



8<sup>th</sup> November 2024

You are hereby summoned to attend a meeting of the **FINANCE AND DELIVERY COMMITTEE** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 14<sup>th</sup> October 2024 at the conclusion of the Sevenoaks Town Council meeting which commences at 7pm.** Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtube.com/live/EVjURICYtT0?feature=share> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at [sevenoakstown.gov.uk](https://sevenoakstown.gov.uk) or by request.

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

**Town Clerk**

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

**Committee Members:**

Cllr Tony Clayton ( <b>Chair</b> )	Cllr Catherine Daniell (Deputy Leader)
Cllr Nigel Wightman ( <b>Leader &amp; Vice-Chair</b> )	Cllr Dr Peter Dixon
Cllr Libby Ancrum (Mayor, ex-officio)	Cllr David Skinner OBE
Cllr Dr Marilyn Canet	Cllr Nicholas Varley

*Quorum minimum of three members*

**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.

**AGENDA**

		Page No.
1	<b><u>APOLOGIES FOR ABSENCE</u></b> To receive and note apologies for absence.	-

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](https://sevenoakstown.gov.uk)

**Town Clerk**

		Page No.
2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	-
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	–
4	<u>MINUTES OF MEETING OF FINANCE &amp; DELIVERY COMMITTEE – 2<sup>nd</sup> SEPTEMBER 2024</u> To receive, adopt and sign the Minutes of the meeting of the Finance & Delivery Committee held on 2 <sup>nd</sup> September 2024 as a true record.	7-9
5	<u>FINANCE REPORTS – AUGUST 2024</u> To receive and consider the Responsible Finance Officer's reports.	
5.1	<u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 31 <sup>st</sup> August 2024, including:	11-12
	Appendix 1 - Income and Expenditure by cost centre	13-36
	Appendix 2 – Variance Analysis	37-41
	Appendix 3 – Fund Balances	42
	Appendix 4 – Statutory Balance Sheet	43-44
	Appendix 5 – Earmarked Reserves	45
	Appendix 6 – Operating Income and Expenditure	46-47
5.2	<u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the period <ul style="list-style-type: none"> <li>1<sup>st</sup> to 31<sup>st</sup> August 2024</li> </ul>	49-58
5.3	<u>List of Payments</u> To note list of payments for: <ul style="list-style-type: none"> <li>Sevenoaks Town Council Nat West Account: 1st to 31<sup>st</sup> August 2024</li> <li>Mayor's Charity Account: 1<sup>st</sup> to 31<sup>st</sup> August 2024 - None</li> </ul>	59-60
5.4	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for period: <ul style="list-style-type: none"> <li>1<sup>st</sup> to 31<sup>st</sup> August 2024</li> </ul>	61-62
5.5	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the period <ul style="list-style-type: none"> <li>1st to 31<sup>st</sup> August 2024</li> </ul>	63-64

		Page No.																		
5.6	<p><u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period to 8<sup>th</sup> October 2024:</p> <table><tr><th>Date of Offer</th><th>To</th><th>Accepted / Declined</th><th>From</th><th>For</th><th>Estimated Value</th></tr><tr><td>Sept 2024</td><td>Cllr Shea</td><td>Accepted</td><td>Sevenoaks Literary Festival</td><td>Interviewer's fee &amp; tickets for two further festival events</td><td>£180</td></tr><tr><td>02.10.24</td><td>Office staff</td><td>Accepted</td><td>Alto Digital</td><td>4 bags of aero chocolates</td><td>£8</td></tr></table>	Date of Offer	To	Accepted / Declined	From	For	Estimated Value	Sept 2024	Cllr Shea	Accepted	Sevenoaks Literary Festival	Interviewer's fee & tickets for two further festival events	£180	02.10.24	Office staff	Accepted	Alto Digital	4 bags of aero chocolates	£8	
Date of Offer	To	Accepted / Declined	From	For	Estimated Value															
Sept 2024	Cllr Shea	Accepted	Sevenoaks Literary Festival	Interviewer's fee & tickets for two further festival events	£180															
02.10.24	Office staff	Accepted	Alto Digital	4 bags of aero chocolates	£8															
6	<p><u>BANK ACCOUNTS</u> To agree to close the following bank accounts: - i. Handelsbanken (35-day notice account). ii. Nationwide (Instant Saver)</p>	—																		
7	<p><u>CONCLUSION OF AUDIT 2023/2024</u> To note conclusion of audit, year ended 31<sup>st</sup> March 2024.</p>	65-74																		
8	<p><u>INTERNAL AUDITS</u> i. To consider the independence of the internal auditor in the period 1 April 2024 to 31 March 2025. ii. To consider the competence of internal auditor in the period 1 April 2024 to 31 March 2025. iii. To consider asking the internal auditor for a letter of engagement with a signature clause at the end to keep in line with audit requirements.</p>	75-79																		
9	<p><u>REPORT ON LEASES</u> To receive and note report on current leases.</p>	81																		
10	<p><u>SEVENOAKS TOWN COUNCIL ENERGY REPORT</u> To note and monitor energy consumption.</p>	83																		
11 11.1	<p><u>REVIEW OF CHARGES 2025/26</u> To review the Town Council's charges with an increase of 2.5% (rounded to nearest £) for 2025/26 in relation to:</p>																			

		Page No.
	<ul style="list-style-type: none"> <li>i. hire of the Council Chamber &amp; HitB with effect from April 2025</li> <li>ii. charges for the Bat &amp; Ball Centre with effect from April 2025</li> <li>iii. charges for audio visual, public address &amp; lighting packages at Bat &amp; Ball Centre</li> <li>iv. MUGA charging and non-charging schedule</li> <li>v. charges for the Bat &amp; Ball Station with effect from April 2025</li> <li>vi. charges for the Business Hub with effect from April 2025</li> <li>vii. charges for market stalls with effect from April 2025</li> </ul>	<ul style="list-style-type: none"> <li>85</li> <li>86</li> <li>87</li> <li>88-89</li> <li>90</li> <li>91</li> <li>92</li> </ul>
11.2	<p>To consider the following RECOMMENDATION of the Community Asset Working Group to the Finance &amp; Delivery Committee:</p> <p><b>DRAFT COMMUNITY ASSET WORKING GROUP CHARGES</b>  <i>[Minute 154, Community Asset Working Group 04.09.2024 refers]</i></p> <p>The proposed charges for 2024-2025 had been received by the Working Group. Due to the increased deficit in the budget, the Councillors recommended that the charges be increased by more than the originally proposed 2.5%</p> <p>RESOLVED to RECOMMEND to the Finance &amp; Delivery Committee:</p> <ul style="list-style-type: none"> <li>i. To increase the proposed Fees and Charges for Greatness Park Cemetery by 5%</li> <li>ii. To increase the proposed Fees and Charges for Sports Facilities to 3%.</li> <li>iii. To increase the proposed General Fees and Charges to 3%.</li> </ul>	<ul style="list-style-type: none"> <li>93</li> <li>95-96</li> <li>97-98</li> </ul>
12	<p><u>DRAFT REVENUE ESTIMATES</u>  To receive and consider Draft Revenue Estimates 2025/2026.</p>	Circulated separately
13	<p><u>COMMUNITY ASSET WORKING GROUP - 4<sup>TH</sup> SEPTEMBER 2024</u></p>	
13.1	To receive and note the minutes of the Community Asset Working Group held on 4 <sup>th</sup> September 2024.	99-101
13.2	To note that the recommendation to the Finance & Delivery Committee regarding DRAFT COMMUNITY ASSET WORKING GROUP CHARGES has been addressed at Agenda Item 11.2 above.	-
13.3	<p>To consider the following RECOMMENDATION to the Finance &amp; Delivery Committee:</p> <p><u>BAT AND BALL SOLAR PANELS</u>  <i>[Minute 156 Community Asset Working Group 04.09.2024 refers]</i></p>	-



		Page No.
	RESOLVED: that the recommendation to consider cleaning the solar panels at a cost of £830.77 be recommended to the Finance & Delivery Committee.	-
14	<u>COMMUNICATIONS WORKING GROUP – 18<sup>th</sup> SEPTEMBER 2024</u>	103-105
14.1	To receive and note the minutes of the Communications Working Group held on 18th September 2024.	
14.2	To consider the following RECOMMENDATION to the Finance & Delivery Committee:  <u>TOWN CRIER REDESIGN</u> <i>[Minute 177, Communications Working Group 18.09.2024 refers]</i>  The Working Group considered the report of the Community Engagement Manager regarding the redesign of the Town Crier magazine, which included: <ul style="list-style-type: none"> <li>• Quotes and cost comparison of external design services offered</li> <li>• Printing cost comparison</li> <li>• Distribution considerations</li> <li>• Timescale of project</li> <li>• Actions to progress the redesign process</li> </ul> RESOLVED to RECOMMEND to the Finance & Delivery Committee that the designer Nick Ebdon be appointed at a cost of £3,200 to produce draft options for redesign of the Town Crier to be reviewed, production of first issue (March 2025), template to enable future editions to be produced internally, and training for software.	-
15	<u>CIL UPDATE REPORT</u>	107
15.1	To receive and note CIL update report.	
15.2	To note request for CIL funding from Sevenoaks Indoor Bowls Club, detailed at Agenda Item 16 below.	-
15.3	To consider request for a letter of support from Sevenoaks Town Council for the Indoor Bowls Club's CIL Application to Sevenoaks District Council.	-
16	<u>RECOMMENDATION FROM SPORTS STRATEGY WORKING GROUP – 30<sup>TH</sup> SEPTEMBER 2024</u> To consider the following RECOMMENDATION to the Finance & Delivery Committee: <i>[Minute 195, Sports Strategy Working Group 30.09.2024 refers]</i>	

		Page No.
	<p><u>SEVENOAKS INDOOR BOWLS CLUB SOLAR PANELS: CIL APPLICATION</u></p> <p>The Working Group noted the CIL application submitted to SDC by Sevenoaks Indoor Bowls Club for the installation of solar panels and solar batteries. It was noted that the club had successfully submitted applications for numerous grants and that some were time sensitive and had asked STC to consider allocating £25K of CIL money to the project. This would be used as ‘match funding’ towards the SDC CIL allocation if successful. It was noted however that the SDC CIL Board Meeting due to take place in December had been cancelled and it was not known what the new date would be.</p> <p>The Working Group acknowledged the environmental and economic benefits of the project as well as the social benefits of the club and other clubs using the building, however it was also noted that there was CIL demand for many projects and large competition for funding.</p> <p>RESOLVED: To RECOMMEND that the Finance &amp; Delivery Committee consider this request for CIL funding.</p>	<p>109-135</p> <p>CIL Bid to SDC attached</p>
17	<p><u>SEVENOAKS TOWN TEAM</u></p> <p>To receive and note the minutes of the meeting held on 25th September 2024.</p>	136-140
18	<p><u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release.</p>	–

**Sevenoaks Town Council**  
**Minutes of the meeting of the Finance & Delivery Committee – 2<sup>nd</sup> September 2024**  
**Held in the Council Chamber, Town Council Offices, TN13 3QG**

Livestreamed and available to view on YouTube until approved by Council:  
<https://youtube.com/live/p8Lsl4qPitA?feature=share>

Meeting commenced: 7:21 pm

Meeting Concluded: 7:40 pm

**Present:**

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

Substitute	For
Cllr Lise Michaelides	Cllr Dr Marilyn Canet
Cllr Gareth Willis	Cllr David Skinner

**In attendance:** Deputy Town Clerk & Responsible Finance Officer, Senior Committee Clerk and Planning Committee Clerk.

**Representations received from Members of the Public:** None

**286 Apologies for Absence**  
As noted above.

**287 Dispensations:** There were no requests for dispensations.

**288 Declarations of Interest:** There were no declarations of interest.

**289 Minutes of the Finance & Delivery Committee on 22<sup>nd</sup> July 2024**  
**RESOLVED:** to receive and sign the Minutes of the Finance and Delivery Committee held on 22<sup>nd</sup> July 2024 as a true record.

**290 Management Accounts to 31<sup>st</sup> July 2024**

**290.1** The Committee received and noted, for the period ended 31<sup>st</sup> July 2024, the Responsible Finance Officer's Report with Income and Expenditure by Cost Centre, Variance Analysis, Fund Balances, Statutory Balance Sheet and Earmarked Reserves.

It was noted that the year-to-date position at the end of July 2024 gave a revenue deficit of £17,876. Allowing for the Bat & Ball Station reserves movement which offsets some of the Bat & Ball Station £18,040 year to date deficit, the adjusted position was £164 surplus.

It was noted that whilst the Establishments budget was reported as adverse, the bank interest was mainly reported quarterly so the position would improve. The

**Sevenoaks Town Council**

**Minutes of the meeting of the Finance & Delivery Committee – 2<sup>nd</sup> September 2024**

Responsible Finance Officer was looking to call back funds from some of the smaller low interest balances to make the most of the better rates at Insignis Hub.

**RESOLVED:** to receive and accept the Responsible Finance Officer's Report and Management Accounts 1<sup>st</sup> to 31<sup>st</sup> July 2024.

**290.2 The Committee received and noted:**

**Suppliers Accounts**

- 1<sup>st</sup> to 31<sup>st</sup> July 2024, total gross invoices £73,721.24

**List of Payments Sevenoaks Town Council Nat West Account**

- 1<sup>st</sup> to 31<sup>st</sup> July 2024, total £475,075.67

**List of Payments Mayor's Charity Account:**

- 1<sup>st</sup> to 31<sup>st</sup> July 2024 - None

**Payroll Accounts**

- 1<sup>st</sup> to 31<sup>st</sup> July 2024, total payments £144,000.27

**Petty Cash Accounts for:**

- 1<sup>st</sup> to 31<sup>st</sup> July 2024, total payments £414.37

**290.3 Hospitality and Gifts Register**

Noted that no hospitality or gifts had been received by Councillors or staff for the period 1<sup>st</sup> to 31<sup>st</sup> July 2024.

**291 Website for Business Improvement District (BID)**

**RESOLVED:** That a maximum of £5k be allocated from the contingency budget for the website for the Business Improvement District (BID).

**292 Sevenoaks Town Council Policies**

**RESOLVED:** that the following policies be approved and adopted:

- Information Security (IT)
- Information Security (Card Readers)

**293 Communications Working Group**

**RESOLVED:** To receive and note the minutes of the Communications Working Group held on 24<sup>th</sup> July 2024.

**294 Current Matters**

Updates on current matters were noted.

It was requested that the current position with the provision of electric vehicle charging bollards at Raley's Car Park be investigated.

**Sevenoaks Town Council**  
**Minutes of the meeting of the Finance & Delivery Committee – 2<sup>nd</sup> September 2024**

**20mph Scheme**

It was noted that Kent County Council (KCC) had not yet provided an update on the costs of the 20mph scheme installation.

Cllr Clayton reported that a number of signs had been included in KCC's Has Made Notice which would incorrectly affect private roads. A site visit by the Deputy Town Clerk & Responsible Finance Officer and Planning Committee Clerk confirmed that those signs had not been installed. An email had been sent to KCC requesting confirmation that those signs would not be installed and that the Town Council would not be charged for them.

**RESOLVED:** That updates on the Current Matters report be received and noted.

- 295 Press Release:** It was agreed that a press release be issued regarding the installation of the 20mph signs and the work to be completed (the painting of buff surfaces and roundels on the road), advising that the remaining work would not be carried out during the daytime.

There being no further business the Chair closed the Meeting.

Signed ..... Dated .....  
Chair

This page has been left blank intentionally

This page has been left blank intentionally



**Sevenoaks Town Council**  
**Finance Officer's Report**  
**Financial report for the period ended 31<sup>st</sup> August 2024**

## 1. Summary

The year-to-date position at the end of August gives a revenue deficit of £6,433. Allowing for the Bat & Ball Station reserves movement which offsets some of the Bat & Ball Station £21,975 year-to-date deficit, the adjusted position is a £15,542 surplus.

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

- £2,841 over budget for gross pay in planning due to overtime payments.
- Allotment software costs - £800 for update to allotment software to enable better use of the package.
- Staff management training of £2,100 as advised by the Investors in People assessment.
- Interest on deposits is positive, income of £26k against an annual budget of £30k.
- Café on the Vine – The current income year to date is £32k whereas the annual income at the end of the last financial year was £35k.
- £20k over budget for staff costs under the Establishment nominal code due to staff cover and overtime.
- Publicity and democratic notices nominal under the Establishment cost centre is £1,200 over budget.
- Bat and Ball Centre letting of facilities is positive with an income of £61k against a budgeted £45k year to date.
- Bat and Ball Centre repairs and general maintenance is £1.6k over budget due to review of health & safety procedures, this will be fed into the next budget.

Income is £252,000 above budget but expenditure is also high, I have highlighted in blue on the variance report the nominal codes that are already over their annual budget.

## 2. Use of Contingency

The following uses of contingency are proposed:

£10,000 to cover the increased staff costs in the Establishments nominal code.

£4,000 from the summer intern ear marked reserve to cover the increased costs in the Establishments nominal code.

This would leave £43198 contingency budget remaining.

### Contingency Spent/ Allocated

Pigeon Removal - Public Clock	2,013
Pigeon Removal - scaffolding	1238
Replacement Fire Escape Doors - HitB	4,224
BID Website	1,414
Parking and Beats Survey	7,913
	16,802

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

Appendix 1 - Income and Expenditure by cost centre

Appendix 2 – Variance Analysis

Appendix 3 – Fund Balances.

Appendix 4 – Statutory Balance Sheet

Appendix 5 – Ear Marked Reserves

Appendix 6 – Operating Income and Expenditure

### 3. Income and Expenditure (Appendix 1) & Variance Analysis (Appendix 2)

Income and expenditure variances (+/- £5,000) by cost centre: *\*Favourable (F); Negative/Adverse (A)*

<u>Cost Centre</u>	<u>Name</u>	<u>Variance £</u>	
21	Open Spaces	£14,367 (F)	Please refer to the variance report.
22	Cemetery	£7,622 (F)	Please refer to the variance report.
28	Street Lighting	£7,495 (F)	Please refer to the variance report.
33	General	£12,942 (F)	Please refer to the variance report.
36	Bat and Ball Centre	£10,988 (F)	Please refer to the variance report.
50	Youth Café	£8,650 (F)	Please refer to the variance report.
60	Markets	£9,518 (F)	Please refer to the variance report.
31	Establishments	£27,104 (A)	Please refer to the variance report.
28	Vine Café	£5,243 (A)	Please refer to the variance report.

### 4. Statutory Balance Sheet

The total assets year to date are £1,1,750,278. Revenue (general) reserves have increased by £11,463 leaving a year-to-date balance of £487,089.

Earmarked Reserves have increased by £10,067 leaving a year-to-date balance of £1,037,334.

This includes:

1. Vehicle and Machinery ear marked reserve increased by £20k.
2. £6k paid from the public realm allocation within the CIL ear marked reserve.

The full movement in earmarked reserves is detailed in Appendix 4.

### 5. Outstanding Debts

It was agreed at the February F&GP Committee meeting that any debt over £50 and outstanding for three months will be reported to the Committee.

- Invoice to SDC for £6,000 for a grant for capital works on Sevenoaks Common. The Kent Wildlife Trust has not yet put in for the lottery funding.

### 6. Insurance Claim

The vehicle insurance claim against STC has now settled.

An Ocado van reversed into a streetlight in Heathfield Road and a resident sent in a picture of the Van with the time and date of the accident. This has been logged with Ocado we have registered this with our own insurance. The replacement of the column will be approximately £1,200 with additional costs of £2,300 for disconnection/ reconnection with UKPN.



## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>11 Planning - General</u>											
4010 Gross Pay	2,813	2,417	(396)	14,926	12,085	(2,841)	29,000		14,074	51.5%	
4270 Employers Pension Contribution	101	100	(1)	533	500	(33)	1,200		667	44.5%	
6240 Computer/ Data Base/WP's	(537)	0	537	371	650	279	650		279	57.0%	
6320 Staff Training	0	0	0	50	0	(50)	0		(50)	0.0%	
6630 Professional Fees	43	0	(43)	250	450	200	900		650	27.7%	
6730 Subscriptions	625	50	(575)	625	250	(375)	600		(25)	104.2%	
Planning - General :- Indirect Expenditure	<b>3,045</b>	<b>2,567</b>	<b>(478)</b>	<b>16,755</b>	<b>13,935</b>	<b>(2,820)</b>	<b>32,350</b>	<b>0</b>	<b>15,595</b>	<b>51.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,045)</b>	<b>(2,567)</b>	<b>478</b>	<b>(16,755)</b>	<b>(13,935)</b>	<b>2,820</b>	<b>(32,350)</b>				
<u>21 O/ Spaces &amp; Leisure - General</u>											
1022 Letting & Hire of Facilities	3,770	1,788	(1,982)	14,079	17,152	3,073	29,663			47.5%	
1030 Electricity recharge	0	0	0	523	1,000	477	4,054			12.9%	
1316 Raleys Car Park Permits	0	0	0	1,838	1,672	(166)	1,672			109.9%	
1850 Log Sales	0	0	0	0	0	0	754			0.0%	
1853 Adopt a Tree income	0	0	0	0	0	0	100			0.0%	
1990 Other Income	0	45	45	148	135	(13)	270			54.6%	
O/ Spaces & Leisure - General :- Income	<b>3,770</b>	<b>1,833</b>	<b>(1,937)</b>	<b>16,587</b>	<b>19,959</b>	<b>3,372</b>	<b>36,513</b>			<b>45.4%</b>	<b>0</b>
4010 Gross Pay	15,384	16,581	1,197	68,467	82,905	14,438	198,977		130,510	34.4%	
4011 Mileage	155	0	(155)	497	0	(497)	0		(497)	0.0%	
4270 Employers Pension Contribution	917	1,266	349	4,078	6,330	2,252	15,190		11,112	26.8%	
5010 Vine Area General Maintenance	0	0	0	2	0	(2)	0		(2)	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5013 Graffiti Removal	0	478	478	200	1,130	930	1,357		1,157	14.7%	
5025 Lower St Johns Toilets	801	1,167	366	18,148	5,835	(12,313)	14,000		(4,148)	129.6%	13,838
5026 Greatness Rec Convenience	(1,548)	258	1,806	1,640	1,290	(350)	3,100		1,460	52.9%	
5030 St Nicholas Burial Ground	0	0	0	483	100	(383)	100		(383)	483.0%	
5050 Seats And Litter Bins	0	0	0	0	574	574	2,300		2,300	0.0%	
5060 Sevenoaks Common	0	0	0	1,468	1,600	132	5,000		3,532	29.4%	
5065 Tree Safety Survey	0	0	0	0	4,000	4,000	4,000		4,000	0.0%	
5070 Other Woodlands	336	0	(336)	2,116	2,000	(116)	4,000		1,884	52.9%	
5110 Knole Paddock & Pavilion	0	340	340	0	1,020	1,020	3,500		3,500	0.0%	
5120 Knole Paddock Pitch & Grnd Mt	326	100	(226)	2,278	1,900	(378)	2,500		222	91.1%	
5310 Miscellaneous Open Spaces	1,160	433	(727)	3,313	2,165	(1,148)	5,200		1,887	63.7%	
5311 Security Open Spaces	2,425	2,083	(342)	12,454	10,415	(2,039)	25,000		12,546	49.8%	
5316 Skatepark Maintenance	0	500	500	84	2,000	1,916	2,000		1,916	4.2%	
5317 Raleys Car Park	0	0	0	0	422	422	422		422	0.0%	
5320 Fertilizers	0	0	0	457	1,000	543	1,500		1,043	30.5%	
5330 Grass Seed	582	0	(582)	3,379	2,500	(879)	2,500		(879)	135.1%	
5340 Plants	41	0	(41)	1,127	1,400	273	3,000		1,873	37.6%	
5410 Repairs & General Maintenance	23	150	127	132	750	618	1,800		1,668	7.3%	
5412 Capital Refurbishments	0	833	833	0	4,165	4,165	10,000		10,000	0.0%	
5500 Equipment Hired and New	6	583	577	2,248	2,915	667	7,000		4,752	32.1%	
5525 Equipment Maintenance	62	600	538	2,736	4,600	1,864	8,000		5,264	34.2%	
5550 Vehicle Expenses	21	1,792	1,771	2,754	8,960	6,206	21,500		18,746	12.8%	(20,000)
5700 Fuel	263	492	229	2,042	2,460	418	5,500		3,858	34.6%	
6010 Light Heat & Cleaning	0	500	500	2,116	4,700	2,584	8,500		6,384	24.9%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6011 Electricity	0	0	0	(509)	0	509	0		509	0.0%	
6013 Cleaning	0	50	50	152	250	98	600		448	25.4%	
6014 Water	216	83	(133)	912	415	(497)	1,000		88	91.2%	
6101 Telephone	11	12	1	57	60	3	145		88	39.6%	
6104 Mobile Telephone	13	28	15	97	140	43	340		243	28.4%	
6105 Broadband wi-fi service	29	25	(4)	143	125	(18)	300		157	47.8%	
6320 Staff Training	0	0	0	1,950	750	(1,200)	3,000		1,050	65.0%	
6330 Welfare/Hospitality	88	52	(36)	500	260	(240)	625		125	80.0%	
6635 Professional Fees Licensing	0	0	0	0	300	300	300		300	0.0%	
6730 Subscriptions	0	0	0	164	180	16	180		16	91.3%	
6812 Road Dues	0	0	0	0	0	0	1,100		1,100	0.0%	
6851 Bus Shelter Maintenance	0	17	17	0	85	85	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	35	35	80		80	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,700		1,700	0.0%	
6930 Alarm Maintenance	0	0	0	379	280	(99)	880		501	43.1%	
6931 CCTV Maintenance	0	0	0	0	0	0	600		600	0.0%	
6934 Waste Bin Collection-Dog Bins	0	0	0	692	700	8	3,000		2,308	23.1%	
6935 Waste Bin Disposal-Waste Bins	0	225	225	1,167	1,125	(42)	2,700		1,533	43.2%	
6952 Protective Clothing	0	131	131	672	655	(17)	1,575		903	42.7%	
O/ Spaces & Leisure - General :- Indirect Expenditure	<b>21,312</b>	<b>28,786</b>	<b>7,475</b>	<b>138,595</b>	<b>162,496</b>	<b>23,901</b>	<b>374,671</b>	<b>0</b>	<b>236,076</b>	<b>37.0%</b>	<b>(6,162)</b>
<b>Net Income over Expenditure</b>	<b>(17,542)</b>	<b>(26,953)</b>	<b>(9,411)</b>	<b>(122,008)</b>	<b>(142,537)</b>	<b>(20,529)</b>	<b>(338,158)</b>				
8001 plus Transfer from EMR	(20,000)	0	20,000	(6,162)	0	6,162	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(37,542)</b>	<b>(26,953)</b>	<b>10,589</b>	<b>(128,170)</b>	<b>(142,537)</b>	<b>(14,367)</b>	<b>(338,158)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>22 O/ Spaces &amp; Leisure - Cemetery</u>											
1700 Cemetery Income	6,420	6,581	161	40,388	32,905	(7,483)	78,975			51.1%	
O/ Spaces & Leisure - Cemetery :- Income	<b>6,420</b>	<b>6,581</b>	<b>161</b>	<b>40,388</b>	<b>32,905</b>	<b>(7,483)</b>	<b>78,975</b>			<b>51.1%</b>	<b>0</b>
4010 Gross Pay	9,502	8,303	(1,199)	45,508	41,515	(3,993)	99,632		54,124	45.7%	
4011 Mileage	24	0	(24)	58	0	(58)	0		(58)	0.0%	
4270 Employers Pension Contribution	796	691	(105)	4,281	3,455	(826)	8,290		4,009	51.6%	
5210 Cemetery Chapel & Office	0	150	150	211	150	(61)	150		(61)	141.0%	
5213 Memorial Stone Testing	0	0	0	5,921	0	(5,921)	0		(5,921)	0.0%	2,299
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	175	175	700		700	0.0%	
5410 Repairs & General Maintenance	252	100	(152)	501	500	(1)	1,200		699	41.8%	
5500 Equipment Hired and New	0	333	333	581	1,665	1,084	4,000		3,419	14.5%	
5525 Equipment Maintenance	79	750	671	304	3,750	3,446	9,000		8,696	3.4%	
5700 Fuel	97	100	3	309	500	191	1,200		891	25.8%	
6000 Rent & Rates	848	875	27	4,243	4,375	132	10,500		6,257	40.4%	
6010 Light Heat & Cleaning	0	175	175	0	875	875	2,100		2,100	0.0%	
6011 Electricity	10	0	(10)	475	0	(475)	0		(475)	0.0%	
6013 Cleaning	94	200	106	313	600	287	1,000		687	31.3%	
6014 Water	0	92	92	0	460	460	1,100		1,100	0.0%	
6101 Telephone	5	67	62	229	335	106	800		571	28.6%	
6104 Mobile Telephone	0	2	2	0	10	10	25		25	0.0%	
6105 Broadband wi-fi service	10	12	2	50	60	10	150		100	33.3%	
6240 Computer/ Data Base/WP's	124	60	(64)	(1,084)	300	1,384	670		1,754	(161.8%)	
6300 Computer Software	9	0	(9)	9	0	(9)	0		(9)	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6320 Staff Training	0	0	0	0	375	375	1,500		1,500	0.0%	
6330 Welfare/Hospitality	12	25	13	267	125	(142)	300		33	89.0%	
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	0	10	10	0	50	50	125		125	0.0%	
6720 Books and Periodicals	0	50	50	0	50	50	50		50	0.0%	
6730 Subscriptions	0	0	0	195	200	5	200		5	97.5%	
6802 Trees Plants Turf & Fertilizer	0	0	0	730	800	70	3,000		2,270	24.3%	
6822 Roads Path & Boundaries	0	0	0	0	440	440	850		850	0.0%	
6832 Lawn/Wall of Remembrance	0	0	0	36	30	(6)	120		84	29.6%	
6922 Health&Safety/Risk Assessments	0	375	375	255	750	496	1,500		1,246	17.0%	
6930 Alarm Maintenance	470	425	(45)	1,395	1,275	(120)	1,700		305	82.0%	
6932 Cemetery Security	563	500	(63)	2,814	2,500	(314)	6,000		3,186	46.9%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	555	540	(15)	1,300		745	42.7%	
6952 Protective Clothing	0	58	58	129	290	161	700		571	18.4%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	<b>12,975</b>	<b>13,461</b>	<b>486</b>	<b>68,310</b>	<b>66,150</b>	<b>(2,160)</b>	<b>157,862</b>	<b>0</b>	<b>89,552</b>	<b>43.3%</b>	<b>2,299</b>
<b>Net Income over Expenditure</b>	<b>(6,555)</b>	<b>(6,880)</b>	<b>(325)</b>	<b>(27,922)</b>	<b>(33,245)</b>	<b>(5,323)</b>	<b>(78,887)</b>				
8001 plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(6,555)</b>	<b>(6,880)</b>	<b>(325)</b>	<b>(25,623)</b>	<b>(33,245)</b>	<b>(7,622)</b>	<b>(78,887)</b>				
<u>23 O/ Spaces &amp; Leisure- Allotment</u>											
1010 Rental Income	0	0	0	26	0	(26)	1,559			1.7%	
1047 QH Allotments Income	0	0	0	53	0	(53)	8,342			0.6%	
O/ Spaces & Leisure- Allotment :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>79</b>	<b>0</b>	<b>(79)</b>	<b>9,901</b>			<b>0.8%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	685	317	(368)	2,331	1,585	(746)	3,800		1,469	61.3%	
4270 Employers Pension Contribution	86	15	(71)	311	75	(236)	180		(131)	172.6%	
5410 Repairs & General Maintenance	84	0	(84)	1,097	0	(1,097)	0		(1,097)	0.0%	1,013
6002 QH Allotments Costs	97	0	(97)	32	0	(32)	0		(32)	0.0%	
6014 Water	263	0	(263)	(349)	238	587	950		1,299	(36.8%)	
6300 Computer Software	0	20	20	803	20	(783)	20		(783)	4012.5%	
6730 Subscriptions	0	0	0	0	0	0	60		60	0.0%	
6900 Sundry Expenses	0	0	0	280	0	(280)	0		(280)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	70	70	70		70	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<b>1,214</b>	<b>352</b>	<b>(862)</b>	<b>4,504</b>	<b>1,988</b>	<b>(2,516)</b>	<b>5,080</b>	<b>0</b>	<b>577</b>	<b>88.7%</b>	<b>1,013</b>
<b>Net Income over Expenditure</b>	<b>(1,214)</b>	<b>(352)</b>	<b>862</b>	<b>(4,424)</b>	<b>(1,988)</b>	<b>2,436</b>	<b>4,821</b>				
8001 plus Transfer from EMR	0	0	0	1,013	0	(1,013)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(1,214)</b>	<b>(352)</b>	<b>862</b>	<b>(3,411)</b>	<b>(1,988)</b>	<b>1,423</b>	<b>4,821</b>				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	7	0	(7)	12,043			0.1%	
1990 Other Income	1,380	0	(1,380)	1,380	0	(1,380)	1,000			138.0%	
1997 In Bloom Income	0	0	0	1,200	0	(1,200)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	<b>1,380</b>	<b>0</b>	<b>(1,380)</b>	<b>2,587</b>	<b>0</b>	<b>(2,587)</b>	<b>13,043</b>			<b>19.8%</b>	<b>0</b>
5410 Repairs & General Maintenance	0	0	0	3,250	3,251	1	3,251		1	100.0%	
6861 Public Clock Maintenance	(360)	0	360	(6)	0	6	200		206	(3.1%)	

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6862 Street Lighting	873	1,417	544	4,655	7,085	2,430	17,000		12,345	27.4%	
6865 In Bloom Costs	2,344	4,118	1,774	9,451	11,942	2,491	14,000		4,549	67.5%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<b>2,858</b>	<b>5,535</b>	<b>2,677</b>	<b>17,350</b>	<b>22,278</b>	<b>4,928</b>	<b>34,451</b>	<b>0</b>	<b>17,101</b>	<b>50.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,478)</b>	<b>(5,535)</b>	<b>(4,057)</b>	<b>(14,763)</b>	<b>(22,278)</b>	<b>(7,515)</b>	<b>(21,408)</b>				
<u>28 O/ Spaces &amp; Leisure-Vine Cafe</u>											
1211 Sale of Goods	6,892	0	(6,892)	30,344	0	(30,344)	0			0.0%	
1213 Event catering	495	0	(495)	1,683	0	(1,683)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	<b>7,387</b>	<b>0</b>	<b>(7,387)</b>	<b>32,027</b>	<b>0</b>	<b>(32,027)</b>	<b>0</b>				<b>0</b>
4010 Gross Pay	5,817	0	(5,817)	19,994	0	(19,994)	0		(19,994)	0.0%	
4270 Employers Pension Contribution	269	0	(269)	920	0	(920)	0		(920)	0.0%	
5410 Repairs & General Maintenance	68	0	(68)	201	0	(201)	0		(201)	0.0%	
5500 Equipment Hired and New	0	0	0	202	0	(202)	0		(202)	0.0%	
5525 Equipment Maintenance	211	0	(211)	1,180	0	(1,180)	0		(1,180)	0.0%	
6000 Rent & Rates	74	0	(74)	366	0	(366)	0		(366)	0.0%	
6010 Light Heat & Cleaning	45	0	(45)	110	0	(110)	0		(110)	0.0%	
6011 Electricity	(288)	0	288	1,021	0	(1,021)	0		(1,021)	0.0%	
6014 Water	31	0	(31)	325	0	(325)	0		(325)	0.0%	
6101 Telephone	0	0	0	151	0	(151)	0		(151)	0.0%	
6200 Printing & Stationery	(68)	0	68	95	0	(95)	0		(95)	0.0%	
6500 Goods for Resale	2,142	0	(2,142)	9,955	0	(9,955)	0		(9,955)	0.0%	
6505 Cafe consumables	149	0	(149)	751	0	(751)	0		(751)	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6900 Sundry Expenses	0	0	0	0	0	(0)	0		(0)	0.0%	
6922 Health&Safety/Risk Assessments	85	0	(85)	541	0	(541)	0		(541)	0.0%	
6935 Waste Bin Disposal-Waste Bins	146	0	(146)	883	0	(883)	0		(883)	0.0%	
6976 Credit card charges	164	0	(164)	575	0	(575)	0		(575)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	<b>8,844</b>	<b>0</b>	<b>(8,844)</b>	<b>37,270</b>	<b>0</b>	<b>(37,270)</b>	<b>0</b>	<b>0</b>	<b>(37,270)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,457)</b>	<b>0</b>	<b>1,457</b>	<b>(5,243)</b>	<b>0</b>	<b>5,243</b>	<b>0</b>				
<u>29 O/Spaces &amp; Leisure-Vine Ground</u>											
1208 Other Events Income	1,250	250	(1,000)	1,280	1,250	(30)	1,500			85.3%	
1350 Revenue Grant income	9,228	0	(9,228)	9,228	0	(9,228)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	0	0	0	1,750	1,750	0	3,500			50.0%	
1870 Vine Club Insurance Contrib.	0	0	0	462	367	(95)	367			126.0%	
O/Spaces & Leisure-Vine Ground :- Income	<b>10,478</b>	<b>250</b>	<b>(10,228)</b>	<b>12,720</b>	<b>3,367</b>	<b>(9,353)</b>	<b>5,367</b>			<b>237.0%</b>	<b>0</b>
4010 Gross Pay	2,257	1,866	(391)	10,672	9,330	(1,342)	22,398		11,726	47.6%	
4270 Employers Pension Contribution	79	112	33	378	560	182	1,344		966	28.1%	
5010 Vine Area General Maintenance	162	208	46	920	1,040	120	2,500		1,580	36.8%	
5015 Vine Pavilion maintenance	0	0	0	0	200	200	200		200	0.0%	
5020 Vine Public Convenience	25	1,000	975	3,702	5,000	1,298	12,000		8,298	30.8%	
5410 Repairs & General Maintenance	0	67	67	23	335	312	800		777	2.8%	
5500 Equipment Hired and New	0	334	334	0	1,670	1,670	2,006		2,006	0.0%	
6014 Water	16	42	26	157	210	53	500		343	31.3%	
6200 Printing & Stationery	0	0	0	385	0	(385)	0		(385)	0.0%	



## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6635 Professional Fees Licensing	0	0	0	70	210	140	210		140	33.3%	
6868 Summer Concerts	1,901	1,770	(131)	2,976	2,970	(6)	3,600		624	82.7%	
6869 Special Events	0	0	0	0	140	140	140		140	0.0%	
6873 Vine Lighting Project	15,310	0	(15,310)	15,310	0	(15,310)	0		(15,310)	0.0%	6,082
6922 Health&Safety/Risk Assessments	0	0	0	0	1,100	1,100	1,100		1,100	0.0%	
6931 CCTV Maintenance	0	730	730	0	730	730	730		730	0.0%	
6935 Waste Bin Disposal-Waste Bins	0	80	80	208	400	192	960		752	21.7%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	<b>19,751</b>	<b>6,209</b>	<b>(13,542)</b>	<b>34,800</b>	<b>23,895</b>	<b>(10,905)</b>	<b>48,488</b>	<b>0</b>	<b>13,688</b>	<b>71.8%</b>	<b>6,082</b>
<b>Net Income over Expenditure</b>	<b>(9,273)</b>	<b>(5,959)</b>	<b>3,314</b>	<b>(22,081)</b>	<b>(20,528)</b>	<b>1,553</b>	<b>(43,121)</b>				
8001 plus Transfer from EMR	6,082	0	(6,082)	6,082	0	(6,082)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(3,191)</b>	<b>(5,959)</b>	<b>(2,768)</b>	<b>(15,999)</b>	<b>(20,528)</b>	<b>(4,529)</b>	<b>(43,121)</b>				
<u>30 F&amp;G P - Bat &amp; Ball Station</u>											
1022 Letting & Hire of Facilities	624	1,000	376	9,311	5,000	(4,311)	12,000			77.6%	
1211 Sale of Goods	2,741	0	(2,741)	16,562	0	(16,562)	0			0.0%	
1213 Event catering	661	0	(661)	4,959	0	(4,959)	0			0.0%	
F&G P - Bat & Ball Station :- Income	<b>4,026</b>	<b>1,000</b>	<b>(3,026)</b>	<b>30,832</b>	<b>5,000</b>	<b>(25,832)</b>	<b>12,000</b>			<b>256.9%</b>	<b>0</b>
4010 Gross Pay	5,619	1,583	(4,036)	31,320	7,915	(23,405)	19,000		(12,320)	164.8%	
4270 Employers Pension Contribution	187	83	(104)	1,017	415	(602)	1,000		(17)	101.7%	
5340 Plants	58	0	(58)	58	0	(58)	0		(58)	0.0%	
5410 Repairs & General Maintenance	7	583	576	2,307	2,915	608	7,000		4,693	33.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5500 Equipment Hired and New	99	83	(16)	166	415	249	1,000		834	16.6%	
5525 Equipment Maintenance	23	0	(23)	344	0	(344)	0		(344)	0.0%	
6000 Rent & Rates	54	333	279	626	1,665	1,039	4,000		3,374	15.7%	
6011 Electricity	(1,061)	625	1,686	782	3,125	2,343	7,500		6,718	10.4%	
6012 Gas	0	118	118	934	590	(344)	1,420		486	65.8%	
6013 Cleaning	38	292	254	1,299	1,460	161	3,500		2,201	37.1%	
6014 Water	27	250	223	163	1,250	1,087	3,000		2,837	5.4%	
6020 Insurance Cost	0	0	0	0	0	0	1,000		1,000	0.0%	
6101 Telephone	0	42	42	129	210	81	500		371	25.8%	
6200 Printing & Stationery	0	0	0	20	0	(20)	0		(20)	0.0%	
6240 Computer/ Data Base/WP's	0	0	0	8	0	(8)	0		(8)	0.0%	
6241 Website Costs	50	100	50	335	400	65	400		65	83.8%	
6330 Welfare/Hospitality	90	0	(90)	452	0	(452)	0		(452)	0.0%	
6460 Publicity & Democratic notices	0	0	0	57	0	(57)	0		(57)	0.0%	
6500 Goods for Resale	1,598	0	(1,598)	9,136	0	(9,136)	0		(9,136)	0.0%	
6505 Cafe consumables	152	0	(152)	378	0	(378)	0		(378)	0.0%	
6635 Professional Fees Licensing	0	200	200	0	400	400	600		600	0.0%	
6730 Subscriptions	0	0	0	300	0	(300)	0		(300)	0.0%	
6869 Special Events	157	0	(157)	412	0	(412)	0		(412)	0.0%	
6922 Health&Safety/Risk Assessments	635	0	(635)	1,381	650	(731)	1,300		(81)	106.3%	
6930 Alarm Maintenance	0	58	58	0	290	290	700		700	0.0%	
6931 CCTV Maintenance	0	0	0	85	0	(85)	170		85	50.0%	
6935 Waste Bin Disposal-Waste Bins	136	67	(69)	695	335	(360)	800		105	86.8%	
6976 Credit card charges	93	0	(93)	402	0	(402)	0		(402)	0.0%	
F& G P - Bat & Ball Station :- Indirect Expenditure	<b>7,961</b>	<b>4,417</b>	<b>(3,544)</b>	<b>52,807</b>	<b>22,035</b>	<b>(30,772)</b>	<b>52,890</b>	<b>0</b>	<b>83</b>	<b>99.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,935)</b>	<b>(3,417)</b>	<b>518</b>	<b>(21,975)</b>	<b>(17,035)</b>	<b>4,940</b>	<b>(40,890)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>31 F &amp; G P - Establishments</u>											
1115 Interest on Deposits	7,812	2,500	(5,312)	26,437	12,500	(13,937)	30,000			88.1%	
1230 Roadside Advertising-Charities	150	33	(117)	510	165	(345)	400			127.5%	
1231 Banner Income	0	500	500	90	500	410	1,000			9.0%	
1232 Town Crier Advertising	675	0	(675)	1,125	600	(525)	600			187.5%	
1350 Revenue Grant income	0	0	0	2,000	0	(2,000)	0			0.0%	
1889 Waste Sacks Income	696	458	(238)	4,457	2,290	(2,167)	5,500			81.0%	
1990 Other Income	15	0	(15)	30	0	(30)	0			0.0%	
<b>F &amp; G P - Establishments :- Income</b>	<b>9,348</b>	<b>3,491</b>	<b>(5,857)</b>	<b>34,649</b>	<b>16,055</b>	<b>(18,594)</b>	<b>37,500</b>			<b>92.4%</b>	<b>0</b>
4010 Gross Pay	34,091	29,201	(4,890)	166,027	146,005	(20,022)	350,410		184,383	47.4%	2,000
4011 Mileage	25	46	21	122	230	108	559		437	21.7%	1,000
4012 Expenses	78	83	5	450	415	(35)	1,000		550	45.0%	
4270 Employers Pension Contribution	3,958	3,475	(483)	19,883	17,375	(2,508)	41,700		21,817	47.7%	
4271 Pension Deficiency	6,663	6,667	4	33,315	33,335	20	80,000		46,685	41.6%	
5500 Equipment Hired and New	362	83	(279)	1,538	415	(1,123)	1,000		(538)	153.8%	
6020 Insurance Cost	0	0	0	19,510	19,295	(215)	19,295		(215)	101.1%	
6101 Telephone	(250)	458	708	1,156	2,290	1,134	5,490		4,334	21.1%	
6200 Printing & Stationery	6,293	1,417	(4,876)	12,737	7,085	(5,652)	17,000		4,263	74.9%	
6210 Postage & Courier	255	0	(255)	2,648	2,000	(648)	4,000		1,352	66.2%	
6240 Computer/ Data Base/WP's	2,014	1,500	(514)	18,898	7,500	(11,398)	18,000		(898)	105.0%	5,045
6241 Website Costs	0	0	0	423	600	177	600		177	70.4%	
6242 I.T. Infrastructure	404	733	329	1,839	4,399	2,560	11,000		9,161	16.7%	
6300 Computer Software	345	100	(245)	5,825	4,900	(925)	5,500		(325)	105.9%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6315 Recruitment Costs	0	167	167	0	835	835	2,000		2,000	0.0%	
6320 Staff Training	50	275	225	3,843	1,375	(2,468)	3,300		(543)	116.5%	
6321 Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330 Welfare/Hospitality	210	333	123	2,198	1,665	(533)	4,000		1,802	55.0%	2,310
6410 Civic Exps/Annual Reception	0	0	0	560	1,100	540	2,100		1,540	26.7%	
6415 Gifts/hospitality	50	100	51	222	500	278	1,200		978	18.5%	
6421 Honour Bd. Badges & Insignia	0	0	0	702	200	(502)	200		(502)	350.9%	
6435 Members Expenses	0	2,000	2,000	0	2,000	2,000	3,500		3,500	0.0%	
6460 Publicity & Democratic notices	0	0	0	1,748	125	(1,623)	500		(1,248)	349.6%	
6461 Banner Costs	0	108	108	1,159	540	(619)	1,300		141	89.2%	
6610 Audit Fees	(527)	0	527	46	1,222	1,177	5,500		5,455	0.8%	
6620 Legal Expenses	0	0	0	0	1,000	1,000	2,000		2,000	0.0%	
6630 Professional Fees	0	0	0	2,310	0	(2,310)	0		(2,310)	0.0%	
6635 Professional Fees Licensing	0	0	0	245	375	130	1,500		1,255	16.3%	
6710 Conference Fees & Expenses	291	208	(83)	2,167	1,040	(1,127)	2,500		333	86.7%	
6720 Books and Periodicals	0	400	400	0	400	400	400		400	0.0%	
6730 Subscriptions	68	762	694	5,575	5,078	(497)	6,600		1,025	84.5%	
6889 Waste Sacks	1,440	275	(1,165)	2,820	1,375	(1,445)	3,300		480	85.5%	
6900 Sundry Expenses	0	42	42	230	210	(20)	500		270	46.1%	
6922 Health&Safety/Risk Assessments	0	100	100	4,106	4,400	295	5,200		1,095	79.0%	
6975 Bank Charges	449	133	(316)	945	665	(280)	1,600		655	59.1%	
6976 Credit card charges	121	67	(54)	615	335	(280)	800		185	76.9%	
7010 Election Expenses	0	0	0	0	0	0	5,000		5,000	0.0%	(5,000)
7611 Contingency provision	0	0	0	0	(7,475)	(7,475)	62,525		62,525	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	
7617 PWLB Loan Repayment	0	0	0	35,801	35,801	0	71,602		35,801	50.0%	
F & G P - Establishments :- Indirect Expenditure	<b>56,388</b>	<b>48,733</b>	<b>(7,655)</b>	<b>349,663</b>	<b>298,610</b>	<b>(51,053)</b>	<b>744,681</b>	<b>0</b>	<b>395,018</b>	<b>47.0%</b>	<b>5,355</b>
<b>Net Income over Expenditure</b>	<b>(47,040)</b>	<b>(45,242)</b>	<b>1,798</b>	<b>(315,014)</b>	<b>(282,555)</b>	<b>32,459</b>	<b>(707,181)</b>				
8001 plus Transfer from EMR	1,000	0	(1,000)	5,355	0	(5,355)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(46,040)</b>	<b>(45,242)</b>	<b>798</b>	<b>(309,659)</b>	<b>(282,555)</b>	<b>27,104</b>	<b>(707,181)</b>				
<u>32 F &amp; G P - General</u>											
1350 Revenue Grant income	500	0	(500)	1,500	0	(1,500)	0			0.0%	
1490 Christmas Lights Switch On	2,000	0	(2,000)	2,000	0	(2,000)	6,000			33.3%	
F & G P - General :- Income	<b>2,500</b>	<b>0</b>	<b>(2,500)</b>	<b>3,500</b>	<b>0</b>	<b>(3,500)</b>	<b>6,000</b>			<b>58.3%</b>	<b>0</b>
6490 Christmas Lights Switch On	(227)	1,333	1,560	(227)	1,333	1,560	28,000		28,227	(0.8%)	
6491 Remembrance Day/Civic Serv.	0	500	500	0	500	500	5,000		5,000	0.0%	
6869 Special Events	4,680	3,333	(1,347)	9,284	16,665	7,382	20,000		10,717	46.4%	
F & G P - General :- Indirect Expenditure	<b>4,453</b>	<b>5,166</b>	<b>713</b>	<b>9,056</b>	<b>18,498</b>	<b>9,442</b>	<b>53,000</b>	<b>0</b>	<b>43,944</b>	<b>17.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,953)</b>	<b>(5,166)</b>	<b>(3,213)</b>	<b>(5,556)</b>	<b>(18,498)</b>	<b>(12,942)</b>	<b>(47,000)</b>				
<u>33 F &amp; G P - Council Offices</u>											
1022 Letting & Hire of Facilities	594	1,036	442	5,136	5,180	44	12,429			41.3%	
1030 Electricity recharge	0	0	0	671	0	(671)	0			0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1213 Event catering	0	0	0	35	0	(35)	0			0.0%	
F & G P - Council Offices :- Income	<b>594</b>	<b>1,036</b>	<b>442</b>	<b>5,842</b>	<b>5,180</b>	<b>(662)</b>	<b>12,429</b>			<b>47.0%</b>	<b>0</b>
4010 Gross Pay	326	364	38	1,872	1,820	(52)	4,369		2,497	42.8%	
4270 Employers Pension Contribution	20	28	8	201	140	(61)	340		139	59.1%	
5410 Repairs & General Maintenance	607	58	(549)	1,323	290	(1,033)	700		(623)	189.0%	
6000 Rent & Rates	2,839	2,800	(39)	14,197	14,000	(197)	28,000		13,803	50.7%	
6010 Light Heat & Cleaning	80	396	316	747	1,980	1,233	4,754		4,007	15.7%	
6011 Electricity	0	250	250	(244)	1,250	1,494	3,000		3,244	(8.1%)	
6012 Gas	(170)	250	420	0	1,250	1,250	3,000		3,000	0.0%	
6014 Water	152	196	44	773	980	207	2,349		1,576	32.9%	
6104 Mobile Telephone	8	6	(2)	99	30	(69)	75		(24)	132.3%	
6922 Health&Safety/Risk Assessments	0	300	300	264	600	336	900		636	29.3%	
6930 Alarm Maintenance	0	0	0	673	1,000	327	1,000		327	67.3%	
6935 Waste Bin Disposal-Waste Bins	66	117	51	557	585	28	1,400		843	39.8%	
6952 Protective Clothing	0	0	0	0	0	0	100		100	0.0%	
F & G P - Council Offices :- Indirect Expenditure	<b>3,929</b>	<b>4,765</b>	<b>836</b>	<b>20,462</b>	<b>23,925</b>	<b>3,463</b>	<b>49,987</b>	<b>0</b>	<b>29,525</b>	<b>40.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,335)</b>	<b>(3,729)</b>	<b>(394)</b>	<b>(14,620)</b>	<b>(18,745)</b>	<b>(4,125)</b>	<b>(37,558)</b>				
<b>36 F &amp; G P - Bat &amp; Ball Centre</b>											
1022 Letting & Hire of Facilities	12,039	9,000	(3,039)	61,453	45,000	(16,453)	108,000			56.9%	(137)
1030 Electricity recharge	0	0	0	91	42	(49)	169			54.1%	
1213 Event catering	152	0	(152)	310	0	(310)	0			0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1445 Outdoor Activities	90	50	(40)	215	100	(115)	200			107.3%	
1457 Indoor Activities	592	441	(151)	2,844	2,205	(639)	5,293			53.7%	
1990 Other Income	34	0	(34)	191	0	(191)	0			0.0%	
<b>F &amp; G P - Bat &amp; Ball Centre :- Income</b>	<b>12,907</b>	<b>9,491</b>	<b>(3,416)</b>	<b>65,104</b>	<b>47,347</b>	<b>(17,757)</b>	<b>113,662</b>			<b>57.3%</b>	<b>(137)</b>
4010 Gross Pay	7,596	6,842	(754)	38,022	34,210	(3,812)	82,100		44,078	46.3%	
4270 Employers Pension Contribution	269	275	6	1,314	1,375	61	3,300		1,986	39.8%	
5340 Plants	0	0	0	31	0	(31)	200		169	15.6%	
5410 Repairs & General Maintenance	545	0	(545)	3,618	500	(3,118)	2,000		(1,618)	180.9%	
5500 Equipment Hired and New	340	0	(340)	659	500	(159)	1,000		341	65.9%	
5525 Equipment Maintenance	0	0	0	64	0	(64)	0		(64)	0.0%	
6000 Rent & Rates	530	600	70	2,652	3,000	348	6,000		3,348	44.2%	
6011 Electricity	1,093	1,167	74	4,365	5,835	1,470	14,000		9,635	31.2%	
6012 Gas	73	0	(73)	534	882	348	1,764		1,230	30.3%	
6013 Cleaning	311	167	(144)	1,099	835	(264)	2,000		901	55.0%	
6014 Water	27	266	239	19	1,330	1,311	3,197		3,178	0.6%	
6101 Telephone	0	50	50	206	250	44	600		394	34.4%	
6104 Mobile Telephone	25	20	(5)	58	100	42	240		182	24.3%	
6240 Computer/ Data Base/WP's	0	33	33	8	165	157	400		392	2.1%	
6330 Welfare/Hospitality	40	42	2	211	210	(1)	500		289	42.1%	
6520 Refreshments for Resale	382	83	(299)	1,572	415	(1,157)	1,000		(572)	157.2%	
6635 Professional Fees Licensing	0	0	0	203	250	47	500		297	40.6%	
6900 Sundry Expenses	2	0	(2)	8	0	(8)	50		42	16.9%	
6922 Health&Safety/Risk Assessments	217	0	(217)	2,092	0	(2,092)	2,000		(92)	104.6%	



## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6930 Alarm Maintenance	0	0	0	0	0	0	902		902	0.0%	
6931 CCTV Maintenance	0	0	0	4,024	0	(4,024)	400		(3,624)	1006.0%	3,898
6935 Waste Bin Disposal-Waste Bins	113	175	62	746	875	129	2,100		1,354	35.5%	
6952 Protective Clothing	29	0	(29)	29	0	(29)	250		221	11.7%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	<b>11,592</b>	<b>9,720</b>	<b>(1,872)</b>	<b>61,536</b>	<b>50,732</b>	<b>(10,804)</b>	<b>124,503</b>	<b>0</b>	<b>62,967</b>	<b>49.4%</b>	<b>3,898</b>
<b>Net Income over Expenditure</b>	<b>1,315</b>	<b>(229)</b>	<b>(1,544)</b>	<b>3,568</b>	<b>(3,385)</b>	<b>(6,953)</b>	<b>(10,841)</b>				
8001 plus Transfer from EMR	2,000	0	(2,000)	3,898	0	(3,898)	0				
8002 less Transfer to EMR	0	0	0	(137)	0	137	0				
<b>Movement to/(from) Gen Reserve</b>	<b>3,315</b>	<b>(229)</b>	<b>(3,544)</b>	<b>7,603</b>	<b>(3,385)</b>	<b>(10,714)</b>	<b>(10,841)</b>				
<b>38 F &amp; G P - Grants</b>											
7500 Local Organisations Grants	0	0	0	2,500	6,500	4,000	15,000		12,500	16.7%	
7502 Sevenoaks Summer Festival	0	0	0	5,000	5,000	0	5,000		0	100.0%	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	0.0%	
7552 Youth Outreach	500	0	(500)	2,908	2,000	(908)	8,000		5,092	36.4%	
7553 West Kent Housing - Youth Prov	0	0	0	7,500	0	(7,500)	0		(7,500)	0.0%	3,750
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0	100.0%	
7557 Community Rail Partnership	0	3,000	3,000	0	3,000	3,000	3,000		3,000	0.0%	
7558 Green Sands Common	432	0	(432)	432	0	(432)	4,000		3,568	10.8%	
F & G P - Grants :- Indirect Expenditure	<b>932</b>	<b>3,000</b>	<b>2,068</b>	<b>45,340</b>	<b>43,500</b>	<b>(1,840)</b>	<b>63,000</b>	<b>0</b>	<b>17,660</b>	<b>72.0%</b>	<b>3,750</b>
<b>Net Expenditure</b>	<b>(932)</b>	<b>(3,000)</b>	<b>(2,068)</b>	<b>(45,340)</b>	<b>(43,500)</b>	<b>1,840</b>	<b>(63,000)</b>				
8001 plus Transfer from EMR	0	0	0	3,750	0	(3,750)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(932)</b>	<b>(3,000)</b>	<b>(2,068)</b>	<b>(41,590)</b>	<b>(43,500)</b>	<b>(1,910)</b>	<b>(63,000)</b>				



## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>39 F &amp; G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	0	0	0	2,886	2,888	2	6,500			44.4%	
F & G P - Property :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,886</u>	<u>2,888</u>	<u>2</u>	<u>6,500</u>			<u>44.4%</u>	<u>0</u>
6014 Water	0	0	0	(12)	0	12	0		12	0.0%	
F & G P - Property :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(12)</u>	<u>0</u>	<u>12</u>	<u>0</u>	<u>0</u>	<u>12</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>2,898</b></u>	<u><b>2,888</b></u>	<u><b>(10)</b></u>	<u><b>6,500</b></u>				
<u>40 Town Team</u>											
1206 Business Awards	0	0	0	0	0	0	7,426			0.0%	
1207 Business Show	0	0	0	5,255	4,377	(878)	4,377			120.1%	
Town Team :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,255</u>	<u>4,377</u>	<u>(878)</u>	<u>11,803</u>			<u>44.5%</u>	<u>0</u>
6101 Telephone	0	9	9	0	45	45	108		108	0.0%	
6200 Printing & Stationery	0	9	9	183	45	(138)	110		(73)	166.4%	
6240 Computer/ Data Base/WP's	0	50	50	350	500	150	827		477	42.3%	
6241 Website Costs	0	0	0	0	140	140	282		282	0.0%	
6244 Information Screens	0	0	0	120	336	216	1,345		1,225	8.9%	
6322 Business Awards	25	1,000	975	25	1,000	975	8,116		8,091	0.3%	
6323 Business Show	0	0	0	4,309	2,992	(1,317)	2,992		(1,317)	144.0%	
6325 Holly Party Expense	0	0	0	90	0	(90)	0		(90)	0.0%	
6461 Banner Costs	0	0	0	0	202	202	807		807	0.0%	
6730 Subscriptions	0	0	0	150	189	39	589		439	25.5%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6900 Sundry Expenses	0	66	66	0	330	330	786		786	0.0%	
7000 Reinvestment	0	0	0	0	0	0	841		841	0.0%	
Town Team :- Indirect Expenditure	<b>25</b>	<b>1,134</b>	<b>1,109</b>	<b>5,226</b>	<b>5,779</b>	<b>553</b>	<b>16,803</b>	<b>0</b>	<b>11,577</b>	<b>31.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(25)</b>	<b>(1,134)</b>	<b>(1,109)</b>	<b>29</b>	<b>(1,402)</b>	<b>(1,431)</b>	<b>(5,000)</b>				
<b>41 Business Hub</b>											
1022 Letting & Hire of Facilities	107	108	1	857	540	(317)	1,300			65.9%	
1026 Hot Desking Facility	242	433	191	2,199	2,165	(34)	5,200			42.3%	
1029 Office Pods	1,392	1,372	(20)	6,302	6,860	558	16,471			38.3%	
1031 Chamber of Commerce	525	454	(71)	3,150	2,270	(880)	5,451			57.8%	
Business Hub :- Income	<b>2,265</b>	<b>2,367</b>	<b>102</b>	<b>12,507</b>	<b>11,835</b>	<b>(672)</b>	<b>28,422</b>			<b>44.0%</b>	<b>0</b>
4010 Gross Pay	708	558	(150)	3,663	2,790	(873)	6,700		6,034	54.7%	
4270 Employers Pension Contribution	0	20	20	0	100	100	243		243	0.0%	
5410 Repairs & General Maintenance	0	25	25	428	125	(303)	300		(128)	142.7%	
5500 Equipment Hired and New	0	42	42	290	210	(80)	500		210	58.0%	
6000 Rent & Rates	165	300	135	822	1,500	678	3,000		2,178	27.4%	
6010 Light Heat & Cleaning	0	1,351	1,351	1,293	6,755	5,462	16,211		14,918	8.0%	
6011 Electricity	330	0	(330)	761	0	(761)	0		(761)	0.0%	
6105 Broadband wi-fi service	142	150	9	708	750	43	1,800		1,093	39.3%	
6900 Sundry Expenses	100	83	(17)	498	415	(83)	1,000		502	49.8%	
6922 Health&Safety/Risk Assessments	0	0	0	313	170	(143)	170		(143)	184.1%	
6930 Alarm Maintenance	0	0	0	159	300	141	300		141	53.1%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6931 CCTV Maintenance	0	0	0	159	160	1	160		1	99.6%	
6976 Credit card charges	28	29	1	157	145	(12)	350		193	44.7%	
Business Hub :- Indirect Expenditure	<b>1,473</b>	<b>2,558</b>	<b>1,085</b>	<b>9,251</b>	<b>13,420</b>	<b>4,169</b>	<b>30,734</b>	<b>0</b>	<b>21,483</b>	<b>30.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>792</b>	<b>(191)</b>	<b>(983)</b>	<b>3,256</b>	<b>(1,585)</b>	<b>(4,841)</b>	<b>(2,312)</b>				
<u>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	0	0	0	302	0	(302)	0			0.0%	
1754 Knole Tour Income	0	0	0	533	0	(533)	0			0.0%	
1756 Int'l Women's Day Event Income	55	0	(55)	98	0	(98)	0			0.0%	
Sevenoaks Town Mayor :- Income	<b>55</b>	<b>0</b>	<b>(55)</b>	<b>933</b>	<b>0</b>	<b>(933)</b>	<b>0</b>				<b>0</b>
6443 Mayors Allowance 2024/2025	596	504	(92)	1,909	2,520	611	6,044		4,135	31.6%	
6444 Mayors Car Allowance 2024/2025	0	226	226	0	1,130	1,130	2,715		2,715	0.0%	
7100 Mayoral Charity Donations	0	0	0	5,331	0	(5,331)	0		(5,331)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	<b>596</b>	<b>730</b>	<b>134</b>	<b>7,240</b>	<b>3,650</b>	<b>(3,590)</b>	<b>8,759</b>	<b>0</b>	<b>1,519</b>	<b>82.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(541)</b>	<b>(730)</b>	<b>(189)</b>	<b>(6,308)</b>	<b>(3,650)</b>	<b>2,658</b>	<b>(8,759)</b>				
<u>43 Youth Council</u>											
7555 Youth Council Support	0	0	0	0	0	0	500		500	0.0%	
Youth Council :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(500)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>45 BID</u>											
6630 Professional Fees	2,000	0	(2,000)	12,417	0	(12,417)	0		(12,417)	0.0%	9,500
BID :- Indirect Expenditure	<b>2,000</b>	<b>0</b>	<b>(2,000)</b>	<b>12,417</b>	<b>0</b>	<b>(12,417)</b>	<b>0</b>	<b>0</b>	<b>(12,417)</b>		<b>9,500</b>
<b>Net Expenditure</b>	<b>(2,000)</b>	<b>0</b>	<b>2,000</b>	<b>(12,417)</b>	<b>0</b>	<b>12,417</b>	<b>0</b>				
8001 plus Transfer from EMR	0	0	0	9,500	0	(9,500)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(2,000)</b>	<b>0</b>	<b>2,000</b>	<b>(2,917)</b>	<b>0</b>	<b>2,917</b>	<b>0</b>				
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	457	258	(199)	2,108	1,290	(818)	3,100			68.0%	
1211 Sale of Goods	61	167	106	802	835	33	2,000			40.1%	
1350 Revenue Grant income	11,452	0	(11,452)	16,612	0	(16,612)	0			0.0%	
1990 Other Income	0	0	0	2,560	0	(2,560)	0			0.0%	
Youth Cafe :- Income	<b>11,970</b>	<b>425</b>	<b>(11,545)</b>	<b>22,082</b>	<b>2,125</b>	<b>(19,957)</b>	<b>5,100</b>			<b>433.0%</b>	<b>0</b>
4010 Gross Pay	6,946	4,342	(2,604)	27,327	21,710	(5,617)	52,100		24,773	52.5%	
4012 Expenses	3	0	(3)	9	0	(9)	0		(9)	0.0%	
4270 Employers Pension Contribution	252	158	(94)	1,073	790	(283)	1,900		827	56.5%	
5410 Repairs & General Maintenance	22	83	61	473	415	(58)	1,000		527	47.3%	
5500 Equipment Hired and New	4,223	42	(4,181)	4,582	4,434	(148)	4,724		142	97.0%	
6010 Light Heat & Cleaning	14	17	3	111	85	(26)	200		89	55.4%	
6101 Telephone	562	58	(504)	706	290	(416)	700		(6)	100.8%	
6105 Broadband wi-fi service	33	0	(33)	164	0	(164)	200		36	81.8%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6200 Printing & Stationery	0	17	17	619	85	(534)	200		(419)	309.6%	
6240 Computer/ Data Base/WP's	17	25	8	2,431	125	(2,306)	300		(2,131)	810.2%	
6241 Website Costs	12	50	38	60	100	40	200		140	30.0%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	125	125	500		500	0.0%	
6320 Staff Training	0	0	0	80	0	(80)	100		20	80.0%	
6340 Staff Uniforms	95	0	(95)	95	50	(45)	200		105	47.6%	
6460 Publicity & Democratic notices	0	0	0	35	0	(35)	0		(35)	0.0%	
6500 Goods for Resale	283	167	(116)	983	835	(148)	2,000		1,017	49.2%	
6505 Cafe consumables	2	0	(2)	10	0	(10)	0		(10)	0.0%	
6635 Professional Fees Licensing	0	0	0	302	450	148	450		148	67.1%	
6730 Subscriptions	2,000	0	(2,000)	2,000	0	(2,000)	0		(2,000)	0.0%	
6900 Sundry Expenses	1	33	32	36	165	129	400		364	8.9%	
6922 Health&Safety/Risk Assessments	85	111	26	426	555	129	1,000		574	42.6%	
Youth Cafe :- Indirect Expenditure	<b>14,550</b>	<b>5,103</b>	<b>(9,447)</b>	<b>41,521</b>	<b>30,214</b>	<b>(11,307)</b>	<b>66,174</b>	<b>0</b>	<b>24,653</b>	<b>62.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,580)</b>	<b>(4,678)</b>	<b>(2,098)</b>	<b>(19,439)</b>	<b>(28,089)</b>	<b>(8,650)</b>	<b>(61,074)</b>				
<b>60 Markets</b>											
1017 Rental Income Sat Market	2,298	1,714	(584)	10,167	8,570	(1,597)	20,567			49.4%	
1018 Rental Income Wed Market	1,063	1,042	(21)	5,568	5,210	(358)	12,506			44.5%	
1019 Rental Income Blighs Market	2,126	1,543	(583)	9,140	7,715	(1,425)	18,512			49.4%	
1208 Other Events Income	0	0	0	738	0	(738)	0			0.0%	
1211 Sale of Goods	0	0	0	131	0	(131)	0			0.0%	
Markets :- Income	<b>5,487</b>	<b>4,299</b>	<b>(1,188)</b>	<b>25,743</b>	<b>21,495</b>	<b>(4,248)</b>	<b>51,585</b>			<b>49.9%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	166	169	3	828	845	17	2,031		1,203	40.8%	
5410 Repairs & General Maintenance	0	0	0	7	50	43	200		193	3.7%	
5420 Saturday market charges	1,436	1,668	232	6,320	7,338	1,018	17,345		11,025	36.4%	
5421 Wednesday Market charges	477	1,081	604	2,621	4,757	2,136	11,244		8,623	23.3%	
5424 Vegan Market Expenditure	0	0	0	781	0	(781)	0		(781)	0.0%	
6001 Blighs Market Charges	0	1,000	1,000	2,161	5,000	2,839	12,000		9,839	18.0%	
6010 Light Heat & Cleaning	0	0	0	83	100	17	200		117	41.4%	
6011 Electricity	31	0	(31)	93	0	(93)	0		(93)	0.0%	
6635 Professional Fees Licensing	0	0	0	0	0	0	200		200	0.0%	
6650 Bad debts	0	0	0	25	0	(25)	0		(25)	0.0%	
6730 Subscriptions	0	0	0	0	100	100	100		100	0.0%	
Markets :- Indirect Expenditure	<b>2,110</b>	<b>3,918</b>	<b>1,808</b>	<b>12,920</b>	<b>18,190</b>	<b>5,270</b>	<b>43,320</b>	<b>0</b>	<b>30,400</b>	<b>29.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,377</b>	<b>381</b>	<b>(2,996)</b>	<b>12,823</b>	<b>3,305</b>	<b>(9,518)</b>	<b>8,265</b>				
<u>61 Longspring Woods</u>											
1854 Longspring Woods Donations	0	0	0	300	0	(300)	0			0.0%	300
Longspring Woods :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>(300)</b>	<b>0</b>				<b>300</b>
<b>Net Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>(300)</b>	<b>0</b>				
8002 less Transfer to EMR	0	0	0	300	0	(300)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(600)</b>	<b>0</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>70 Precept</u>											
1995 Precept	119,801	119,801	0	599,005	599,005	0	1,437,614			41.7%	
Precept :- Income	<b>119,801</b>	<b>119,801</b>	<b>0</b>	<b>599,005</b>	<b>599,005</b>	<b>0</b>	<b>1,437,614</b>			<b>41.7%</b>	<b>0</b>
<b>Net Income</b>	<b>119,801</b>	<b>119,801</b>	<b>0</b>	<b>599,005</b>	<b>599,005</b>	<b>0</b>	<b>1,437,614</b>				
<u>91 Capital Infrastructure Budget</u>											
2012 CIL income allocation	0	0	0	111,002	0	(111,002)	0			0.0%	111,002
Capital Infrastructure Budget :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>111,002</b>	<b>0</b>	<b>(111,002)</b>	<b>0</b>				<b>111,002</b>
9047 Longspring Woods	0	0	(0)	186,362	0	(186,362)	0		(186,362)	0.0%	186,361
9063 New Community Centre	0	0	0	5,275	0	(5,275)	0		(5,275)	0.0%	5,275
9066 NDP	0	0	0	17,350	0	(17,350)	0		(17,350)	0.0%	17,350
9075 Public Realm	0	0	0	1,078	0	(1,078)	0		(1,078)	0.0%	1,078
Capital Infrastructure Budget :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>210,064</b>	<b>0</b>	<b>(210,064)</b>	<b>0</b>	<b>0</b>	<b>(210,064)</b>		<b>210,064</b>
<b>Net Income over Expenditure</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>(99,062)</b>	<b>0</b>	<b>99,062</b>	<b>0</b>				
8001 plus Transfer from EMR	0	0	0	210,064	0	(210,064)	0				
8002 less Transfer to EMR	0	0	0	111,002	0	(111,002)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>(222,003)</b>	<b>0</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/09/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	198,386	150,574	(47,812)	1,024,028	771,538	(252,490)	1,866,414			54.9%	
Expenditure	176,005	146,154	(29,851)	1,155,076	819,295	(335,781)	1,907,253	0	752,177	60.6%	
<b>Net Income over Expenditure</b>	<b>22,380</b>	<b>4,420</b>	<b>(17,960)</b>	<b>(131,047)</b>	<b>(47,757)</b>	<b>83,290</b>	<b>(40,839)</b>				
plus Transfer from EMR	(10,918)	0	10,918	235,798	0	(235,798)	0				
less Transfer to EMR	0	0	0	111,165	0	(111,165)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>11,462</b>	<b>4,420</b>	<b>(7,042)</b>	<b>(6,414)</b>	<b>(47,757)</b>	<b>(41,343)</b>	<b>(40,839)</b>				



### August 2024 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
<b>Planning &amp; Environment Committee</b>					
General	( 16,755)	( 13,935)	2,820	( 32,350)	Gross pay £2,841 overbudget due to overtime payments.
<b>Community &amp; Well Being</b>					
Youth Council	-	-	-	( 500)	

**August 2024 year-to-date Variance analysis**

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
<b>Finance &amp; General Purposes Committee</b>					
General	( 128,170)	( 142,537)	( 14,367)	( 338,158)	Income is under budget. St Nicholas Burial Ground is over budget due to some unexpected tree works. Fertiliser and grass seed is slightly over budget.
Cemetery	( 25,623)	( 33,245)	( 7,622)	( 78,887)	Higher income than expected for the first half of the year. Cemetery chapel and office nominal has exceeded its budget due to the installation of a light switch.
Allotments	( 3,411)	( 1,988)	1,423	5,080	There has been a credit on the water account. Invoicing for allotments takes place in September. Computer software is overbudget due to the data input invoices to enable full use of the software moving forward.
Street lighting/ general	( 14,783)	( 22,278)	( 7,495)	( 21,408)	Repairs and general maintenance has been covered by the contingency, this was the cost of pigeon removal from the public clock by Toni and Guy. A refund of £5k has been received from Yu Energy for overcharging at the start of the contract this will be reflected in the invoices to residents at the end of the year.
Vine Café	( 5,243)	-	5,243	-	Due to the events the income is positive. The current income is £32,000 and the annual income for the last financial year was £35,800
Vine Grounds	( 15,999)	( 20,528)	( 4,529)	( 43,121)	Income is less because the Vegan market has been moved to the markets cost centre.
Bat & Ball Station	( 21,975)	( 17,035)	4,940	( 40,890)	In relation to the same time last year the income for the Café is down by £2,000 and the income from the room hire facilities is up by £2,000. This could be due to pricing and this is currently being reviewed.

# August 2024 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Establishments	( 309,659)	( 282,555)	27,104	( 707,181)	Interest on deposits is favourable, the next quarterly interest payments will be made in September. Gross pay is over budget by £20k due to a change in working hours/ cover. Equipment hired and new is now over budget due to thermal imaging cameras and two office chairs. Computer software has reached its annual budget. Staff training is over it's annual budget due to the management training required by the Investors in People. Honour Bd, Badges and Insignia is over budget due to some costs in relation to Mayor regalia. Publicity and democratic notices is over budget due to QR code subs and the Vine events leaflets.
General	( 5,556)	( 18,498)	( 12,942)	( 47,000)	No income has been received yet - this will be in the second quarter of the year. Expenditure for Remembrance Parade and Christmas lights will be towards the end of the year.
Council Offices	( 14,620)	( 18,745)	( 4,125)	( 37,558)	Repairs and general maintenance is over it's annual budget due to tree work over the chamber, framing pictures and a pest control issue. Mobile phone cufe is over budget due to buying a new phone for the office.
Bat & Ball Centre	7,603	( 3,385)	( 10,988)	( 10,841)	Income is favourable. The service contract for the mechanicals exceeded the maintenance budget so this is now over budget. I am investigating all maintenance costs to be able to budget better in the next financial year. Refreshments for resale is over budget this is due to an increase in the cost of the cakes for the tea dance. The health & safety nominal is over its annual budget due to the maintenance of the safety lines and an unbudgeted fire risk assessment. CCTV maintenance is over budget due to the purchase of an additional 4 CCTV cameras to bring in the maintenance of the Centre to Premier Alarms.
Grants	( 41,590)	( 43,500)	( 1,910)	( 63,000)	All expenditure is where you would expect it to be. Please note that the Stag Theatre returned a £4k grant due to not being able to proceed with their project.
Property	2,898	2,888	( 10)	6,500	

# August 2024 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Town Team	29	( 1,402)	( 1,431)	( 5,000)	The Business Show income is where it should be and work is now underway with the Business Awards.
Business Hub	3,256	( 1,585)	( 4,841)	( 2,312)	Income is positive - all pods are let. There has been a few new members that have signed up in the last couple of months and a number of bookings for the meeting room. The maintenance budget is slightly over due to an unexpected problem with the air conditioning in one of the Pods. The health & safety nominal is overbudget due to the fire alarm maintenance costing more than the budget. Expenditure is less than anticipated year to date.
BID	( 2,917)	-	2,917	-	The unbudgeted monies have been spent on brochures, booklets and support services.
Sevenoaks Town Mayor	( 6,308)	( 3,650)	2,658	( 8,759)	
Youth Cafe	( 19,439)	( 28,089)	( 8,650)	( 56,850)	Grant income has been received for this financial year (KALC grant £1,160, SDC grant £3k for mentoring young people, Kent Youth Trust grant £1k for some computers and National Lottery gratn for £10k). The computer nominal code is over budget but this has been off set by grant funding for new gaming computers. The printing and stationery nominal is over its annual budget due to the purchase of toner cartridges. Gross pay is slightly over budget but the grant income is to offset this.
Markets	12,823	3,305	( 9,518)	8,265	Income is slightly above budget. Overall expenditure is under budget.
Longspring Woods	-	-	-	-	
Precept	599,005	599,005	-	1,437,614	
<b>Revenue Surplus/ (Deficit) Total</b>	<b>( 6,433)</b>	<b>( 47,757)</b>	<b>( 41,324)</b>	<b>( 36,356)</b>	
To be transfered from Bat & Ball Management & Maintenance Reserve	21,975	17,035	( 4,940)	40,839	

## August 2024 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
<b>Adjusted Revenue Surplus/ (Deficit) Total</b>	<b>15,542</b>	<b>( 30,722)</b>	<b>( 46,264)</b>	<b>4,483</b>	
Capital Infrastructure	-	-	-	-	
<b>Total inc Capital</b>	<b>15,542</b>	<b>( 30,722)</b>	<b>( 46,264)</b>	<b>( 40,839)</b>	

### Summary by Committee:

Planning	( 16,755)	( 13,935)	2,820	( 32,350)
Community and Well Being	-	-	-	( 500)
Vine Café	( 5,243)	-	5,243	-
Bat Ball Station	( 21,975)	( 17,035)	4,940	( 40,890)
Finance & Delivery	( 561,466)	( 615,792)	( 54,326)	( 1,400,230)
Precept	599,005	599,005	-	1,437,614
Capital Infrastructure	-	-	-	-

Sevenoaks Town Council

Statement of Fund Balances as at 31st August 2024

£ (2023/24)		S&P Rating 30/04/2024		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
	<u>National Westminster Bank</u>	A1	A+				
56,451	Business Reserve Account			5,299			
114,917	Current Account			152,142			1.46%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
9,949	Sevenoaks Town Partnership			9,949			
22,587	Mayors Charity Account			<u>1,085</u>	170,475	10.08%	
	<u>HSBC</u>	A+	A1				
51,598	Business money manager			<u>51,851</u>	51,851	3.06%	1.94%
	<u>Handelsbanken</u>	AA-	A1+				
66,509	Deposit account			66,920			2.20%
269,802	35 day notice account			<u>1,656</u>	68,576	4.05%	2.20%
	<u>Nationwide</u>	A+	A1				
2,835	Instant Saver			2,835			0.00%
10,419	Sevenoaks Fund Instant Saver			<u>10,476</u>	13,310	0.79%	2.20%
	<u>CCLA</u>	AAA (Fitch only)					
575,000	Public Sector Deposit			<u>860,000</u>	860,000	50.83%	5.18%
	<u>Virginmoney</u>	BBB-	A3				
1	Current account			1			
522,036	95 Day Notice			<u>7,323</u>	7,324	0.43%	4.07%
	Insignis Investments						
	Insignis Hub			269,350			
	Emirates NBD (9 months)	A+		<u>250,000</u>	519,350	30.70%	
925	<u>Petty Cash</u>				616	0.04%	
	<u>Cashbook suspense</u>				345	0.02%	
<u>1,705,027</u>					<u>1,691,848</u>		

Instant access funds

1,141,047

Three months precept (equivalent to working capital)

342,519

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



## Balance Sheet as at 31 August 2024

31 March 2023

31 August 2024

Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0		0	0	0
	<b>Long Term Assets</b>			
0			0	
	<b>Current Assets</b>			
47,924	Debtors	17,162		
23,551	SCC Bookings Debtors	19,952		
15,109	Vat Control	11,675		
23,965	Prepayments	3,845		
5,953	Stock	5,953		
114,917	Nat West - Current Account	152,142		
1,000	Payroll Account	1,000		
22,587	Mayors Charity Account	1,085		
1,000	House i/t Basement Youth Cafe	1,000		
9,949	Sevenoaks Town Partnership	9,949		
925	Petty Cash	616		
66,509	Handelsbanken Investment	66,920		
269,802	Handelsbanken Notice Account	1,656		
2,835	Nationwide Instant Saver	2,835		
56,451	Natwest Investment	5,299		
0	Emirates NBD (9 Months)	250,000		
0	Insignis Hub	269,350		
1	Virgin Money Current Account	1		
51,598	HSBC Investment	51,851		
10,419	Nationwide Sevenoaks Fund	10,476		
575,000	CCLA Public Sector Deposit	860,000		
522,036	Virgin Money 90 day Notice	7,323		
0	Wages Control	190		
<b>1,821,530</b>			<b>1,750,278</b>	
<b>1,821,530</b>	<b>Total Assets</b>			<b>1,750,278</b>
	<b>Current Liabilities</b>			
33,535	Creditors	52,345		
12,444	Miscellaneous Creditors	6,736		

## Balance Sheet as at 31 August 2024

## 31 March 2023

## 31 August 2024

53,929	Accruals	23,031	
4,546	Superannuation Due	0	
38,533	Receipts in Advance	131,146	
11,353	Receipt in Advance-Cemetery	2,600	
4,104	Damage Deposit	2,927	
408	Key Deposit	408	
5,690	QH Allotment Key deposits	5,965	
667	BV Allotment key deposits	697	
<b>165,209</b>			<b>225,855</b>
<b>1,656,321</b>	<b>Total Assets Less Current Liabilities</b>		<b>1,524,423</b>
	<b>Long Term Liabilities</b>		
<b>0</b>			<b>0</b>
<b>1,656,321</b>	<b>Total Assets Less Long Term Liabilities</b>		<b>1,524,423</b>
	<b>Represented By</b>		
514,992	Revenue Reserve	487,089	
1,141,329	Earmarked Reserves	1,037,335	
<b>1,656,321</b>			<b>1,524,423</b>

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

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

Date : \_\_\_\_\_

**Earmarked Reserves**

Account	Opening Balance	Net Transfers	Closing Balance
313 Youth Council Reserve	1,727.10		1,727.10
314 Council Offices Reserve	1,547.63		1,547.63
315 Pension Reserve	2,814.23		2,814.23
316 Rolling Cap Prog Rev Reserve	38,263.24	-2,299.00	35,964.24
317 Street Lighting Reserve	6,053.97		6,053.97
319 Stag winding-up reserves	11,000.00		11,000.00
320 Planning Fees Reserve	12,500.00		12,500.00
321 Youth Activities Reserve	1,268.75		1,268.75
327 STP Activities Reserve	8,676.78		8,676.78
328 Non-annual commitments reserve	1,950.00	5,000.00	6,950.00
329 Staff training reserve	2,890.00		2,890.00
331 20 MPH Reserve	0.00	21,489.00	21,489.00
336 Bid Buddy Reserve	10,000.00	-9,500.00	500.00
339 Capital Receipts Quaker Hall	116,923.68	-85,882.00	31,041.68
340 Capital Receipts Reserve	420,416.22	-11,483.00	408,933.22
343 B&B Management Maint Reserve	42,681.25		42,681.25
346 Vehicle/machinery replacement	42,829.00	20,000.00	62,829.00
347 Environmental Reserve	4,000.00		4,000.00
348 B&B Ctr Maintenance Reserve	10,578.00		10,578.00
349 Recruitment reserve	27,000.00	-3,000.00	24,000.00
351 IT Reserve	6,000.00	-5,045.00	955.00
360 CIL Earmarked reserve	160,341.76	71,804.75	232,146.51
370 No 8 bus reserve	78,808.26		78,808.26
374 Mayor's Charity Reserve	7,303.02		7,303.02
376 Mayor's Regalia Reserve	8,075.99		8,075.99
377 WKH Reserve - Youth Service	15,000.00	-3,750.00	11,250.00
378 Longspring Wood Donations	101,192.00	-101,192.00	0.00
379 Samaritans Reserve	1,488.00	-136.67	1,351.33
	<b>1,141,328.88</b>	<b>-103,993.92</b>	<b>1,037,334.96</b>

## Sevenoaks Town Council

### Income and Expenditure Account for Year Ended 31 August 2024

31 March 2023		31 August 2024
	<b>Operating Income</b>	
49,155	O/ Spaces & Leisure - General	16,587
57,362	O/ Spaces & Leisure - Cemetery	40,388
9,036	O/ Spaces & Leisure- Allotment	79
12,824	Open Spaces-Street Lighting/Ge	2,587
38,645	O/ Spaces & Leisure-Vine Cafe	32,027
6,285	O/Spaces & Leisure-Vine Ground	12,720
68,570	F& G P - Bat & Ball Station	30,832
69,948	F & G P - Establishments	34,649
11,144	F & G P - General	3,500
13,191	F & G P - Council Offices	5,842
136,229	F & G P - Bat & Ball Centre	65,104
6,068	F & G P - Property	2,886
11,203	Town Team	5,255
29,356	Business Hub	12,507
25,709	Sevenoaks Town Mayor	933
13,847	Youth Cafe	22,082
61,185	Markets	25,743
101,192	Longspring Woods	300
1,370,074	Precept	599,005
129,395	Capital Infrastructure Budget	111,002
<b>2,220,418</b>	<b>Total Income</b>	<b>1,024,028</b>
	<b>Running Costs</b>	
36,557	Planning - General	16,755
402,610	O/ Spaces & Leisure - General	138,595
137,972	O/ Spaces & Leisure - Cemetery	68,310
9,429	O/ Spaces & Leisure- Allotment	4,504
35,842	Open Spaces-Street Lighting/Ge	17,350
65,491	O/ Spaces & Leisure-Vine Cafe	37,270
57,010	O/Spaces & Leisure-Vine Ground	34,800
158,009	F& G P - Bat & Ball Station	52,807
713,015	F & G P - Establishments	349,663
55,608	F & G P - General	9,056
53,082	F & G P - Council Offices	20,462
141,702	F & G P - Bat & Ball Centre	61,536
99,082	F & G P - Grants	45,340
0	F & G P - Property	(12)
13,481	Town Team	5,226
27,487	Business Hub	9,251
26,086	Sevenoaks Town Mayor	7,240
500	Youth Council	0
300	Public Realm	0
0	BID	12,417
67,479	Youth Cafe	41,521
31,294	Markets	12,920
38	Longspring Woods	0
3,841	Capital Infrastructure Budget	210,064
<b>2,135,916</b>	<b>Total Expenditure</b>	<b>1,155,076</b>

---

**Sevenoaks Town Council****Income and Expenditure Account for Year Ended 31 August 2024**

---

31 March 2023

31 August 2024

**General Fund Analysis**

459,542	Opening Balance	514,992
2,220,418	Plus : Income for Year	1,024,028
<hr/>		<hr/>
2,679,960		1,539,020
2,135,916	Less : Expenditure for Year	1,155,076
<hr/>		<hr/>
544,044		383,945
29,053	Transfers TO / FROM Reserves	(103,994)
<hr/>		<hr/>
<b>514,992</b>	<b>Closing Balance</b>	<b>487,939</b>
<hr/>		<hr/>

This page has been left blank intentionally

This page has been left blank intentionally

## Purchase Ledger for Month No 5

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
04/08/2024	1215	36168	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
21/08/2024	1216	36290	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
05/08/2024	1283	36247	ALL EXTERIOR CLEANIN	ALL007	523.00	104.60	627.60	5410	36	523.00	Height barrier repair
02/08/2024	1/C29976	36220	ALTOOFFICE	ALTO001	-68.00	-13.60	-81.60	6200	28	-68.00	toner
02/08/2024	17940	36202	ARK TRADING	ARK001	95.22	19.04	114.26	6340	50	95.22	staff uniform
15/08/2024	15/8/24	36257	BANKLINE	BANKL01	191.70	0.00	191.70	6975	31	191.70	bank chgs
22/08/2024	3470201	36294	BOOKER	BOOK001	-16.17	0.00	-16.17	6500	28	-16.17	goods for resale
06/08/2024	3502413	36293	BOOKER	BOOK001	-14.25	-2.85	-17.10	6500	28	-14.25	goods for resale
07/08/2024	3502477	36197	BOOKER	BOOK001	41.67	7.52	49.19	6500	28	4.05	goods for resale
								6505	28	37.62	consumables
07/08/2024	3502478	36196	BOOKER	BOOK001	172.72	10.30	183.02	6500	28	172.72	goods for resale
14/08/2024	3502754	36230	BOOKER	BOOK001	202.71	12.12	214.83	6500	28	172.74	goods for resale
								6505	28	7.99	consumables
								6010	28	21.98	cleaning eq
21/08/2024	3502961	36296	BOOKER	BOOK001	62.76	6.14	68.90	6500	28	62.76	goods for resale
21/08/2024	3502962	36295	BOOKER	BOOK001	216.18	20.34	236.52	6500	28	199.90	goods for resale
								6505	28	16.28	consumables
28/08/2024	3503214	36337	BOOKER	BOOK001	151.49	5.17	156.66	6500	28	139.01	goods for resale
								6505	28	12.48	consumables
06/08/2024	242067337	36218	BP FUEL	BPF001	14.88	0.00	14.88	5700	21	14.88	fuel
13/08/2024	242068581	36281	BP FUEL	BPF001	248.00	49.60	297.60	5700	22	49.91	fuel
								5700	21	198.09	fuel
13/08/2024	242068582	36283	BP FUEL	BPF001	9.16	0.00	9.16	5700	21	9.16	fuel
20/08/2024	242070557	36282	BP FUEL	BPF001	10.45	0.00	10.45	5700	21	10.45	fuel
28/08/2024	242071944	36336	BP FUEL	BPF001	22.68	0.00	22.68	5700	21	22.68	fuel
31/08/2024	242074587	36335	BP FUEL	BPF001	47.14	9.43	56.57	5700	22	47.14	fuel
31/08/2024	242074588	36334	BP FUEL	BPF001	7.87	0.00	7.87	5700	21	7.87	fuel
27/08/2024	SVO/373185	36333	BREWERS	BREW001	34.54	6.91	41.45	5410	28	34.54	paint



## Purchase Ledger for Month No 5

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/08/2024	3146	36317	BRITISH BIDS	BRI004	2,000.00	400.00	2,400.00	6630	45	2,000.00	BID support services
20/08/2024	811431182	36325	BRITISH GAS	BRIT007	82.34	4.11	86.45	6012	33	82.34	gas chg 14/7-14/8
15/08/2024	811428597	36324	BRITISH GAS	BRIT008	73.48	3.67	77.15	6012	36	73.48	gas chg 12/7-11/8
01/08/2024	4537	36167	CJS PLANTS	CJS001	2,300.00	460.00	2,760.00	6865	26	2,300.00	Aug floral maint
08/08/2024	154452	36212	CONNECTAPHONE	CON001	561.72	112.34	674.06	6101	50	561.72	July telephone chgs
31/08/2024	INV473779	36341	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Aug glass collection
06/08/2024	6/8/24	36206	BEATRIZ M DAY	DAY002	401.25	0.00	401.25	4010	21	401.25	Gardening work
09/08/2024	920223	36280	ERNEST DOE	DOE001	79.11	15.82	94.93	5525	22	79.11	v belt
12/08/2024	920315	36279	ERNEST DOE	DOE001	39.43	7.89	47.32	5525	21	39.43	strimmer head
02/08/2024	000020072473	36224	EDF ENERGY	EDF002	1,092.64	218.53	1,311.17	6011	36	1,092.64	Jul electric chg
05/08/2024	000020088182	36223	EDF ENERGY	EDF003	30.96	1.55	32.51	6011	60	30.96	Jul electric chg
05/08/2024	000020088230	36225	EDF ENERGY	EDF004	330.17	16.51	346.68	6011	41	330.17	Jul electric chg
23/08/2024	000020267422	36303	EDF ENERGY	EDF008	-359.50	-17.98	-377.48	6861	26	-359.50	electric credit 24/3-23/6
28/08/2024	000020290303	36344	EDF ENERGY	EDF008	359.50	17.98	377.48	6862	26	359.50	electric chg 24/3-23/6
08/08/2024	000020148225	36219	EDF ENERGY	EDF009	131.75	6.59	138.34	6011	22	131.75	electric chg 2/7-1/8
01/08/2024	000020026832	36222	EDF ENERGY	EDF011	938.69	187.74	1,126.43	6011	30	938.69	Jul electric chg
02/08/2024	14072152	36164	ELITE	EFS001	185.01	0.00	185.01	6500	28	185.01	goods for resale
05/08/2024	14072628	36199	ELITE	EFS001	93.23	0.00	93.23	6500	30	93.23	goods for resale
12/08/2024	14074260	36244	ELITE	EFS001	89.13	0.00	89.13	6500	30	89.13	goods for resale
22/08/2024	14076716	36297	ELITE	EFS001	187.65	0.00	187.65	6500	28	187.65	goods for resale
23/08/2024	14077008	36339	ELITE	EFS001	93.76	0.00	93.76	6500	30	93.76	goods for resale
19/08/2024	INV-47408	36323	EJPFIREPROTECT	EJPFIRE001	550.00	110.00	660.00	6922	30	550.00	Fire Risk Assessment
01/08/2024	106625	36287	ATLAS FM/EMPRISE SVS	EMP001	562.82	112.56	675.38	6932	22	562.82	Aug lock up chg
01/08/2024	106626	36288	ATLAS FM/EMPRISE SVS	EMP001	1,454.83	290.97	1,745.80	5311	21	1,454.83	Aug lock up chg
01/08/2024	106627	36289	ATLAS FM/EMPRISE SVS	EMP001	969.99	194.00	1,163.99	5311	21	969.99	Aug lock up chg
19/08/2024	3551136	36258	EVERFLOW WATER	EVE002	970.67	0.00	970.67	6002	23	96.52	water chg 19/9-18/10
								5025	21	63.71	water chg 19/9-18/10
								6014	33	152.29	water chg 19/9-18/10
								6014	36	26.77	water chg 19/9-18/10

## Purchase Ledger for Month No 5

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6014	30	26.77	water chg 19/9-18/10
								6014	21	215.58	water chg 19/9-18/10
								6014	28	109.97	water chg 19/9-18/10
								6014	29	15.72	water chg 19/9-18/10
								6014	23	263.34	water chg 19/9-18/10
08/08/2024	CASV165482	36216	EXPRESS FACTORS	EXPR001	44.36	8.87	53.23	5550	21	21.07	maint equip
								5410	21	23.29	maint equip
07/08/2024	0063/04685881	36286	FAIRALLS	FAIR001	6.27	1.25	7.52	5500	21	6.27	tape measure
12/08/2024	12/8/24	36238	MAYOR OF FAVERSHAM	FAV001	60.00	0.00	60.00	6443	42	60.00	Faversham Hop Festival
28/04/2024	205	36304	K M FINCH	FINC001	200.00	40.00	240.00	5120	21	200.00	cricket screen repair
05/08/2024	5/8/24	36169	FRIENDS OF RHEINBACH	FRIE002	30.00	0.00	30.00	6443	42	30.00	Friends Of Rheinbach dinner
22/08/2024	INV557122	36306	GAZA TIMBER	GAZA001	19.53	3.91	23.44	5525	21	19.53	maint equip
07/08/2024	92988	36198	HERBERT & WARD	HAW001	81.00	0.00	81.00	6500	28	81.00	goods for resale
14/08/2024	93082	36231	HERBERT & WARD	HAW001	12.00	0.00	12.00	6010	28	12.00	cleaning eq
22/08/2024	93241	36319	HERBERT & WARD	HAW001	67.00	13.40	80.40	6505	28	67.00	consumables
29/08/2024	93311	36338	HERBERT & WARD	HAW001	81.00	0.00	81.00	6500	28	81.00	goods for resale
31/08/2024	24430	36346	HELIOCENTRIX	HELI001	2,060.74	412.15	2,472.89	6240	31	1,656.98	Aug IT support chg
								6242	31	403.76	Aug IT support chg
31/08/2024	T3267	36345	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.50	Aug wifi chg
								6101	21	11.48	Aug wifi chg
								6105	41	141.50	Aug wifi chg
								6105	22	10.00	Aug wifi chg
								6105	21	28.69	Aug wifi chg
								6105	50	32.72	Aug wifi chg
07/08/2024	INV-047354	36246	HGS	HGS001	117.82	23.57	141.39	6013	36	115.63	cleaning equip
								6900	36	2.19	cups
09/08/2024	2006690634	36239	HM LAND REGISTRY	HML001	3.00	0.00	3.00	6630	11	3.00	Portal Register View
08/08/2024	0586345	36245	HOLLYBUSH LAUNDRY	HOL002	162.00	0.00	162.00	6013	36	162.00	tablecloth laundry
01/08/2024	INV-7402	36152	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support

## Purchase Ledger for Month No 5

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
21/08/2024	21/8/24	36271	IAN FOX	IAN001	200.00	0.00	200.00	6868	29	200.00	Band Performance 18/8/24
09/08/2024	0001287944	36242	JAMES BUCKLAND LTD	JBU001	72.50	0.00	72.50	6500	30	72.50	goods for resale
27/08/2024	0001289577	36340	JAMES BUCKLAND LTD	JBU001	96.05	0.00	96.05	6500	30	96.05	goods for resale
27/08/2024	24-56	36347	JJ BROOKS	JJB001	15,310.00	3,062.00	18,372.00	6873	29	15,310.00	Ground works for lighting
13/08/2024	10190883249	36260	KALC	KALC	50.00	10.00	60.00	6320	31	50.00	Advanced planning event
02/08/2024	1008179	36229	KALL KWIK	KALL001	349.00	0.00	349.00	6200	31	349.00	20mph leaflets
28/08/2024	133	36321	KATHERINE TYE	KAT003	100.00	0.00	100.00	6868	29	100.00	Bandstand show 15/8
13/08/2024	I4397943	36275	KCC KCS	KCC003	79.60	15.92	95.52	6330	21	79.60	first aid equip
13/08/2024	I4397944	36237	KCC KCS	KCC003	101.41	20.28	121.69	6200	31	101.41	stationery
22/08/2024	I4400690	36252	KCC KCS	KCC003	181.01	36.20	217.21	6200	31	121.13	stationery
								6010	33	59.88	cleaning eq
22/08/2024	I4400691	36312	KCC KCS	KCC003	94.30	18.86	113.16	6013	22	94.30	cleaning equip
24/08/2024	I4401215	36326	KCC KCS	KCC003	44.97	8.99	53.96	6200	31	24.98	stationery
								6010	33	19.99	cleaning eq
12/08/2024	47	36278	KEMSING PC	KEMS001	250.00	0.00	250.00	5410	33	250.00	pest control
12/08/2024	47REV	36302	KEMSING PC	KEMS001	-250.00	0.00	-250.00	5410	33	-250.00	pest control rev
12/08/2024	47	36301	KEMSING PEST CONTROL	KEMS002	250.00	0.00	250.00	5410	33	250.00	pest control
12/08/2024	8346578	36241	KFF	KFF001	212.19	27.05	239.24	6500	30	212.19	goods for resale
22/08/2024	8354621	36300	KFF	KFF001	138.20	0.00	138.20	6500	30	138.20	goods for resale
29/08/2024	1937	36342	KING RAMPS	KIN001	2,000.00	400.00	2,400.00	6869	32	2,000.00	Skatepark Event
27/08/2024	1201533057	36348	KONICA MINOLTA	KMB001	220.35	44.07	264.42	6240	31	220.35	Bizhub C550i 31/8-29/11
28/08/2024	1201541348	36349	KONICA MINOLTA	KMB001	511.66	102.33	613.99	6200	31	511.66	print chg
10/08/2024	LPI000287069	36214	LANES GROUP	LAN001	80.00	16.00	96.00	5410	22	80.00	drain unblockage
13/08/2024	137051	36276	LANDSCAPE SUPPLY CO	LAND001	155.12	31.02	186.14	5120	21	125.92	fertilizer
								6952	36	29.20	staff uniform
27/08/2024	INV-0544	36318	LEARN LIVE	LEA002	2,000.00	400.00	2,400.00	6730	50	2,000.00	Rail Safety programme
30/08/2024	2024/829	36350	LISTENING ROOM	LIST001	650.00	0.00	650.00	6868	29	650.00	Bandstand shows
15/08/2024	15/8/24	36256	MAYOR OF MAIDSTONE	MAI001	80.00	0.00	80.00	6443	42	80.00	Maidstone wine tasting 4/9
09/08/2024	9/8/24	36194	MAINLY SAX	MAIN001	325.00	0.00	325.00	6868	29	325.00	Bandstand performance 9/8/24

## Purchase Ledger for Month No 5

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/08/2024	3/8/24	36195	NATIONAL ALLOTMENT	NAS001	55.00	11.00	66.00	6730	31	55.00	Allotment Society subs
19/08/2024	422488	36314	NATIONAL LEAFLET CO	NAT010	3,960.00	0.00	3,960.00	6200	31	3,960.00	Town Crier print chg
28/08/2024	UKSPS00143915	36320	NEXUDUS SL	NEX001	99.52	19.90	119.42	6900	41	99.52	Hub booking chg
26/06/2024	29220723	36327	NISBETS	NIS001	106.99	21.39	128.38	6505	30	71.54	consumables
								6013	30	35.45	cleaning eq
09/08/2024	29501172	36240	NISBETS	NIS001	79.98	15.99	95.97	6505	30	79.98	consumables
08/08/2024	0001/00183353	36215	OBM	OBM001	3.00	0.60	3.60	5525	21	3.00	paint brushes
20/08/2024	0001/00184074	36305	OBM	OBM001	15.90	3.18	19.08	5410	28	15.90	maint equip
31/07/2024	31/7/24	36369	BOB OGLEY	OGL001	75.00	0.00	75.00	6869	30	75.00	Forget me Not Cafe talk
28/07/2024	26/JUL24/LIN	36250	ONECARD	ONE002	929.21	162.49	1,091.70	6630	11	19.99	survey subscription
								6710	31	192.48	hotel for RTPi award
								6710	31	20.00	Taxi for RTPi award
								6710	31	12.50	parking for RTPi award
								6710	31	16.00	Taxi for RTPi award
								5410	33	247.50	framing of 3 pictures
								5410	33	19.99	3 picture frames
								6330	31	11.25	refreshments
								6415	31	49.50	flowers for A.M
								5500	36	340.00	small sideboard
28/08/2024	28/AUG24/ANN	36331	ONECARD	ONE002	2,164.61	189.35	2,353.96	6500	28	45.94	Goods for resale
								6500	28	11.24	Goods for resale
								6500	50	33.16	Goods for resale
								6500	50	36.42	Goods for resale
								6500	28	28.04	Goods for resale
								6500	28	44.08	Goods for resale
								6500	30	96.48	Goods for resale
								6500	28	102.52	Goods for resale
								6500	28	52.49	Goods for resale
								6500	28	20.04	Goods for resale

## Purchase Ledger for Month No 5

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	28	28.33	Goods for resale
								6500	50	36.43	Goods for resale
								6500	50	34.49	Goods for resale
								6500	30	78.74	Goods for resale
								6500	30	3.54	Goods for resale
								6500	28	13.05	Goods for resale
								6500	28	34.54	Goods for resale
								6500	28	76.89	Goods for resale
								6500	28	36.92	Goods for resale
								6500	50	44.81	Goods for resale
								6500	50	11.08	Goods for resale
								6500	28	73.89	Goods for resale
								6500	30	96.64	Goods for resale
								6500	28	19.01	Goods for resale
								6500	28	86.24	Goods for resale
								6500	30	90.10	Goods for resale
								6500	30	3.54	Goods for resale
								6500	28	129.91	Goods for resale
								6500	28	38.80	Goods for resale
								6500	28	36.15	Goods for resale
								6500	28	18.33	Goods for resale
								6500	50	33.96	Goods for resale
								6500	50	28.29	Goods for resale
								6500	28	-9.60	Goods for resale
								6500	30	145.83	Goods for resale
								6010	28	1.67	cleaning equip
								6010	50	14.02	cleaning equip
								6010	28	6.96	cleaning equip
								6010	28	2.25	cleaning equip

## Purchase Ledger for Month No 5

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6505	28	3.33	consumables
								6505	50	1.67	consumables
								6505	28	3.83	consumables
								6104	36	8.34	KW mob
								6104	21	5.00	O/S manager mobile
								6104	36	8.34	KW mob
								6104	33	8.34	Caretaker mob
								6104	21	8.34	Town Warden mobile
								6240	11	10.95	Acrobat Standard Licence
								6240	31	10.83	Software design subs
								6240	50	16.64	Adobe Illustrator - HITB
								6330	21	8.72	eye wash
								6300	22	8.72	eye wash
								6013	36	33.32	Dishwasher detergent
								6013	30	2.50	cleaning eq
								6241	50	12.00	website maintenance
								6101	22	5.00	AC mobile
								6101	31	16.67	Town Clerk ipad
								9047	91	19.57	biscuit cutter
								5525	28	250.00	Dishwasher service
								5500	31	12.50	toaster
								6322	40	24.78	4 twig trees
28/08/2024	28/AUG24/GEO	36328	ONECARD	ONE002	1,080.60	130.84	1,211.44	6490	32	25.00	Road closure application
								9047	91	271.45	5 oak posts
								6210	31	255.00	stamps
								5500	31	349.94	T.C office chair
								6104	36	8.34	KW mob
								6200	31	24.50	labels
								6240	11	20.22	Abobe Subs

## Purchase Ledger for Month No 5

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6240	31	126.15	Abobe Subs
28/08/2024	28/AUG24/LIN	36330	ONECARD	ONE002	19.68	3.94	23.62	6630	11	19.68	survey subs
12/08/2024	SIN060434	36277	ONLINE PLAYGROUNDS	ONP001	140.17	28.03	168.20	5310	21	140.17	playground equip
20/08/2024	13952	36311	PARKERS	PARK001	582.08	0.00	582.08	5330	21	582.08	grass feed
20/08/2024	142902	36313	PEAR TECHNOLOGY	PEA002	85.00	17.00	102.00	6240	22	85.00	Mapping software maint 24/25
17/07/2024	81535	36272	PLAYSAFETY	PLAY001	770.00	154.00	924.00	5310	21	770.00	Annual play area insptions
20/08/2024	17444	36263	PRAXIS42	PRA001	25.00	5.00	30.00	6710	31	25.00	Matyn's Law course
13/06/2024	217303	36284	PREMIER ALARMS	PREM001	85.00	17.00	102.00	6930	22	85.00	alarm maint chg
27/08/2024	218877	36308	PREMIER ALARMS	PREM001	384.51	76.90	461.41	6930	22	384.51	alarm door upgrade
09/05/2024	6121	36370	PRIMO	PRIMO001	110.00	0.00	110.00	6330	31	110.00	coffee
16/08/2024	238069	36285	PROVENDER	PRO002	58.00	11.60	69.60	5340	30	58.00	plants
12/08/2024	I348012	36243	Q CATERING	QCA001	98.36	0.00	98.36	6500	30	98.36	goods for resale
19/08/2024	I348622	36298	Q CATERING	QCA001	124.39	0.00	124.39	6500	30	124.39	goods for resale
01/08/2024	1/8/24	36166	IL QUARTETTO FIENILE	QUAR001	326.00	0.00	326.00	6868	29	326.00	summer concert 1/8/24
01/08/2024	22751	36151	QUEST 4 ENTERTAINMEN	QUE001	180.00	0.00	180.00	6869	32	180.00	Dinosaur Encounter day
21/08/2024	84176	36265	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	till support
01/08/2024	INV19249354	36251	SAGE	SAGE001	77.57	15.51	93.08	6300	31	77.57	Sage subs 3/7-31/12
01/08/2024	1523262141	36170	SCREWFIX	SCREW001	9.39	1.88	11.27	5010	29	9.39	maint equip
22/08/2024	1530086353	36310	SCREWFIX	SCREW001	58.46	11.69	70.15	5410	23	58.46	maint equip
04/07/2024	2090926	36343	SDC	SDC001	600.00	0.00	600.00	6889	31	600.00	waste sacks
06/08/2024	2091656	36200	SDC	SDC001	1,912.90	0.00	1,912.90	5421	60	476.56	Aug market rent
								5420	60	1,436.34	Aug market rent
13/08/2024	2091873	36236	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 15/7-11/8
13/08/2024	2091963	36235	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 15/7-11/8
13/08/2024	2091964	36233	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 15/7-11/8
13/08/2024	2091971	36234	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection 15/7-11/8
13/08/2024	2091972	36232	SDC	SDC001	146.20	0.00	146.20	6935	28	146.20	bin collection 15/7-11/8
15/08/2024	2092038	36351	SDC	SDC001	1,200.00	45.00	1,245.00	6200	31	1,200.00	print chg
21/08/2024	2092052	36264	SDC	SDC001	840.00	0.00	840.00	6889	31	840.00	waste sacks



## Purchase Ledger for Month No 5

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
22/08/2024	283	36299	SEPAT	SEP001	96.00	0.00	96.00	6922	36	96.00	PAT Testing
19/08/2024	STCB202404	36259	SEV CONCERT BAND	SEV019	300.00	0.00	300.00	6868	29	300.00	Band performance 5/8
20/08/2024	248537	36291	SEVENOAKS GARDEN CEN	SEV062	40.50	8.10	48.60	5340	21	40.50	plants
21/08/2024	3613	36292	SGE	SGE001	25.60	5.12	30.72	5410	23	25.60	tape measure
27/08/2024	3634	36307	SGE	SGE001	43.20	8.64	51.84	5410	22	43.20	maint equip
31/08/2024	3711	36332	SGE	SGE001	141.22	28.24	169.46	9047	91	141.22	maint equip
08/08/2024	1370	36205	SG PLUMBING AND HEAT	SGP001	379.45	75.89	455.34	5010	29	90.00	plumbing work
								5020	29	90.00	plumbing work
								5410	33	90.00	plumbing work
								5410	22	109.45	plumbing work
27/08/2024	220824	36322	SIMON DOWNING	SIM004	3,000.00	0.00	3,000.00	6869	32	3,000.00	Wind in The Willows shows
20/08/2024	3824	36255	SOUTHBLOOM	SSEB001	44.00	0.00	44.00	6865	26	44.00	In Bloom entries
06/08/2024	7004	36201	STAG	STAG002	4,223.13	844.63	5,067.76	5500	50	4,223.13	Replacement fire escape doors
06/08/2024	9/8/24	36207	SWANLEY TOWN COUNCIL	SWA002	96.00	0.00	96.00	6443	42	96.00	Swanley's 50 Year Anniversary
19/08/2024	19/8	36261	SWANLEY TOWN COUNCIL	SWA002	90.00	0.00	90.00	6443	42	90.00	Swanley Mayor's Ball
19/08/2024	27/8	36262	SWANLEY TOWN COUNCIL	SWA002	40.00	0.00	40.00	6443	42	40.00	Swanley Bowls event
06/08/2024	INV-5846	36204	TREE ABILITY	TREE001	336.00	67.20	403.20	5070	21	336.00	Tree work
05/08/2024	2452	36221	ULTRALITE	ULTRA001	850.00	170.00	1,020.00	9075	91	850.00	17 flagpole brackets
13/08/2024	4159648	36273	VALUE PRODUCTS LTD	VAL002	60.60	12.12	72.72	5010	29	60.60	screws, parking sign
13/08/2024	4159649	36274	VALUE PRODUCTS LTD	VAL002	2.46	0.49	2.95	5010	29	2.46	screws
09/08/2024	JULY	36203	V.C HANDYMAN	VCH001	880.00	176.00	1,056.00	6001	60	880.00	Jul market set up chg
01/08/2024	18861	36213	VISION ICT	VISICT001	50.00	10.00	60.00	6241	30	50.00	SSL certificate renewal
27/08/2024	27/8/24	36266	WARNERS SOLICITORS	WARN001	25.00	0.00	25.00	6710	31	25.00	RFO ladies lunch
31/07/2024	318235435	36267	WORLDPAY	WOR001	92.54	11.95	104.49	6976	30	92.54	Jul card trans chg
31/07/2024	318262504	36268	WORLDPAY	WOR001	44.94	0.07	45.01	6976	31	44.94	Jul card trans chg
31/07/2024	318328605	36269	WORLDPAY	WOR001	65.99	10.64	76.63	6976	31	65.99	Jul card trans chg
31/07/2024	318486308	36270	WORLDPAY	WOR001	164.05	18.38	182.43	6976	28	164.05	Jul card trans chg
01/08/2024	WM12404530	36165	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Jul card trans chg
01/07/2024	01793442	36254	YU ENERGY	YUE001	6.92	0.35	7.27	6862	26	6.92	June electric chg

## Purchase Ledger for Month No 5

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
09/08/2024	01914314	36253	YU ENERGY	YUE001	7.15	0.36	7.51	6862	26	7.15	Jul electric chg
20/08/2024	01920795	36316	YU ENERGY	YUE001	43.72	2.19	45.91	6862	26	43.72	Jul electric chg
19/08/2024	01921730	36315	YU ENERGY	YUE001	456.00	22.80	478.80	6862	26	456.00	Jul electric chg
TOTAL INVOICES					70,847.68	9,573.30	80,420.98			70,847.68	

## List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2024	BACS P/L Pymnt Page 6715	BACS Pymnt	5,907.95		BACS P/L Pymnt Page 6715
01/08/2024	F.D	BACS01/08	20.00		Allot key return
01/08/2024	Sevenoaks District Council	DD01/AUG	848.00		August Business Rates
01/08/2024	Sevenoaks District Council	DD03/AUG24	2,839.00		August Business Rates
01/08/2024	Sevenoaks District Council	DD04/AUG24	530.00		August Business Rates
01/08/2024	Sevenoaks District Council	DD05/AUG	74.00		August Business Rates
01/08/2024	Sevenoaks District Council	DD06/AUG24	165.00		August Business Rates
01/08/2024	Sevenoaks District Council	DD07/AUG24	54.00		August Business Rates
01/08/2024	Reach PLC	DD01/AUG24	12.78		Aug Sev Chronicle subs
01/08/2024	Public Clock	DD08	377.48		electric chg 24/3-23/6
02/08/2024	Petty Cash	001981	271.72		petty cash top up
02/08/2024	British Gas - Community Centre	DD09	85.24		gas chg 12/6-11/7
05/08/2024	Nexodus S.L	DD10	119.52		Jul Hub booking fee
05/08/2024	EDF Energy - Vine Gardens	DD11	610.87		electric chg 1/4-6/7
05/08/2024	NATWEST ONE CARD	DD12	6,898.61		Lin Onecard July
06/08/2024	BP Fuel	DD13	108.69		fuel
06/08/2024	British Gas - Offices	DD15	83.09		gas chg 15/6-13/7
07/08/2024	BP Fuel	DD14	0.61		fuel
08/08/2024	BACS P/L Pymnt Page 6723	BACS Pymnt	21,974.50		BACS P/L Pymnt Page 6723
09/08/2024	Information Commissioner's Off	DD16	40.00		ICO subscription 2024/25
09/08/2024	Information Commissioner's Off	DD16/2	-5.00		ICO subscription
13/08/2024	BP Fuel	DD17	14.88		fuel
13/08/2024	HM Land Registry	DD18	3.00		Portal Register View
13/08/2024	EDF ENERGY - Offices	DD19	47.72		electric chg 7/4-6/7
14/08/2024	American Express Payment Servi	DD20	0.51		credit card chg
15/08/2024	NatWest Bankline	bln	191.70		bank chgs
16/08/2024	Connectaphone	DD22	674.06		July telephone chgs
16/08/2024	Sage (UK) Ltd	DD21	93.08		Sage subs 3/7-31/12
16/08/2024	YU ENERGY	DD23	14.78		June electric chg
19/08/2024	British Gas - B&B St	DD24	130.84		gas chg 22/6-21-7
20/08/2024	BACS P/L Pymnt Page 6732	BACS Pymnt	22,464.50		BACS P/L Pymnt Page 6732
20/08/2024	WorldPay	DD29	11.94		Jul card trans chg
20/08/2024	WorldPay	DD25	104.49		Jul card trans chg
20/08/2024	WorldPay	DD26	45.01		Jul card trans chg
20/08/2024	WorldPay	DD27	76.63		Jul card trans chg
20/08/2024	WorldPay	DD28	182.43		Jul card trans chg
20/08/2024	BP Fuel	DD30	306.76		fuel
21/08/2024	Reposs Ltd	DD32	27.82		till support
21/08/2024	Reposs Ltd	38.11	38.11		Purchase Ledger DDR Payment
22/08/2024	EDF ENERGY - B&B Station	DD33	1,126.43		Jul electric chg
23/08/2024	EDF Energy - Bat and Ball Cent	DD34	1,311.17		Jul electric chg
23/08/2024	Payroll A/c	BACS23/8	65,601.64		August Salaries Tfr
27/08/2024	BP Fuel	DD37	10.45		fuel
27/08/2024	EDF Energy - Business Hub	DD38	346.68		Jul electric chg
27/08/2024	EDF Energy - High Street Marke	DD39	32.51		Jul electric chg
27/08/2024	YU ENERGY	DD35	45.91		Jul electric chg
27/08/2024	YU ENERGY	DD36	944.17		Jul electric chg

## List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/08/2024	Payroll A/c	BACS27/8	34,033.91		August HMRC/KCC Tfr
28/08/2024	Everflow Water	DD40	970.67		water chg 19/9-18/10
28/08/2024	Country Style Recycling	DD41	123.20		Jul glass collection chg
28/08/2024	Payroll A/c	BACS28/8	189.50		August additional salaries tfr
29/08/2024	BACS P/L Pymnt Page 6743	BACS Pymnt	12,730.19		BACS P/L Pymnt Page 6743
29/08/2024	EDF ENERGY - Cemetery	DD42	138.34		electric chg 2/7-1/8
30/08/2024	Payroll A/c	DD30/8	5,261.03		August L&G Tfr
Total Payments			<u>188,310.12</u>		

Receipts for Month 5				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Balance Brought Fwd :	1,000.00					1,000.00
BAC	Banked: 06/08/2024	82.87					
BAC	Legal & General	82.87			516		82.87 July L&G Refund
	Banked: 23/08/2024	65,601.64					
BACS23/8	Nat West - Current Account	65,601.64			201		65,601.64 August Salaries Tfr
	Banked: 27/08/2024	34,033.91					
BACS27/8	Nat West - Current Account	34,033.91			201		34,033.91 August HMRC/KCC Tfr
	Banked: 28/08/2024	189.50					
BACS28/8	Nat West - Current Account	189.50			201		189.50 August additional salaries tfr
	Banked: 30/08/2024	5,261.03					
DD30/8	Nat West - Current Account	5,261.03			201		5,261.03 August L&G Tfr
Total Receipts for Month		105,168.95	0.00	0.00			105,168.95
Cashbook Totals		106,168.95	0.00	0.00			106,168.95

Payments for Month 5				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/08/2024	Nat West - Current Account	DD6/8	82.87			201		82.87	July L&G Refund
23/08/2024	Councillors	BACS23/8	160.00			520		160.00	August Mayor's Allowance
23/08/2024	Employees	BACS23/8-	65,441.64			520		65,441.64	August Salaries
27/08/2024	HMRC/KCC	BACS27/8	34,033.91			515		21,795.06	August KCC
						516	0	12,238.85	August KCC
28/08/2024	Employees	BACS28/8	189.50			520		189.50	August Additional Salary
30/08/2024	Legal & General	DD30/8	5,261.03			516		5,261.03	August L&G
Total Payments for Month			105,168.95	0.00	0.00			105,168.95	
Balance Carried Fwd			1,000.00						
Cashbook Totals			106,168.95	0.00	0.00			106,168.95	

Receipts for Month 5				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
Balance Brought Fwd :		688.28					688.28
Banked: 02/08/2024		271.72					
001981	Nat West - Current Account	271.72			201		271.72 petty cash top up
Total Receipts for Month		271.72	0.00	0.00			271.72
Cashbook Totals		<u>960.00</u>	<u>0.00</u>	<u>0.00</u>			<u>960.00</u>



## Payments for Month 5

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/08/2024	Youth Cafe	1131/A	19.91			6500	50	19.91	goods for resale
06/08/2024	Youth Cafe	1131/B	5.75		0.96	6500	50	4.79	goods for resale
06/08/2024	Youth Cafe	1131/C	26.76		4.46	5410	50	22.30	flowers, keys
06/08/2024	Youth Cafe	1131/D	1.00		0.17	6900	50	0.83	bag
06/08/2024	Youth Cafe	1131/E	2.50			4012	50	2.50	parking
06/08/2024	Bat and Ball Station	1132	118.98		19.83	5500	30	99.15	fire door retainer
21/08/2024	Council Offices	1133	16.10			6330	31	16.10	refreshments
22/08/2024	Bat and Ball Cafe	1134/A	60.49			6500	30	60.49	goods for resale
22/08/2024	Bat and Ball Cafe	1134/B	5.96		0.99	6500	30	4.97	goods for resale
28/08/2024	Bat and Ball Station	1135/A	7.99		1.33	5410	30	6.66	maint equip
28/08/2024	Bat and Ball Centre	1135/B	24.03		4.01	5410	36	20.02	maint equip
28/08/2024	Bat and Ball Centre	1135/C	1.95			5410	36	1.95	maint equip
29/08/2024	Vine Cafe	1136	20.85		3.48	5410	28	17.37	maint equip
30/08/2024	Cemetery	1137/A	19.45			5410	22	19.45	maint equip
30/08/2024	Cemetery	1137/B	6.20		1.03	6330	22	5.17	refreshments
30/08/2024	Cemetery	1137/C	6.48			6330	22	6.48	refreshments
Total Payments for Month			344.40	0.00	36.26			308.14	
Balance Carried Fwd			615.60						
Cashbook Totals			960.00	0.00	36.26			923.74	

Ms L Larter  
Sevenoaks Town Council  
Council Offices  
Bradbourne Vale Road  
Sevenoaks  
Kent  
TN13 3QG

Direct line: +44 (0)191 383 6348

Email: [local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)

Date: 18 September 2024

Dear Ms Larter

### **Completion of the audit for the year ended 31 March 2024**

We have completed our audit for the year ended 31 March 2024 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2023*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

### **Action you are required to take:**

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

**Publish (which must include publication on the authority's website) a statement on or before 30 September to confirm:**

- that the audit has been concluded and that the statement of accounts has been published;
  - the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
  - the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
  - Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

*The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.*

**Minor scope for improvement in 2024/2025**

In undertaking the review of the 2023/24 Annual Governance and Accountability Return it came to our attention that the Council has several aged balances in the creditors, accruals and receipts in advance. The Council should undertake a review of such balances and remove any which are no longer expected to be transacted by the Council.

The Council has left Box 11a in Section 2 of the Annual Governance and Accountability Return (AGAR) blank. Although the answer could be inferred from other answers on the AGAR the Council should ensure all boxes are filled in, marking nil or not applicable where appropriate.

We understand that new Councillors are given training in the Code of Conduct as part of their induction. The Council should ensure that training provided is appropriately evidenced in either Council minutes or a schedule of training.

In undertaking the review of the 2023/24 Annual Governance and Accountability Return it came to our attention that the Council do not have a signed letter of engagement for the internal auditor. While we are satisfied the Council have an audit plan which can be used as an alternative, the Council should consider using a separate letter of engagement in future engagements.

In accordance with section 4.11 of the Practitioners' Guide 2024, a review of the internal auditor's independence and competence should be performed and appropriately minuted. The Council should ensure it puts in place arrangements to ensure this is minuted as required.

**Accessibility regulations**

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

**Audit fee**

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://saaa.co.uk/Audit-Fees-Smaller-Authorities-Audit-Appointments) will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



**Gavin Barker**  
Engagement Lead  
For and on behalf of Forvis Mazars LLP

# Annual Governance and Accountability Return 2023/24 Form 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 Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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 **must** be completed by the authority's internal auditor.
  - Sections 1 and 2 **must** 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 on the authority website/webpage **before 1 July 2024**.
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 2024**. 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 2024
  - 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 2023/24

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 the authority website/webpage:

Before 1 July 2024 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 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 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 Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR 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 bank reconciliation is incomplete or variances not **fully** explained then 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 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage 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 2024**.

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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2024</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? NB: 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 2023/24

## Sevenoaks Town Council

www.sevenoakstown.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 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	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 bank account reconciliations were properly carried out during the year.	✓			
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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓	Not exempt
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓			
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓			
O. (For local councils only) 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

08/12/2023

26/01/2024

04/03/2024

Name of person who carried out the internal audit

Louise Taylor

Signature of person who carried out the internal audit

LE Taylor

Date

21/05/2024

\*If the response is 'no' please 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 2023/24

We acknowledge as the members of:

Sevenoaks Town Council

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 2024, 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
			✓

**\*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:

10/06/2024

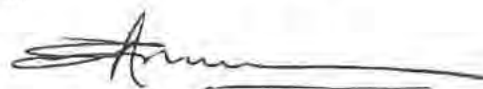
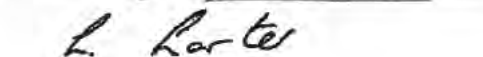
and recorded as minute reference:

161.2 (1)

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

Chair

Clerk

[www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk)



## Section 2 – Accounting Statements 2023/24 for

### Sevenoaks Town Council

RESTATE D

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,677,639	1,571,819	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.
2. (+) Precept or Rates and Levies	1,295,675	1,370,074	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	817,269	850,344	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	987,827	1,043,498	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.
5. (-) Loan interest/capital repayments	71,602	71,602	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,159,335	1,020,816	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,571,819	1,656,321	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,665,479	1,705,027	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	11,032,602 10,691,724	10,815,508	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.
10. Total borrowings	1,243,702	1,196,989	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

*C. Wainson*

Date

03/06/2024.

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

10/06/2024

as recorded in minute reference:

161.2(2)

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

*[Signature]*



## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Sevenoaks Town Council

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

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

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.

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

We were required to return the Annual Governance and Accountability Return to enable the Council to correct the following:

- Fixed assets (Box 9) for 2022/23 was initially incorrect because the entry was not adjusted for acquisitions and disposals during the year.

In future the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.

### 3 External auditor certificate 2023/24

We 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 2024.

\*We do not certify completion because:

Not applicable.

External Auditor Name

Forvis Mazars LLP, Newcastle upon Tyne, NE1 1DF

External Auditor Signature

*Forvis Mazars LLP*

Date

18 September 2024

# Sevenoaks Town Council

## Notice of conclusion of the audit

### Annual Return for the year ended 31<sup>st</sup> March 2024

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

	Notes
<p>1. The audit of accounts for Sevenoaks Town Council for the year ended 31 March 2024 has been concluded.</p> <p>2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of Sevenoaks Town Council on application to:</p> <p>(b) Georgina Jackson, Responsible Finance Office and Deputy Clerk, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN133QG</p> <p>2. Copies will be provided to any local government elector on payment of £0.75) for each copy of the Annual Return.</p> <p>Announcement made by: (d) Georgina Jackson, Responsible Finance Office and Deputy Clerk,</p> <p>Date of announcement: (e) 20/09/2024</p>	<p>(a) Delete as appropriate</p> <p>(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert name and position of person placing the notice</p> <p>(e) Insert date of placing of the notice</p>

## Client Satisfaction Survey

As part of our aim to monitor and improve the quality and value of the service we provide to you, it would be much appreciated if you could take a few moments to complete this satisfaction survey and return it to us via email.

<b>Council name:</b>			
<b>Name:</b>		<b>Position held:</b>	

**Please score between 0-10    0 = very unsatisfied    10 = very satisfied**

Question		Score
1	How satisfied are you with your overall experience with Forvis Mazars LLP during the audit for the year ended 31 March 2024?	
2	How satisfied are you with the clarity of the information sent to you with the Annual Governance and Accountability Return?	
3	If the firm contacted you with a request for further information or with queries relating to the audit after your initial submission, how satisfied were you with:	
	a) the timeliness of the request for information or query?	
	b) the clarity of the request for information or query?	
4	If any matters were brought to your attention on completion of the audit in Section 3 of the Annual Governance and Accountability Return, how satisfied are you that the matters raised were helpful and easy to understand?	
5	If you contacted the audit team for general information or assistance, how satisfied were you with the outcome?	
6	Please provide any further comments, for example where you have scored any of the above questions below 5.	

Thank you for your time.  
Please return by email to [local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)



Georgina Jackson  
Responsible Finance Officer  
Sevenoaks Town Council  
Council Offices  
Bradbourne Vale Road,  
Sevenoaks,  
TN13 3QG

**Internal Audit**  
Room G.56  
Ground Floor, A Block  
Sessions House  
County Hall  
Maidstone  
Kent ME14 1XQ

Direct Dial: 03000 421914  
Ask for: Edward Ashworth  
Date: March 2024

Dear Georgina,

**Parish Council Internal Audit 2024/25**

I would like to take this opportunity to advise you of our Internal Audit fees for 2024/25. They will be £386 per day, an increase of 5%.

As in previous years, to sufficiently test your organisation's controls, 4 audit visits will be required during 2024/25. The time taken to carry out an audit visit is 1.5 days therefore the cost for each visit for your authority will be £579.00 + VAT, which will be a total fee of £2,316.00 + VAT for 2024/25.

We will be in touch closer to the audit to agree the specific timing and scope of the review.

Existing arrangements apply for your visits until the end of May 2024 and you will be charged at the 2023/24 rate, as these are audits of the 2023/24 financial year.

We will be reviewing our audit programme and reporting style for 2024/25, to ensure our audits continue to efficiently and effectively add value. Our work programme will continue to be aligned with the National Association of Local Councils Joint Panel on Accountability and Governance latest [Practitioner's Guide](#), to facilitate the completion of the Internal Audit Report in the authority's Annual Governance and Accountability Return (AGAR) for 2025.

**Please notify us in advance of the date you need us to return the signed Internal Audit section of the AGAR form, so we can schedule our work accordingly.**

The work programme will be provided in good time for your Council to consider and formally approve ahead of the commencement of the 2024/25 visits. Please see attached.

To ensure our audits are as effective and efficient as possible and subject to authorisation from your organisation, we are moving towards remote auditing. We are setting up a Teams SharePoint site with you to enable secure document sharing. We will be requesting that all digital evidence is shared securely well in advance of the audit. Alternatively, you can email documents to us. Any physical documents, that cannot be shared digitally, would be collected by the Auditor for remote testing and returned by an agreed date.

If you have any concerns or queries regarding the 2024/25 audit plan, please contact myself via email at [edward.ashworth@kent.gov.uk](mailto:edward.ashworth@kent.gov.uk).

Yours sincerely,

Edward Ashworth  
Senior Auditor



Georgina Jackson  
Responsible Finance Officer  
Sevenoaks Town Council  
Council Offices  
Bradbourne Vale Road,  
Sevenoaks,  
TN13 3QG

**Internal Audit**  
Room G.56  
Ground Floor, A Block  
Sessions House  
County Hall  
Maidstone  
Kent ME14 1XQ

Direct Dial: 03000 421914  
Ask for: Edward Ashworth  
Date: March 2024

Dear Georgina,

**Internal Audit 2024/25 – Work Programme**

We have reviewed our audit programme for 2024/25 to ensure they continue to add value efficiently and effectively. The work programme continues to be aligned with the National Association of Local Councils Joint Panel on Accountability and Governance latest [Practitioner's Guide](#), to facilitate the completion of the Internal Audit Report in the authority's Annual Governance and Accountability Return (AGAR) for 2025.

The work programme's internal audit control objectives are attached to this letter for you to consider and formally approve ahead of the commencement of the 2024/25 visits.

If you have any concerns or queries regarding the 2024/25 audit plan, please contact myself via email at [edward.ashworth@kent.gov.uk](mailto:edward.ashworth@kent.gov.uk).

Yours sincerely,

Edward Ashworth  
Senior Auditor

### Audit Programme 2024/25

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 Internal Audit work programme is aligned with the National Association of Local Councils Joint Panel on Accountability and Governance Practitioner's Guide (March 2023) and will be amended upon the publication of revised guidance.

The internal audits review the authority's financial and governance records and controls facilitating the completion of the Internal Audit Report in the authority's Annual Governance and Accountability Return (AGAR) for 2024/25. The controls will be evaluated across the financial year and not at every visit.

Internal Audit will review whether the controls in place adequately mitigate risks. Implementation of controls will be verified by evaluating evidence to confirm that expected outcomes have been achieved. Sample testing of a sufficient number of transactions is carried out to gain assurance that the systems of control work effectively and provide accurate information to support the Council's activities.

A review of the following AGAR Internal Audit Control objectives is carried out to ensure they are being achieved to a standard adequate to meet the needs of the Council:

- Appropriate accounting records have been properly kept throughout the year.
- This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.
- This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.
- Where applicable, Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
- Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.
- Asset and investment registers were complete and accurate and properly maintained. This section/assurance should be extended to include loans to or by the authority.
- Periodic bank account reconciliations were properly carried out during the year.
- Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

- If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.
- The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation.
- The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.
- The authority complied with the publication requirements for the prior year AGAR.
- Trust funds (including charitable) - the Council met its responsibilities as a trustee.

If there are any matters that the Council would like to be included in the audit programme, or greater emphasis given to an item, then notify your Auditor and our testing schedule can be re-prioritised accordingly.



This page has been left blank intentionally

This page has been left blank intentionally

**Sevenoaks Town Council****Report on Leases****1. Vine Cricket Pavilion and Tea Kiosk**

This lease term is for 25 years and expires on 23<sup>rd</sup> September 2028.

The rent reserved on the pavilion was £3,000 per annum in 2003 and should have been reviewed in 2008/2013/2018 and 2023. The current rent is £3,500.

**2. Sevenoaks Rugby Football Club – Land at Knole Paddock.**

This Lease term is for 25 years and expires on 24<sup>th</sup> December 2044.

Rent review date is 25<sup>th</sup> December 2026.

**3. Sevenoaks Clarendon LTC**

This lease term is for 56 years and expires in 2042.

Rent review date is March 2028 and is currently charged at £473 per annum.

**4. Sevenoaks Town Junior Football Team – Portacabin, Pitch 1 and Pitch 2 Tenancy at Will**

The rent is charged at £520 per annum.

**5. Access to Mount Close Play Areas**

The cost is £7.40 which residents pay in 5-year blocks, the next 5-year block will start in 2025.

This page has been left blank intentionally

This page has been left blank intentionally

## Sevenoaks Town Council - Energy Report

### 1. STC Energy Contract

STC obtains its energy through the Crown Commercial Service (“CCS”) via EDF on an L12 basis. CSS are a division of the Cabinet Office and the model is that savings are made based on aggregation purchasing power.

This means that energy is bought by CCS 12 months prior to delivery and the prices are locked into the contract, the billing rates are not known in advance of delivery. The advantage of this is that the 12 months buying period of the preceding 12 months weights out short-term volatility in the energy markets, the disadvantages are that STC do not know the trading price before committing.

To leave the contract STC would need to give notice before 15<sup>th</sup> March 2024 with the first date that they could leave the contract being 1<sup>st</sup> April 2026.

The current energy price is 24.7p per kwh.

STC also pays an additional fee as you are on a “Zero Carbon for Business” tariff which means that fuel is sourced from zero carbon nuclear generation.

### 2. Standing Charges

There has been a dramatic increase this year in what is being charged in the standing charges.

	2023 (per day)	2024 (per day)
<b>B&amp;B Centre</b>	£8.23	£13.26
<b>B&amp;B Station</b>	£8.89	£13.26
<b>Public Clock</b>	£0.18	£4.10
<b>St John’s Toilet</b>	£0.18	£4.10

### 3. Financial Implications

Although there has been a decrease in the cost of electricity from 0.41p per kwh to 0.24p per kwh the electricity expenditure for both Bat and Ball Centre and Bat and Ball Station have not reduced as expected. This may have an impact on the budget lines.

The increase has had an impact on the public clock electricity it has risen from £30.15 to £272.70 per quarter. I have queried this but have not yet received a suitable answer other than these are the contracted standard charges.

### Decision Required

**To note and monitor energy consumption.**

This page has been left blank intentionally

This page has been left blank intentionally

Chamber Fees and Charges FINAL 01.04.2025 to 31.03.2026

COUNCIL CHAMBER & HOUSE IN THE BASEMENT

FEES & CHARGES FROM 1 APRIL 2025

(Prices inclusive of VAT)

RATES (COUNCIL CHAMBER) (£)		
Hourly Charge	Local Organisations only	41.00 42.00
Hourly Charge (6+ hours)	Local Organisations only	35.00 36.00
Hourly Charge	Non-local Organisations	47.00 48.00
Set up costs (	Services of Caretaker	46.00 47.00
Unlimited Tea/Coffee	Per person/per session	2.80 2.90

OTHER CHARGES (£)		
Photocopying - Information retrieved from Council Files	First copy	1.26 1.29
	Subsequent copies	0.22 0.23
Photocopying - Copying from caller's original	Per copy (black and white)	0.22 0.23
	Per copy (colour)	0.41 0.42
Signing Document		18.00 18.00

RATES (HOUSE IN THE BASEMENT) (£)		
Hourly Charge	All Organisations	20.00 21.00

## BAT & BALL CENTRE CHARGES FROM 1 April 2025

(Prices inclusive of VAT)

WEEKEND RATES (£)		
Harry Garrett (A)	Hourly Charge	58.00 59.00
	Hourly Charge 6hrs+	51.00 52.00
John London (B)	Hourly Charge	51.00 52.00
	Hourly Charge 6hrs+	46.00 47.00
Meeting Room	Hourly Charge	35.00 36.00
	Hourly Charge 6hrs+	29.00 30.00
A+B	Hourly Charge	109.00 112.00
	Hourly Charge 6hrs+	97.00 99.00

MID WEEK HOURLY RATES (£)		
Harry Garrett (A)	9:00am – 6:00pm	46.00 47.00
	6:00pm – 11:00pm	51.00 52.00
	6hrs + of hire	40.00 41.00
John London (B)	9:00am – 6:00pm	40.00 41.00
	6:00pm – 11:00pm	46.00 47.00
	6hrs + of hire	35.00 36.00
Meeting Room	9:00am – 6:00pm	24.00 25.00
	6:00pm – 11:00pm	29.00 30.00
	6hrs + of hire	18.00 18.00
A+B	9:00am – 6:00pm	86.00 88.00
	6:00pm – 11:00pm	97.00 99.00
	6hrs + of hire	75.00 77.00

ADHOC PRICES (£)		
Caretaker Set-up Costs	Per Session	46.00 47.00
Kitchen	Per Session	29.00 30.00
A1 Poster Bays	Per Month, Per Bay	69.00 71.00
6ft Round Tables	Each	2.80 2.90
Round Tablecloths	Each	11.35 11.60
Tea Dance	Per Person	4.00 4.50
MUGA (Multi-use Games Arena)	Per Hour, available for sports parties	24.00 25.00

### Notes:

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

Refundable Deposit per booking – 25%

Refreshments/Technical AV Support are available - POA

# Audio Visual, Public Address and Lighting Packages

There are various audio visual, public address and lighting packages that you can hire for the Harry Garrett Hall (Large Hall) and John London Hall (Small Hall). The cost for the silver and gold packages includes 1 qualified technician, required to be booked at least 1 month in advance. Additional technical staff by negotiation. Prices are inclusive of VAT. See also section 15 of the Terms and Conditions.

	Equipment	Cost
<b>Bronze</b>  Available in both the Harry Garrett and John London Halls	Basic AV Comprising: <ul style="list-style-type: none"> <li>• Access to Touchscreen AV controller, providing control and access to the following core equipment:               <ul style="list-style-type: none"> <li>○ Control over Microphones 1 + 2 and Audio Source Level (laptop)</li> <li>○ Projector on/off and projector source selection</li> </ul> </li> <li>• Access to front HDMI input, Bluetooth input and Audio Inputs</li> <li>• Loudspeaker System – 6 x Speakers (no Sub Bass)</li> <li>• Projection System 10,000.00 ANSI Lumen</li> </ul>	<b>Included in room hire</b>
<b>Silver</b>  Available in the Harry Garrett Hall	Basic AV and Basic Presentation Lighting Comprising: <ul style="list-style-type: none"> <li>• Access to Touchscreen AV controller, providing control and access to the following core equipment:               <ul style="list-style-type: none"> <li>○ Control over Microphones 1 - 4 and Audio Source Level (laptop)</li> <li>○ Projector on/off and source select</li> <li>○ Up to 8 of the LED lights including colour and intensity control</li> </ul> </li> <li>• Access to front HDMI input, Bluetooth input and Audio Inputs</li> <li>• Use of Full Loudspeaker System – 6 x speakers and Sub Bass</li> <li>• Use of Projection System 10,000.00 ANSI Lumen</li> </ul>	<b>£55 <del>£56</del> per hour</b>
<b>Gold</b>  Available in the Harry Garrett Hall	Complete PA, AV and Stage Lighting Facilities Comprising: <ul style="list-style-type: none"> <li>• Access to Touchscreen AV controller, providing control and access to the following core equipment:               <ul style="list-style-type: none"> <li>○ Control over Microphones 1 - 4 and Audio Source Level (laptop)</li> <li>○ Projector on/off and source select</li> <li>○ All of the LED lights including colour and intensity control</li> </ul> </li> <li>• Access to front HDMI input, Bluetooth input and Audio Inputs</li> <li>• Use of Full Loudspeaker System – 6 x Speakers and Sub Bass)</li> <li>• Use of Projection System 10,000.00 ANSI Lumen</li> <li>• Use of Zero-88 FLX S48 Lighting console for full production control</li> <li>• Use of Yamaha TF1 Digital sound console and RIO 1608 stage boxes for full production audio control</li> <li>• Access to all user functions of touchscreen control for AV and lighting states</li> <li>• Access to 8 Fresnel LED luminaires</li> <li>• Access to 6 Wash-light LED luminaires</li> </ul>	<b>£68 <del>£70</del> per hour</b>



Sevenoaks Town Council

Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2024/2025

	Monday (Tennis Nets)	Tuesday	Wednesday (Tennis Nets)	Thursday	Friday	Saturday	Sunday (Tennis Nets)
6.00 a.m. – 9.00 a.m.	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
9.00 a.m. – 12.00 p.m.	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge
12.00 p.m. – 3.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge	No Charge
3.00 p.m. – 6.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Bookable for sports parties at B&B Ctr	No Charge
6.00 p.m. – 9.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	Charging for Pre-Booked	No Charge	No Charge

Charging for Pre-Booked:

Non-Commercial Junior	£5.40 <del>£5.50</del>	Per hour Including VAT
Non- Commercial Adult	£10.80 <del>£11.10</del>	Per hour Including VAT
Commercial	£27.05 <del>£27.70</del>	Per hour Including VAT
Team Sports Adults	£27.05 <del>£27.70</del>	Per hour Including VAT
Team Sports Juniors	£21.65 <del>£22.20</del>	Per hour Including VAT

## Sevenoaks Town Council

### Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2024/2025

- i) Sevenoaks Town Council's Multi Use Games Area at Bat & Ball Centre is designed to enable the following sports to be played: Tennis, Netball, 5 A Side Football, Basketball practice. Days indicating Tennis Nets will mean that only tennis can be played. Days without Tennis Nets mean that the facility is available for other sports.
- ii) During times when there are no charges if someone is waiting is time is limited to 40 minutes to enable others to use the MUGA.
- iii) Hall hire facilities are also available to facilitate sports-based parties on Saturday afternoons
- iv) VAT exempt price is available to block bookings of 10 or more sessions to recognised sports bodies meeting relevant conditions – please enquire for form
- v) Use of the floodlights will need to be part of a pre-booked and paid for session.

**BAT and BALL STATION CHARGES FROM 1 APRIL 2025**  
**(Prices inclusive of VAT)**

<b>WEEKEND RATES (£)</b>		
<b>Booking Hall</b>	Hourly charge	47.00 <del>48.00</del>
	Hourly charge 6hrs +	41.00 <del>42.00</del>
<b>Luggage Room Hall</b>	Hourly charge	36.00 <del>37.00</del>
	Hourly charge 6hrs +	30.00 <del>31.00</del>
<b>Hall Set up Costs</b>	For the caretaker to set up the hall, as required	46.00 <del>47.00</del>

<b>MID WEEK HOURLY RATES (£)</b>		
<b>Booking Hall</b>	Mon-Fri 9:00am – 6:00pm	36.00 <del>37.00</del>
	Mon-Fri 6:00pm – 10:30pm	41.00 <del>42.00</del>
	Mon-Fri 6hrs+ hire	30.00 <del>31.00</del>
<b>Luggage Room Hall</b>	Mon-Fri 9:00am – 6:00pm	25.00 <del>26.00</del>
	Mon-Fri 6:00pm – 10:30pm	30.00 <del>31.00</del>
	Mon-Fri 6hrs+ hire	18.00 <del>18.00</del>
<b>Hall Set up Costs</b>	For the caretaker to set up the hall, as required	46.00 <del>47.00</del>

**Notes:**

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

Refundable Deposit per booking - £150

Refreshments/Technical AV Support are available - POA

Access to parking at the Community Centre included in all rates

**Email: [hallhire@sevenoakstown.gov.uk](mailto:hallhire@sevenoakstown.gov.uk)**

**Phone: 01732 459953**

**Business Hub CHARGES FROM 1 APRIL 2024**  
**(Prices inclusive of VAT)**

<b>MONTHLY RATES (£)</b>		
<b>Private Pod Workspace</b>	Unlimited Access Dedicated Desk in enclosed lockable pod 2 hours meeting room time/month	330.00 <b>338.00</b>
<b>Hot Desk monthly</b>		231.00 <b>237.00</b>

<b>Hotdesking – ½ day</b>	Am or Pm	12.00 <b>12.00</b>
<b>Hotdesking – full day</b>	Full day	23.00 <b>24.00</b>
<b>Meeting Room</b>	Room seating 8 people Refreshments facilities Hourly Charge	24.00 <b>25.00</b>

Markets Fees and Charges 01.04.2025 to 31.03.2026

FEES & CHARGES FROM 1 APRIL 2025

(Prices exclude VAT)

RATES (£)		
Blighs Market	per stall	47.00 48.00
Wednesday Market		Available on Application
Saturday Market		Available on Application
Christmas Market		47.00 48.00

## Cemetery Charges 01.04.2025 to 31.03.2026

### GREATNESS PARK CEMETERY

#### FEES & CHARGES FROM 1 APRIL 2025

(All prices are inclusive of VAT)

#### TARIFF CATEGORIES

	Resident (£)	Non-Resident (£)
<b>EXCLUSIVE RIGHTS OF BURIAL</b>		
In a grave previously used for a limited period burial:		
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.		
In a New Grave (For 75 years):		
Includes Certificate of Grant, entry in Register (all sites)		
Earth (Lawn section) Grave Site A	1213.00 1274.00	3638.00 3822.00
Earth (Lawn section) Grave Site B	734.00 771.00	2202.00 2313.00
Earth (Lawn section) Grave Site C	471.00 495.00	1414.00 1485.00
Infants (non-viable fetuses, still born children, and under 5 years)	25.00 26.00	76.00 78.00
<i>Outside spaces are surcharged 25%</i>		
Pre-purchase of Gravemarker	84.00 88.00	84.00 88.00
<b>INTERMENT FEES (Including grave digging)</b>		
Infant's Grave (single depth grave in infant's section)	167.00 175.00	501.00 525.00
Single depth in an adult grave (all ages)	583.00 612.00	1748.00 1836.00
Double depth in an adult grave (all ages)	783.00 822.00	2350.00 2466.00
<i>Surcharge for casket burials is double the above fees</i>		
Burials with coffins & caskets outside of normal dimensions	POA	POA
Interment of cremated remains within a Grave	100.00 105.00	299.00 315.00
<b>OTHER FEES</b>		
Transfer of Exclusive Rights of Burial Grant (per document)	82.00 86.00	82.00 86.00
To search Register of Burials per name (same family)	41.00 43.00	41.00 43.00
Annual Grave Maintenance-Grass Grave	118.00 124.00	118.00 124.00
Annual Grave Maintenance-Full Memorial	164.00 172.00	164.00 172.00
Turfing of old graves (at client's request)	86.00 90.00	86.00 90.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	184.00 193.00	184.00 193.00
Weekend surcharge-cremated remains burial	184.00 193.00	184.00 193.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	66.00 69.00	66.00 69.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	POA	POA

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

#### RESIDENT

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

#### NON-RESIDENT

Any non-parishioner

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

## Cemetery Charges 01.04.2025 to 31.03.2026

### GREATNESS PARK CEMETERY

#### FEES & CHARGES FROM 1 APRIL 2025

(All prices are inclusive of VAT)

	Resident (£)	Non-Resident (£)
<b>CHAPEL SERVICE</b>		
Use of chapel (includes provision of music if required)	196.00 206.00	196.00 206.00
<b>MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)</b>		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	203.00 213.00	203.00 213.00
Double headstones	405.00 425.00	405.00 425.00
Additional inscriptions after first interment	139.00 146.00	139.00 146.00
Tablets, scrolls, bird baths and books up to 15 inches in height	153.00 161.00	153.00 161.00
To replace a memorial with similar or smaller memorial	55.00 58.00	55.00 58.00
Memorial removal and disposal fee	123.00 129.00	123.00 129.00
<b>Notes to Memorial permits</b>		
<ol style="list-style-type: none"> <li>Kerbstones and border stones are <b>NOT</b> permitted on grave sites: <ol style="list-style-type: none"> <li>for which exclusive burial rights were purchased on or after 1.11.80</li> <li>in Lawn Areas (whenever exclusive burial rights were purchased).</li> </ol> </li> <li>Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above.</li> <li>Memorial prices will rise above inflation to cover additional costs for inspection.</li> <li>All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.</li> </ol>		
<b>WALL OF REMEMBRANCE</b>		
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	151.00 159.00	151.00 159.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	293.00 308.00	879.00 924.00
Additional inscription to existing plaque	59.00 62.00	59.00 62.00
<b>LAWN OF REMEMBRANCE</b>		
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	210.00 221.00	630.00 663.00
Interment of ashes (digging charge)	100.00 105.00	299.00 315.00
<b>BOOK OF REMEMBRANCE</b>		
Memorial Roses (details entered in a Book of Remembrance)	183.00 192.00	183.00 192.00

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

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

**NON-RESIDENT** Any non-parishioner

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

# Sports Facilities Charges 01.04.2025 to 31.03.2026

## SPORTS FEES

### FEES & CHARGES FROM 01 April 2025

<b>CRICKET (Summer Sport)</b>	<b>All Day (£)</b>	<b>Afternoon from 1.30 p.m. (£)</b>	<b>Evening from 5.30 p.m (£)</b>
<b>Pitch hire per game inclusive of use of pavilion facilities</b>			
Weekday games - Adults	122.00 <b>126.00</b>	110.00 <b>113.00</b>	92.00 <b>95.00</b>
Weekday games - Juniors	72.00 <b>74.00</b>	67.00 <b>69.00</b>	53.00 <b>55.00</b>
Weekend games - Adults	155.00 <b>160.00</b>	127.00 <b>131.00</b>	110.00 <b>113.00</b>
Weekend games - Juniors	96.00 <b>99.00</b>	75.00 <b>77.00</b>	65.00 <b>67.00</b>
<b>Pitch hire per game exclusive of use of pavilion facilities</b>			
Weekday games - Adults	82.00 <b>84.00</b>	70.00 <b>72.00</b>	53.00 <b>55.00</b>
Weekday games - Juniors	54.00 <b>56.00</b>	48.00 <b>49.00</b>	34.00 <b>35.00</b>
Weekend games - Adults	116.00 <b>119.00</b>	87.00 <b>90.00</b>	70.00 <b>72.00</b>
Weekend games - Juniors	77.00 <b>79.00</b>	59.00 <b>61.00</b>	46.00 <b>47.00</b>

<b>SOCCER (Winter Sport)</b>	<b>Per Session (£)</b>
<b>Pitch hire per game inclusive of use of pavilion facilities</b>	
Weekday games - Adults	104.00 <b>107.00</b>
Weekday games - Juniors	56.00 <b>58.00</b>
Weekend games - Adults	127.00 <b>131.00</b>
Weekend games - Juniors	62.00 <b>64.00</b>
<b>Pitch hire per game exclusive of use of pavilion facilities</b>	
Weekday games - Adults	64.00 <b>66.00</b>
Weekday games - Juniors	37.00 <b>38.00</b>
Weekend games - Adults	87.00 <b>90.00</b>
Weekend games - Juniors	43.00 <b>44.00</b>
<b>Rugby (Winter Sport)</b>	<b>Per Session (£)</b>
<b>Pitch hire per game inclusive of use of pavilion facilities</b>	
Weekday games - Adults	127.00 <b>131.00</b>
Weekday games - Juniors	72.00 <b>74.00</b>
Weekend games - Adults	150.00 <b>155.00</b>
Weekend games - Juniors	96.00 <b>99.00</b>
<b>Pitch hire per game exclusive of use of pavilion facilities</b>	
Weekday games - Adults	87.00 <b>90.00</b>
Weekday games - Juniors	54.00 <b>56.00</b>
Weekend games - Adults	110.00 <b>113.00</b>
Weekend games - Juniors	77.00 <b>79.00</b>
Mini Tournaments	168.00 <b>173.00</b>
Junior Training Areas	47.00 <b>48.00</b>
Adult Training per hour	38.00 <b>39.00</b>
Outside Rugby clubs-normal fee plus	38.00 <b>39.00</b>
<b>Sports Camps</b>	
Small Sports Camps	96.00 <b>99.00</b>
Larger Sports Camps	127.00 <b>131.00</b>

*All fees subject to VAT other than block bookings of 10 or more games which are paid in advance & meeting additional requirements, please enquire*



Sports Facilities Charges 01.04.2025 to 31.03.2026

SPORTS FEES

FEES & CHARGES FROM 01 April 2025

	Per Session (£)
<b>Other Uses: Use of Pavilion for Social Purposes</b>	
<b>including showers (minimum charge 2 hours)</b>	
Per hour - Adults	40.00 41.00
Per hour - Juniors	19.00 20.00
<b>excluding showers (minimum charge 2 hours)</b>	
Per hour - Adults	26.00 27.00
Per hour - Juniors	14.00 14.00
<b>Daily rates (Up to 7 hours)</b>	
For Sevenoaks organisations	138.00 142.00
For non-Sevenoaks organisations	167.00 172.00
Fetes, Sports Meetings etc (one field plus pavilion) whole day	469.00 483.00
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only	249.00 256.00
<b>Junior Sports Meetings (Up to 7 hours)</b>	
Restricted Area	128.00 132.00
One field and Pavilion	213.00 219.00
One field	196.00 202.00
Athletics Track by arrangement	

## GENERAL OPEN SPACES CHARGES DRAFT FROM 1 APRIL 2025

### CHARGES GENERAL CATEGORIES

<b>ALLOTMENTS AND LOGS (prices are inclusive of VAT)</b>	
<b>Bradbourne Vale Road Allotments:</b>	
<ul style="list-style-type: none"> <li>Normal size – 253m2 (10 rods equivalent)</li> </ul>	£0.23 per m2 wef 29.09.2025 (£58.19 per 253m2 plot)
<b>Quakers Hall Allotments:</b>	
<ul style="list-style-type: none"> <li>Normal size – 253m2 (10 rods equivalent)</li> </ul>	£0.24 per m2 wef 29.09.2025 (£60.72 per 253m2 plot)
<b>Logs:</b>	
<ul style="list-style-type: none"> <li>Full Load</li> <li>Half Load</li> </ul>	£142.00 <b>£146.00</b> £89.00 <b>£92.00</b>
<b>RALEY'S CAR PARK</b>	
Annual car park pass (limited number available to applicants who meet specified requirements)	£63.00 <b>£65.00</b>
<b>GROUND RENTS/LEASES</b>	
Sevenoaks Rugby Football Club (Commenced 2020 for 5 years. Lease expires December 2025)	£3,750.00 Review Sept 2025
Sevenoaks Clarendon LTC (reviewed February 2022. Next review due March 2028. Main lease expires March 2042)	£473 per annum Review March 2028
<b>The Sevenoaks Vine Club</b>	
<ul style="list-style-type: none"> <li>Vine Cricket Pavilion &amp; Tea Kiosk</li> </ul> (RPI, not compounded. 5-year reviews. Lease expires 23 September 2028)	£3,500 per annum Review Sept 2025
<ul style="list-style-type: none"> <li>Vine Cricket Ground</li> </ul> (Licence commenced September 2003)	One peppercorn per annum
<b>Sevenoaks Town FC Ltd:</b>	
<ul style="list-style-type: none"> <li>Pitch 1(Lease expires 17 May 2043)</li> </ul>	One peppercorn per annum
<b>Sevenoaks Town Junior Football Club:</b>	
<ul style="list-style-type: none"> <li>Pitch 2 Tenancy at Will commenced July 2013</li> </ul>	£520 per annum
<ul style="list-style-type: none"> <li>Pavilion Tenancy at Will commenced July 2013</li> </ul>	£1 per annum
<b>Sevenoaks Day Care</b>	One peppercorn per annum

GENERAL OPEN SPACES CHARGES DRAFT FROM 1 APRIL 2025

The Stag Community Arts Centre	Premium Nil
Access to Mount Close Play Area	£7.40 per annum

**Sevenoaks Town Council**  
**Minutes of the Meeting of the Community Asset Working Group**  
**Held on 4<sup>th</sup> September 2024 at the Town Council Offices**

**Meeting Commenced:** 14:00

**Meeting Concluded:** 14:59

**Present:**

Cllr Dr Marilyn Canet (Chair)	Present	Cllr Lise Michaelides	Present
Cllr Dr Peter Dixon (Vice-Chair)	Present	Cllr Nigel Wightman	Present
Cllr Libby Ancrum (Mayor, ex-officio)	Apologies	Cllr Gareth Willis	Apologies

**In attendance:** Responsible Finance Officer & Deputy Town Clerk, Open Space Cemetery Manager, Open Spaces & Leisure Committee Clerk/Allotments Officer.

The quorum of 3 elected members was met.

**148. Apologies for Absence:** Received and accepted as noted above.

**149. Requests for Dispensations:** There were no requests for dispensations.

**150. Declarations of Interest:** There were no declarations of interest.

**151. Minutes of Community Asset Working Group held on 17<sup>th</sup> July 2024**

It was agreed to receive and accept the minutes as a true record.

**152. Open Spaces & Cemetery Manager's Report**

Nicholas C, the Open Spaces & Cemetery Manager, presented his report.

It was noted that the search for the Deputy Supervisor's post continued due to lack of suitable candidates.

A start date of early October had been provided by the contractor for the repairs to the boundary wall at St Nicholas' Church. The contractor had been waiting for final approval for the colour of bricks to be used.

It was also advised to the Working Group that the Knole Paddock and Raleys fields had been weed killed and preparations were being made for the commencement of the Autumn playing season, reseeding of numerous pitches is also planned dependent on the moisture levels.

The Open Spaces & Cemetery Manager noted that with the recent addition of Longspring Wood, STC now has 11 woodlands of varying size under management. It was noted to the group that a new management plan for Longspring Wood as well

**Sevenoaks Town Council**  
**Minutes of the Meeting of the Community Asset Working Group**  
**Held on 4<sup>th</sup> September 2024 at the Town Council Offices**

as updating existing management plans for the other woods was being sought and quotes were in the process of being obtained.

**153. Allotments Report**

The Allotment Officer's Report had been received and noted by the Working Group.

**154. Draft Proposed Charges for 2024-2025**

The proposed charges for 2024-2025 had been received by the Working Group. Due to the increased deficit in the budget, the councillors recommended that the charges be increased by more than the originally proposed 2.5%

**RESOLVED** to recommend to the Finance & Delivery Committee:

- 1)** To increase the proposed Fees and Charges for Greatness Park Cemetery by 5%
- 2)** To increase the proposed Fees and Charges for Sports facilities to 3%
- 3)** To increase the proposed General Fees and Charge to 3%

**155. Statement of Accounts – Community Assets**

The Working Group had received and noted the Statement of Accounts for July 2024.

**156. Bat & Ball Solar Panels**

The Bat & Ball Centre Solar Panels Report was received by the Working Group.

**RESOLVED:** that the recommendation to consider cleaning the solar panels at a cost of £830.77 be recommended to the Finance & Delivery Committee.

**157. Current Matters**

The current matters had been received by the Working Group and updates on the following current matters were:

1. Greatness Recreation Ground Survey
2. Boundary Wall between the Closed Churchyard at St Nicholas Church and The Chantry House
3. Seve Oak Greensands Common Project
4. Greatness Cemetery – Headstone & Memorial Testing
5. Longspring Woods

**158. Sevenoaks Indoor Bowls Club Solar Panels: CIL BID**

Due to the nature of the CIL BID, the Working Group agreed that the item would be more appropriately included in the Sevenoaks Town Sports Strategy Working Group.

**Sevenoaks Town Council**  
**Minutes of the Meeting of the Community Asset Working Group**  
**Held on 4<sup>th</sup> September 2024 at the Town Council Offices**

It was **RESOLVED** that the Sevenoaks Indoor Bowls Club Solar Panels CIL BID be deferred to the next Sevenoaks Town Sports Strategy Meeting to be held on 30<sup>th</sup> September 2024.

**159. Press Release**

None

DRAFT

This page has been left blank intentionally

This page has been left blank intentionally



**Sevenoaks Town Council**  
**Minutes of the Communications Working Group**  
**Held on 18<sup>th</sup> September 2024 at the Town Council Offices**

**Meeting Commenced:** 2.00 p.m.

**Meeting Concluded:** 2.45 p.m.

**Present:**

Cllr Nick Varley, <b>Chair</b>	Apologies	Cllr Sally Layne	Apologies
Cllr Chloe Gustard, <b>Vice-Chair</b> (In the chair)	Present	Cllr Nigel Wightman	Present
Cllr Victoria Granville	Apologies		

<b>Substitute</b>	<b>For</b>
Cllr Tony Clayton	Cllr Victoria Granville

**In attendance:** Town Clerk, Communications Manager

**173 Apologies for Absence:** Received and accepted as noted above.

**174 Requests for Dispensations:** There were no requests for dispensations.

**175 Declarations of Interest:** There were no declarations of interest.

**176 Minutes of Communications Working Group held on 24<sup>th</sup> July 2024**

It was agreed to receive and adopt the minutes as a true record.

**177 Town Crier Redesign**

The Working Group considered the report of the Community Engagement Manager regarding the redesign of the Town Crier magazine, which included:

- Quote and cost comparison of external design services offered
- Printing cost comparison
- Distribution considerations
- Time scale of project
- Actions to progress the redesign process

**RESOLVED** to RECOMMEND to the Finance & Delivery Committee that the designer Nick Ebdon be appointed at a cost of £3,200 to produce draft options for redesign of the Town Crier to be reviewed, production of first issue (March 2025), template to enable future editions to be produced internally, and training for software.

It was also **RESOLVED** that there should be a link on the front page of the Sevenoaks Town Council website to the Town Crier and the ability to subscribe to receive a copy digitally.

**Sevenoaks Town Council**  
**Minutes of the Communications Working Group**  
**Held on 18<sup>th</sup> September 2024 at the Town Council Offices**

**178 20mph Communication Plan**

The Working Group received and noted the Communication Plan for the 20mph Scheme, noting no feedback had been received from Councillors. The action plan has been updated.

**RESOLVED:** That the reference to 'draft' be removed and the Communications Plan and its monitoring be received and noted.

**179 Social Media Data: Update from Community Engagement Manager**

The Community Engagement Manager provided a report analysing the social media data from 14<sup>th</sup> July to 11<sup>th</sup> September 2024.

It was noted that the most positive social media to date related to the installation of the 20 mph infrastructure:

Post Impressions	6,018	Post Reach	5,699
Engagement	1,421	Interactions	38
Reactions	38	Comments	49
Photo views	79		

**Facebook statistics**

Followers	New Followers	Reach	Content interactions
986	73	28.2k	1.1k
	+ 5.9%	+41.9%	+15.9%

**Instagram statistic**

Followers	New Followers	Reach	Content interactions
93	96	1.4k	283
	4.5%	+110%	-34%

**RESOLVED:**

- i) That the Social Media Data report 14<sup>th</sup> July to 11<sup>th</sup> September 2024 be received and noted.
- ii) Website statistics be provided to the next meeting
- iii) Information relating to Councillors roles e.g. Chair of Committee or external representatives be updated on the website.

**180 Councillor Surgeries**

It was noted that future Councillors Surgeries / Meet your Councillors would be held at events organised by the Town Council or on its land. Forthcoming events were:

- Sevenoaks Bike Festival – combined with Youth Council cake sale
- Vegan Market
- Christmas Lights Switch On

**Sevenoaks Town Council**  
**Minutes of the Communications Working Group**  
**Held on 18<sup>th</sup> September 2024 at the Town Council Offices**

**RESOLVED:** To design a logo ‘meet your town councillors’ to enable to be used on future event publicity.

**181 Current Matters**

Updates on current matters were noted.

**182 Press Release**

No press release was required.

There being no further business the Chair closed the meeting.

Signed ..... Dated ... ..  
Chair

This page has been left blank intentionally

This page has been left blank intentionally



**Sevenoaks Town Council****CIL Report****1. CIL Update**

The remaining projects for CIL as at 8 October 2024 are as follows:-

Public Realm Town Ward	9550.5	Reviewed Feb 24
Judd's piece resurfacing	2,000	Reviewed Feb 24
Woodside Rd - fencing	1,000	Reviewed Feb 24
Greatness CCTV	9,000	Reviewed Feb 24
Vine Garden crazy paving	10,000	Reviewed Feb 24
St John's Toilets	890	Reviewed Feb 24
knole paddock front barn door:	2,000	Reviewed Feb 24
Vine Gardens Play Area	4,478	Reviewed Feb 24
Green Link Feasibility	15,000	Reviewed Feb 24
Masterplan Town Centre	36,100	Reviewed Feb 24
20 mph	141,967	10/06/2024
	231985.9	

**2. STC Community Infrastructure Levy (CIL) Receipts**

It was reported at the Finance & Delivery Committee on 10<sup>th</sup> June 2024 that the unallocated CIL balance, taking into account the current SDC CIL balance due to be paid in October 2024 was £141,967.

Current Balance	£215,755
Less agreed projects	£231,985
<b>Total Unallocated Balance</b>	<b>-£16,230</b>
Add current SDC CIL balance (CIL collections July 2024 to date), to be paid October 2024	£120,967
<b>Projected Unallocated Balance Oct 2024</b>	<b>£104,736</b>

**3. Commitments for future CIL Income**

Greatness Recreation Ground Pavilion	£87,500
Dartford Road Crossing.	£25,000

This page has been left blank intentionally

This page has been left blank intentionally

**SEVENOAKS DISTRICT COUNCIL: COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**  
**BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)**

<b>Scheme Name</b>
Sevenoaks Indoor Bowls Club – Solar Panels
<b>Description of Scheme</b>
This application is a bid to fund the installation of solar panels on part of the clubhouse roof (Stage 1). If sufficient funds become available battery storage would also be purchased (Stage 2).

<b>1</b>	<b>Working in Partnership</b>	
	Is this scheme promoted by your organisation in partnership with another organisation(s)?	No. Given the nature of the scheme it is unlikely to attract partnership working.
	Organisation Name(s):	N/A
	Responsible individuals(s):	
	Signature(s) on behalf of other supporting organisations(s):	



<b>1</b>	<b>Working in Partnership</b>	
	Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.	N/A

<b>2</b>	<b>Planning Permission Details</b>	
	Is planning permission required for the scheme?	No. The Club believes it is a permitted development. The planning department has advised us to apply for a Lawful Development Certificate which has now been submitted.
	If yes, has it been applied for?	N/A
	If no, please explain why?	Scheme is a permitted development
	If planning permission has been granted – please provide details and a reference number.	N/A
	Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies)	Landlord's consent: Sevenoaks District Council (the Council) consent required.
	Consent required	Yes
	Date applied for / granted	The Council has confirmed that they will give consent subject to a satisfactory structural engineers' survey and receiving system details from the contractor doing the installation. The structural survey has been carried out by The Alan Baxter Partnership LLP who confirm that the existing frame is in good structural condition and that the existing structure is adequate to

2	Planning Permission Details	
		support the proposed panels. The report has been forwarded to Alison Peet at the Council Planning Department.

### Need for the Scheme

3	<p>List of projects or development that result in the need for this scheme:</p> <p>Playing Indoor Bowls is a great way for people of all ages and abilities to stay active. It can be enjoyed socially or competitively and is a fantastic way to keep fit. Indoor bowls is also inclusive, with many clubs offering easy access facilities such as ramps and lifts.</p> <p>Sevenoaks Indoor Bowls Club is much more than a sports facility. It is the centre of many club members' social lives, a community hub for Sevenoaks Town. Indoor bowling rinks offer social and fitness opportunities for people through the colder winter and hot summer months. While this reduces isolation and loneliness, it increases the fuel spending of the club. Energy costs have increased massively over the past few years and the club has suffered as a result.</p> <p>To help ensure the ongoing survival of the Club both, as a Bowls Club and as an affordable asset used by many other community organisations for their activities. In a letter of support The Sevenoaks Bridge Club noted that "we are very grateful to SIBC for accommodating our relocation as we could not afford to continue at our previous venue, and there are not many suitable alternatives that offer year – round availability."</p> <p>Greenhouse gas emissions have become a huge environmental concern since the Club took on the lease in 2004 and as tenants, we are responsible for the property's carbon footprint.</p> <p>With the ever-increasing cost of energy, installation of solar panels will help to mitigate future expenditure for the Club, particularly if energy can be stored/sold back to the grid, making the installation more viable. Following the installation the premises will be able to offer a year round cost effective comfortable environment for all users.</p> <p>By investing in and installing solar panels, the Club views this as an "invest to save" initiative that will be able to improve its carbon footprint by substantially reducing the amount of electricity it uses from the grid helping to reduce our annual energy bills at the prevailing rate of 26p per Kw from approximately £30,940 to £6,325.</p>
---	--



4	<p>How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):</p>
	<p>The Council's Climate Change Strategy places community leadership and engagement at the forefront, and recognises that through working with residents, businesses, partners, visitors and community groups to raise climate awareness and unlock potential, it can make a difference.</p> <p>The installation of solar panels is the single biggest action the Club can take to reduce our carbon footprint. See section 7 below Environmental Benefit</p> <p>Our preferred contractors PV Solar Installers Limited (<a href="https://www.pvsolarinstallers.com/services/">https://www.pvsolarinstallers.com/services/</a>), a local company, have estimated that with 200 * 595 kw panels being installed:</p> <ul style="list-style-type: none"> <li>• 33 tons of CO2 and £24,615 in energy costs would be saved each year as a result of stage one of the project.</li> <li>• Over the lifetime of the system (25 years) the benefits would be the equivalent of avoiding 973,779 of car Km or the planting of 6,260 trees.</li> </ul> <p>The scheme aligns with the Council's Climate Change Strategy and its priority to encourage buildings to be as efficient as they can be, saving costs for the consumer, helping to reduce demand for energy and water and addressing the environmental impacts of climate change.</p>

**Please provide an explanation of the 'public benefit' of the scheme proposed for residents in Sevenoaks District:**

5	Economic Benefit
	<p>It is preferable for the installation work to be carried out by a known local contractor who in turn uses local contractors when required.</p> <p>PV Solar Installers started in 2011 and has over a decade of knowledge and experience installing and maintaining solar systems, including at the Stag Theatre in Sevenoaks who, when we visited, gave them an excellent reference. It is a small family run business.</p>

5	<p data-bbox="168 95 421 128"><b>Economic Benefit</b></p> <p data-bbox="168 137 2145 321">The Club will be able to manage its energy costs better allowing it to invest more in keeping the premises open for longer periods, benefitting bowlers and other users alike. At present in the summer months the premises are open for only 42 hours per week and an expansion to 80 hours per week will attract more bowlers and other external organisations to use the premises, benefitting the public generally.</p> <p data-bbox="168 368 2145 462">The end result of the work carried out, creating a more comfortable environment and allowing the Club to open for longer hours, will result in increased activity in the bowls club and with the other community organisations using the club.</p> <p data-bbox="168 509 2145 592">The reduction in the premises heating bills arising from the solar panel installation will help put the club on a profitable, sustainable footing and help ensure its future survival.</p>
6	<p data-bbox="168 682 369 715"><b>Social Benefit</b></p> <p data-bbox="168 724 2145 807">By reducing our utility costs, we can concentrate on growing the social benefits of the bowls club in support of a growth in participation across the adult population in local communities. Some key targets for us will include;</p> <ul data-bbox="219 862 1915 1042" style="list-style-type: none"> <li>• Promoting the Bowls Club as a Community Asset.</li> <li>• Supporting physical and mental health.</li> <li>• Growing participation in Indoor Bowls by people who have disabilities. (See Weald Heights letter below.)</li> <li>• Developing membership base by attracting a younger cohort of bowlers and increasing female participation</li> </ul> <p data-bbox="168 1089 795 1128"><b>The Club Premises - A Community Asset</b></p> <p data-bbox="168 1136 2145 1262">The premises offer a range of facilities for external organisations to use. Small and large meeting rooms, a lounge and bar area, a kitchen providing lunch and dinner, changing rooms and toilets. These are offered to all users of the premises at economically affordable rates.</p>



6	<p data-bbox="168 101 369 133">Social Benefit</p> <p data-bbox="168 148 2134 274">The replacement heating and ventilation system and solar panels warming or cooling the lounge area, meeting rooms and changing facilities will make for a much more comfortable environment. At present it can be uncomfortably cold in winter and uncomfortably hot and stuffy in summer.</p> <p data-bbox="168 321 2134 454">These facilities are used by 338 Bowls Club members (212 men and 126 women) and by approximately 200 members of other organisations in the local community on a regular weekly basis. With other organisations who use the premises occasionally, the total number of people attending in the course of a year would be in the region of 800 – 1000.</p> <p data-bbox="168 462 1120 501">The other organisations / people that use the premises include:</p> <ul data-bbox="313 548 2134 1387" style="list-style-type: none"> <li data-bbox="313 548 2134 689">• Sevenoaks bridge club, Riverhead bridge club and The Wednesday bridge club. They meet every Monday, Tuesday and Wednesday with about 100 people regularly attending each week to enjoy the game and each other's company.</li> <li data-bbox="313 736 2134 972">• Monkey Music - a mums' and kids' group which visits three times a week, on Monday, Wednesday and Friday mornings. Their organiser notes that "The psychological benefits of such classes/groups to both parents and children are significant. They act as a form of crucial peer support with the added benefit of the music focus which is important for mental wellbeing. As we know, the mental health of the parents impacts the mental health and development of the child".</li> <li data-bbox="313 1019 2134 1207">• Slimming World. Two groups meet each week - one on a Tuesday morning and one on a Tuesday evening. The organisation offers members support by promoting weight loss and a healthier lifestyle which helps boost happiness and self- esteem. As KCC estimate that 2/3rds of adults in the County are obese, Slimming World provides a valuable service.</li> <li data-bbox="313 1254 1433 1301">• a Pilates exercise class meets each Wednesday and Thursday morning.</li> <li data-bbox="313 1348 1993 1387">• The Hockey Club use the premises facilities as a base as there are limited alternatives in the Hollybush area.</li> </ul>
---	--

- Sevenoaks Lions, The Sevenoaks Literary Festival organisers, the Sevenoaks Supper Club, West Kent Mediation Service, Kent International Group, Sevenoaks Liberal Democratic group, Sevenoaks District Seniors Action Forum and others are also users of the club. Wedding receptions, funerals and various private party events are also booked.

Overall, considerably more individuals who are not Club members use the premises than do club members and many of the organisations noted above are delivering physical and/or mental health benefits. These organisations value the premises and some of them have written to us expressing support in our fundraising efforts.

### **Physical and Mental Health**

In Sevenoaks Town 26% of the population are aged 65 and above. SDC has a Sports Facility Strategy (2017 – 2035) in which they note that the District has an ageing population with the over 75's set to increase by a huge 71% and a 23.9% increase in those aged 60 -74 in the period 2013 to 2033. SDC note that there is a need to ensure that older people can stay physically active for as long as possible for health and socialisation benefits and that indoor bowling will have an important role to play in maintaining the level of physical activity in the elderly.

Staying physically active brings with it significant health benefits particularly with older people. Without physical activity muscle mass can reduce by 50% in 80-year-olds. Bowling reduces the loss of muscle mass and improves vascular health reducing cardiovascular disease in older adults. Bowls helps maintain and even improve functional ability such as stability, mobility and confidence in one's physical capabilities. Research has shown that physical activity can improve cognitive health and have a beneficial impact on mood, social relationships and enjoyment.

Our membership, as with many other bowls clubs, has an average age in the early to mid- 70's and we have members in their 90's still playing regularly in competitive matches against other clubs, with the oldest recently celebrating his 96<sup>th</sup> birthday. So, the physical health benefits that bowling provides are really important.



Equally, our members value the Club for the social interaction it provides and for some members, who are ageing and vulnerable, it helps protect them from social isolation that they might otherwise experience. Members look forward to getting out of their houses, coming to the club and having a chat with friends. The social interaction includes a couple of 90-year-olds getting married in the last few years!

Club membership has grown steadily since the covid lockdown from 265 in September 2020 to 338 in May 2024, a 27.5% rise, with an above 5% growth in the last year and we anticipate that this will continue, resulting in more people obtaining the health benefits described.

Although bowls is not just played by older people, they do make up a significant element of the participation base. Bowls is a great physical activity and sport, and an opportunity for social inter-action It is therefore an important activity to maintain in the District, not only for its health benefits, but also for those living in rural areas, particularly on their own, it can help combat social isolation.

### **Disability**

The Club has good disabled facilities including two bowls wheelchairs, a range of walking sticks and lifters, a wheelchair lift from the lounge to the rink, an access ramp from the car park and 8 car park spaces for the disabled. Bowlers with a disability can compete with or against non-disabled bowlers in most situations.

We have a local Parkinson's Society as regular weekly bowlers and users of the Club's other facilities.

The Club holds regular sessions for young adults with learning difficulties – modified equipment allows them to have a try at bowling.

Recently we hosted a group of 6 residents, 3 of whom were wheelchair bound, from the Weald Heights nursing home. After the visit they published a letter in the Seniors Action Forum's newsletter which included the following:

"On 10th April, we took 6 of our residents to visit the indoor bowls club in Hollybush Close to enjoy a game of bowls. We parked just outside the Club and had easy access via ramps and lifts to the bowling rink. Our residents, 5 ladies and one gentleman, some of whom were in wheelchairs, all performed amazingly well hitting targets that were laid out on the rink. Those in wheelchairs were all determined to get out of them in order to bowl unaided! The bowls club members who were helping found it quite inspirational. The residents were helped by Aimee and Jasminka from the Home who also tried their hand at bowls and took pictures of the activities. We finished bowling after about an hour and moved to the clubhouse bar area

and had drinks and a bite to eat. Thanks to the Bowls Club for an enjoyable event. On returning to the Home the residents were excited to talk about their excursion to others in the Home and to their visiting families and friends. The afternoon was very enjoyable but also beneficial to "our bowlers" who had to physically move and concentrate when playing. As a Home we have decided to become corporate members of the Club and bowling will become a regular monthly activity for some of our residents."

Over the past year we have hosted an MS group who are due to visit us again next month and a group of Chelsea Pensioners had an enjoyable day out at the Club.

The Club and the premises play an important part in delivering social benefits to a wide and diverse section of the Sevenoaks community.

### **Developing the membership base**

Club membership is mainly elderly (post-retirement) and broadly splits 65% male, 35% female. A target of the Club is to extend its opening hours in order to allow those still in work to be able to play thus attracting a younger cohort of players. Substantially reducing energy overheads will give the Club the financial capacity to employ more staff and be open more hours, particularly evenings and weekends. Presently the Club is open for 42 hours during the summer months. A comparison with another local Club shows that they are open for 87 hours. Longer opening hours should also enhance utilisation of the premises generally allowing more community groups to enjoy the facilities.

The Club is well represented at senior level by women – the President and Chairman are female as is 50% of the Board of Directors. There is an active Ladies match programme. It is unclear why the membership is weighted towards males – extended opening hours may encourage more women to join and we can ensure any promotional literature shows that bowling is a sport for all.

Increasing our membership base should be a virtuous circle, increasing income allowing further investment in the Club and its resources.



7	<p><b>Environmental Benefit</b></p> <p>Our preferred contractors PV Solar Installers Limited, a local company, have estimated that with 200 * 595 watt panels being installed, 33 tons of CO<sub>2</sub> would be saved each year and over the lifetime of the system the benefits would be the equivalent of avoiding 973,779 of car Km or the planting of 6,260 trees. If stage 2 can be funded these numbers will increase.</p> <p>The Club is also installing a replacement heating and ventilation system in autumn 2024, utilising our own funds, which will add to the CO<sub>2</sub> reduction.</p>
8	<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?</p> <p>Yes, in a variety of plans.</p> <p><b>Sevenoaks District Council.</b></p> <p><b>1. Carbon emissions</b></p> <p>The Council's Climate Change Strategy marks its commitment to tackling the challenge of climate change across the District, pledging to do all it can with available resources to tackle this important issue. It provides a framework for actions aimed at reducing carbon emissions (mitigation) and adapting to the effects of climate change that are already happening (adaptation), to provide a better environment for future generations. The Strategy places community leadership and engagement at the forefront and recognises that through working with residents, businesses, partners, visitors and community groups to raise climate awareness and unlock potential, it can make a difference.</p> <p>The Climate Change Strategy commitments, including a commitment to achieve net zero by 2030, are incorporated into Council plans including the Council Plan, Corporate Plan, Community Plan and the Local plan.</p> <p>In the Council's emission report 2022/23 emissions from the Council's assets amounted to 2,612 tCO<sub>2</sub>. Our estimated reduction from Stage 1 of CO<sub>2</sub> of 33 tons would amount to 1.26% of the Council's total emissions.</p>

8	<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?</p>
	<p><b>2. Enhanced Sports Facilities</b></p> <p>Both the District and Town plans highlight the need for enhanced sports facilities and community assets providing an ageing population with health and socialisation benefits. This application makes reference to the Sevenoaks District Sports Facility Report 2016-2035.</p> <p><b>Quotes from the plans.</b></p> <p><b>Sevenoaks District 2040 local plan Infrastructure and Community.</b></p> <p>“..... opportunities for sport and recreation make a valuable contribution to the health and wellbeing of communities. It is therefore important to safeguard existing sports and recreational buildings and land from development .....”</p> <p><b>Sevenoaks District Sports Facility Strategy</b></p> <p>“Sevenoaks District has an ageing population. This is set to continue in the period to 2035.</p> <p>Although bowls is not just played by older people, they do make up a significant element of the participation base. Bowls is a great physical activity and sport, and an opportunity for social inter-action. It is therefore an important activity to maintain, and indeed develop, in the District, both for its health benefits, but for those living in the rural areas, particularly on their own, it can also help to address social isolation.”</p> <p>“By 2035, the number of people aged 65+ in the District will have increased more than the growth in younger people. There is a need to ensure that older people can stay physically active as long as possible for health benefits, so provision of activities such as indoor bowling have an important role to play in the overall physical activity offer in the local area. The growth in the number of older people is likely to increase demand for participation in activities like bowls, both for purposes of physical activity, but also socialisation.”</p>



8	<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?</p>
	<p><b>Sevenoaks Town Neighbourhood Plan</b></p> <p><b>3. Enhanced community and recreational assets</b></p> <p>“Objective Twelve: To deliver enhanced community assets for the town.”</p> <p>“Objective Fourteen: To deliver enhanced recreational and sports facilities for the town.”</p> <p>The provision of new facilities, and enhancements and improvements to existing sports facilities across the town, will be delivered in line with the Sevenoaks Town Sports Strategy.</p> <p><b>4. Sevenoaks Town Sports Strategy</b></p> <p>The Department for Culture, Media and Sport, following a consultation paper in 2015, launched the new strategy ‘Sporting Future: A new Strategy for an Active Nation’ in 2016. The Sevenoaks Town, Sports Facility Strategy 2016 - 2035 adopted in July 2017 stemmed out of this initiative.</p> <p>The sports strategy is targeting five outcomes which each sports organisation, public or private sector, will be measured against:</p> <ul style="list-style-type: none"> <li>• Physical wellbeing</li> <li>• Mental wellbeing</li> <li>• Individual development</li> <li>• Social and community development</li> <li>• Economic development.</li> </ul>

8	Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?
	<p>Government funding will go toward organisations which can best demonstrate that they will deliver some or all of the five outcomes.</p> <p><b>The Bowls Club delivers on all of these outcomes.</b></p> <p>The project will deliver an enhanced Community Asset which will support growth in the area enabling the increase in the elderly population to use this facility.</p>
9	How does the scheme identify with the Council's Infrastructure Delivery Plan (IDP) and its priorities?
	The Scheme will not impact on the Council's Infrastructure Delivery Plan in any of the three growth scenarios envisaged in the plan for the Sevenoaks District.
10	How does this project help the Council achieve its ambition to reduce net greenhouse gas emissions and achieve its Net Zero 2030 target?
	As noted above, Stage 1 of our Solar project is estimated to deliver savings of 1.26% of the total emissions made by the Council in 2022/23.

### Funding

11	<b>Total Project Cost</b>
	<p>Stage 1. Installation of solar panels, and mansafe on the roof of the club and associated costs £128,888.66 inc. VAT.</p> <p>Stage 2. If additional funds are raised, batteries would be purchased at a cost of £51,330 inc. VAT.</p> <p>Total £180,218.66. The Club is not VAT registered so the gross cost requires funding.</p> <p>It should be noted that the Club will be replacing its heating and ventilation systems for all areas of the property other than the rink during the summer/autumn of 2024 at a cost of c. £80,784. These costs are being met by the club out of a recent fundraising appeal, which raised over £44k, its own reserves and an element of borrowing.</p> <p>The Club also has in mind, for the future, to install a suspended ceiling in the rink area to further reduce our carbon footprint – projected cost £70 -80K and will have to replace the rink carpet in the next 2/3 years with a further projected cost of £50- 60K. Club funds will be used but external funding will also be required.</p>

12	<b>Funding from CIL Details</b>
	<p>Funding required from CIL</p> <p>£75,000 being 41.6% of the total or 58.18% of stage 1.</p> <p>Please identify other funding sources for this project, what contribution they are making and why these cannot be used to fund the scheme in its entirety.</p> <p>Please provide the status of each source of funding for example whether it has been formally agreed, whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.</p> <p>Sevenoaks Town Council £25,000 being 13.87% of the total or 19.39% of stage 1.</p>



<b>12</b>	<b>Funding from CIL Details</b> <p>Grant / Loan applications have been to the following organisations and if all of the applications are successful the funding required from Sevenoaks District and Town Councils will be reduced. If however, all are unsuccessful funding required from the Councils will increase. All of the applications will be decided before the Council's proposed CIL meeting in December.</p> <p>Kent Community Foundation £40,000  Sport England £15,000  Tarmac Landfill. £20,000  West Kent Rural Grants. £20,000  Peter Harrison Foundation £20,000</p> <p>The Club believes it can inject £25,000 into the project, which is limited, given, as noted in section 11 above, it has used its own funds and reserves to replace the heating and ventilation system, which is an urgent requirement for the Club.</p> <p>Total grant / loan applications plus own funds total £240,000.</p>
-----------	---

<b>13</b>	<b>Staged Payment Details</b>	
	Is this bid for staged payments?	Yes
	Will staged payments be accepted?	Yes
	Please provide details of anticipated funding requirements and timetable	Up front Deposit on entering into contract –£27,851.85, £38,992.59 on installation date, Balance on completion.

<b>14</b>	<b>Town &amp; Parish Councils CIL Funding</b>	
	Has a bid(s) for CIL funding been made to relevant town and parish councils?	Yes, a bid to Sevenoaks Town Council will be made at the same time as this application.
	Details of bid	Requested grant of £ 25,000
	Decision made	No.
	Details of decision	-

14	<b>Town &amp; Parish Councils CIL Funding</b>	
	If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.	N/A
	If a bid has not been made to the relevant Parish or Town Council, please provide an explanation for this	N/A

15	Would the scheme be fully funded if the CIL contribution is agreed?	
	If the other grant applications prove successful, then the scheme would be fully funded with the CIL contribution.	

16	Has this scheme already benefited from CIL funding through the CIL Spending Board?	
	No	
	If yes, please provide further justification as to why further CIL funding is required for this project.	

17	Has this scheme/land/building already benefited from funding from Sevenoaks District Council?	
	Note- this can include grants, section 106s, a Community Fund etc.	
	Yes	
	If Yes, please provide further details of amount and the project involved.	
	The Club received Covid grants during the pandemic. £ 29,761 in year ended 30.09.21 and £25,000 in year ended 30.09.20	

18	Has the project, at any stage benefited from any CIL Exemptions as laid out in the Community Infrastructure Levy Regulations 2010 (as amended)?
	No
	If yes, please explain why CIL is still required following an exemption.

### Deliverability

19	Does your organisation have the legal right to carry out the proposed scheme?
	If not, you must attach documentation showing that the statutory provider of this service supports this scheme.
	Yes. Subject to the Council's consent, which they confirm will be given on receipt of a satisfactory structural survey.

20	Anticipated start date for delivery of the scheme
	6 weeks after full funding secured for solar installation. January / February 2025

21	Anticipated finish date for the delivery of the scheme
	February/ March 2025

22	Anticipated date when CIL funding will need to be made available
	December 2024



23	Does land need to be purchased to facilitate the scheme?
	No
	If no, please provide details: All works in the scheme are to the existing building.

24	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.
	Progress reports can be provided as required by SDC

25	Please provide details of the management and timescales of the project.
	The Club will appoint PV Solar Installers Limited (PVSI) who have a track record of carrying out these installations in the District. PVSI are MCS Government approved installers and belong to the Competent Person Scheme. PVSI have indicated that the project would take approximately 4 – 6 weeks to complete.

26	Has consultation been carried out on the scheme or is any planned?
	The Club has consulted internally with members and externally with Sevenoaks Town and District Councils, Hollybush Residents Association and some of the organisations that use the premises a number of whom have provided us with letters of support.
	Please provide details (Note: Results can be attached separately if necessary.)

27	Is a relevant SDC ward member(s) supportive of the scheme?
	Councillor Tony Clayton has confirmed his support for the project and an email from him is attached.
	You may provide the signature of an SDC ward member or an email from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> .

28	Is the relevant town/parish council supportive of the scheme?
	Yes. Letter of support is outstanding with the Finance and Delivery Committee.
	Signature of a town/parish council chairman, clerk or chief executive (Note: An email from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).

29	Do you have any other local support for the scheme? This can be in the form of businesses, community groups etc.
	Yes. Letters /emails of support from a number of other organisations that use the club. See Attached
	Please provide details of local support. (Note: An email from a relevant party to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).

### Maintenance

30	Which organisation will be responsible for ongoing maintenance?
	Sevenoaks IBC Limited / PVS

31	Are funding arrangements in place for maintenance?
	Yes
	Please provide details
	Maintenance will be covered by the Club's annual revenue.

32	Please provide any further comments here.
	This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.

### Declaration

I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change



### Declaration

prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.

### Signature

  
.....

### Name

John Roberts  
.....

### Position

Officer.....

### Further Information

CIL Bid Contact Details	
Name, role and contact details of the person that will be the contact for this bid:	John Roberts, Officer, [REDACTED]
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	John Roberts, as above.
Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:	Richard Pursell, Property Director, [REDACTED] [REDACTED]
Name, role and contact details of the person that will be legally responsible for receiving the CIL fund:	Shirley Christian, Finance Director, [REDACTED] [REDACTED]

<b>CIL Bid Contact Details</b>	
Full company/charity name:	Sevenoaks IBC Limited
Registered No:	05210938

### Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at [Council's Privacy Policy](#).

From: **Cllr Clayton, Tony** <[cllr.clayton@sevenoaks.gov.uk](mailto:cllr.clayton@sevenoaks.gov.uk)>

Date: Sun, 21 Jul 2024 at 16:37

Subject: Re: Sevenoaks Indoor Bowls Club - CIL Application for Solar Panels

To: John Roberts [REDACTED]

Cc: Cllr Purves, Elizabeth <[REDACTED]>, Alan Hogg

<[REDACTED]>, Christine Freshwater

<[REDACTED]>

Dear John

I'm glad to support the Sevenoaks Indoor Bowls Club application for Community Infrastructure Levy for solar panels for the Indoor Bowls Centre in Hollybush Rec. This is a significant step forward in reducing energy demand, and hence the indirect carbon footprint of Sevenoaks District.

As this is a building owned by Sevenoaks District Council, I hope it will serve as a flagship project for the wider Council estate in Sevenoaks.

I'm particularly impressed that the club is funding replacement of the heating and ventilation systems to improve energy efficiency, and is planning a suspended ceiling to reduce heat loss. I hope this evidence of a co-ordinated approach to climate impact, and to financial sustainability for the community activity in this building will be appreciated by those making a decision on this application.

Yours sincerely

Cllr Tony Clayton





Sevenoaks  
Bridge Club

5 March 2024

Dear Directors

**Re: Sevenoaks Indoor Bowls Club Upgrades**

Sevenoaks Bridge Club (SBC) relocated to SIBC in January 2023, and meet one evening per week. We have approximately 100 members and get an attendance of 40-50 people per evening.

Playing Bridge is known to promote mental acuity and stave off diseases such as Alzheimer's, and is heavily focussed on the ability of partnerships to communicate within the limitations of the game. Our Club specifically focusses on being welcoming, which promotes socialising, as well as developing younger players to promote Bridge playing into the future. Whilst of course, anyone can play Bridge most of our members are retirees, and many attend as one of few social opportunities weekly.

We see several synergies between SIBC and SBC including mutual advertising of the activities of both Clubs which both attract a similar age demographic, and greater use of the rooms and facilities at the SIBC venue (ensuring members feel like they are a part of a bigger community. Finally, the reasonable rental means the Bridge Club can afford to continue (and several have closed recently) whilst also contributing to the viability of the SIBC.

Given we use the facilities in the evening, and that our members are of an average age of 75-80 years old, it is essential that any venue we use have adequate heating. During cold spells this past winter, SIBC has supplemented the heating with additional plug-in heaters. This makes for irregular heating of the room, is probably not a cost-effective heating solution, and potentially carries a small risk of accidental injury. We fully support the upgrading of the heating system at the club. Furthermore, improving the ventilation system at the Club might remove the smell of the meal of the previous Club users, and would also be lovely.

As a Club, we are very grateful to SIBC for accommodating our relocation as we could not afford to continue at our previous venue, and there are not many suitable alternatives that offer year-round availability. We know that the cost of the upgrades, including the planned carpet replacement, will require a lot of funding. We hope that the SIBC Committee will decide to proceed with this and we will support you where we can.

Sincerely  
Anton Mauve  
Chairman

**Sevenoaks Indoor Bowls Club**

1 message

Alison Starling &lt;[REDACTED]&gt;

Mon, Mar 4, 2024 at 10:33 AM

To: "[REDACTED]"

Dear Directors,

I am chair of the volunteer-lead Sevenoaks Literary Festival (this year will be its 22<sup>nd</sup>) and we use the Club's meeting rooms and facilities for our regular meetings. We are aware that the Club is seeking to raise money to replace the heating and ventilation systems in parts of the property that we use. We completely support their efforts as we have felt the effects of a heating system that has not worked correctly on many occasions this winter.

It would be welcome to be able to hold our meetings in a warm, comfortable environment.

With best wishes,

Alison Starling

Chair

Sevenoaks Literary Festival



**Re: SEVENOAKS INDOOR BOWLS CLUB**

1 message

**Monkey Music Tunbridge Wells and Sevenoaks**Mon, Mar 4, 2024 at  
10:41 AM

Dear Directors,

*I represent Monkey Music Tunbridge Wells and Sevenoaks, pre-school music group. We have been using the Sevenoaks Indoor Bowling Club facilities for over 10 years now.*

*We are aware that the Club is seeking to raise money to replace the heating and ventilation systems in parts of the property that we use.*

*We completely support their efforts, as we have felt the effects of a heating system that has not worked correctly on a number of occasions again this winter.*

*It would be pleasant to be able to make use of a reliable system, especially as we work with very young babies and their carers, and require this to run our sessions effectively.*

*Thank you so much for your help and look forward to hear back from you about this soon, as we continue to work together.*

Best wishes,

Alison

Alison Norman Principal

Miranda Hunt, Julian Altshul Administrators

T [REDACTED]

<https://www.monkeymusic.co.uk/area/tunbridge-wells-tonbridge-sevenoaks-westerham>

Celebrating 30 years of magical music making



Recent Awards include:

Lifetime Achievement Award 2022

Franchisees Choice Award 2022



## Heating in the Internal Bowls Centre

1 message

Sat, Mar 2, 2024 at 7:39 PM



### For the attention of the directors

I am the Treasurer of the Sevenoaks Supper Club which has enjoyed holding its Supper/speaker evenings in the main meeting room at the Indoor Bowls Centre and using the general facilities for well over 10 years.

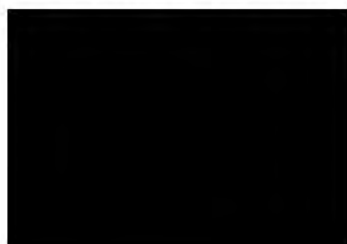
We are aware that the Bowls Club is seeking to raise money to replace the heating and ventilation systems in parts of the property that we use and we strongly support their application as we have felt the ill effects of the heating system's mal-functioning on many occasions this winter.

It would be a relief to be able attend our dinners in a reliably warm and comfortable environment in future, especially as many of our members are elderly.

Kind Regards

Paul Julius

Treasurer Sevenoaks Supper Club





Sevenoaks Town Team Meeting 25<sup>th</sup> September 2024**Minutes of the Sevenoaks Town Team Executive Board Meeting****Held at 6.30 p.m. Wednesday 25<sup>th</sup> September 2024****At Sevenoaks Town Council Chamber, Bradbourne Vale Road, TN13 3QG****Executive Board**

Cllr Nigel Wightman	Sevenoaks Town Council	Present
Cllr Victoria Granville	Sevenoaks Town Council	Apologies
Linda Larter MBE	Sevenoaks Town Council	Present
Mike Reid	Town Team Facilitator	Present
Cllr Graham Clack	Sevenoaks District Council	Present
Cllr Richard Streatfeild MBE	Kent County Council	Present
Cllr Tony Clayton <b>Chair</b>	Sevenoaks Rail Travellers Association	Present
Maxine Morgans <b>Vice Chair</b>	Specsavers	Present
Austin Blackburn	The Bus Doctor	Present
Hannah Kay	Knole National Trust	Apologies
Jack Heidrey	Southeastern	Apologies
Andrew Eyre	Stag	Present
Dawn Blee	Chamber of Commerce	Present
Steve Butler	Blighs	Apologies
Sevenoaks Chronicle	Vacant	
Geraldine Tucker	Sevenoaks Society	Present
Elizabeth Dolding	Warners Solicitors	Apologies
Roberta Ware	Francis Jones Jewellers	Present
PC Tom Costin	Police	Present
Cllr Dr Merilyn Canet	Sevenoaks District Seniors Action Forum	Present
Cllr Elizabeth Purves	Hollybush Residents Association	Apologies
Byron Brown	Bradbourne Residents Association	Apologies

**In Attendance:** Dennis Glasspool, Cllr Dixon, John Levett, Jim Hughes

- 1. Apologies** as noted above
- 2. Declaration of Interest** There were no Declarations of Interest
- 3. Minutes 5<sup>th</sup> June 2024**

It was noted that Austin was present at the meeting.

Subject to this amendment it was agreed to receive and approve the Minutes.

**4. Business Improvement District (BID)**

The consultation process with local businesses was continuing until the end of October 2024.

An information leaflet had been produced and launched at the Business Show and posted to all hereditaments (business rate payers). Feedback both positive and negative

Sevenoaks Town Team Meeting 25<sup>th</sup> September 2024

was starting to be received. An information website had also been created  
[www.sevenoaksbid.co.uk](http://www.sevenoaksbid.co.uk)

A BID Buddy had been appointed to assist with the consultation process. A BID Q & A Breakfast Meeting had been arranged for 7.30 a.m. at the Stag Plaza Suite on 1<sup>st</sup> October 2024.

The following was agreed:

- i) Promotion should concentrate on the positive impact that have been made by BIDs currently in existence.
- ii) Discussion to be focused on what the BID could provide for local businesses bearing in mind approximate potential annual income of £250,000.
- iii) Town Team members to talk to as many local businesses as possible using information provided.
- iv) Town Team meeting in November will make a recommendation to Sevenoaks Town Council as to whether to proceed with next stage of proposed BID e.g. producing Business Plan
- v) Note that the Sevenoaks BID could assist with the following
  - additional security to assist with retail theft prevention
  - additional CCTV coverage, additional support to radio scheme.
  - more events to increase footfall
  - support for night time transport

## 5. Business Awards

40 nominations had been received including several new businesses and were being processed.

The Business Awards evening is 18<sup>th</sup> October 2024 and tickets can be booked via this link: [Gala Awards Dinner tickets.](#)

Entertainment includes speaker Lennox Cato who is known for a variety of roles including Deputy Lord Lieutenant, Antique expert appearing on Antiques Roadshow. Robert Pound Magician is also booked.

## 6. Christmas Lights Switch On Event Saturday 30<sup>th</sup> November 2024.

It was noted that the event had been moved from a Friday evening to a Saturday afternoon in the hope that it would be more of a family friendly event and reduce anti-social behaviour.

The change had involved a large amount of adjustments including road closure, market operation etc and it was noted that even with advance information this might still take some retailers and local businesses by surprise.

Sevenoaks Town Team Meeting 25<sup>th</sup> September 2024

The police had confirmed that they would have several officers available. Liaison would also be needed with British Transport Police about potentially problems arising from large out of town numbers who had anti-social issues. The new Station Manager was aware of the event and problems from previous year.

**7. Sevenoaks Masterplans**

Sevenoaks Town Council was continuing to progress two Masterplans. The next public workshops would be:

- Town Centre Masterplan Workshop  
3.00 p.m. 4<sup>th</sup> November 2024 at the Stag
- St John's Hill Masterplan Workshop  
4.00 p.m. 14<sup>th</sup> November 2024 at Town Council Offices.

**8. Sevenoaks Guided Tour**

The Town Crier had delivered the first Guided Tour in the summer, feedback received will be used to develop future Guided Tours.

**9. Events**

It was noted that the following successful events had been held, well attended and with positive feedback.

- Street Food Festival
- Sevenoaks Bike Festival

The next Vegan Market would take place on 5<sup>th</sup> October 2024.

Avril Hunter asked if consideration could be given to re-introducing a Wellbeing Event, it was noted that this could be a BID activity if created.

**10. Lighting the Vine**

The cabling for the new lighting system had been installed and the project was progressing.

**11. Markets sign at Boots**

In discussion with market traders Sevenoaks Town Council had progressed producing a large wall sign to promote the weekly Wednesday market increasing footfall to the market and town.

Planning permission had been obtained.

Boots required approximately £4,000 to progress its administration and licence to enable the sign to be placed on its exterior wall.



Sevenoaks Town Team Meeting 25<sup>th</sup> September 2024

This was very disappointing, and it was agreed that reluctantly it was uneconomical to proceed. Increased number of banners would be looked at again.

**12. Otford Road Business Park Consultation**

Sevenoaks District Council is planning to build four new industrial units and a drive through café on its disused waste collection storage site off Otford Road. Consultation is currently taking place on this.

**13. Holly Party Saturday 7<sup>th</sup> December 2024, 7.30 – 11.00 p.m.**

It was hoped that this would be well supported by businesses. Tickets are now on sale via link [Holly Party Tickets, Sat 7 Dec 2024 at 19:30 | Eventbrite](#)

**14. Public Realm**

The railings at Sevenoaks Station railway bridge have now been painted. It is hoped that Southeastern might assist with arranging for the actual bridge to be painted as it was in poor condition and with graffiti.

Helping to create more interest in the St John's Hill area, 17 flag sockets have been installed on some of the commercial buildings and like the rest are currently displaying Panto flags. Thanks are recorded to Wealden Properties for having been so helpful in arranging for the sockets to be installed on some of their buildings.

**15. Members Organisations**Specsavers

Business is good and busy.

Kent County Council

Needing to address some flooding issues. Pressure on need to reduce annual budget by £80m.

Sevenoaks District Council

Reusable recycling bag scheme to start next month.

NPPF consultation now finished, await impact on Local Plan and the requirement to build 1,113 homes each year.

Stag

Theatre bookings doing very well, 2025 now full and bookings being taken for 2026. Cinema numbers slowly improving.

Jim Hughes

Attended the KCC Traffic Plans 2040 consultation at the library and reported that it was a very limited consultation process.

Sevenoaks Town Team Meeting 25<sup>th</sup> September 2024Police

Bike thefts are increasing by two to three per week. The Bike Festival was a good opportunity for the police to engage with the public and advise on this. The police recommended that bikes had trackers installed.

Summer Festival

Arrangements were being put in place for 2025.

Community Safety Radio Scheme

Ongoing shoplifting, some exclusion orders were being made.

Noted that a PCC Retail Crime Board had been created for Kent to address 19% increase in retail crime.

Francis Jones Jewellers

Roberta reminded all that only 3% of shoplifting is reported and therefore crime figures were much larger than reported.

Request that future Town Team meetings try to avoid clashing with Sevenoaks Society meetings.

Francis Jones Jewellers would be selling Christmas cards on behalf of Sevenoaks Hospital.

Sevenoaks District Area Forum

Concerned about loss of health facilities including loss of 19 beds at Sevenoaks Hospital.

It was noted that this was discussed at KCC – link below. Also concerned about shortage of appropriate housing and transport for older people.

<https://democracy.kent.gov.uk/ieListDocuments.aspx?CId=112&MIId=9543&Ver=4>

Sevenoaks Town Council

The final installations for the 20 mph scheme would take place this month.

The BID consultation process was continuing as previously mentioned.

Christmas Lights Switch On and Remembrance Service events being worked on.

Longspring Woods Celebration taking place this Saturday.

Pleased with success in South & South East in Bloom Awards:

Vine	Gold and best park in category
Town Centre	Gold
Upper High St Gardens	Gold
HitB Youth Café	Thriving

**16. Dates of Next Meetings**

November 20<sup>th</sup>

February 5<sup>th</sup>, 2025

May 28<sup>th</sup>, 2025

There being no further business the Chair closed the Meeting at 7.50 p.m.