,500		1,500	
6851 Bus Shelter Maintenance	0	14	14	0	28	28	175		175	
6900 Sundry Expenses	0	8	8	0	16	16	100		100	
6922 Health&Safety/Risk Assessments	0	700	700	0	700	700	1,550		1,550	
6930 Alarm Maintenance	0	0	0	0	0	0	740		740	
6931 CCTV Maintenance	0	0	0	0	0	0	1,200		1,200	
6934 Waste Bin Collection-Dog Bins	0	0	0	0	0	0	2,800		2,800	
6935 Waste Bin Disposal-Waste Bins	0	352	352	101	704	603	4,220		4,119	
6952 Protective Clothing	50	121	71	116	242	126	1,450		1,334	
<b>O/ Spaces &amp; Leisure - General :- Indirect Expenditure</b>	<b>19,167</b>	<b>24,526</b>	<b>5,359</b>	<b>39,529</b>	<b>50,779</b>	<b>11,250</b>	<b>312,358</b>	<b>0</b>	<b>272,829</b>	<b>0</b>
<b>Net income over Expenditure</b>	<b>(17,398)</b>	<b>(22,526)</b>	<b>(5,128)</b>	<b>(37,229)</b>	<b>(48,419)</b>	<b>(11,190)</b>	<b>(277,730)</b>			
<b>22 O/ Spaces &amp; Leisure - Cemetery</b>										
1550 Insurance Claims	0	0	0	1,458	0	(1,458)	0		0	
1700 Cemetery Income	7,653	7,725	72	18,848	15,450	(3,398)	92,700		0	
1990 Other Income	0	0	0	24	0	(24)	0		0	
<b>O/ Spaces &amp; Leisure - Cemetery :- Income</b>	<b>7,653</b>	<b>7,725</b>	<b>72</b>	<b>20,329</b>	<b>15,450</b>	<b>(4,879)</b>	<b>92,700</b>			<b>0</b>
4010 Gross Pay	9,024	7,358	(1,666)	18,048	14,716	(3,332)	88,291		70,243	
4270 Employers Pension Contribution	617	619	2	1,234	1,238	4	7,430		6,196	
5210 Cemetery Chapel & Office	0	0	0	0	0	0	206		206	
5230 Cemetery Wshp/Messroom Mtce	0	0	0	0	0	0	175		175	

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Cost Centre Report

Month No: 2

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5410 Repairs & General Maintenance	79	83	4	175	166	(9)	1,000		825	
5500 Equipment Hired and New	97	267	170	1,687	534	(1,153)	3,200		1,513	
5525 Equipment Maintenance	26	208	182	26	416	390	2,500		2,474	
5700 Fuel	54	58	4	54	116	62	700		646	
6000 Rent & Rates	591	548	(43)	1,182	1,096	(86)	6,570		5,388	
6010 Light Heat & Cleaning	48	103	55	52	206	154	1,240		1,188	
6013 Cleaning	69	0	(69)	363	0	(363)	0		(363)	
6101 Telephone	40	62	22	69	124	55	750		681	
6104 Mobile Telephone	8	10	2	8	20	12	120		112	
6200 Printing & Stationery	0	8	8	0	16	16	100		100	
6240 Computer/ Data Base/WP's	0	0	0	0	0	0	400		400	
6320 Staff Training	0	0	0	140	0	(140)	2,000		1,860	
6330 Welfare/Hospitality	24	14	(10)	24	28	4	170		146	
6500 Goods for Resale	0	17	17	0	34	34	200		200	
6630 Professional Fees	0	0	0	0	0	0	100		100	
6730 Subscriptions	0	0	0	0	0	0	100		100	
6802 Trees Plants Turf & Fertilizer	0	0	0	0	0	0	3,000		3,000	
6822 Roads Path & Boundaries	0	0	0	0	0	0	700		700	
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100	
6900 Sundry Expenses	5	4	(1)	5	8	3	50		45	
6922 Health&Safety/Risk Assessments	0	250	250	0	250	250	1,000		1,000	
6930 Alarm Maintenance	586	600	14	586	600	14	800		214	
6932 Cemetery Security	404	383	(21)	808	766	(42)	4,600		3,792	
6935 Waste Bin Disposal-Waste Bins	0	102	102	81	204	123	1,230		1,149	



Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Cost Centre Report

Month No: 2

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6952 Protective Clothing	14	62	48	79	124	45	750		671	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	11,687	10,756	(931)	24,620	20,662	(3,958)	127,482	0	102,862	0
<b>Net Income over Expenditure</b>	<b>(4,034)</b>	<b>(3,031)</b>	<b>1,003</b>	<b>(4,290)</b>	<b>(5,212)</b>	<b>(922)</b>	<b>(34,782)</b>			
<b>23 O/ Spaces &amp; Leisure- Allotment</b>										
1010 Rental Income	(20)	0	20	(20)	0	20	1,141		0	
1047 QH Allotments Income	120	0	(120)	721	0	(721)	6,376		0	
O/ Spaces & Leisure- Allotment :- Income	100	0	(100)	701	0	(701)	7,517			0
4010 Gross Pay	804	383	(421)	1,688	766	(922)	4,595		2,907	
4270 Employers Pension Contribution	37	15	(22)	74	30	(44)	184		110	
5410 Repairs & General Maintenance	0	0	0	450	300	(150)	1,200		750	
6000 Rent & Rates	177	146	(31)	353	292	(61)	1,751		1,398	
6002 QH Allotments Costs	0	0	0	0	0	0	700		700	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	300		300	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	1,018	544	(474)	2,565	1,388	(1,177)	8,730	0	6,165	0
<b>Net Income over Expenditure</b>	<b>(918)</b>	<b>(544)</b>	<b>374</b>	<b>(1,864)</b>	<b>(1,388)</b>	<b>476</b>	<b>(1,213)</b>			
<b>26 Open Spaces-Street Lighting/Ge</b>										
1480 Streetlighting income	0	0	0	0	0	0	8,913		0	
1990 Other Income	0	600	600	0	800	800	1,200		0	
Open Spaces-Street Lighting/Ge :- Income	0	600	600	0	800	800	10,113			0

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Cost Centre Report

Month No: 2

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6861 Public Clock Maintenance	26	0	(26)	26	0	(26)	2,908		2,882	
6862 Street Lighting	1,984	1,118	(866)	6,070	2,236	(3,834)	13,414		7,344	
6865 In Bloom Costs	208	500	292	208	1,000	792	14,500		14,292	
Open Spaces-Street Lighting/Ga :- Indirect Expenditure	<b>2,217</b>	<b>1,618</b>	<b>(599)</b>	<b>6,304</b>	<b>3,236</b>	<b>(3,068)</b>	<b>30,822</b>	<b>0</b>	<b>24,518</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,217)</b>	<b>(1,018)</b>	<b>1,199</b>	<b>(6,304)</b>	<b>(2,436)</b>	<b>3,868</b>	<b>(20,709)</b>			
<b>28 O/ Spaces &amp; Leisure-Vine Cafe</b>										
1211 Sale of Goods	0	6,788	6,788	0	9,874	9,874	61,710		0	
1212 Events Management	0	500	500	0	500	500	1,500		0	
1450 Furlough Grant Income	8,251	0	(8,251)	8,251	0	(8,251)	0		0	
O/ Spaces & Leisure-Vine Cafe :- Income	<b>8,251</b>	<b>7,288</b>	<b>(963)</b>	<b>8,251</b>	<b>10,374</b>	<b>2,123</b>	<b>63,210</b>		<b>40,019</b>	
4010 Gross Pay	4,604	4,712	108	9,627	9,424	(203)	49,646		1,886	
4270 Employers Pension Contribution	63	168	105	127	336	209	2,013		485	
5410 Repairs & General Maintenance	15	42	27	15	84	69	500		1,800	
5500 Equipment Hired and New	0	150	150	0	300	300	1,800		500	
5525 Equipment Maintenance	0	42	42	0	84	84	500		850	
6000 Rent & Rates	57	100	43	350	200	(150)	1,200		1,083	
6010 Light Heat & Cleaning	518	0	(518)	518	400	(118)	1,600		(73)	
6013 Cleaning	0	0	0	73	0	(73)	0		258	
6101 Telephone	24	26	3	51	52	1	309		9	
6200 Printing & Stationery	0	0	0	21	0	(21)	30		160	
6210 Postage & Courier	0	0	0	0	0	0	160			

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Cost Centre Report

Month No: 2

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6240 Computer/ Data Base/WP's	12	0	(12)	12	0	(12)	150		138	
6320 Staff Training	0	0	0	0	0	0	300		300	
6460 Publicity & Democratic notices	0	0	0	0	0	0	250		250	
6500 Goods for Resale	234	2,200	1,966	234	3,200	2,966	20,000		19,766	
6533 Copyright Fees/Royalties	0	0	0	0	0	0	320		320	
6635 Professional Fees Licensing	0	0	0	135	150	15	150		15	
6900 Sundry Expenses	0	17	17	0	34	34	206		206	
6922 Health&Safety/Risk Assessments	340	0	(340)	354	0	(354)	500		146	
6930 Alarm Maintenance	0	0	0	0	0	0	515		515	
6935 Waste Bin Disposal-Waste Bins	0	172	172	40	344	304	2,060		2,020	
6976 Credit card charges	22	47	25	44	94	50	567		523	
<b>O/ Spaces &amp; Leisure-Vine Cafe :- Indirect Expenditure</b>	<b>5,888</b>	<b>7,676</b>	<b>1,788</b>	<b>11,601</b>	<b>14,702</b>	<b>3,101</b>	<b>82,776</b>	<b>0</b>	<b>71,175</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,363</b>	<b>(388)</b>	<b>(2,751)</b>	<b>(3,349)</b>	<b>(4,328)</b>	<b>(979)</b>	<b>(19,566)</b>			
<b>29 O/Spaces &amp; Leisure-Vine Ground</b>										
1208 Other Events Income	0	500	500	0	500	500	1,500		0	
1805 Tea Kiosk Rental & Pavilion	0	0	0	0	772	772	3,090		0	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	400		0	
<b>O/Spaces &amp; Leisure-Vine Ground :- Income</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>1,272</b>	<b>1,272</b>	<b>4,990</b>			<b>0</b>
4010 Gross Pay	684	758	74	1,335	1,516	181	9,092		7,757	
4270 Employers Pension Contribution	41	45	4	80	90	10	545		465	
5010 Vine Area General Maintenance	0	300	300	0	600	600	3,600		3,600	

**Sevenoaks Town Council**  
**Detailed Income & Expenditure by Phased Budget Heading 31/05/2020**

**Cost Centre Report**

10/07/2020  
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**Month No: 2**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5020 Vine Public Convenience	643	708	65	1,272	1,416	144	8,500		7,228	
6000 Rent & Rates	(2)	43	45	(2)	86	88	515		517	
6460 Publicity & Democratic notices	0	0	0	0	0	0	250		250	
6635 Professional Fees Licensing	0	0	0	0	0	0	100		100	
6868 Summer Concerts	0	0	0	0	0	0	3,200		3,200	
6931 CCTV Maintenance	0	0	0	0	0	0	660		660	
<b>O/Spaces &amp; Leisure-Vine Ground :- Indirect Expenditure</b>	<b>1,366</b>	<b>1,854</b>	<b>488</b>	<b>2,685</b>	<b>3,708</b>	<b>1,023</b>	<b>26,462</b>	<b>0</b>	<b>23,777</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,366)</b>	<b>(1,354)</b>	<b>12</b>	<b>(2,685)</b>	<b>(2,436)</b>	<b>249</b>	<b>(21,472)</b>			
<u>30 F &amp; G P - Bat &amp; Ball Station</u>										
1022 Letting & Hire of Facilities	0	2,000	2,000	0	4,000	4,000	24,000		0	
1211 Sale of Goods	0	4,003	4,003	0	8,006	8,006	48,039		0	
1450 Furlough Grant Income	4,908	0	(4,908)	4,908	0	(4,908)	0		0	
<b>F &amp; G P - Bat &amp; Ball Station :- Income</b>	<b>4,908</b>	<b>6,003</b>	<b>1,095</b>	<b>4,908</b>	<b>12,006</b>	<b>7,098</b>	<b>72,039</b>			<b>0</b>
4010 Gross Pay	3,900	5,298	1,398	7,823	10,596	2,773	63,575		55,751	
4270 Employers Pension Contribution	44	183	139	22	366	344	2,202		2,179	
5410 Repairs & General Maintenance	192	132	(60)	192	264	72	1,586		1,394	
5500 Equipment Hired and New	0	125	125	0	250	250	1,500		1,500	
6000 Rent & Rates	270	238	(32)	541	476	(65)	2,860		2,319	
6011 Electricity	352	444	92	352	888	536	5,325		4,973	
6012 Gas	0	0	0	0	0	0	2,060		2,060	
6013 Cleaning	248	333	85	569	666	97	4,000		3,431	

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6014 Water	0	0	0	0	0	0	2,000		2,000	
6101 Telephone	14	56	42	14	112	98	670		656	
6200 Printing & Stationery	0	17	17	21	34	13	206		185	
6320 Staff Training	0	0	0	0	0	0	258		258	
6460 Publicity & Democratic notices	0	167	167	0	334	334	2,000		2,000	
6500 Goods for Resale	0	1,667	1,667	0	3,334	3,334	20,000		20,000	
6533 Copyright Fees/Royalties	0	47	47	0	94	94	567		567	
6635 Professional Fees Licensing	0	0	0	0	0	0	567		567	
6900 Sundry Expenses	0	52	52	0	104	104	618		618	
6922 Health&Safety/Risk Assessments	72	0	(72)	440	263	(177)	1,051		611	
6930 Alarm Maintenance	0	0	0	0	0	0	1,267		1,267	
6931 CCTV Maintenance	0	0	0	0	0	0	639		639	
6935 Waste Bin Disposal-Waste Bins	0	106	106	0	212	212	1,267		1,267	
6976 Credit card charges	33	43	11	65	86	21	515		450	
<b>F &amp; G P - Bat &amp; Ball Station :- Indirect Expenditure</b>	<b>5,125</b>	<b>8,908</b>	<b>3,783</b>	<b>10,040</b>	<b>18,079</b>	<b>8,039</b>	<b>114,732</b>	<b>0</b>	<b>104,692</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(216)</b>	<b>(2,905)</b>	<b>(2,689)</b>	<b>(5,131)</b>	<b>(6,073)</b>	<b>(942)</b>	<b>(42,693)</b>			
<u>31 F &amp; G P - Establishments</u>										
1115 Interest on Deposits	758	667	(91)	1,216	1,334	118	8,000		0	
1231 Banner Income	0	398	398	81	796	715	4,779		0	
1450 Furlough Grant Income	(8,195)	0	8,195	3,324	0	(3,324)	0		0	
1889 Waste Sacks Income	0	175	175	252	350	98	2,100		0	
1990 Other Income	0	8	8	100	16	(84)	100		0	
<b>F &amp; G P - Establishments :- Income</b>	<b>(7,437)</b>	<b>1,248</b>	<b>8,685</b>	<b>4,973</b>	<b>2,496</b>	<b>(2,477)</b>	<b>14,979</b>		<b>0</b>	<b>0</b>

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	22,660	24,291	1,631	45,279	48,582	3,303	291,497		246,218	
4270 Employers Pension Contribution	2,428	2,902	474	4,874	5,804	930	34,827		29,953	
4271 Pension Deficiency	6,417	6,417	0	12,833	12,834	1	77,000		64,167	
5500 Equipment Hired and New	0	208	208	0	416	416	2,500		2,500	
6020 Insurance Cost	1,233	1,428	195	5,802	5,714	(88)	20,000		14,198	
6101 Telephone	481	479	(2)	566	958	392	5,750		5,184	
6103 Fax	0	8	8	0	16	16	100		100	
6200 Printing & Stationery	1,438	1,250	(188)	1,438	2,500	1,062	15,000		13,562	
6210 Postage & Courier	867	429	(438)	867	858	(9)	5,150		4,284	
6240 Computer/ Data Base/WP's	2,459	1,116	(1,343)	3,533	2,232	(1,301)	13,390		9,857	
6241 Website Costs	0	0	0	0	0	0	2,000		2,000	
6242 I.T. Infrastructure	652	410	(242)	4,028	3,910	(118)	8,000		3,972	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	0	0	750		750	
6300 Computers Accountancy	219	283	64	439	566	127	3,400		2,961	
6315 Recruitment Costs	0	167	167	0	334	334	2,000		2,000	
6320 Staff Training	0	250	250	0	500	500	3,000		3,000	
6321 Investors in People	0	0	0	0	0	0	824		824	
6330 Welfare/Hospitality	0	167	167	30	334	304	2,000		1,970	
6410 Civic Exps/Annual Reception	0	0	0	0	900	900	1,750		1,750	
6415 Gifts/hospitality	0	33	33	0	66	66	400		400	
6420 Annual Parish Meeting	0	0	0	0	0	0	100		100	
6421 Honour Bd. Badges & Insignia	0	250	250	0	250	250	250		250	
6422 Mayor Allowance 2019/20	125	0	(125)	0	0	0	0		0	
6425 Mayor's Allowance 2020/21	0	502	502	0	502	502	5,525		5,525	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Cost Centre Report

Month No: 2

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6426 Mayor's Car Allowance 2020/21	0	224	224	0	224	224	2,462		2,462	
6435 Members Expenses	0	0	0	0	0	0	4,120		4,120	
6440 Press Notices	0	125	125	0	250	250	1,500		1,500	
6450 Bye Laws	0	0	0	0	0	0	100		100	
6460 Publicity & Democratic notices	200	208	8	200	416	216	2,500		2,300	
6461 Banner Costs	86	129	43	86	258	172	1,545		1,459	
6610 Audit Fees	0	540	540	0	540	540	4,860		4,860	
6620 Legal Expenses	0	0	0	1,387	1,500	113	3,000		1,613	
6635 Professional Fees Licensing	0	0	0	0	400	400	1,500		1,500	
6710 Conference Fees & Expenses	0	192	192	0	384	384	2,300		2,300	
6720 Books and Periodicals	0	32	32	0	64	64	380		380	
6730 Subscriptions	369	1,000	631	3,091	4,000	909	5,150		2,059	
6889 Waste Sacks	436	167	(269)	480	334	(146)	2,000		1,521	
6900 Sundry Expenses	0	42	42	0	84	84	500		500	
6922 Health&Safety/Risk Assessments	335	0	(335)	3,335	3,000	(335)	3,200		(135)	
6975 Bank Charges	91	129	38	91	258	167	1,550		1,459	
6976 Credit card charges	8	58	51	38	116	78	700		662	
7010 Election Expenses	0	0	0	0	0	0	5,000		5,000	
7611 Contingency provision	0	0	0	0	0	0	36,330		36,330	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	
7617 PWLB Loan Repayment	0	0	0	0	0	0	72,000		72,000	
<b>F &amp; G P - Establishments :- Indirect Expenditure</b>	<b>40,501</b>	<b>43,436</b>	<b>2,935</b>	<b>88,396</b>	<b>99,104</b>	<b>10,708</b>	<b>646,910</b>	<b>0</b>	<b>558,514</b>	<b>0</b>
<b>Net income over Expenditure</b>	<b>(47,939)</b>	<b>(42,188)</b>	<b>5,751</b>	<b>(83,423)</b>	<b>(96,608)</b>	<b>(13,185)</b>	<b>(631,931)</b>			

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## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2020

## Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>32 F &amp; G P - General</u>										
1490 Christmas Lights Switch On	0	0	0	0	0	0	6,000		0	0
1495 Number 8 bus Income	0	3,408	3,408	114	6,816	6,702	40,895		0	0
	<u>0</u>	<u>3,408</u>	<u>3,408</u>	<u>114</u>	<u>6,816</u>	<u>6,702</u>	<u>46,895</u>		<u>0</u>	<u>0</u>
F & G P - General :- Income										
6490 Christmas Lights Switch On	0	0	0	0	0	0	26,000		26,000	
6491 Remembrance Day/Civic Serv.	0	0	0	92	0	(92)	3,000		2,909	
6495 Number 8 bus expenses	3,309	3,408	99	6,731	6,816	85	40,895		34,164	6,617
6869 Special Events	0	542	542	0	1,084	1,084	6,500		6,500	
	<u>3,309</u>	<u>3,950</u>	<u>641</u>	<u>6,822</u>	<u>7,900</u>	<u>1,078</u>	<u>76,395</u>	<u>0</u>	<u>69,573</u>	<u>6,617</u>
F & G P - General :- Indirect Expenditure										
<b>Net Income over Expenditure</b>	<u>(3,309)</u>	<u>(542)</u>	<u>2,767</u>	<u>(6,709)</u>	<u>(1,084)</u>	<u>5,625</u>	<u>(29,500)</u>			
8001 plus Transfer from EMR	3,309			6,617						
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>			<u>(92)</u>						
<u>33 F &amp; G P - Council Offices</u>										
1022 Letting & Hire of Facilities	0	1,375	1,375	0	2,750	2,750	16,500		0	0
1211 Sale of Goods	0	12	12	0	24	24	150		0	0
1450 Furlough Grant Income	975	0	(975)	975	0	(975)	0		0	0
	<u>975</u>	<u>1,387</u>	<u>412</u>	<u>975</u>	<u>2,774</u>	<u>1,799</u>	<u>16,650</u>		<u>0</u>	<u>0</u>
F & G P - Council Offices :- Income										
4010 Gross Pay	2,486	2,394	(92)	4,942	4,788	(154)	28,734		23,791	
4270 Employers Pension Contribution	112	116	4	253	232	(21)	1,393		1,139	



Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5410 Repairs & General Maintenance	16	177	161	16	354	338	2,120		2,104	
6000 Rent & Rates	1,934	2,114	180	4,261	4,228	(33)	25,370		21,109	
6010 Light Heat & Cleaning	806	530	(276)	806	1,060	254	6,365		5,559	
6013 Cleaning	8	0	(8)	8	0	(8)	0		(8)	
6510 Catering Expenses	0	8	8	0	16	16	100		100	
6900 Sundry Expenses	0	8	8	0	16	16	100		100	
6922 Health&Safety/Risk Assessments	2,652	0	(2,652)	2,652	0	(2,652)	300		(2,352)	
6930 Alarm Maintenance	0	0	0	0	0	0	1,400		1,400	
6935 Waste Bin Disposal-Waste Bins	0	91	91	56	182	126	1,090		1,034	
<b>F &amp; G P - Council Offices :- Indirect Expenditure</b>	<b>8,013</b>	<b>5,438</b>	<b>(2,575)</b>	<b>12,993</b>	<b>10,876</b>	<b>(2,117)</b>	<b>66,971</b>	<b>0</b>	<b>53,978</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,038)</b>	<b>(4,051)</b>	<b>2,987</b>	<b>(12,018)</b>	<b>(8,102)</b>	<b>3,916</b>	<b>(50,321)</b>			
<u>36 F &amp; G P - Community Centre</u>										
1022 Letting & Hire of Facilities	25	0	(25)	25	0	(25)	15,000		0	
1457 Indoor Activities	0	0	0	0	0	0	150		0	
<b>F &amp; G P - Community Centre :- Income</b>	<b>25</b>	<b>0</b>	<b>(25)</b>	<b>25</b>	<b>0</b>	<b>(25)</b>	<b>15,150</b>		<b>0</b>	<b>0</b>
4010 Gross Pay	0	0	0	0	0	0	7,266		7,266	
4270 Employers Pension Contribution	0	0	0	0	0	0	376		376	
5318 SCC Car Park	0	0	0	0	0	0	500		500	
5410 Repairs & General Maintenance	0	0	0	0	0	0	500		500	
6000 Rent & Rates	513	383	(130)	1,025	766	(259)	4,600		3,575	
6011 Electricity	342	83	(259)	355	166	(189)	1,000		645	

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2 Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6012 Gas	0	0	0	272	180	(92)	720		448	
6013 Cleaning	0	0	0	0	0	0	210		210	
6101 Telephone	36	36	(0)	66	72	6	436		370	
6104 Mobile Telephone	0	0	0	8	0	(8)	80		72	
6200 Printing & Stationery	0	0	0	0	0	0	100		100	
6460 Publicity & Democratic notices	0	0	0	0	0	0	500		500	
6520 Refreshments for Resale	0	0	0	0	0	0	100		100	
6533 Copyright Fees/Royalties	0	0	0	0	0	0	500		500	
6635 Professional Fees Licensing	0	0	0	0	0	0	180		180	
6900 Sundry Expenses	0	0	0	0	0	0	50		50	
6922 Health & Safety/Risk Assessments	0	0	0	0	0	0	500		500	
6930 Alarm Maintenance	0	0	0	0	0	0	620		620	
6935 Waste Bin Disposal-Waste Bins	0	33	33	0	66	66	400		400	
6939 Healthcare Services	0	0	0	0	0	0	250		250	
<b>F &amp; G P - Community Centre :- Indirect Expenditure</b>	<b>891</b>	<b>535</b>	<b>(356)</b>	<b>1,726</b>	<b>1,250</b>	<b>(476)</b>	<b>18,887</b>	<b>0</b>	<b>17,161</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(866)</b>	<b>(535)</b>	<b>331</b>	<b>(1,701)</b>	<b>(1,250)</b>	<b>451</b>	<b>(3,737)</b>			
<b>38 F &amp; G P - Grants</b>										
6937 Annual Subsidy-Comm Centre	0	0	0	0	0	0	250		250	
6938 Annual Subsidy-Council Chamber	0	83	83	0	166	166	1,000		1,000	
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000	
7503 Community Resilience Fund	1,000	1,000	0	1,611	1,611	0	21,500		19,889	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2020

## Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
7555 Youth Council Support	0	0	0	0	0	0	500		500	
7556 Stag Community Arts Centre	27,000	27,000	0	27,000	27,000	0	27,000		0	
7557 Community Rail Partnership	0	0	0	3,000	3,000	0	3,000		0	
F & G P - Grants :- Indirect Expenditure	28,000	28,083	83	31,611	31,777	166	59,250	0	27,639	0
<b>Net Expenditure</b>	<b>(28,000)</b>	<b>(28,083)</b>	<b>(83)</b>	<b>(31,611)</b>	<b>(31,777)</b>	<b>(166)</b>	<b>(59,250)</b>			
<u>39</u> F & G P - Property										
1046 SCC Ground Rents & Wayleaves	0	0	0	375	375	0	3,000		0	
1469 O/S Ground Rents & Wayleaves	0	0	0	0	1,000	1,000	5,000		0	
F & G P - Property :- Income	0	0	0	375	1,375	1,000	8,000			0
<b>Net Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>375</b>	<b>1,375</b>	<b>1,000</b>	<b>8,000</b>			
<u>40</u> Sevenoaks Town Partnership										
1206 Business Awards	0	2,500	2,500	0	2,500	2,500	7,000		0	
1207 Business Show	0	0	0	0	3,000	3,000	3,000		0	
1209 Wellbeing show income	0	3,000	3,000	0	3,000	3,000	3,000		0	
1350 Revenue Grant income	0	0	0	0	0	0	1,000		0	
Sevenoaks Town Partnership :- Income	0	5,500	5,500	0	8,500	8,500	14,000			0
6101 Telephone	0	8	8	0	16	16	100		100	
6200 Printing & Stationery	0	8	8	0	16	16	100		100	
6240 Computer/ Data Base/WP's	65	42	(23)	131	84	(47)	500		369	

**Sevenoaks Town Council**  
**Detailed Income & Expenditure by Phased Budget Heading 31/05/2020**

**Cost Centre Report**

10/07/2020  
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Month No: 2

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6244 Information Screens	0	0	0	0	0	0	1,500		1,500	
6322 Business Awards	0	0	0	0	0	0	7,725		7,725	
6323 Business Show	0	0	0	0	2,275	2,275	2,275		2,275	
6710 Conference Fees & Expenses	0	58	58	0	116	116	700		700	
6900 Sundry Expenses	0	50	50	0	100	100	600		600	
7000 Reinvestment	0	0	0	0	0	0	2,000		2,000	
7608 Friends of Bat & Ball	0	83	83	0	166	166	1,000		1,000	
7616 Wellbeing show	0	2,500	2,500	0	2,500	2,500	2,500		2,500	
<b>Sevenoaks Town Partnership :- Indirect Expenditure</b>	<b>65</b>	<b>2,749</b>	<b>2,684</b>	<b>131</b>	<b>5,273</b>	<b>5,142</b>	<b>19,000</b>	<b>0</b>	<b>18,869</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(65)</b>	<b>2,751</b>	<b>2,816</b>	<b>(131)</b>	<b>3,227</b>	<b>3,358</b>	<b>(5,000)</b>			
<b>41 Business Hub</b>										
6000 Rent & Rates	173	0	(173)	345	0	(345)	0		(345)	
6011 Electricity	186	0	(186)	186	0	(186)	500		314	
6012 Gas	0	0	0	0	0	0	250		250	
6014 Water	0	0	0	0	0	0	50		50	
<b>Business Hub :- Indirect Expenditure</b>	<b>359</b>	<b>0</b>	<b>(359)</b>	<b>531</b>	<b>0</b>	<b>(531)</b>	<b>800</b>	<b>0</b>	<b>269</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(359)</b>	<b>0</b>	<b>359</b>	<b>(531)</b>	<b>0</b>	<b>531</b>	<b>(800)</b>			
<b>50 Youth Cafe</b>										
1022 Letting & Hire of Facilities	200	312	112	200	624	424	3,740		0	
1211 Sale of Goods	0	192	192	0	384	384	2,300		0	

**Sevenoaks Town Council**  
**Detailed Income & Expenditure by Phased Budget Heading 31/05/2020**

Month No: 2

**Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
1450 Furlough Grant Income	5,373	0	(5,373)	5,373	0	(5,373)	0		0	
Youth Cafe :- Income										
4010 Gross Pay	5,573	504	(5,069)	5,573	1,008	(4,565)	6,040			0
4270 Employers Pension Contribution	3,113	2,138	(975)	6,226	4,276	(1,950)	25,661		19,435	
5410 Repairs & General Maintenance	84	86	2	168	172	4	1,026		858	
6010 Light Heat & Cleaning	0	83	83	0	166	166	1,000		1,000	
6101 Telephone	0	42	42	0	84	84	500		500	
6200 Printing & Stationery	52	47	(5)	108	94	(14)	560		452	
6240 Computer/ Data Base/WP's	0	42	42	0	84	84	500		500	
6281 Furnishings,Furniture/Eqpt	17	62	45	33	124	91	750		717	
6320 Staff Training	0	42	42	0	84	84	500		500	
6340 Staff Uniforms	0	0	0	0	0	0	400		400	
6460 Publicity & Democratic notices	0	0	0	0	0	0	200		200	
6500 Goods for Resale	0	42	42	0	84	84	500		500	
6635 Professional Fees Licensing	0	142	142	0	284	284	1,700		1,700	
6900 Sundry Expenses	0	0	0	135	200	65	400		265	
6922 Health&Safety/Risk Assessments	66	0	(66)	132	0	(132)	400		150	
Youth Cafe :- Indirect Expenditure										
	3,331	2,738	(593)	6,802	5,676	(1,126)	34,247	0	27,445	0
<b>Net Income over Expenditure</b>										
	<b>2,241</b>	<b>(2,234)</b>	<b>(4,475)</b>	<b>(1,229)</b>	<b>(4,668)</b>	<b>(3,439)</b>	<b>(28,207)</b>			
<u>60 Markets</u>										
1017 Rental Income Sat Market	580	1,871	1,291	1,012	3,742	2,730	22,456		0	

60 Markets

1017 Rental Income Sat Market

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2020

## Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
1018 Rental Income Wed Market	240	1,148	908	420	2,296	1,876	13,774		0	
1019 Rental Income Blighs Market	0	1,250	1,250	0	2,500	2,500	15,000		0	
1024 Rental Income Friday Market	0	1,148	1,148	0	2,296	2,296	13,774		0	
<b>Markets :- Income</b>	<b>820</b>	<b>5,417</b>	<b>4,597</b>	<b>1,432</b>	<b>10,834</b>	<b>9,402</b>	<b>65,004</b>			<b>0</b>
4010 Gross Pay	137	122	(15)	274	244	(30)	1,464		1,190	
5410 Repairs & General Maintenance	0	0	0	0	0	0	100		100	
5420 Saturday market charges	1,113	1,130	17	2,561	2,543	(18)	14,695		12,134	
5421 Wednesday Market charges	2,534	2,574	40	4,675	4,633	(42)	26,766		22,091	
5423 Friday market charges	0	1,148	1,148	0	2,296	2,296	13,774		13,774	
6001 Blighs Market Charges	0	990	990	1,440	4,118	2,678	14,018		12,578	
6010 Light Heat & Cleaning	0	0	0	0	0	0	500		500	
6460 Publicity & Democratic notices	0	167	167	0	334	334	2,000		2,000	
<b>Markets :- Indirect Expenditure</b>	<b>3,784</b>	<b>6,131</b>	<b>2,347</b>	<b>8,951</b>	<b>14,168</b>	<b>5,217</b>	<b>73,317</b>	<b>0</b>	<b>64,366</b>	<b>0</b>
<b>Net income over Expenditure</b>	<b>(2,964)</b>	<b>(714)</b>	<b>2,250</b>	<b>(7,519)</b>	<b>(3,334)</b>	<b>4,185</b>	<b>(8,313)</b>			
<b>70 Precept</b>										
1995 Precept	101,273	101,273	0	202,546	202,546	0	1,215,276		0	
<b>Precept :- Income</b>	<b>101,273</b>	<b>101,273</b>	<b>0</b>	<b>202,546</b>	<b>202,546</b>	<b>0</b>	<b>1,215,276</b>			<b>0</b>
<b>Net Income</b>	<b>101,273</b>	<b>101,273</b>	<b>0</b>	<b>202,546</b>	<b>202,546</b>	<b>0</b>	<b>1,215,276</b>			<b>0</b>

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>Grand Totals:-</b>	<b>Income</b>	123,910	142,853	18,943	252,502	278,611	26,109	1,687,191		
	<b>Expenditure</b>	137,918	151,864	13,946	261,305	294,422	33,117	1,735,924	1,474,619	
	<b>Net Income over Expenditure</b>	<b>(14,009)</b>	<b>(9,011)</b>	<b>4,998</b>	<b>(8,803)</b>	<b>(15,811)</b>	<b>(7,008)</b>	<b>(48,733)</b>	<b>0</b>	
	plus Transfer from EMR	3,309		6,617						
	<b>Movement to/(from) Gen Reserve</b>	<b>(10,700)</b>		<b>(2,186)</b>						





Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Cost Centre Report

Month No: 3

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>11</u> <u>Planning - General</u>										
4010 Gross Pay	2,510	2,781	271	7,865	8,343	478	33,376		25,511	
4270 Employers Pension Contribution	110	130	20	347	390	43	1,565		1,218	
6240 Computer/ Data Base/MWP's	52	11	(41)	178	33	(145)	544		366	
6630 Professional Fees	0	250	250	0	250	250	1,000		1,000	
6720 Books and Periodicals	0	0	0	0	0	0	300		300	
6730 Subscriptions	0	0	0	280	0	(280)	0		(280)	
<b>Planning - General :- Indirect Expenditure</b>	<b>2,671</b>	<b>3,172</b>	<b>501</b>	<b>8,670</b>	<b>9,016</b>	<b>346</b>	<b>36,785</b>	<b>0</b>	<b>28,115</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,671)</b>	<b>(3,172)</b>	<b>(501)</b>	<b>(8,670)</b>	<b>(9,016)</b>	<b>(346)</b>	<b>(36,785)</b>			
<u>21</u> <u>O/ Spaces &amp; Leisure - General</u>										
1022 Letting & Hire of Facilities	0	0	0	193	2,000	1,807	30,900		0	
1316 Raleys Car Park Permits	0	0	0	0	0	0	1,750		0	
1350 Revenue Grant Income	6,577	0	(6,577)	6,577	0	(6,577)	0		0	
1450 Furlough Grant Income	1,613	0	(1,613)	3,382	0	(3,382)	0		0	
1850 Log Sales	0	0	0	0	0	0	1,236		0	
1990 Other Income	0	0	0	337	360	23	742		0	
<b>O/ Spaces &amp; Leisure - General :- Income</b>	<b>8,189</b>	<b>0</b>	<b>(8,189)</b>	<b>10,489</b>	<b>2,360</b>	<b>(8,129)</b>	<b>34,628</b>	<b>0</b>	<b>0</b>	<b>0</b>
4010 Gross Pay	13,952	15,952	2,000	43,497	47,856	4,359	191,421		147,924	
4270 Employers Pension Contribution	822	1,050	228	2,507	3,150	643	12,597		10,090	
5013 Graffiti Removal	0	0	0	0	167	167	1,000		1,000	
5025 Lower St Johns Toilets	365	875	510	2,704	2,625	(79)	10,500		7,796	

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5026 Greatness Rec Convenience	0	250	250	420	750	330	3,000		2,580	
5050 Seats And Litter Bins	0	695	695	0	695	695	2,780		2,780	
5060 Sevenoaks Common	625	0	(625)	625	0	(625)	3,700		3,075	
5065 Tree Safety Survey	0	0	0	0	0	0	3,800		3,800	
5070 Other Woodlands	0	0	0	685	825	140	3,300		2,615	
5110 Knotle Paddock & Pavilion	2,360	0	(2,360)	2,360	0	(2,360)	1,500		(860)	
5120 Knotle Paddock Pitch & Grnd Mt	0	0	0	0	1,000	1,000	3,500		3,500	
5310 Miscellaneous Open Spaces	1,593	1,300	(293)	3,480	3,900	420	17,100		13,620	
5316 Skatepark Maintenance	0	0	0	0	0	0	2,575		2,575	
5317 Raleys Car Park	0	500	500	0	500	500	500		500	
5320 Fertilizers	0	0	0	208	0	(208)	1,200		992	
5330 Grass Seed	0	0	0	0	2,100	2,100	2,100		2,100	
5340 Plants	0	625	625	18	625	607	2,500		2,482	
5410 Repairs & General Maintenance	(22)	125	147	0	375	375	1,500		1,500	
5500 Equipment Hired and New	0	688	688	25	2,064	2,039	8,250		8,225	
5525 Equipment Maintenance	1,772	941	(831)	1,814	1,882	68	8,000		6,186	
5550 Vehicle Expenses	6,425	340	(6,085)	7,490	1,430	(6,060)	4,500		(2,990)	
5700 Fuel	106	517	411	457	1,551	1,094	6,200		5,743	
6000 Rent & Rates	0	150	150	239	300	61	1,200		961	
6010 Light Heat & Cleaning	498	525	27	498	525	27	2,100		1,602	
6013 Cleaning	0	0	0	466	0	(466)	0		(466)	
6101 Telephone	11	17	6	23	51	28	200		177	
6104 Mobile Telephone	0	17	17	68	51	(17)	200		132	
6320 Staff Training	0	0	0	0	1,000	1,000	3,000		3,000	

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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	Transfer to/from EMR
6330 Welfare/Hospitality	75	17	(58)	75	51	(24)	200		125	
6730 Subscriptions	0	0	0	236	200	(36)	200		(36)	
6812 Road Dues	0	0	0	0	0	0	1,500		1,500	
6851 Bus Shelter Maintenance	0	14	14	0	42	42	175		175	
6900 Sundry Expenses	0	8	8	0	24	24	100		100	
6922 Health&Safety/Risk Assessments	0	0	0	0	700	700	1,550		1,550	
6930 Alarm Maintenance	0	0	0	0	0	0	740		740	
6931 CCTV Maintenance	0	0	0	0	0	0	1,200		1,200	
6934 Waste Bin Collection-Dog Bins	655	700	45	655	700	45	2,800		2,145	
6935 Waste Bin Disposal-Waste Bins	60	352	292	161	1,056	895	4,220		4,059	
6952 Protective Clothing	252	121	(131)	368	363	(5)	1,450		1,082	
O/ Spaces & Leisure - General :- Indirect Expenditure	<b>29,550</b>	<b>25,779</b>	<b>(3,771)</b>	<b>69,079</b>	<b>76,558</b>	<b>7,479</b>	<b>312,358</b>	<b>0</b>	<b>243,279</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(21,361)</b>	<b>(25,779)</b>	<b>(4,418)</b>	<b>(58,590)</b>	<b>(74,198)</b>	<b>(15,608)</b>	<b>(277,730)</b>			
<u>22 O/ Spaces &amp; Leisure - Cemetery</u>										
1550 Insurance Claims	0	0	0	1,458	0	(1,458)	0		0	
1700 Cemetery Income	1,600	7,725	6,125	20,448	23,175	2,727	92,700		0	
1990 Other Income	0	0	0	24	0	(24)	0		0	
O/ Spaces & Leisure - Cemetery :- Income	<b>1,600</b>	<b>7,725</b>	<b>6,125</b>	<b>21,929</b>	<b>23,175</b>	<b>1,246</b>	<b>92,700</b>		<b>0</b>	
4010 Gross Pay	9,053	7,358	(1,695)	27,101	22,074	(5,027)	88,291		61,190	
4270 Employers Pension Contribution	622	619	(3)	1,856	1,857	1	7,430		5,574	
5210 Cemetery Chapel & Office	130	0	(130)	130	0	(130)	206		76	

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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	Transfer to/from EMR
5230 Cemetery Wshp/Messroom Mice	0	0	0	0	0	0	175		175	
5410 Repairs & General Maintenance	0	83	83	175	249	74	1,000		825	
5500 Equipment Hired and New	0	267	267	1,687	801	(886)	3,200		1,513	
5525 Equipment Maintenance	0	208	208	26	624	598	2,500		2,474	
5700 Fuel	0	58	58	54	174	120	700		646	
6000 Rent & Rates	830	548	(282)	2,012	1,644	(368)	6,570		4,558	
6010 Light Heat & Cleaning	43	103	60	95	309	214	1,240		1,145	
6013 Cleaning	0	0	0	363	0	(363)	0		(363)	
6101 Telephone	40	62	22	109	186	77	750		641	
6104 Mobile Telephone	0	10	10	8	30	22	120		112	
6200 Printing & Stationery	0	8	8	0	24	24	100		100	
6240 Computer/ Data Base/WP's	0	0	0	0	0	0	400		400	
6320 Staff Training	0	500	500	140	500	360	2,000		1,860	
6330 Welfare/Hospitality	28	14	(14)	53	42	(11)	170		117	
6500 Goods for Resale	0	17	17	0	51	51	200		200	
6630 Professional Fees	95	0	(95)	95	0	(95)	100		5	
6730 Subscriptions	0	0	0	0	0	0	100		100	
6802 Trees Plants Turf & Fertilizer	0	750	750	0	750	750	3,000		3,000	
6822 Roads Path & Boundaries	0	175	175	0	175	175	700		700	
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100	
6900 Sundry Expenses	0	4	4	5	12	7	50		45	
6922 Health&Safety/Risk Assessments	0	0	0	0	250	250	1,000		1,000	
6930 Alarm Maintenance	0	0	0	586	600	14	800		214	
6932 Cemetery Security	382	383	1	1,190	1,149	(41)	4,600		3,410	

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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	Transfer to/from EMR
6935 Waste Bin Disposal-Waste Bins	81	102	21	161	306	145	1,230		1,069	
6952 Protective Clothing	113	62	(51)	192	186	(6)	750		558	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	<b>11,417</b>	<b>11,331</b>	<b>(86)</b>	<b>36,037</b>	<b>31,993</b>	<b>(4,044)</b>	<b>127,482</b>	<b>0</b>	<b>91,445</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,817)</b>	<b>(3,606)</b>	<b>6,211</b>	<b>(14,107)</b>	<b>(8,818)</b>	<b>5,289</b>	<b>(34,782)</b>			
<u>23 O/ Spaces &amp; Leisure- Allotment</u>										
1010 Rental Income	0	0	0	(20)	0	20	1,141		0	
1047 QH Allotments Income	115	0	(115)	836	0	(836)	6,376		0	
O/ Spaces & Leisure- Allotment :- Income	<b>115</b>	<b>0</b>	<b>(115)</b>	<b>816</b>	<b>0</b>	<b>(816)</b>	<b>7,517</b>		<b>0</b>	
4010 Gross Pay	363	383	20	2,050	1,149	(901)	4,595		2,545	
4270 Employers Pension Contribution	15	15	0	89	45	(44)	184		95	
5410 Repairs & General Maintenance	0	0	0	450	300	(150)	1,200		750	
6000 Rent & Rates	177	146	(31)	530	438	(92)	1,751		1,221	
6002 QH Allotments Costs	0	175	175	0	175	175	700		700	
6922 Health&Safety/Risk Assessments	0	300	300	0	300	300	300		300	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<b>554</b>	<b>1,019</b>	<b>465</b>	<b>3,119</b>	<b>2,407</b>	<b>(712)</b>	<b>8,730</b>	<b>0</b>	<b>5,611</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(439)</b>	<b>(1,019)</b>	<b>(580)</b>	<b>(2,303)</b>	<b>(2,407)</b>	<b>(104)</b>	<b>(1,213)</b>			
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	0	0	0	8,913		0	
1990 Other Income	0	400	400	0	1,200	1,200	1,200		0	

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1997 In Bloom Income	500	0	(500)	500	0	(500)	0		0	
Open Spaces-Street Lighting/Ge :- Income	<b>500</b>	<b>400</b>	<b>(100)</b>	<b>500</b>	<b>1,200</b>	<b>700</b>	<b>10,113</b>			<b>0</b>
6861 Public Clock Maintenance	0	727	727	26	727	701	2,908		2,882	
6862 Street Lighting	416	1,118	702	6,486	3,354	(3,132)	13,414		6,928	
6865 In Bloom Costs	3,290	3,500	210	3,498	4,500	1,002	14,500		11,002	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<b>3,706</b>	<b>5,345</b>	<b>1,639</b>	<b>10,010</b>	<b>8,581</b>	<b>(1,429)</b>	<b>30,822</b>	<b>0</b>	<b>20,812</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,206)</b>	<b>(4,945)</b>	<b>(1,739)</b>	<b>(9,510)</b>	<b>(7,381)</b>	<b>2,129</b>	<b>(20,709)</b>			
<u>28 O/ Spaces &amp; Leisure-Vine Cafe</u>										
1211 Sale of Goods	4,894	8,022	3,128	4,894	17,896	13,002	61,710		0	
1212 Events Management	0	0	0	0	500	500	1,500		0	
1450 Furlough Grant Income	984	0	(984)	9,235	0	(9,235)	0		0	
O/ Spaces & Leisure-Vine Cafe :- Income	<b>5,878</b>	<b>8,022</b>	<b>2,144</b>	<b>14,129</b>	<b>18,396</b>	<b>4,267</b>	<b>63,210</b>			<b>0</b>
4010 Gross Pay	5,568	4,712	(856)	15,195	14,136	(1,059)	49,646		34,451	
4270 Employers Pension Contribution	69	168	99	195	504	309	2,013		1,818	
5410 Repairs & General Maintenance	67	42	(25)	82	126	44	500		418	
5500 Equipment Hired and New	0	150	150	0	450	450	1,800		1,800	
5525 Equipment Maintenance	0	42	42	0	126	126	500		500	
6000 Rent & Rates	57	100	43	407	300	(107)	1,200		793	
6010 Light Heat & Cleaning	(384)	0	384	134	400	266	1,600		1,466	
6013 Cleaning	75	0	(75)	149	0	(149)	0		(149)	

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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	Transfer to/from EMR
6101 Telephone	24	26	2	75	78	3	309		234	
6200 Printing & Stationery	10	0	(10)	32	0	(32)	30		(2)	
6210 Postage & Courier	0	40	40	0	40	40	160		160	
6240 Computer/ Data Base/WP's	0	38	38	12	38	26	150		138	
6320 Staff Training	0	0	0	0	0	0	300		300	
6460 Publicity & Democratic notices	0	62	62	0	62	62	250		250	
6500 Goods for Resale	1,776	2,600	824	2,010	5,800	3,790	20,000		17,990	
6505 Cafe consumables	39	0	(39)	39	0	(39)	0		(39)	
6533 Copyright Fees/Royalties	0	0	0	0	0	0	320		320	
6635 Professional Fees Licensing	0	0	0	135	150	15	150		15	
6900 Sundry Expenses	0	17	17	0	51	51	206		206	
6922 Health&Safety/Risk Assessments	0	0	0	354	0	(354)	500		146	
6930 Alarm Maintenance	0	0	0	0	0	0	515		515	
6935 Waste Bin Disposal-Waste Bins	66	172	106	106	516	410	2,060		1,954	
6976 Credit card charges	0	47	47	44	141	97	567		523	
<b>O/ Spaces &amp; Leisure-Vine Cafe :- Indirect Expenditure</b>	<b>7,368</b>	<b>8,216</b>	<b>848</b>	<b>18,969</b>	<b>22,918</b>	<b>3,949</b>	<b>82,776</b>	<b>0</b>	<b>63,807</b>	<b>0</b>
<b>Net income over Expenditure</b>	<b>(1,490)</b>	<b>(194)</b>	<b>1,296</b>	<b>(4,840)</b>	<b>(4,522)</b>	<b>318</b>	<b>(19,566)</b>			
<b>29 O/Spaces &amp; Leisure-Vine Ground</b>										
1208 Other Events Income	0	0	0	0	500	500	1,500		0	
1805 Tea Kiosk Rental & Pavilion	0	772	772	0	1,544	1,544	3,090		0	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	400		0	
<b>O/Spaces &amp; Leisure-Vine Ground :- Income</b>	<b>0</b>	<b>772</b>	<b>772</b>	<b>0</b>	<b>2,044</b>	<b>2,044</b>	<b>4,990</b>	<b>0</b>	<b>0</b>	<b>0</b>

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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	Transfer to/from EMR
4010 Gross Pay	751	758	7	2,086	2,274	188	9,092		7,006	
4270 Employers Pension Contribution	45	45	0	125	135	10	545		420	
5010 Vine Area General Maintenance	20	300	280	20	900	880	3,600		3,580	
5020 Vine Public Convenience	0	708	708	1,272	2,124	852	8,500		7,228	
6000 Rent & Rates	0	43	43	(2)	129	131	515		517	
6460 Publicity & Democratic notices	0	62	62	0	62	62	250		250	
6635 Professional Fees Licensing	0	0	0	0	0	0	100		100	
6868 Summer Concerts	0	0	0	0	0	0	3,200		3,200	
6931 CCTV Maintenance	0	0	0	0	0	0	660		660	
<b>O/Spaces &amp; Leisure-Vine Ground :- Indirect Expenditure</b>	<b>816</b>	<b>1,916</b>	<b>1,100</b>	<b>3,501</b>	<b>5,624</b>	<b>2,123</b>	<b>26,462</b>	<b>0</b>	<b>22,961</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(816)</b>	<b>(1,144)</b>	<b>(328)</b>	<b>(3,501)</b>	<b>(3,580)</b>	<b>(79)</b>	<b>(21,472)</b>			
<u>30 F&amp;G P - Bat &amp; Ball Station</u>										
1022 Letting & Hire of Facilities	63	2,000	1,938	63	6,000	5,938	24,000		0	
1211 Sale of Goods	0	4,003	4,003	0	12,009	12,009	48,039		0	
1450 Furlough Grant Income	2,560	0	(2,560)	7,469	0	(7,469)	0		0	
<b>F &amp; G P - Bat &amp; Ball Station :- Income</b>	<b>2,623</b>	<b>6,003</b>	<b>3,380</b>	<b>7,531</b>	<b>18,009</b>	<b>10,478</b>	<b>72,039</b>			
4010 Gross Pay	2,768	5,298	2,530	10,591	15,894	5,303	63,575		52,983	
4270 Employers Pension Contribution	62	183	121	85	549	464	2,202		2,117	
5410 Repairs & General Maintenance	0	132	132	192	396	204	1,586		1,394	
5500 Equipment Hired and New	0	125	125	0	375	375	1,500		1,500	
6000 Rent & Rates	270	238	(32)	811	714	(97)	2,860		2,049	

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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	Transfer to/from EMR
6011 Electricity	346	444	98	698	1,332	634	5,325		4,627	
6012 Gas	503	515	12	503	515	12	2,060		1,557	
6013 Cleaning	0	333	333	569	999	430	4,000		3,431	
6014 Water	0	500	500	0	500	500	2,000		2,000	
6101 Telephone	14	56	42	28	168	140	670		642	
6200 Printing & Stationery	0	17	17	21	51	30	206		185	
6241 Website Costs	285	0	(285)	285	0	(285)	0		(285)	
6320 Staff Training	0	64	64	0	64	64	258		258	
6460 Publicity & Democratic notices	0	167	167	0	501	501	2,000		2,000	
6500 Goods for Resale	0	1,667	1,667	0	5,001	5,001	20,000		20,000	
6533 Copyright Fees/Royalties	0	47	47	0	141	141	567		567	
6635 Professional Fees Licensing	0	0	0	0	0	0	567		567	
6900 Sundry Expenses	0	52	52	0	156	156	618		618	
6922 Health&Safety/Risk Assessments	66	0	(66)	506	263	(243)	1,051		545	
6930 Alarm Maintenance	0	0	0	0	0	0	1,267		1,267	
6931 CCTV Maintenance	0	0	0	0	0	0	639		639	
6935 Waste Bin Disposal-Waste Bins	40	106	66	40	318	278	1,267		1,227	
6976 Credit card charges	0	43	43	65	129	64	515		450	
<b>F &amp; G P - Bat &amp; Ball Station :- Indirect Expenditure</b>	<b>4,354</b>	<b>9,987</b>	<b>5,633</b>	<b>14,394</b>	<b>28,066</b>	<b>13,672</b>	<b>114,732</b>	<b>0</b>	<b>100,338</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,731)</b>	<b>(3,984)</b>	<b>(2,253)</b>	<b>(6,862)</b>	<b>(10,057)</b>	<b>(3,195)</b>	<b>(42,693)</b>			

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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	Transfer to/from EMR
<u>31 F &amp; G P - Establishments</u>										
1115 Interest on Deposits	434	667	233	1,650	2,001	351	8,000		0	
1231 Banner Income	(162)	398	560	(81)	1,194	1,275	4,779		0	
1450 Furlough Grant Income	1,441	0	(1,441)	4,765	0	(4,765)	0		0	
1889 Waste Sacks Income	15	175	160	267	525	258	2,100		0	
1990 Other Income	200	8	(192)	300	24	(276)	100		0	
	<b>1,928</b>	<b>1,248</b>	<b>(680)</b>	<b>6,901</b>	<b>3,744</b>	<b>(3,157)</b>	<b>14,979</b>			<b>0</b>
F & G P - Establishments :- Income										
4010 Gross Pay	22,611	24,291	1,680	67,890	72,873	4,983	291,497		223,607	
4270 Employers Pension Contribution	2,447	2,902	455	7,321	8,706	1,385	34,827		27,506	
4271 Pension Deficiency	6,417	6,417	0	19,250	19,251	1	77,000		57,750	
5500 Equipment Hired and New	0	208	208	0	624	624	2,500		2,500	
6020 Insurance Cost	1,233	1,428	195	7,036	7,142	106	20,000		12,964	
6101 Telephone	437	479	42	1,003	1,437	434	5,750		4,747	
6103 Fax	0	8	8	0	24	24	100		100	
6200 Printing & Stationery	545	1,250	705	1,983	3,750	1,767	15,000		13,017	
6210 Postage & Courier	143	429	286	1,009	1,287	278	5,150		4,141	
6240 Computer/ Data Base/WP's	8	1,116	1,108	3,541	3,348	(193)	13,390		9,849	
6241 Website Costs	275	500	225	275	500	225	2,000		1,725	
6242 I.T. Infrastructure	0	410	410	4,028	4,320	292	8,000		3,972	
6281 Furnishings,Furniture/Eqpt	50	188	138	50	188	138	750		700	
6300 Computers Accountancy	219	283	64	658	849	191	3,400		2,742	
6315 Recruitment Costs	0	167	167	0	501	501	2,000		2,000	
6320 Staff Training	100	250	150	100	750	650	3,000		2,900	

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6321 Investors in People	0	0	0	0	0	0	824		824	
6330 Welfare/Hospitality	0	167	167	30	501	471	2,000		1,970	
6410 Civic Exps/Annual Reception	0	0	0	0	900	900	1,750		1,750	
6415 Gifts/hospitality	0	33	33	0	99	99	400		400	
6420 Annual Parish Meeting	0	0	0	0	0	0	100		100	
6421 Honour Bd. Badges & Insignia	0	0	0	0	250	250	250		250	
6425 Mayor's Allowance 2020/21	0	502	502	0	1,004	1,004	5,525		5,525	
6426 Mayor's Car Allowance 2020/21	0	224	224	0	448	448	2,462		2,462	
6435 Members Expenses	0	0	0	0	0	0	4,120		4,120	
6440 Press Notices	0	125	125	0	375	375	1,500		1,500	
6450 Bye Laws	0	0	0	0	0	0	100		100	
6460 Publicity & Democratic notices	0	208	208	200	624	424	2,500		2,300	
6461 Banner Costs	0	129	129	86	387	301	1,545		1,459	
6610 Audit Fees	0	540	540	0	1,080	1,080	4,860		4,860	
6611 Quality Parish	300	0	(300)	300	0	(300)	0		(300)	
6620 Legal Expenses	0	0	0	1,387	1,500	113	3,000		1,613	
6635 Professional Fees Licensing	0	0	0	0	400	400	1,500		1,500	
6710 Conference Fees & Expenses	0	192	192	0	576	576	2,300		2,300	
6720 Books and Periodicals	0	32	32	0	96	96	380		380	
6730 Subscriptions	29	500	471	3,120	4,500	1,380	5,150		2,030	
6889 Waste Sacks	560	167	(393)	1,040	501	(539)	2,000		961	
6900 Sundry Expenses	0	42	42	0	126	126	500		500	
6922 Health&Safety/Risk Assessments	0	0	0	3,335	3,000	(335)	3,200		(135)	
6975 Bank Charges	152	129	(23)	243	387	145	1,550		1,308	

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Cost Centre Report

10/07/2020  
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Month No: 3

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6976 Credit card charges	0	58	58	38	174	136	700		662	
7010 Election Expenses	0	0	0	0	0	0	5,000		5,000	
7611 Contingency provision	0	0	0	0	0	0	36,330		36,330	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	
7617 PWLB Loan Repayment	0	0	0	0	0	0	72,000		72,000	
<b>F &amp; G P - Establishments :- Indirect Expenditure</b>	<b>35,525</b>	<b>43,374</b>	<b>7,849</b>	<b>123,921</b>	<b>142,478</b>	<b>18,557</b>	<b>646,910</b>	<b>0</b>	<b>522,989</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(33,598)</b>	<b>(42,126)</b>	<b>(8,528)</b>	<b>(117,021)</b>	<b>(138,734)</b>	<b>(21,713)</b>	<b>(631,931)</b>			
<b>32 F &amp; G P - General</b>										
1490 Christmas Lights Switch On	0	0	0	0	0	0	6,000		0	
1495 Number 8 bus income	0	3,408	3,408	114	10,224	10,110	40,895		0	
<b>F &amp; G P - General :- Income</b>	<b>0</b>	<b>3,408</b>	<b>3,408</b>	<b>114</b>	<b>10,224</b>	<b>10,110</b>	<b>46,895</b>			<b>0</b>
6490 Christmas Lights Switch On	0	0	0	0	0	0	26,000		26,000	
6491 Remembrance Day/Civic Serv.	0	0	0	92	0	(92)	3,000		2,909	
6495 Number 8 bus expenses	0	3,408	3,408	6,731	10,224	3,493	40,895		34,164	6,617
6869 Special Events	0	542	542	0	1,626	1,626	6,500		6,500	
<b>F &amp; G P - General :- Indirect Expenditure</b>	<b>0</b>	<b>3,950</b>	<b>3,950</b>	<b>6,822</b>	<b>11,850</b>	<b>5,028</b>	<b>76,395</b>	<b>0</b>	<b>69,573</b>	<b>6,617</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(542)</b>	<b>(542)</b>	<b>(6,709)</b>	<b>(1,626)</b>	<b>5,083</b>	<b>(29,500)</b>			
8001 plus Transfer from EMR	0			6,617						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>			<b>(92)</b>						

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2020

## Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>33 F &amp; G P - Council Offices</u>										
1022 Letting & Hire of Facilities	0	1,375	1,375	0	4,125	4,125	16,500		0	
1211 Sale of Goods	0	12	12	0	36	36	150		0	
1450 Furlough Grant Income	683	0	(683)	1,658	0	(1,658)	0		0	
	<b>683</b>	<b>1,387</b>	<b>704</b>	<b>1,658</b>	<b>4,161</b>	<b>2,503</b>	<b>16,650</b>		<b>0</b>	
<u>F &amp; G P - Council Offices :- Income</u>										
4010 Gross Pay	2,470	2,394	(76)	7,412	7,182	(230)	28,734		21,321	
4270 Employers Pension Contribution	134	116	(18)	387	348	(39)	1,393		1,005	
5410 Repairs & General Maintenance	28	177	149	44	531	487	2,120		2,076	
6000 Rent & Rates	1,934	2,114	180	6,194	6,342	148	25,370		19,176	
6010 Light Heat & Cleaning	0	530	530	806	1,590	784	6,365		5,559	
6013 Cleaning	23	0	(23)	31	0	(31)	0		(31)	
6510 Catering Expenses	0	8	8	0	24	24	100		100	
6900 Sundry Expenses	0	8	8	0	24	24	100		100	
6922 Health&Safety/Risk Assessments	0	0	0	2,652	0	(2,652)	300		(2,352)	
6930 Alarm Maintenance	567	1,400	833	567	1,400	833	1,400		833	
6935 Waste Bin Disposal-Waste Bins	0	91	91	56	273	217	1,090		1,034	
	<b>5,156</b>	<b>6,838</b>	<b>1,682</b>	<b>18,149</b>	<b>17,714</b>	<b>(435)</b>	<b>66,971</b>	<b>0</b>	<b>48,822</b>	<b>0</b>
<u>F &amp; G P - Council Offices :- Indirect Expenditure</u>										
	<b>(4,472)</b>	<b>(5,451)</b>	<b>(979)</b>	<b>(16,491)</b>	<b>(13,553)</b>	<b>2,938</b>	<b>(50,321)</b>			
<b>Net Income over Expenditure</b>										
<u>36 F &amp; G P - Community Centre</u>										
1022 Letting & Hire of Facilities	0	0	0	25	0	(25)	15,000		0	
1457 Indoor Activities	0	0	0	0	0	0	150		0	
	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>(25)</b>	<b>15,150</b>		<b>0</b>	
<u>F &amp; G P - Community Centre :- Income</u>										

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**Sevenoaks Town Council**  
**Detailed Income & Expenditure by Phased Budget Heading 30/06/2020**

**Cost Centre Report**

Month No: 3

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	0	0	0	0	0	0	7,266		7,266	
4270 Employers Pension Contribution	0	0	0	0	0	0	376		376	
5318 SCC Car Park	0	0	0	0	0	0	500		500	
5410 Repairs & General Maintenance	0	0	0	0	0	0	500		500	
6000 Rent & Rates	513	383	(130)	1,538	1,149	(389)	4,600		3,062	
6011 Electricity	281	83	(198)	635	249	(386)	1,000		365	
6012 Gas	0	0	0	272	180	(92)	720		448	
6013 Cleaning	0	0	0	0	0	0	210		210	
6101 Telephone	37	36	(1)	103	108	5	436		333	
6104 Mobile Telephone	0	0	0	8	0	(8)	80		72	
6200 Printing & Stationery	0	0	0	0	0	0	100		100	
6460 Publicity & Democratic notices	0	0	0	0	0	0	500		500	
6520 Refreshments for Resale	0	0	0	0	0	0	100		100	
6533 Copyright Fees/Royalties	0	500	500	0	500	500	500		500	
6635 Professional Fees Licensing	0	0	0	0	0	0	180		180	
6900 Sundry Expenses	0	0	0	0	0	0	50		50	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	500		500	
6930 Alarm Maintenance	0	0	0	0	0	0	620		620	
6935 Waste Bin Disposal-Waste Bins	81	33	(48)	81	99	18	400		319	
6939 Healthcare Services	0	0	0	0	0	0	250		250	
<b>F &amp; G P - Community Centre :- Indirect Expenditure</b>	<b>911</b>	<b>1,035</b>	<b>124</b>	<b>2,637</b>	<b>2,285</b>	<b>(352)</b>	<b>18,887</b>	<b>0</b>	<b>16,250</b>	<b>0</b>

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>Net Income over Expenditure</b>	<b>(911)</b>	<b>(1,035)</b>	<b>(124)</b>	<b>(2,612)</b>	<b>(2,285)</b>	<b>327</b>	<b>(3,737)</b>			

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>38 F &amp; G P - Grants</b>										
6937 Annual Subsidy-Comm Centre	0	0	0	0	0	0	250		250	
6938 Annual Subsidy-Council Chamber	0	83	83	0	249	249	1,000		1,000	
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000	
7503 Community Resilience Fund	1,500	1,500	0	3,111	3,111	0	21,500		18,389	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	
7555 Youth Council Support	0	0	0	0	0	0	500		500	
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0	
7557 Community Rail Partnership	0	0	0	3,000	3,000	0	3,000		0	
	<b>1,500</b>	<b>1,583</b>	<b>83</b>	<b>33,111</b>	<b>33,360</b>	<b>249</b>	<b>59,250</b>	<b>0</b>	<b>26,139</b>	<b>0</b>
<b>F &amp; G P - Grants :- Indirect Expenditure</b>										
	<b>(1,500)</b>	<b>(1,583)</b>	<b>(83)</b>	<b>(33,111)</b>	<b>(33,360)</b>	<b>(249)</b>	<b>(59,250)</b>			
<b>39 F &amp; G P - Property</b>										
1046 SCC Ground Rents & Wayleaves	0	375	375	375	750	375	3,000		0	
1469 O/S Ground Rents & Wayleaves	0	1,000	1,000	0	2,000	2,000	5,000		0	
	<b>0</b>	<b>1,375</b>	<b>1,375</b>	<b>375</b>	<b>2,750</b>	<b>2,375</b>	<b>8,000</b>			<b>0</b>
<b>F &amp; G P - Property :- Income</b>										
	<b>0</b>	<b>1,375</b>	<b>1,375</b>	<b>375</b>	<b>2,750</b>	<b>2,375</b>	<b>8,000</b>			<b>0</b>
<b>40 Sevenoaks Town Partnership</b>										
1206 Business Awards	0	0	0	0	2,500	2,500	7,000		0	
1207 Business Show	0	0	0	0	3,000	3,000	3,000		0	

**Sevenoaks Town Council**  
**Detailed Income & Expenditure by Phased Budget Heading 30/06/2020**  
**Cost Centre Report**

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Month No: 3

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
1209 Wellbeing show income	0	0	0	0	3,000	3,000	3,000	0	0	
1350 Revenue Grant income	0	0	0	0	0	0	1,000	0	0	
<b>Sevenoaks Town Partnership :- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,500</b>	<b>8,500</b>	<b>14,000</b>			<b>0</b>
6101 Telephone	0	8	8	0	24	24	100		100	
6200 Printing & Stationery	0	8	8	0	24	24	100		100	
6240 Computer/ Data Base/WP's	24	42	18	154	126	(28)	500		346	
6244 Information Screens	0	0	0	0	0	0	1,500		1,500	
6322 Business Awards	0	0	0	0	0	0	7,725		7,725	
6323 Business Show	0	0	0	0	2,275	2,275	2,275		2,275	
6710 Conference Fees & Expenses	0	58	58	0	174	174	700		700	
6900 Sundry Expenses	0	50	50	0	150	150	600		600	
7000 Reinvestment	0	0	0	0	0	0	2,000		2,000	
7608 Friends of Bat & Ball	0	83	83	0	249	249	1,000		1,000	
7616 Wellbeing show	0	0	0	0	2,500	2,500	2,500		2,500	
<b>Sevenoaks Town Partnership :- Indirect Expenditure</b>	<b>24</b>	<b>249</b>	<b>225</b>	<b>154</b>	<b>5,522</b>	<b>5,368</b>	<b>19,000</b>	<b>0</b>	<b>18,846</b>	<b>0</b>
<b>Net income over Expenditure</b>	<b>(24)</b>	<b>(249)</b>	<b>(225)</b>	<b>(154)</b>	<b>2,978</b>	<b>3,132</b>	<b>(5,000)</b>			
<u>41 Business Hub</u>										
6000 Rent & Rates	173	0	(173)	518	0	(518)	0		(518)	
6011 Electricity	0	125	125	186	125	(61)	500		314	
6012 Gas	0	62	62	0	62	62	250		250	
6014 Water	0	12	12	0	12	12	50		50	
<b>Business Hub :- Indirect Expenditure</b>	<b>173</b>	<b>199</b>	<b>26</b>	<b>704</b>	<b>199</b>	<b>(505)</b>	<b>800</b>	<b>0</b>	<b>96</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(173)</b>	<b>(199)</b>	<b>(26)</b>	<b>(704)</b>	<b>(199)</b>	<b>505</b>	<b>(800)</b>			



Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Cost Centre Report

Month No: 3

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	50	312	262	250	936	686	3,740		0	
1211 Sale of Goods	0	192	192	0	576	576	2,300		0	
1450 Furlough Grant Income	2,692	0	(2,692)	8,064	0	(8,064)	0		0	
<b>Youth Cafe :- Income</b>	<b>2,742</b>	<b>504</b>	<b>(2,238)</b>	<b>8,314</b>	<b>1,512</b>	<b>(6,802)</b>	<b>6,040</b>			<b>0</b>
4010 Gross Pay	3,182	2,138	(1,044)	9,408	6,414	(2,994)	25,661		16,253	
4270 Employers Pension Contribution	87	86	(1)	254	258	4	1,026		772	
5410 Repairs & General Maintenance	0	83	83	0	249	249	1,000		1,000	
6010 Light Heat & Cleaning	0	42	42	0	126	126	500		500	
6101 Telephone	44	47	4	151	141	(10)	560		409	
6200 Printing & Stationery	0	42	42	0	126	126	500		500	
6240 Computer/ Data Base/WP's	0	62	62	33	186	153	750		717	
6281 Furnishings,Furniture/Eqpt	0	42	42	0	126	126	500		500	
6320 Staff Training	0	0	0	0	0	0	400		400	
6340 Staff Uniforms	0	50	50	0	50	50	200		200	
6460 Publicity & Democratic notices	0	42	42	0	126	126	500		500	
6500 Goods for Resale	0	142	142	0	426	426	1,700		1,700	
6635 Professional Fees Licensing	0	200	200	135	400	265	400		265	
6650 Bad debts	44	0	(44)	44	0	(44)	0		(44)	
6900 Sundry Expenses	0	12	12	0	36	36	150		150	
6922 Health&Safety/Risk Assessments	66	0	(66)	197	0	(197)	400		203	
<b>Youth Cafe :- Indirect Expenditure</b>	<b>3,422</b>	<b>2,988</b>	<b>(434)</b>	<b>10,224</b>	<b>8,664</b>	<b>(1,560)</b>	<b>34,247</b>	<b>0</b>	<b>24,023</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(680)</b>	<b>(2,484)</b>	<b>(1,804)</b>	<b>(1,909)</b>	<b>(7,152)</b>	<b>(5,243)</b>	<b>(28,207)</b>			

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Sevenoaks Town Council

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Cost Centre Report

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Month No: 3

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>60 Markets</u>										
1017 Rental Income Sat Market	2,337	1,871	(466)	3,349	5,613	2,264	22,456		0	
1018 Rental Income Wed Market	1,218	1,148	(70)	1,638	3,444	1,807	13,774		0	
1019 Rental Income Blighs Market	1,400	1,250	(150)	1,400	3,750	2,350	15,000		0	
1024 Rental Income Friday Market	0	1,148	1,148	0	3,444	3,444	13,774		0	
<b>Markets :- Income</b>	<b>4,955</b>	<b>5,417</b>	<b>463</b>	<b>6,387</b>	<b>16,251</b>	<b>9,865</b>	<b>65,004</b>			<b>0</b>
4010 Gross Pay	137	122	(15)	412	366	(46)	1,464		1,052	
5410 Repairs & General Maintenance	0	25	25	0	25	25	100		100	
5420 Saturday market charges	1,113	1,130	17	3,674	3,673	(1)	14,695		11,021	
5421 Wednesday Market charges	2,027	2,059	32	6,702	6,692	(10)	26,766		20,064	
5423 Friday market charges	0	1,148	1,148	0	3,444	3,444	13,774		13,774	
6001 Blighs Market Charges	0	990	990	1,440	5,108	3,668	14,018		12,578	
6010 Light Heat & Cleaning	0	125	125	0	125	125	500		500	
6460 Publicity & Democratic notices	0	167	167	0	501	501	2,000		2,000	
<b>Markets :- Indirect Expenditure</b>	<b>3,277</b>	<b>5,766</b>	<b>2,489</b>	<b>12,227</b>	<b>19,934</b>	<b>7,707</b>	<b>73,317</b>	<b>0</b>	<b>61,090</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,678</b>	<b>(349)</b>	<b>(2,027)</b>	<b>(5,841)</b>	<b>(3,683)</b>	<b>2,158</b>	<b>(8,313)</b>			
<u>70 Precept</u>										
1995 Precept	101,273	101,273	0	303,819	303,819	0	1,215,276		0	
<b>Precept :- Income</b>	<b>101,273</b>	<b>101,273</b>	<b>0</b>	<b>303,819</b>	<b>303,819</b>	<b>0</b>	<b>1,215,276</b>			<b>0</b>
<b>Net Income</b>	<b>101,273</b>	<b>101,273</b>	<b>0</b>	<b>303,819</b>	<b>303,819</b>	<b>0</b>	<b>1,215,276</b>			

**Sevenoaks Town Council**  
**Detailed Income & Expenditure by Phased Budget Heading 30/06/2020**

Month No: 3

**Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>Grand Totals:-</b>	<b>130,485</b>	<b>137,534</b>	<b>7,049</b>	<b>382,987</b>	<b>416,145</b>	<b>33,158</b>	<b>1,687,191</b>			
Income	110,424	132,747	22,323	371,729	427,169	55,440	1,735,924	0	1,364,195	
Expenditure	20,061	4,787	(15,274)	11,258	(11,024)	(22,282)	(48,733)			
<b>Net Income over Expenditure</b>	<b>20,061</b>	<b>4,787</b>	<b>(15,274)</b>	<b>11,258</b>	<b>(11,024)</b>	<b>(22,282)</b>	<b>(48,733)</b>			
plus Transfer from EMR	0			6,617						
<b>Movement to/(from) Gen Reserve</b>	<b>20,061</b>			<b>17,876</b>						

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## Purchase Ledger for Month No 2

## 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
15/05/2020	15/05/2020	27742	BANKLINE	BANKL01	90.90	0.00	90.90	6975	31	90.90	27742/monthly charges Apr2020
14/05/2020	0001016920	27771	BJF CONNECTIONS LTD	BJF002	1,481,628.43	296,325.69	1,777,954.12	9063	91	1,481,628.43	27771/valutaion 8
14/05/2020	0001016920/2	27773	BJF CONNECTIONS LTD	BJF002	148,295.10	29,659.02	177,954.12	9063	91	148,295.10	2773/Valuation 8
14/05/2020	CN/0001016920	27772	BJF CONNECTIONS LTD	BJF002	-1,481,628.43	-296,325.69	-1,777,954.12	9063	91	-1,481,628.43	27772/CN-inv w/wrong amount
17/05/2020	M11170	27718	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	27718/phone chrgs May 2020
27/05/2020	0001020144	27777	CASTLE WATER	CAS003	18.19	0.00	18.19	6000	29	18.19	27777/water chrs VineGrd Mar20
29/05/2020	0001022542	27795	CASTLE WATER	CAS005	771.20	101.40	872.60	5025	21	771.20	27795/water chrgs Mar-Aug2020
14/05/2020	0001005530	27750	CASTLE WATER	CAS006	264.01	52.80	316.81	6000	21	264.01	27750/water chrgs 1Mar-28Aug20
12/05/2020	43654	27749	CHERWELL SIGNS	CHE002	2,651.69	530.34	3,182.03	6922	33	2,651.69	27749/sneeze guard sceens
12/05/2020	43655	27748	CHERWELL SIGNS	CHE002	117.72	23.54	141.26	6922	28	117.72	27748/sneeze guard screen repl
11/05/2020	342309	27721	CHERWELL SIGNS	CHE002	315.47	63.10	378.57	6922	28	315.47	27721/sneeze guard screens
12/05/2020	342380	27747	CHERWELL SIGNS	CHE002	-92.76	-18.55	-111.31	6922	28	-92.76	27747/CN-wrong item inv342309
05/05/2020	149709	27737	CONNECTAPHONE	CON001	441.84	88.37	530.21	6101	21	11.99	27737/call chrgs Apr 2020
								6101	22	13.39	27737/call chrgs Apr 2020
								6101	36	12.95	27737/call chrgs Apr 2020
								6101	30	13.99	27737/call chrgs Apr 2020
								6101	31	389.52	27737/call chrgs Apr 2020
27/04/2020	11406	27724	STREETLIGHTS	DIR001	1,066.25	213.25	1,279.50	6862	26	1,066.25	27724/LED upgr Rectory Lane
12/05/2020	11420	27725	STREETLIGHTS	DIR001	515.00	103.00	618.00	6862	26	515.00	27725/Kincraig Dr disc/removed
24/04/2020	930350	27784	ERNEST DOE	DOE001	44.98	9.00	53.98	5500	22	44.98	27784/x2 10L fuel cans
30/04/2020	930592	27757	ERNEST DOE	DOE001	44.98	9.00	53.98	5500	22	44.98	27757/2x 10L Jerry cans
04/05/2020	930760	27808	ERNEST DOE	DOE001	23.94	4.79	28.73	5525	21	23.94	27808/fuel tap
31/05/2020	932271	27809	ERNEST DOE	DOE001	26.11	5.22	31.33	5525	22	26.11	27809/mower blade,spring
02/05/2020	H186F4E0E7	27733	E-ON	E-ON	402.28	80.46	482.74	6862	26	402.28	27733/elec chrgs Apr 2020
01/05/2020	42491	27711	ATLAS FM/EMPRISE SVS	EMP001	404.07	80.82	484.89	6932	22	404.07	27711/lockup/unlock May2020
01/05/2020	42492	27712	ATLAS FM/EMPRISE SVS	EMP001	987.66	197.53	1,185.19	5310	21	987.66	27712/lock/unlock Pontoise May
01/05/2020	42493	27713	ATLAS FM/EMPRISE SVS	EMP001	658.44	131.69	790.13	5310	21	658.44	27713/lock/unlock HighSt G.May
12/05/2020	04053077	27805	FAIRALLS	FAIR001	7.98	1.60	9.58	5310	21	7.98	27805/post mix Reinbach Grdns

## Purchase Ledger for Month No 2

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
12/05/2020	04053094	27806	FAIRALLS	FAIR001	7.98	1.60	9.58	5310	21	7.98	27806/post mix Reinbach Grdns
15/05/2020	04053179	27807	FAIRALLS	FAIR001	7.98	1.60	9.58	5410	22	7.98	27807/2bags cement-bin bases
28/05/2020	04053504	27810	FAIRALLS	FAIR001	3.99	0.80	4.79	5410	22	3.99	27810/cement-brickwork repairs
27/11/2019	3212/2	27765	FREEMAN BEESLEY LTD	FREE001	500.00	100.00	600.00	9063	91	500.00	27765/correct VAT-design work
27/11/2019	CN3212	27764	FREEMAN BEESLEY LTD	FREE001	-600.00	0.00	-600.00	9063	91	-600.00	27764/CN- VAT correction
14/05/2020	29UK023-0002	27715	GEOXPHERE	GEO001	280.00	56.00	336.00	6730	11	280.00	27715/mapping serv sub 20-21
11/05/2020	177	27767	GLENN BALL	GLE001	2,779.05	0.00	2,779.05	9063	91	2,779.05	27767/emplyrs agent workApr20
31/05/2020	INV-3137	27792	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	3,308.66	27792/May 2020 service
19/05/2020	05/042065	27781	GREENHAM	GREE001	50.36	0.00	50.36	6952	21	50.36	27781/disposable gloves
31/03/2020	10189	27782	HARDWARE CENTRE	HARD001	16.63	3.32	19.95	5500	22	16.63	27782/watering cans x3
30/04/2020	10197	27783	HARDWARE CENTRE	HARD001	24.97	4.99	29.96	5500	21	24.97	27783/WD40,locks x2
31/05/2020	13742	27800	HELIOCENTRIX	HELI001	1,700.49	340.10	2,040.59	6240	31	1,048.79	27800/IT support May2020
								6242	31	651.70	27800/Office 365 May2020
31/05/2020	13807	27780	HELIOCENTRIX	HELI001	1,402.50	280.50	1,683.00	6240	31	1,402.50	27780/remote support Mar-May20
01/04/2020	1004753	27776	KALL KWIK	KALL001	86.00	17.20	103.20	6461	31	86.00	27776/NHS railing banner x2
28/05/2020	XCON-002646	27803	KCC KCS	KCC003	82.45	16.49	98.94	6013	21	82.45	27803/refuse sacks,blue wipers
28/05/2020	XCON-003277	27804	KCC KCS	KCC003	91.00	18.20	109.20	6013	33	8.10	27804/hoover bags
								6013	22	68.86	27804/cleaning products
								6952	22	14.04	27804/latex gloves
24/03/2020	90546	27752	LANDSCAPE SUPPLY CO	LAND001	42.98	8.60	51.58	5500	22	42.98	27752/padlock 50mm keyed alike
06/05/2020	91402	27753	LANDSCAPE SUPPLY CO	LAND001	-52.98	-10.60	-63.58	5500	22	-52.98	27753/CN-inv 90546
19/05/2020	91650	27755	LANDSCAPE SUPPLY CO	LAND001	99.85	19.97	119.82	5320	21	75.90	27755/Roundup PrActive5L
								5320	21	23.95	27755/Colourpro spray 1L
01/05/2020	SL002883	27714	LENGARD LTD	LENG001	18,825.00	3,765.00	22,590.00	9062	91	18,825.00	27714/valuation #11
29/05/2020	1486/18/011	27774	MOULTON TAGGART	MOUL001	2,638.00	527.60	3,165.60	9063	91	2,638.00	27774/B&B Centre Project work
04/05/2020	384951	27768	NAT CHILDBIRTH TRUST	NAT001	1,433.00	0.00	1,433.00	6200	31	1,433.00	27768/Town Crier print May20
04/05/2020	CN/384951	27769	NAT CHILDBIRTH TRUST	NAT001	-1,433.00	0.00	-1,433.00	6200	31	-1,433.00	27769/CN-in wrong account
25/05/2020	384949/0	27791	NATIONAL LEAFLET CO	NAT010	690.04	138.01	828.05	6210	31	690.04	27791/Town Crier delivery RM
25/05/2020	384950	27779	NATIONAL LEAFLET CO	NAT010	176.46	35.29	211.75	6210	31	176.46	27779/Town Crier delivery cost

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## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
04/05/2020	384951	27770	NATIONAL LEAFLET CO	NAT010	1,433.00	0.00	1,433.00	6200	31	1,433.00	27770/Town Crier print May2020
07/05/2020	SI/04417563	27754	NOMIX ENVIRO	NOMIX001	107.80	21.56	129.36	5320	21	107.80	27754/no mix hilite,cleaner
29/04/2020	0001/00069235	27796	OBM	OBM001	22.38	4.48	26.86	5410	21	22.38	27796/plasterboard
19/05/2020	001/00070044	27798	OBM	OBM001	67.46	13.49	80.95	5410	22	67.46	27798/paint for garage doors
28/05/2020	28MAY/ANN	27812	ONECARD	ONE002	538.05	51.68	589.73	6101	31	10.00	27812/LL ipad
								6101	31	8.34	27812/main office mobile
								6101	50	8.34	27812/HITB mobile
								6104	21	6.67	27812/o/s ipad
								6104	21	6.67	27812/o/s ipad
								6104	21	8.34	27812/NC mobile
								6104	22	8.34	27812/cemetery mobile
								6240	11	10.95	27812/Acrobat Standard Licence
								6240	50	16.64	27812/Acrobat Illustartor
								6240	40	41.62	27812/Creative Cloud Membersh
								6240	28	11.93	27812/ann.domain pymt
								6200	31	4.95	27812/mechanical pencil&refill
								6922	31	111.28	27812/adhesive tape for screen
								6922	31	16.48	27812/distancing tape x2rolls
								5550	21	267.50	27812/road tax 12mnths LS55CKL
28/05/2020	28MAY/LIN	27811	ONECARD	ONE002	206.89	0.00	206.89	6922	31	206.89	27811/thermometers
08/05/2020	00002498449-025	27731	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	27731/internet chrgs May 2020
09/05/2020	00002498468-025	27732	PLUSNET	PLUS01	23.50	4.70	28.20	6101	36	23.50	27732/internet chrgs May 2020
04/05/2020	00002976949-025	27729	PLUSNET	PLUS01	23.50	4.70	28.20	6101	28	23.50	27729/internet chrgs May 2020
04/04/2020	00003028653-024	27723	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	27723/internet chrgs Apr2020
04/05/2020	00003028653-025	27730	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	27730/internet chrgs May 2020
03/05/2020	00003028673-025	27728	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	27728/internet chrgs May 2020
04/04/2020	CN/00003028653	27722	PLUS PUBLISHING SERV	PLUS001	-43.50	-8.70	-52.20	6101	50	-43.50	27722/REV - in wrong account
01/05/2020	180791	27743	PREMIER ALARMS	PREM001	585.79	117.16	702.95	6930	22	585.79	27743/ann maint contact20/21
05/05/2020	2057751	27745	SDC	SDC001	436.00	0.00	436.00	6889	31	436.00	27745/garden&recycling sacks

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## Order by Supplier A/c

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/05/2020	2057761	27744	SDC	SDC001	208.00	0.00	208.00	6865	26	208.00	27744/A5 flyers x1500
01/05/2020	28674	27726	SEEMP	SEEMP001	340.00	68.00	408.00	6730	31	340.00	27726/membership 2020/21
30/04/2020	77748	27756	SGE	SGE001	12.24	0.61	12.85	5700	22	12.24	27756/gas oil
03/05/2020	5109397	27762	SHELL	SHEL001	53.93	10.79	64.72	5700	21	53.93	27762/diesel
10/05/2020	5136388	27761	SHELL	SHEL001	177.71	35.54	213.25	5700	21	177.71	27761/unleaded,diesel
17/05/2020	5160999	27799	SHELL	SHEL001	60.01	12.00	72.01	5700	21	42.37	27799/fuel
								5700	22	17.64	27799/fuel
31/05/2020	5223893	27797	SHELL	SHEL001	23.94	4.78	28.72	5700	22	23.94	27797/fuel
18/05/2020	0031	27738	SSE	SSE002	881.55	176.31	1,057.86	6010	33	881.55	27738/elec chrgs 14Feb-15May20
19/05/2020	0029	27758	SSE	SSE003	52.73	2.63	55.36	5020	29	52.72	27758/elec chrgs 18Feb-18May20
								5020	29	0.01	27758/elec chrgs 18Feb-18May20
22/05/2020	0032	27760	SSE	SSE004	697.03	139.40	836.43	6010	28	697.03	27760/elec chrgs 27Feb-21May20
06/05/2020	0072	27734	SSE	SSE006	47.75	2.38	50.13	6010	22	47.75	27734/elec chrgs Apr 2020
07/05/2020	0015	27736	SSE	SSE008	352.26	70.45	422.71	6011	30	352.26	27736/April charges
07/05/2020	0073	27735	SSE	SSE009	341.72	68.34	410.06	6011	36	341.72	27735/April charges
18/05/2020	0005	27739	SSE	SSE010	50.07	2.50	52.57	6010	41	50.07	27739/elec chrgs 14Feb-15May20
19/05/2020	0005	27759	SSE	SSE011	136.22	6.81	143.03	6010	41	136.22	27759/elec chrgs 14Feb-15May20
14/05/2020	0022	27741	SSE	SSE015	497.01	24.85	521.86	6010	33	497.01	27741/elec chrgs 14Feb-13May20
14/05/2020	0001	27740	SSE	SSE016	25.68	1.28	26.96	6861	26	25.68	27740/elec chrgs 29Feb-13May20
04/05/2020	INV-0072	27717	S WILLIAMS	SWA001	900.00	180.00	1,080.00	9063	91	900.00	27717/1day work April 2020
06/05/2020	336012	27746	SYBRON UK LTD	SYB001	217.16	43.43	260.59	6500	28	217.16	27746/disposables 4 take aways
11/05/2020	336131	27778	SYBRON UK LTD	SYB001	16.74	3.35	20.09	6500	28	16.74	27778/1case 2 cup carry trays
24/05/2020	5248502	27751	REACH PLC	TRM	200.00	40.00	240.00	6460	31	200.00	27751/10wks ad Town Team Newsl
31/05/2020	138423	27801	WETTON CLEANING SERV	WET001	1,687.64	337.53	2,025.17	6013	30	248.03	27801/toilet clean,lock upMay
								5020	29	616.98	27801/toilet clean,lock upMay
								5025	21	616.98	27801/toilet clean,lock upMay
								5026	21	205.65	27801/toilet clean,lock upMay
31/05/2020	138424	27802	WETTON CLEANING SERV	WET001	29.32	5.86	35.18	5020	29	12.57	27802/fem hyg unit clean May
								5025	21	12.56	27802/fem hyg unit clean May



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## Order by Supplier A/c

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								5026	21	4.19	27802/fem hyg unit clean May
31/05/2020	109376278	27794	WORLDPAY	WOR001	22.00	4.40	26.40	6976	28	22.00	27794/May2020 charges
31/05/2020	109444245	27793	WORLDPAY	WOR001	32.50	6.50	39.00	6976	30	32.50	27793/May 2020 charges
01/05/2020	WM11195744	27727	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	27727/subsc. fee May 2020
<b>TOTAL INVOICES</b>					<u>199,849.60</u>	<u>38,151.67</u>	<u>238,001.27</u>			<u>199,849.60</u>	

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## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/06/2020	15/06/2020	27874	BANKLINE	BANKL01	76.60	0.00	76.60	6975	31	76.60	27874/monthly chrgs May20
08/06/2020	0001016970	27822	BJF CONNECTIONS LTD	BJF002	170,548.72	34,109.74	204,658.46	9063	91	170,548.72	27822/Valuation 9
11/06/2020	3442900	27836	BOOKER	BOOK001	-2.79	0.00	-2.79	6500	28	-2.79	27836/CN-goods for resale
11/06/2020	3559737	27835	BOOKER	BOOK001	310.31	42.97	353.28	6500	28	310.31	27835/goods for resale
17/06/2020	3559876	27865	BOOKER	BOOK001	286.48	53.80	340.28	6500	28	259.20	27865/goods for resale
								6013	28	16.99	27865/cleaning products
								6200	28	10.29	27865/waiters order pads
25/06/2020	3560076	27864	BOOKER	BOOK001	134.23	20.31	154.54	6500	28	103.26	27864/goods for resale
								6505	28	16.99	27864/napkins
								6013	28	13.98	27864/cleaning products
17/06/2020	M112BN	27860	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	27860/phone bill Jun2020
11/06/2020	2094	27829	A CHAILI	CHAI001	100.00	0.00	100.00	5025	21	100.00	27829/wash basins repairs
10/06/2020	INV-179203	27834	CURD & CURE	CHS001	76.93	0.00	76.93	6500	28	76.93	27834/goods for resale
01/06/2020	2264	27875	CJS PLANTS	CJS001	2,673.75	534.75	3,208.50	6865	26	2,673.75	27875/floral disp inv 1 of 4
09/06/2020	149791	27856	CONNECTAPHONE	CON001	441.90	88.38	530.28	6101	21	11.49	27856/phone bill May2020
								6101	22	13.23	27856/phone bill May2020
								6101	30	13.99	27856/phone bill May2020
								6101	36	13.67	27856/phone bill May2020
								6101	31	389.52	27856/phone bill May2020
16/06/2020	74693	27863	CONSTANT AND CO	CON003	2,250.00	450.00	2,700.00	5110	21	2,250.00	27863/eviction enf. Knole P
12/06/2020	973146	27877	ERNEST DOE	DOE001	1,739.09	347.81	2,086.90	5525	21	1,739.09	27877/JCB repairs
10/06/2020	973196	27830	ERNEST DOE	DOE001	33.33	6.67	40.00	5525	21	33.33	27830/sealy generator inspect
02/06/2020	H188B39F9A	27840	E-ON	E-ON	415.69	83.14	498.83	6862	26	415.69	27840/elec chrgs May2020
04/06/2020	0003220395	27775	ELITE	EFS001	86.46	0.00	86.46	6500	28	86.46	27775/goods for resale
11/06/2020	0003221835	27833	ELITE	EFS001	127.31	2.28	129.59	6500	28	127.31	27833/goods for resale
17/06/2020	0003223079	27862	ELITE	EFS001	103.99	9.39	113.38	6500	28	103.99	27862/goods for resale
20/06/2020	0003223989	27867	ELITE	EFS001	68.03	0.00	68.03	6500	28	68.03	27867/goods for resale
25/06/2020	0003225021	27869	ELITE	EFS001	77.16	0.00	77.16	6500	28	77.16	27869/goods for resale

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## Order by Supplier A/c

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
27/06/2020	0003225698	27868	ELITE	EFS001	43.30	0.00	43.30	6500	28	43.30	27868/goods for resale
01/06/2020	43622	27819	ATLAS FM/EMPRISE SVS	EMP001	382.09	76.42	458.51	6932	22	382.09	27819/lock/unlock Jun20
01/06/2020	43623	27820	ATLAS FM/EMPRISE SVS	EMP001	955.80	191.16	1,146.96	5310	21	955.80	27820/loc/unlockPontoise CI
01/06/2020	43624	27821	ATLAS FM/EMPRISE SVS	EMP001	637.20	127.44	764.64	5310	21	637.20	27821/lock/unlockHigh St Gd
08/06/2020	179	27831	GLENN BALL	GLE001	2,789.93	0.00	2,789.93	9063	91	2,789.93	27831/employers agent work May
29/05/2020	05/044519	27859	GREENHAM	GREE001	113.16	0.00	113.16	6952	22	113.16	27859/coverall suits x12
29/05/2020	05/044552	27858	GREENHAM	GREE001	252.00	50.40	302.40	6952	21	252.00	27858/box of 20 resp masks
02/06/2020	05/044636	27857	GREENHAM	GREE001	19.59	3.92	23.51	5010	29	19.59	27857/post clamps
12/06/2020	03020	27876	HARRAWAY TREE SERVS	HARR001	625.00	125.00	750.00	5060	21	625.00	27876/LetterBox Ln tree inspec
11/06/2020	75986	27837	HERBERT & WARD	HAW001	436.95	33.20	470.15	6500	28	436.95	27837/goods for resale
01/06/2020	12439	27818	ICCM	ICCM001	95.00	0.00	95.00	6630	22	95.00	27818/AC 20/21 membership
09/06/2020	20-50	27825	JJ BROOKS	JJB001	130.00	26.00	156.00	9071	91	130.00	27825/4wks acro prop hire May
10/06/2020	7819	27824	KALC	KALC	300.00	60.00	360.00	6611	31	300.00	27824/Loc Coun Award Accr fee
24/06/2020	1377560752	27870	KALC	KALC	100.00	20.00	120.00	6320	31	100.00	27870/AF&LR online training
11/06/2020	13604941	27850	KCC KCS	KCC003	127.11	25.42	152.53	5025	21	52.23	27850/toilet rolls x 36&holder
								6330	21	74.88	27850/first aid items
19/06/2020	13606688	27878	KCC KCS	KCC003	22.63	4.53	27.16	6013	33	22.63	27878/cleaning products
29/05/2020	XCON-004655	27852	KCC KCS	KCC003	67.17	13.43	80.60	6200	31	67.17	27852/stationery items
30/05/2020	XCON-005326	27851	KCC KCS	KCC003	67.17	13.43	80.60	6200	31	67.17	27851/stationery items
31/05/2020	XCON-006312	27879	KCC KCS	KCC003	76.02	15.20	91.22	6200	31	76.02	27879/stationery
18/06/2020	1151214044	27871	KONICA MINOLTA	KMB001	335.05	67.01	402.06	6200	31	335.05	27871/print 19Mar-18Jun2020
08/06/2020	1241	27832	MSB ROOFING	MSB001	176.00	0.00	176.00	5410	33	176.00	27832/gutter clearance
08/06/2020	00002498449-026	27839	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	27839/internet Jun2020
09/06/2020	00002498468-026	27838	PLUSNET	PLUS01	23.50	4.70	28.20	6101	36	23.50	27838/internet Jun2020
04/06/2020	00002976949-026	27789	PLUSNET	PLUS01	24.03	4.81	28.84	6101	28	24.03	27789/internet Jun2020
04/06/2020	00003028653-026	27790	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	27790/internet Jun2020
03/06/2020	00003028673-026	27788	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	27788/internet Jun2020
01/06/2020	181260	27787	PREMIER ALARMS	PREM001	566.79	113.36	680.15	6930	33	566.79	27787/annual maint contr.20/21
10/06/2020	2058369	27823	SDC	SDC001	560.00	0.00	560.00	6889	31	560.00	27823/garden sacks 40bundls

## Purchase Ledger for Month No 3

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/06/2020	2058226	27853	SDC DIRECT SERVICES	SDC002	40.30	0.00	40.30	6935	30	40.30	27853/bin coll May2020
10/06/2020	2058335	27813	SDC DIRECT SERVICES	SDC002	60.45	0.00	60.45	6935	21	60.45	27813/bincoll Knole P May20
10/06/2020	2058336	27827	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	27827/bin coll May20
10/06/2020	2058342	27828	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	36	80.60	27828/bin coll May20
10/06/2020	2058343	27826	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	28	65.60	27826/bin coll May20
18/06/2020	2058484	27861	SDC DIRECT SERVICES	SDC002	655.20	131.04	786.24	6934	21	655.20	27861/chrgs Apr-Jun2020
09/06/2020	25	27854	WATER CHOICE	SEWAT001	238.42	0.00	238.42	6000	22	238.42	27854/water bill12Dec19-2Jun20
24/05/2020	5185919	27849	SHELL	SHEL001	57.41	11.48	68.89	5700	21	57.41	27849/fuel
07/06/2020	5261027	27841	SHELL	SHEL001	48.23	9.64	57.87	5700	21	48.23	27841/fuel
22/06/2020	0033	27872	SSE	SSE004	-697.03	-139.40	-836.43	6010	28	-697.03	27872/CN-elec chr27Feb-21May20
22/06/2020	0034	27873	SSE	SSE004	313.43	15.67	329.10	6010	28	313.43	27873/elec chrgs 27Feb-21May20
08/06/2020	0030	27846	SSE	SSE005	624.44	124.88	749.32	6010	21	624.44	27846/elec chrgs 29Feb-Jun2020
04/06/2020	0073	27842	SSE	SSE006	42.84	2.14	44.98	6010	22	42.84	27842/elec chrgs May2020
08/06/2020	0033	27845	SSE	SSE007	66.80	3.34	70.14	5025	21	66.80	27845/elec chrgs Mar-Jun2020
04/06/2020	0016	27844	SSE	SSE008	345.82	69.16	414.98	6011	30	345.82	27844/chrgs 1-31May2020
05/06/2020	0074	27843	SSE	SSE009	280.80	56.16	336.96	6011	36	280.80	27843/chrgs 30Apr-1Jun2020
08/06/2020	0006	27847	SSE	SSE014	873.32	174.66	1,047.98	6012	30	873.32	27847/chrgs 27Feb-5Jun2020
01/06/2020	14274	27815	JS TAYLOR	TAYL001	60.00	0.00	60.00	5410	28	60.00	27815/coffee machine repair
01/06/2020	14275	27817	JS TAYLOR	TAYL001	110.00	0.00	110.00	5110	21	110.00	27817/storage heater repair
01/06/2020	14276	27816	JS TAYLOR	TAYL001	130.00	0.00	130.00	5210	22	130.00	27816/lighting conductor fit
01/06/2020	11466	27786	VISION ICT	VISICT001	275.00	55.00	330.00	6241	31	275.00	27786/website host&supp 20/21
01/06/2020	11472	27785	VISION ICT	VISICT001	285.00	57.00	342.00	6241	30	285.00	27785/website host&supp 20/21
15/06/2020	938	27855	YELLOW DUCK	YELL002	220.00	44.00	264.00	6865	26	220.00	27855/vinyls 4 cycle racks
TOTAL INVOICES					<u>192,847.97</u>	<u>37,363.05</u>	<u>230,211.02</u>			<u>192,847.97</u>	

## Receipts for Month 2

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
L&G CPAY	Banked: 06/05/2020	63.34						
L&G CPAY	Legal & General	63.34			516		63.34	L&G Pension refund
	Banked: 22/05/2020	48,837.32						
BACS22/5	Nat West - Current Account	48,837.32			201		48,837.32	Monthly Salaries May '20
	Banked: 26/05/2020	22,313.78						
BACS26/5	Nat West - Current Account	22,313.78			201		22,313.78	Monthly HMRC/KCC May '20
	Banked: 28/05/2020	184.01						
DD28/5	Nat West - Current Account	184.01			201		184.01	Monthly NEST May '20
	Banked: 29/05/2020	3,294.12						
DD29/5	Nat West - Current Account	3,294.12			201		3,294.12	Monthly L&G May '20
Total Receipts for Month		74,692.57	0.00	0.00			74,692.57	
Cashbook Totals		<u>75,692.57</u>	<u>0.00</u>	<u>0.00</u>			<u>75,692.57</u>	

## Payments for Month 2

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/05/2020	Nat West - Current Account	BACS6/5	63.34			201		63.34	L&G Pension Refund
22/05/2020	Employees	BACS22/5	48,837.32			520		48,837.32	Monthly Salaries May '20
26/05/2020	HMRC/KCC	BACS26/5	22,313.78			515		12,382.85	Monthly HMRC May '20
						516	0	9,930.93	Monthly KCC May '20
28/05/2020	NEST	DD28/5	184.01			516		184.01	Monthly NEST Pensions May '20
29/05/2020	Legal & General	DD29/5	3,294.12			516		3,294.12	Monthly L&G May '20
Total Payments for Month			74,692.57	0.00	0.00			74,692.57	
Balance Carried Fwd			1,000.00						
Cashbook Totals			<u>75,692.57</u>	<u>0.00</u>	<u>0.00</u>			<u>75,692.57</u>	

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## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
577PO01610	Banked: 18/06/2020	13,081.15						
577PO01610	HMRC	13,081.15			1450	31	13,081.15	May Furlough Grant Income
	Banked: 25/06/2020	48,225.57						
BACS25/6	Nat West - Current Account	48,225.57			201		48,225.57	June Monthly Wages
	Banked: 26/06/2020	22,614.57						
BACS26/6	Nat West - Current Account	22,614.57			201		22,614.57	June HMRC/KCC Payments
	Banked: 30/06/2020	3,456.96						
DD30/6	Nat West - Current Account	3,456.96			201		3,456.96	June NEST/L&G Payments
Total Receipts for Month		87,378.25	0.00	0.00			87,378.25	
Cashbook Totals		<u>88,378.25</u>	<u>0.00</u>	<u>0.00</u>			<u>88,378.25</u>	

## Payments for Month 3

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/06/2020	Nat West - Current Account	GRANT18/6	13,081.15			201		13,081.15	May Furlough Grant Income
25/06/2020	Employees	BACS25/6	48,225.57			520		48,225.57	June Wages
26/06/2020	HMRC/KCC	BACS26/6	22,614.57			515		12,645.42	June HMRC Payments
						516	0	9,969.15	June KCC Payments
30/06/2020	Legal & General	DD30/6-1	3,272.95			516		3,272.95	June Legal & General
30/06/2020	NEST	DD30/6-2	184.01			516		184.01	June NEST Pension Payment
Total Payments for Month			87,378.25	0.00	0.00			87,378.25	
Balance Carried Fwd			1,000.00						
Cashbook Totals			<u>88,378.25</u>	<u>0.00</u>	<u>0.00</u>			<u>88,378.25</u>	

## Receipts for Month 2

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,034.39					1,034.39	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>1,034.39</u>	<u>0.00</u>	<u>0.00</u>			<u>1,034.39</u>	

## Payments for Month 2

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/05/2020	Vine Cafe	545/A	17.72		2.96	5410	28	14.76	paint and roller set
04/05/2020	Council Offices	545/B	18.84		3.15	5410	33	15.69	paint and roller set-kitchen
19/05/2020	Bat&Ball Station	546/A	5.90			6922	30	5.90	automatic door signs x2
19/05/2020	Bat&Ball Station	546/B	125.01		20.84	5410	30	104.17	pads,hook,brush,roller,oil
19/05/2020	Bat&Ball Station	546/C	87.43			5410	30	87.43	oil stain,door stop,cabin hook
19/05/2020	Council Offices	547	25.37			6101	31	25.37	phone charges
19/05/2020	Cemetery	548/A	21.90			6330	22	21.90	tea,coffee,sugar,milk
19/05/2020	Cemetery	548/B	2.85		0.48	6330	22	2.37	squash
19/05/2020	Cemetery	548/C	6.00		1.00	6900	22	5.00	batteries
Total Payments for Month			311.02	0.00	28.43			282.59	
Balance Carried Fwd			723.37						
Cashbook Totals			<u>1,034.39</u>	<u>0.00</u>	<u>28.43</u>			<u>1,005.96</u>	

## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	723.37					723.37	
	Banked: 01/06/2020	311.02						
001729	Nat West - Current Account	311.02			201		311.02	top up petty cash
Total Receipts for Month		311.02	0.00	0.00			311.02	
Cashbook Totals		<u>1,034.39</u>	<u>0.00</u>	<u>0.00</u>			<u>1,034.39</u>	

## Payments for Month 3

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/06/2020	Vine Cafe	549	8.12		1.35	5410	28	6.77	sanding pad,silicone
08/06/2020	Vine Cafe	550	7.47			6500	28	7.47	plain flour
09/06/2020	Council Offices	551	65.00			6210	31	65.00	stamps
15/06/2020	Vine Cafe	552	16.90			6500	28	16.90	self raising flour
16/06/2020	Vine Cafe	553/A	89.43			6500	28	89.43	goods for resale
16/06/2020	Vine Cafe	553/B	1.60			6013	28	1.60	dishwasher salt
16/06/2020	Council Offices	554	12.25			6210	31	12.25	stamps
23/06/2020	Cemetery	555/A	18.18			6330	22	18.18	coffee,sugar,tea,milk
23/06/2020	Cemetery	555/B	12.20		2.03	6330	22	10.17	squash
23/06/2020	Council Offices	556	50.00			6281	31	50.00	blinds
30/06/2020	Petty Cash	FLOAT	44.39			6650	50	44.39	Write off lost petty cash floa
Total Payments for Month			325.54	0.00	3.38			322.16	
Balance Carried Fwd			708.85						
Cashbook Totals			<u>1,034.39</u>	<u>0.00</u>	<u>3.38</u>			<u>1,031.01</u>	

# Sevenoaks Town Council

## INTERNAL AUDIT REPORT

Date: 13<sup>th</sup> July 2020

**Report Author: Edward Ashworth**

**Audit Manager: Kelly Neath**

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



## 1 SUMMARY

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

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

Due to the outbreak of COVID-19 and the subsequent restrictions in place, the internal audit visit was carried out remotely. In accordance with the agreed audit plan (Appendix A) testing of the following areas has been completed:

- Expenditure
- Risk Assessment
- Budget Reporting
- Income (Hiring)
- Petty Cash
- Salaries & Wages
- Assets & Investments
- Bank Reconciliations
- VAT
- Annual Return



## 2 FINDINGS

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### Progress on Previous Issues Raised

#### From the 2019-20 audit visits:

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

#### Expenditure

*Control: Invoices show order number, copy letter or contract authorising purchase of goods. Expenditure is authorised and reported to the relevant committee as per the financial regulations.*

Finding: Testing of a sample of payments found that all invoices have been appropriately authorised as per the financial regulations and all payments had been reported to the Finance and General Purposes Committee.

#### Risk Assessments

*Control: The Council has undertaken a risk assessment and is managing the resultant risks identified.*

Finding: The Council has an appropriate risk assessment in place identifying key risks, management controls and risk owners. The risk assessment is reviewed annually at the Finance and General Purposes Committee.

#### Budget Reporting

*Control: Detailed expenditure and income for the current financial year to date against the budget set is reported at least quarterly if not included within the monthly reporting to committee.*

Finding: The Council's position against its budget is reported to the Finance and General Purposes Committee and includes appropriate explanations for significant budget variances.

#### Income

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

Finding: Testing of a sample of room hire income found that all had been charged at the correct rate, as agreed at the Finance and General Purposes Committee, all fees had been collected timely and could be traced through to the bank account and the accounts.



### **Petty Cash**

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

Finding: Testing of a sample of petty cash vouchers found that all were supported by receipts and sequentially numbered vouchers signed by the authoriser and receiver. There was no evidence of personal loyalty points being collected and all spend appears reasonable.

### **Salaries and Wages**

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

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

### **Assets and Investments**

*Control: All assets are recorded in an up to date asset register. All investments are recorded in an investment register.*

Finding: Sample testing confirmed that all assets tested had been included within the asset register. Investment records are held securely. The investment position is reviewed and reported regularly and agreed by full council.

### **Bank Reconciliations**

*Control: Bank reconciliations are carried out regularly and are independently verified.*

Finding: Bank reconciliations are carried out timely and are reviewed and authorised by both the RFO and Town Clerk.

### **VAT**

*Control: VAT returns are completed accurately and timely and VAT reimbursed has subsequently been received and shows within the accounts.*

Finding: VAT returns are completed accurately and timely and can be traced through to the bank account and the accounts.

### **Year-end/Annual Return**

*Control: The financial statements are complete and accurate.*

Finding: As part of the year-end visit the internal audit section of the Annual Governance and Accountability Return has been completed.

## Appendix A – Audit Plan 2019/20

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

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

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

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## Annual Internal Audit Report 2019/20

### Sevenoaks Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			N/A ✓ NOT EXEMPT
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

19/09/2019      20/11/2019      25/02/2020

Name of person who carried out the internal audit

Edward Ashworth

Signature of person who carried out the internal audit

*E. Ashworth*

Date

08/07/2020

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note. If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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**Sevenoaks Town Council****STATEMENT ON THE SYSTEM OF INTERNAL CONTROL*****Scope of responsibility***

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the council's functions and which includes arrangements for the management of risk.

***Purpose of the system of internal control***

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has continued to operate at the Council throughout this financial year and accords with proper practice.

***The internal control environment***

The system of internal control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management supervision, and a system of delegation and accountability. Development and maintenance of the system is undertaken by managers within the Council. In particular, the system includes:

- comprehensive budgeting systems;
- setting targets to measure financial and other performance;
- the preparation of regular financial reports which indicate actual expenditure against the forecasts;
- clearly defined capital expenditure guidelines;
- risk appraisal programmes to identify and manage risks and hazards in all the Council's areas of operation; and
- as appropriate, formal project management disciplines.

The council has contracted for the internal audit function to be carried out by Kent County Council's Corporate Services department (KCC). A member of KCC's internal audit staff visits the council a minimum of four times a year, and reports prepared by KCC are supplied to both the Town Clerk, the Responsible Finance Officer and the Chair of the Finance & General Purposes Committee. All reports are presented to the council's Finance & General Purposes

Committee for comment and approval. KCC also provides the Council with advice on risk assessment, statistical analysis and operating standards.

The internal auditor provides the Council with an independent opinion on the adequacy and effectiveness of internal control.

***Review of effectiveness***

The Council has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review and effectiveness of the system of internal control is informed by:

- the work of managers within the council;
- the work of the internal auditor as described above; and
- the external auditors in their annual audit letter and other reports.

In the year to 31<sup>st</sup> March 2020, no significant weaknesses in the council's systems were identified.

***Approval of statement***

This statement was approved on 20 July 2020 at a meeting of the Council's Finance & General Purposes Committee.

Signed \_\_\_\_\_

Councillor S G Raikes  
Chairman – F&GP Committee

Signed \_\_\_\_\_

Mrs Rosalind Shaw  
Responsible Finance Officer



# Annual Governance and Accountability Return 2019/20 Part 3

## To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2020
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at <b>31 March 2020</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2019/20

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.			
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.			
<b>I.</b> Periodic and year-end bank account reconciliations were properly carried out.			
<b>J.</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
<b>K.</b> <b>IF</b> the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
<b>L.</b> The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

DD/MM/YY      DD/MM/YY      DD/MM/YY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor Report and Certificate 2019/20

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2019/20

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2019/20

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Sevensoaks Town Council**  
**Financial year ending 31 March 2020**  
**DRAFT ANNUAL RETURN - UNAUDITED AND UNAPPROVED**  
**Explanation of Variances**

**Full explanations, including numerical figures are to be provided for the following:**

Variances of more than 15% between totals for individual boxes (except variances of less than £200) are to be explained;  
 If the total reserves (Box 7) figure is more than twice the annual precept box (Box 2)

Section 2	Year ending		Detailed explanation of variance (with amounts £)
	31/03/2019	31/03/2020	
	Variance		
Box 1 Balances b/fwd	RESTATED		
	£	£	£
	1,930,723	2,283,552	%
Box 2 Annual Precept	1,088,593	1,141,385	52,792
Box 3 Total other receipts	2,150,954	3,467,244	1,316,290
Box 4 Staff Costs	812,315	926,174	113,860
Box 5 Loan interest/capital repayments	-	42,181	42,181
Box 6 All other payments	2,074,403	1,970,090	(104,313)
Box 7 Balances C/fwd	2,283,552	3,953,736	1,670,183
Box 8 Cash and short term investments	2,461,271	3,923,338	1,462,067
Box 9 Total fixed assets and LT investments	5,423,574	6,519,095	1,095,521
Box 10 Total borrowings	-	1,378,339	1,378,339

**Explanation for 'high' reserves**

Box 8	As part of the strategic plan to enhance community infrastructure, proceeds are held in various medium term funds of up to 12 months to fund project cash requirements. Balance of £1.378M PWL loan is held to cover Community Centre rebuild
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**Sevenoaks Town Council**  
**Bank Reconciliation**  
**Financial year ending 31 March 2020**

**Prepared by**

Rosalind Shaw (RFO)

**Date**

28/05/2020

	£	£
Balance per bank statements as at 31 March 2020		
Natwest Current accounts(Liquidity Select & Business Current Account)	1,017,356.50	
Bank of Scotland Current account	-	
Natwest and Co-op payroll accounts	1,000	
Natwest Investment (Direct Reserve)	875	
Bank of Scotland Treasury account	-	
Clydesdale Treasury account	1	
HSBC Deposit Bond	50,351	
Handelsbanken Deposit account	64,123	
Handelsbanken Notice account	260,005	
Nationwide Instant Saver	1,501,438	
Mayors Charity Account	16,649	
House in the Basement Youth Café	1,000	
Sevenoaks Town Partnership	8,101	
Nationwide Sevenoaks Funds	10,157	
CCLA	<u>1,000,000</u>	
		3,931,055
Petty Cash float		1,034
Less: un-presented cheques at 31 March 2019		
(Natwest Current account)	001492 20.00	
	000442 15.00	
	001698 30.00	
	001699 30.00	
	001703 10.00	
	001724 145.00	
	001646 350.00	
	001647 500.00	
	001651 750.00	
	001641 250.00	
	001645 500.00	
	001644 200.00	
	001643 500.00	
	001650 5,000.00	
	001727 425.62	
(Mayors Charity Account)	000070 <u>26.64</u>	
		- 8,752
Add: any un-banked cash at 31 March 2020		-
Net balances as at 31 March 2020 (Box 8)		<u><u>3,923,338</u></u>

## CASHBOOK:

Opening Balance 1 April 2018 (Prior year Box 8)		2,461,271
Add: Receipts in the year		
Natwest Current accounts	12,000,462	
Bank of Scotland Current account	-	
Natwest and Co-op payroll accounts	934,644	
Natwest Investment (Direct Reserve)	50	



Bank of Scotland Treasury account	5,450,000	
Clydesdale Treasury account	-	
HSBC Deposit Bond	99	
Handelsbanken Deposit account	747	
Handelsbanken Notice account	-	
Nationwide Instant Saver	1,740,919	
Mayors Charity Account	14,710.01	
House in the Basement Youth Café	2,922	
Sevenoaks Town Partnership	200	
Nationwide Sevenoaks Funds	61	
CCLA	1,000,000	
Petty Cash	7,265	21,152,080
Less: Payments in the year		
Natwest Current accounts	( 11,528,108)	
Bank of Scotland Current account	-	
Natwest and Co-op payroll accounts	( 934,644)	
Natwest Investment (Direct Reserve)	-	
Bank of Scotland Treasury account	( 6,050,000)	
Clydesdale Treasury account	-	
HSBC Deposit Bond	-	
Handelsbanken Deposit account	-	
Handelsbanken Notice account	-	
Nationwide Instant Saver	( 1,150,000)	
Mayors Charity Account	- 17,020.87	
House in the Basement Youth Café	( 2,922)	
Sevenoaks Town Partnership	( 32)	
Nationwide Sevenoaks Funds	-	
CCLA	-	
Petty Cash	( 7,285)	( 19,690,013)
Closing balance per cash book as at 31 March 2020		<u><u>3,923,338</u></u>

**Sevenoaks Town Council**  
**Financial year ending 31 March 2020**

	2019 £	2020 £	Movement £
Balance per box 8 (Cash balances)	2,461,271	3,923,338	( 1,462,067)
<b>Add</b>			
Stock	3,075	605.73	2,469
Debtors			
Trade debtors	11,952	18,299.00	( 6,347)
Miscellaneous debtors	11,110	29,912.00	( 18,803)
SCC Bookings Debtors	6,729		6,729
VAT Control	72,199	133,876.00	( 61,677)
Prepayments	56,757	30,235.00	26,522
	<u>158,747</u>	<u>212,322.00 -</u>	<u>51,106</u>
Creditors			
Trade creditors	( 203,297)	( 52,772.00)	( 150,525)
SCC Bookings	-	( 1,105.00)	1,105
Accruals	( 23,844)	( 50,055.00)	26,211
Sundry creditors	( 91,490)	( 63,990.00)	( 27,500)
BV Allotment deposit		( 100.00)	100
QH Allotment deposit		( 480.00)	480
Prior year mayors charities	-		-
Cashbook suspense	( 234)	( 498.50)	265
	<u>( 318,865)</u>	<u>( 169,000.50)</u>	<u>( 149,864)</u>
Receipts in advance	( 20,675)	( 13,528.78)	( 7,147)
			-
Balance per box 7 (Reserves)	<u>2,283,552</u>	<u>3,953,736 -</u>	<u>1,670,184</u>

## Sevenoaks Town Council

### Finance & General Purposes Committee 20<sup>th</sup> July 2020

#### Allotment Rent

At the time of writing, there are no vacant allotment plots on either Bradbourne Vale or Quaker's Hall allotment sites. There is a waiting list of 23 people (total across both sites) with a potential for another 7 who have not yet returned their application forms.

Rents are due on 1<sup>st</sup> October and this is the time when people usually consider surrendering their plots.

At the Open Spaces & Leisure Committee meeting held on 6<sup>th</sup> July 2020, it was agreed to change the method of charging allotment tenants from the traditional 'per rod' system to the more modern 'per metre' system.

It was also noted that the allotments are expected to realise a 16% loss in 2020-2021 and suggested "a significant increase in charges should be considered."

There is concern that there could be a negative response from such an increase as it could be seen as trying to put through a stealth increase along with the change of method. Any significant increase will need clear communication by comparing Sevenoaks Town Council's charges with other local and regional allotment sites, and by pointing out the need to balance the budget.

Since the Town Council took over the management of the Quaker's Hall site from Sevenoaks Allotment Holders' Association (SAHA) back in October 2017, rents have been set as follows:

2017-18	£2.00 per rod*
2018-19	£3.50 per rod (75% increase)
2019-20	£4.00 per rod (14% increase)
2020-21	£4.15 per rod (3.5% increase)

\*this figure was set by SAHA in 2016-17 and was one third less than 2015-16 (£3.00). This meant that Sevenoaks Town Council started from a low point, hence the 75% increase the following year.

Using next year's rent of £4.15 as an example, the charge per square metre would be 16.4p. If rents were to increase by 3%, this would mean that a square metre would cost 16.9p from October 2021.

A comparison of sites in the local area and south-east shows that Sevenoaks is the most expensive in the local area, but amongst the cheapest of the few surveyed in the south-east.

	Rod	Full	Half	Micro	Raised			
<b>Local</b>								
Eynsford		22.00						Size of plot unknown
Oxford	2.20							
Riverhead	3.00							
Seal		36.00	22.00	12.00	12.00			
Sevenoaks	4.00							
<b>South-east</b>								
Ashford BC	7.00							
Brighton & Hove CC	8.00							
Epsom & Ewell BC	10.75							Last year's price
Folkestone TC	14.60							
Gravesham BC	7.00							With water
Gravesham BC	4.50							No water
Lewes TC	4.00							Last year's price
Tandridge DC	7.90							
Wye w/Hinxhill PC	2.55							Last year's price

**Recommendation:** That the Committee increase rents by slightly more than the rate of inflation e.g. 3.5%, spreading any increase over a few years rather than implementing a large increase all at once and review allotment rents when considering the Town Council's 5 year financial review.

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## Sevenoaks Town Council

### Open Spaces & Leisure Committee 6<sup>th</sup> July 2020

#### Allocation of Community Infrastructure Levy (CIL)

The following sums were allocated by the Finance & General Purposes Committee on 8<sup>th</sup> June 2020 for Open Spaces & Leisure Committee Capital Expenditure:

£7,519.02
£89.50
£7,608.52

The use of the CIL Funding was discussed at the Open Spaces & Leisure Committee held on 6<sup>th</sup> July 2020 for the following project:

#### St John's Public Toilets

Previously the Committee considered the refurbishment of the St John's Public Toilets and estimates were considered of £40,000. Town Councillors agreed that they wanted to hold their own survey relating to number of people using the facilities.

In the meantime the Open Spaces Manager and Town Clerk have been considered alternative lower cost options with the conclusion that the public toilets could be refurbished and adapted to have two unisex, accessible toilet, (one of which will be on Radar key) similar to the Town Council's facility at Greatness Recreation Ground for a cost of approximate £10,000. This would also reduce revenue costs.

Permission would be needed from Sevenoaks District Council who lease the public toilets to Sevenoaks Town Council.

**RESOLVED:** The Open Spaces & Leisure Committee use £7,608.52 towards the refurbishment and adaption of the St John's Public Toilets to create two unisex, accessible toilet (one on Radar key) and

**RECOMMENDED:** to Finance & General Purposes Committee for the remaining £2,391.48 to be met from Sevenoaks Town Council's Capital Reserves.

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Finance & General Purposes Committee 20<sup>th</sup> July 2020

**Tonbridge Road Bus Shelter – to consider funding replacement from the Capital Receipts Reserve**

In recent years Sevenoaks Town Council has replaced all its bus shelters except for the one in Tonbridge Road.

The bus shelter in Tonbridge Road is regularly painted, however unfortunately it became evident this week that beneath the many layers of paint there was rotting wood.



There is not within the 2020 / 2021 budget provision for a new bus shelter which would cost approx. £4,000. Officers will apply for a grant from KCC which could be applied retrospectively if successful.

**RECOMMENDED:** £5,557 be allocated from Capital Receipts Reserve for a new Bus Shelter at Tonbridge Road.

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## Sevenoaks Town Council

### Bat & Ball Centre – MUGA (Multi Use Games Area)

Financial decisions relating to the Bat & Ball Centre were delegated when necessary to the Chairman of Finance & General Purposes Committee, Chairman of Community Infrastructure Committee, Town Clerk and Responsible Financial Officer.

A quotation of £95,941.00 had previously been accepted under delegated powers and confirmed retrospectively at Finance & General Purposes Committee.

The following was reported to the Community Infrastructure Committee on 22<sup>nd</sup> June 2020:

#### **Multi Use Games Area (MUGA)**

The contractor for the installation of the new MUGA is due to commence mid July 2020. The original court only provided tennis facilities and by the time of the closure of the community centre for rebuilding were in poor condition.

The space for the MUGA is restrictive however will include the following facilities:

- Tennis facilities to meet Sports Governing Body requirements
- Netball facilities to meet Sports Governing Body requirements
- 5 a side football facilities for training and general leisure
- Basketball Goal for shooting facilities when court not used for other sports.
- Improved lighting. We have agreed to be used as a pilot project for MUGA solar lighting. Infrastructure is also being provided for regular electricity should the solar lighting not be deemed effective.

Previously the courts including floodlighting were available free of charge with open access. It is also noted that they were often used by professional coaches who charged for their services.

It is likely that there will be a demand for the new facilities. The Town Council has already received interest from potential netball teams.

**RECOMMENDED:** A timetable is produced which incorporates times for free public access and times for hire for public team sports and public who want to book the court rather than hoping it might be available. The fees and charges to reflect a higher charge for commercial activities.

Further investigation indicated that the size of the court originally quoted for was not meeting netball sports body governing requirements. A considerable amount of work has been undertaken with reviewing options for fitting in a court that is just short of international netball requirements however will allow local matches to be held.

The result being that there is an additional cost related to the square meter increase from a 28.2 x 17.6m to 36.6 x 20.5m. The cost of lighting has also increased because of the mains connection and lack of existing trunking to carry the cables.

Unfortunately, the solar lighting cannot be used as it does not conform to netball requirements.

The revised cost is £139,000 after negotiated savings. A deposit of £30,000 is required asap.

The Chairman of Finance & General Purposes Committee, Chairman of Community Infrastructure Committee, Town Clerk and Responsible Financial Officer signed off this additional expenditure.

Officers are currently working on the charging structure for the times when the MUGA will not have free public access.

To retain a copy of this report for auditor should it be needed and report to Finance & General Purposes Committee.

# Local Government Association Model Member Code of Conduct

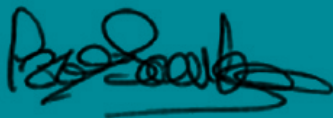
# Introduction

The Local Government Association (LGA) is providing this Model Member Code of Conduct as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance.

The role of councillor in all tiers of local government is a vital part of our country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to and want to participate with. We want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their local communities.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

As a councillor we all represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent everyone (in our ward/town/parish), taking decisions fairly, openly, transparently and with civility. Councillors should also be treated with civility by members of the public, other councillors and council employees. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations. This Code, therefore, has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.



**Councillor Izzi Seccombe OBE**  
Leader, LGA Conservative Group



**Councillor Nick Forbes CBE**  
Leader, LGA Labour Group



**Councillor Howard Sykes MBE**  
Leader, LGA Liberal Democrats Group



**Councillor Marianne Overton MBE**  
Leader, LGA independent Group

## Purpose

The purpose of this Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow councillors, council officers and the reputation of local government. It sets out the conduct expected of all members and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of member and local government.

## Application of the Code

The Code of Conduct applies to you when you are acting [or claiming or giving the impression that you are acting]<sup>1</sup> in [public or in]<sup>2</sup> your capacity as a member or representative of your council, although you are expected to uphold high standards of conduct and show leadership at all times. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, [including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.] Model conduct and expectations is for guidance only, whereas the specific obligations set out instances where action will be taken.

## The seven principles of public life

Everyone in public office at all levels – ministers, civil servants, members, council officers – all who serve the public or deliver public services should uphold the seven principles of public life. This Code has been developed in line with these seven principles of public life, which are set out in appendix A.

## Model member conduct

In accordance with the public trust placed in me, on all occasions I will:

- act with integrity and honesty
- act lawfully
- treat all persons with civility; and
- lead by example and act in a way that secures public confidence in the office of councillor

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently and in the public interest

## Specific obligations of general conduct

This section sets out the minimum requirements of member conduct. Guidance is included to help explain the reasons for the obligations and how they should be followed. These obligations must be observed in all situations where you act [or claim or give the impression that you are acting] as a councillor [or in public], including representing your council on official business and when using social media.

**As a councillor I commit to:**

## Civility

- 1. Treating other councillors and members of the public with civility.**
- 2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.**

Civility means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a civil manner. You should not subject individuals, groups of people or organisations to unreasonable or excessive personal attack.

In your contact with the public you should treat them courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return you have a right to expect courtesy from the public. If members of the public are being abusive, threatening or intimidatory you are entitled to close down any conversation in person or online, refer them to the council, any social media provider or if necessary, the police. This also applies to members, where action could then be taken under the Member Code of Conduct.

## Bullying and harassment

- 3. Not bullying or harassing any person.**

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and not always be obvious or noticed by others.

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

## Impartiality of officers of the council

- 4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.**

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. Although you can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

## Confidentiality and access to information

- 5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.**
- 6. Not preventing anyone getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and

printed materials are open to the public except in certain circumstances. You should work on this basis but there will be times when it is required by law that discussions, documents and other information relating to or held by the council are treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## Disrepute

### **7. Not bringing my role or council into disrepute.**

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on other councillors and/or your council.

## Your position

### **8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the council provides you with certain opportunities, responsibilities and privileges. However, you should not take advantage of these opportunities to further private interests.

## Use of council resources and facilities

### **9. Not misusing council resources.**

You may be provided with resources and facilities by the council to assist you in carrying out your duties as a councillor. Examples include office support, stationery and equipment such as phones, and computers and transport. These are given

to you to help you carry out your role as a councillor more effectively and not to benefit you personally.

## Interests

### **10. Registering and declaring my interests.**

You need to register your interests so that the public, council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest. The register also protects you. You are responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise.

It is also important that the public know about any interest that might have to be declared by you or other members, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. Discuss the registering and declaration of interests with your Monitoring Officer/Town or Parish Clerk and more detail is set out in appendix B.

## Gifts and hospitality

### **11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.**

### **12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.**

You should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you

because you are a member. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you may wish to notify your monitoring officer of any significant gifts you are offered but refuse which you think may have been offered to influence you.

Note – items in square brackets [x] refer to recommendations made by the Committee on Standards in Public Life and may be part of a future Government consultation. This includes possible future sanctions and appeals processes.

## Breaches of the Code of Conduct

Most councillors conduct themselves appropriately and in accordance with these standards. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations.

Section 27 of the Localism Act 2011 requires relevant authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. Each local authority must publish a code of conduct, and it must cover the registration of pecuniary interests, the role of an 'independent person', and sanctions to be imposed on any councillors who breach the Code.

The 2011 Act also requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made.

Failure to comply with the requirements to register or declare disclosable pecuniary interests is a criminal offence. Taking part in a meeting or voting, when prevented from doing so by a conflict caused by disclosable pecuniary interests, is also a criminal offence.

Political parties may have its own internal standards and resolution procedures in addition to the Member Code of Conduct that members should be aware of.



# Example

## LGA guidance and recommendations

### Internal resolution procedure

Councils must have in place an internal resolution procedure to address conduct that is in breach of the Member Code of Conduct. The internal resolution process should make it clear how allegations of breaches of the Code of Conduct are to be handled, including the role of an Independent Person, the appeals process and can also include a local standards committee. The internal resolution procedure should be proportionate, allow for members to appeal allegations and decisions, and allow for an escalating scale of intervention. The procedure should be voted on by the council as a whole.

In the case of a non-criminal breach of the Code, the following escalating approach can be undertaken.

If the breach is confirmed and of a serious nature, action can be automatically escalated.

1. an informal discussion with the monitoring officer or appropriate senior officer
2. an informal opportunity to speak with the affected party/ies
3. a written apology
4. mediation
5. peer support
6. requirement to attend relevant training
7. where of a serious nature, a bar on chairing advisory or special committees for up to two months
8. where of a serious nature, a bar on attending committees for up to two months.

Where serious misconduct affects an employee, a member may be barred from contact with that individual; or if it relates to a specific responsibility of the council, barred from participating in decisions or information relating to that responsibility.

## Endnotes

1. CSPL recommend that “Section 27(2) of the Localism Act 2011 should be amended to state that a local authority’s code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority”.
2. CSPL recommend that “councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches.”
3. Subject to footnotes 1 and 2 above
4. See CSPL website for further details [www.gov.uk/government/news/the-principles-of-public-life-25-years](http://www.gov.uk/government/news/the-principles-of-public-life-25-years)
5. ACAS’s definition of bullying

# Appendices

## Code Appendix A

The principles are :

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Code Appendix B

### **Registering interests**

1. Within 28 days of this Code of Conduct being adopted by the council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests).
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Table 1 or 2, or of any change to a registered interest, notify the Monitoring Officer.

### **Declaring interests**

3. Where a matter arises at a meeting which directly relates to an interest in Table 1, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
4. Where a matter arises at a meeting which directly relates to an interest in Table 2, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

5. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
6. Where a matter arises at a meeting which affects –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a friend, relative, close associate; or
  - c. a body covered by table 1 below

you must disclose the interest.

7. Where the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

**Table 1: Disclosable Pecuniary Interests**

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.  [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.  This includes any payment or financial benefit from a trade union within the meaning of the <b>Trade Union and Labour Relations (Consolidation) Act 1992</b> .
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —  (a) under which goods or services are to be provided or works are to be executed; and
	(b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council.  ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licences</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
<b>Corporate tenancies</b>	Any tenancy where (to the councillor’s knowledge)—  (a) the landlord is the council; and  (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where—  (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and  (b) either—  (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\*'director' includes a member of the committee of management of an industrial and provident society.

\*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registerable Interests**

<b>Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;</b>	
Any Body—	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

**Sevenoaks Town Council**  
**Finance & General Purposes Committee 20<sup>th</sup> July 2020**

**Sevenoaks Town Council Grants for Voluntary Organisations**

In March 2020 in considering the impact of COVID 19 the Town Council introduced a Community Resilience Fund to enable prompt financial assistance to be granted to voluntary organisations who were assisting others during the pandemic.

The Community Resilience Fund combined the balance of grant budget from 2019 / 2020 with the grant budget available for 2020 / 2021 to provide a combined budget of £30,000.

The Community Resilience Fund 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 23<sup>rd</sup> March 2020 (Minute 567(iii) refers).

	<b>Applicant</b>	<b>Amount Applied for</b>	<b>Grant Awarded</b>	<b>Total Grant Awarded</b>	<b>Balance</b>
					£30,075
<b>1.</b>	<b>Age UK Sevenoaks &amp; Tonbridge</b>	£2,000	£2,000	£2,000	£28,075
<b>2.</b>	<b>PSB Breastfeeding CIC</b>	£1,805	£780	£2,780	£27,295
<b>3.</b>	<b>Citizens Advice North &amp; West Kent</b>	£611	£611	£3,391	£26,684
<b>4.</b>	<b>The Hygiene Bank</b>	£3,000	£1,500	£4,891	£25,184
<b>5.</b>	<b>Care for Our Community (Lockdown Larder)</b>	£1,000	£1,000	£5,891	£24,184
<b>6.</b>	<b>Love Sevenoaks Branding - Sevenoaks Recovery Plan</b>	£2,000	£2,000	£7,891	£22,184

However, after the initial applications there have not been anymore for the past couple of months.

**Recommended:** Sevenoaks Town Council returns the balance of the grants budget £22,109 to its original purpose with the option to continue to consider Community Resilience grants if requested. Allocated to the following Committees for consideration:

Youth Services Committee grant budget: £3,811

Finance & General Purposes Committee grant budget: £12,578

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**Finance & General Purposes Committee 20<sup>th</sup> July 2020**

It was previously recorded in the minutes to the Finance & General Purposes Committee held in November 2018 that the Lease for the Vine Cricket Pavilion & Tea Kiosk was to be reviewed in 2018/2019.

Unfortunately, this did not take place.

The current rent is £3090 per annum, which was last increased in December 2013 by 3%.

**RECOMMENDATION:** That the annual rent be increased by 3% in line with other rent increases.



## Sevenoaks Town Partnership Committee Meeting 19.02.2020

**Notes of Sevenoaks Town Partnership Meeting held at Sevenoaks Town Council  
on Wednesday June 17<sup>th</sup> 2020 at 6.30pm.**

**Executive Board**

Representing	Number	Current Member	Current Organisation	
Sevenoaks Town Council	3	CEO / Town Clerk		Present
		Cllr Victoria Granville-Baxter		Present
		Cllr Simon Raikes		Present
Sevenoaks District Council	1	Cllr Avril Hunter		Present
Transport	2	Tony Clayton	Sevenoaks Rail Travellers Association	Present
		Austin Blackburn	Go Coach	Present
Leisure Facilities	3	Jane Parish CEO	Sencio	Apologies
		Andrew Eyre (Chairman)	Stag	Present
		Rebecca Ibbotson	Knole	Apologies
Chamber of Commerce	1	Julie Phillips	CEO Sevenoaks & District Chamber of Commerce	Apologies
Bligh's Meadow	1		Savills, agent for Bligh's owners Standard Life Investments	Apologies
Sevenoaks Chronicle	1			Apologies
South Eastern	1	Elliott Waters	Station Manager	Present
Sevenoaks Society	1	Roger Walshe		Present
Large Business	2	Maxine Morgans (Vice Chairman)	Specsavers	Present
		Elizabeth Dolding	Warners Solicitors	Present
Small Independent Business	2	Roberta Ware Glenn Ball	Francis Jones Jewellers Local Architect	Present Apologies
Resident Association	1	Elizabeth Purves	Hollybush Residents Association	Present
Round Table	1			Apologies
Police	1			Apologies
	20			

**Also, in Attendance:**

Stephanie Harrison – Committee Clerk &amp; Pink Week

Cllr Dr Merilyn Canet – Sevenoaks Town Council &amp; Sevenoaks District Seniors Action Forum

John Levett – Sevenoaks Summer Festival

Richard Baxter- Sevenoaks Society

Cllr Parry – Sevenoaks District Council

Cllr Busvine – Mayor &amp; Sevenoaks Town Council

Cllr Shea – Sevenoaks Town Council  
 Cllr Michaelides – Sevenoaks Town Council  
 Emily Haswell – Sevenoaks District Council  
 Jim Hughes – Local Resident  
 Paul Lansdale – Sevenoaks Town Football Club

### 1. Apologies for Absence

As noted above.

### 2. Minutes

The minutes of the Sevenoaks Town Partnership meeting held on 30<sup>th</sup> April 2020 and 4<sup>th</sup> June 2020 were received and agreed.

### 3. Sevenoaks Recovery Plan

#### i) Consultation Responses:

Following a meeting of interested parties held on the 30<sup>th</sup> April 2020 a Sevenoaks Draft Recovery Plan was distributed for feedback on proposals at the meeting and to help form an action plan for the future. It was agreed that we were on the right track and the Town Team in partnership with others should develop ideas including marketing and advertising. Also favoured was the use of digital media within the recovery plan. Use of a digital town and business guide was considered a positive way to move forward. Costs to be investigated. Concerns over the availability of public toilets were raised, it was confirmed that Sevenoaks Town Council and Sevenoaks District Council toilets were operating and had been from the start. Adding toilets to the digital map was a priority, especially as long queues could make them needed more than ever, especially for the elderly. Knole will be trialling opening their toilets soon.

#### ii) Highways & Social Distancing

Cllr Eyre informed us that Tim Read had released a statement regarding KCC proposals, stating that consultations were ongoing. The board requested that a letter be sent to the MP indicating the urgent need for the proposal to be addressed.

Tim Read:

**“The submission made by Kent County Council for Emergency Active Travel funding is not a definitive list of specific schemes. It is a broad set of provisional financial allocations against the following six categories:**

#### 1. Carriageway repurposing for cycling and pedestrian capacity - £550,000

2. Safer journeys to school programme - £200,000
3. Town wide 20mph zones - £200,000
4. Modal Filters and Liveable neighbourhoods - £200,000
5. Recreational cycle and walking schemes including Public Rights of Way - £240,000
6. Contingency/emergency allocation - £210,000

There are examples within each category of the types of schemes we hope to implement which Officers have collected by looking at previously received ideas, suggestions and proposals made by Members, District Councils, Parish Councils and the public over the past few years that could fit into these groups. This whole collection, when roughly costed, exceeds well over £10m. Once the Department for Transport (DfT) confirms that they are happy with the proportions and they allocate the funding we will need to identify which proposals can be implemented within eight weeks to gain access to the remaining £6.4m.

DfT have indicated that they are likely to respond to us by the “end of June”. I understand the sense of urgency amongst the public and Town Council to see measures in place and the strong opinions as to what these measures should be however, until we hear from the DfT there is no specific funding available to us to act immediately.

I think we will be able to assist in the town in the short term with things like temporary widening of footways, but the more radical suggestion of making the roads one way will take longer and is a more likely candidate for the second tranche.”

iii) **Consistent and Strong campaign To promote sevenoaks As A Safe Place To Shop and Do Business.**

Kall Kwik had been working on a branding scheme to promote Sevenoaks and encourage people into the town. The Love Sevenoaks Campaign word ‘Use it or lose it’ posters and flags were considered a bright and attractive way of promoting the Town. (See attached) Advertising posters could be put up on buses, shop windows and various forms of media. The Board was in favour of proceeding with the initiative.

iv) **Supporting Key Attractions – Stag and Knole**

Knole advised that it’s carpark was now open on a pre-booking system, which was working well. The carpark was fully booked and increasing numbers can only happen in line with the guidance they receive. Litter was a major problem, especially on The Gallops, where visitors congregate. There had also been issues with visitors feeding the deer, despite the advice around the park. However, they now have extra patrols for their protection. Communication to non-members can be a problem. Some regular users of

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the park were concerned at the lack of social distancing. More signage around town regarding the Sevenoaks Car Park being free could help reduce the stress of the bad parking around residential areas of people looking to visit the park.

The Stag had reached a critical financial position and stated a 'Save the Stag' campaign requesting financial contributions and letter of support to be sent to sevenoaks Town Council who would be making a decision on grant assistance on 29<sup>th</sup> June 2020.

v) **Town Trail:**

Sevenoaks Town was one of 100 selected by the Association of Town and City Management for this town trail scheme, which would be bespoke for our town. There was a cost of £2 for participants to use the app, which goes to the NHS. However, the Town Team agreed to investigate the concept of developing its own trail which could benefit local businesses and clubs and be more bespoke to Sevenoaks. It was advised however that these apps could be expensive to develop and take-up could be sporadic.

vi) **Proposals for Cultural Quarter:**

The Neighbourhood Development Plan referendum originally planned for the autumn, had now been delayed until May 2021. Consideration was given to start initiating some of the plans now, namely street entertainers, artwork, which could help to wake-up the town. An area to be identified, like the Wednesday marketplace, for temporary initiatives.

vii) **Events:**

With events being unable to go ahead in their usual form, many people are looking at new ideas, open-air cinemas, outside events and interactive entertainment. Sevenoaks Town Council had been approached to hold cinema events at Knole Paddock. The consensus was that open-air cinemas probably would not work well for family groups, but in general were a great idea. Consideration to be given to whether parts of the town could be used for outside entertainment, for example Bank and Dorset Streets. Could the Vine Bandstand be used at some point, enabling social distancing?

viii) **Utilising Public Open Spaces – Weekly Newsletter and Press Advert:**

It was queried whether Buckhurst 1 Car Park and the Vine Gardens could be used for events, making it easier to socially distance. Cllr Hunter advised that Buckhurst 1 could only be used on a temporary basis as Sevenoaks District Council had plans for the space. Suggestions for an open-air seating area to be used by local businesses was discussed. How can we use what open spaces we must support those businesses struggling to facilitate their customers? This idea was to be put to cafe and restaurant owners for their feedback. It was noted that the Vine Gardens could be used for open air markets, including the use of the bandstand in the future for entertainment, subject to public health guidelines.

ix) **Markets:**

The market at Blighs was limited to 6 stalls trading at one time. Space had been given to use the space below the clock tower. Sevenoaks Town Council had offered the use of Vine Gardens should the need arise. Traders were saying trade was strong and they had all been working hard to adhere to all guidelines regarding Covid-19.

Discussion took place about the action plan

x) **Promoting Businesses:**

The Town Team Newsletter had been running from the beginning of lockdown and had become a useful tool for lots of people. Cllr Canet asked for a 'Welcome back' section to go into the next newsletter. A social media campaign, as well as the Sevenoaks Chronicle could help with this. Sevenoaks District Council's 'Back to Business Guide' will contribute to the recovery plan. Andrew Eyre praised Sevenoaks District Council on the work they had done so far.

xi) **Back to Business Guide:**

Sevenoaks District Council's 'Back to Business Guide' has been widely welcomed and praised and was contributing to the recovery plan. The packs could be obtained by going to: [www.business@sevenoaks.co.uk](mailto:www.business@sevenoaks.co.uk).

xii) **Offers of Support From Local Businesses:**

Cllr Eyre asked for suggestions for ways of getting help and funding from local businesses and requested offers be fed through to the Town Clerk.

xiii) **Sevenoaks Town Action Recovery Plan**

Discussion took place about the action plan attached.

#### 4. Members Organisations

**Knole:** Lots to be discussed in the next few weeks regarding opening the catering and retail outlets which could happen in early July. Re-opening of toilets also to be discussed.

**South Eastern:** Passenger numbers have reached 350 and were rising slowly. Sanitisation units had been added over the station areas. They were currently operating an essential journey only policy and masks must be worn. Estimates were that it will be a few years before commuter train travel returns to normal.

**Go-Coach:** Recent DRT service had been going very well and was receiving praise for punctuality and service. The average wait for the bus was 12.4 minutes. Most travellers were wearing masks, although company policy was to let customers choose for themselves whether to do so. Drivers were not wearing masks due to inhibiting driving. Buses were being thoroughly cleaned regularly. The bus station had undergone refurbishment and customers could track their bus on state-of-the-art screens. The taxi-bus service being operated now was certainly the only one in the country. So far 3,700 journeys had been taken.

**Warners:** There would be a return of some staff on the 1st July. There would be restrictions on how many staff return, which had been made easier by some staff saying they preferred to work from home. A deep clean would be carried out by local company Wettons before the return.

**Francis Jones:** Had been waiting to see how it would work with other shops working. Aiming for a 1st July opening, but concerned about the social distancing in the town and the signage giving instructions regarding the return. Felt that the highway changes were happening too slowly and suggested MP Laura Trott could help speed up the process.

**Sevenoaks Summer Festival:** This year's festival had been cancelled, although a few events, i.e. the Three Arts Festival was able to go ahead virtually. Next year's event would be dependent on the COVID-19 situation. They would be interested to know when they could use the Vine for musical events. John Levett thanked Linda and Sevenoaks Town Council for rolling their festival grant over to 2021.

**Specsavers:** Getting busier now eye tests were allowed. Staff were always wearing PPE, despite some customers saying it was not needed when treating them. Concerned that social distancing was not always being used on the High Street.

**Seniors Action Forum:** There was some worry about digital exclusion for seniors. Pleased to report Eliza Ecclestone would be chairing a Volunteer Legacy Committee meeting to continue the good work already done by so many volunteers. Very pleased that several clubs were now open, enabling their members to return.



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**Mayor:** The Mayor had held his first official Mayoral role since lockdown when he opened the new Ferrari Garage in London Rd. He also gave a BBC Radio Kent interview regarding the children's edible flower initiative, started by the Sevenoaks Town Clerk.

**Sevenoaks Society:** Nothing to report but looking forward to seeing what happens in the town.

**Emily Haswell:** Numbers were increasing in the offices; however, the District Council had been functioning fully since lockdown. Cllr Eyre acknowledged the staff, especially the refuse department who had worked under extremely difficult circumstances. Sevenoaks District Council was helping businesses to survive during lockdown and get them up and running again with their Grants to Business. They are in the top five in the country for providing grants to those in need.

**Stag:** The Stag was operating with only 2-3 members of staff at the moment and was awaiting information on when and how they could re-open. There was ongoing consultation with local MP Laura Trott. The Stag website now had a donate button on the front page to help with their fundraising, which had reached £6,000 so far.

**Sevenoaks Town Council:** The parks, open spaces and cemetery were busier than ever. The Bat & Ball Centre was in the finishing stages and work was ongoing with the Community Rail Partnership. Demands had been greater on sections of the organisation. Public toilets had been operating from the beginning of lockdown, with regular cleaning taking place. The Business Hub was still looking for funding, but this would be needed more than ever, with businesses wanting to lower their costs, so renting at the hub would help with that.

**Sevenoaks Town FC:** Will be returning on the 6th July, with junior members and coaches, totalling 24 people, for training. A strict cleansing routine would be in place for the return.

Cllr Raikes commented that he was really pleased to see the Vine being used in a positive way, although there had been a litter problem, and thanked the Town Clerk and Open Spaces team for their hard work in dealing with a difficult situation.

Cllr Parry: Commented that the meeting had produced some useful information.

Local resident, Jim Hughes: Commented that he was very pleased with the positivity he was hearing.

There being no further business the Chairman closed the meeting at 8.38pm.