

25th February 2025

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 3rd March 2025 at the conclusion of the 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/nWolAgH2tIY> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

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



Town Clerk

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

Committee Members:

Cllr Tony Clayton (Chair)	Cllr Catherine Daniell (Deputy Leader)
Cllr Nigel Wightman (Leader & Vice-Chair)	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
1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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Town Clerk

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 & DELIVERY COMMITTEE – 20TH JANUARY 2025</u> To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 20 th January 2025 as a true record.	7
5	<u>AMENDMENT TO MINUTE 441 OF FINANCE & DELIVERY COMMITTEE HELD ON 25TH NOVEMBER 2025</u> To note that Minute 441 stated in error that the annual rent be increased to £4,500 but it was agreed at the meeting that the rent should be increased to £4,000. Recommendation: That Minute 441 of the Finance & Delivery Committee held on 25 th November 2024 be amended to read as follows: 441 Review of Lease: Vine Cricket Pavilion and Tea Kiosk The Committee considered the Vine Cricket Pavilion and Tea Kiosk lease, which was for a 25-year term, expiring on 23 rd September 2028. The lease was last reviewed in 2020. It was noted that previous lease reviews had not been in line with inflation. RESOLVED: That a rent review be undertaken and the annual rent for the Vine Cricket Pavilion and Tea Kiosk be increased to £4,000 per annum.	-
6	<u>FINANCE REPORTS – JANUARY 2025</u> To receive and consider the Responsible Finance Officer's reports.	
6.1	<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 st January 2025, including:	13
	Appendix 1 - Income and Expenditure by cost centre	15
	Appendix 2 – Variance Analysis	41
	Appendix 3 – Fund Balances	47
	Appendix 4 – Statutory Balance Sheet	48
	Appendix 5 – Earmarked Reserves	50
	Appendix 6 – Operating Income and Expenditure	51

6.2	<u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the period <ul style="list-style-type: none">1st to 31st January 2025	53																								
6.3	<u>List of Payments</u> To note list of payments for: <ul style="list-style-type: none">Sevenoaks Town Council Nat West Account: 1st to 31st January 2025Mayor's Charity Account: 1st to 31st January 2025 - None	63																								
6.4	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for period: <ul style="list-style-type: none">1st to 31st January 2025	65																								
6.5	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the period <ul style="list-style-type: none">1st to 31st January 2025	67																								
6.6	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period to 31 st January 2025:																									
	<table><tr><th>Date of Offer</th><th>To</th><th>Accepted/ Declined</th><th>From</th><th>Item</th><th>Estimated Value</th></tr><tr><td>26.01.25</td><td>Mayor</td><td>Accepted</td><td>Chinese School Sevenoaks Branch</td><td>Scroll Calendar with gold leaf calligraphy Steamed white fungus soup £20 lucky red packet money</td><td>£30</td></tr><tr><td>28.01.25</td><td>Town Clerk</td><td>Accepted</td><td>Tarmac</td><td>Lunch at SRFC event</td><td>£25</td></tr><tr><td>13.2.25</td><td>Town Clerk & RFO</td><td>Accepted</td><td>Natwest</td><td>Apology boxes of Fruit, Biscuits and Sweets Some donated to Mayor's Fundraising and shared in office.</td><td>£100</td></tr></table>	Date of Offer	To	Accepted/ Declined	From	Item	Estimated Value	26.01.25	Mayor	Accepted	Chinese School Sevenoaks Branch	Scroll Calendar with gold leaf calligraphy Steamed white fungus soup £20 lucky red packet money	£30	28.01.25	Town Clerk	Accepted	Tarmac	Lunch at SRFC event	£25	13.2.25	Town Clerk & RFO	Accepted	Natwest	Apology boxes of Fruit, Biscuits and Sweets Some donated to Mayor's Fundraising and shared in office.	£100	
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7	<u>INTERNAL AUDIT</u>	
7.1	<u>INTERNAL AUDIT VISIT 2 REPORT</u> To receive and note the report and the matter identified therein.	69
7.2	<u>LETTER OF ENGAGEMENT WITH SIGNATURE CLAUSE</u> To note that the internal auditor has not provided a letter of engagement with a signature clause at the end as requested by the external auditor (“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”).	-
7.3	<u>APPOINTMENT OF INTERNAL AUDITORS FOR 2025/2026</u> I. To agree the appointment of internal auditors for 2025-26. II. To consider the independence of the internal auditor in the period 1 April 2025 to 31 March 2026. III. To consider the competence of internal auditor in the period 1 April 2025 to 31 March 2026.	75
8	<u>INSURANCE RENEWAL</u> To consider and approve proposed insurance renewal for 2025/26.	79
9	<u>MEMBERS ALLOWANCES POLICY</u> To approve allowances for 2025/26.	107
10	<u>REVIEW OF INTERNAL CONTROLS: FINANCIAL REGULATIONS</u> To review and adopt updated Financial Regulations 2025/26.	109
11	<u>RENEWAL OF LEASE: LIONS CLUB STORAGE AT BAT & BALL CENTRE</u> To authorise the signature of the Lions Club Licence for the garage space at the Bat and Ball Centre.	127
12	<u>SEVENOAKS TOWN COUNCIL COMPLAINTS POLICY</u> To consider and re-adopt STC Complaints Policy.	131
13	<u>COMMUNITY ASSET WORKING GROUP</u> To receive and note the notes of the Community Asset Working Group held on 22 nd January 2205.	135
14	<u>COMMUNICATIONS WORKING GROUP</u> To receive and note the notes of the Communications Working Party held on 5 TH February 2025.	139

15	<u>TOWN TEAM</u> To receive and note the minutes of the Town Team meeting held on 5 th February 2025. (Note: full version of minutes including appendices circulated separately and available on request)	145
16	<u>CURRENT MATTERS</u> To receive and note list of Current Matters	151
17	<u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release.	-

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Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 20th January 2025
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/JYdNgcXy0dQ>

Meeting commenced: 7:00 pm

Meeting Concluded: 8:01 pm

Present:

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

Cllr Lise Michaelides	Substitute for	Cllr Nigel Wightman
Cllr Claire Shea	Substitute for	Cllr Catherine Daniell

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

Members of Public in attendance: 0

Representations received from Members of the Public: None

499 Apologies for Absence

Apologies for absences were received and accepted as shown above.

500 Dispensations: There were no requests for dispensation.

501 Declarations of Interest

There were no declarations of interest.

502 Minutes of Finance & Delivery Committee on 25th November 2024

RESOLVED: to receive and sign the Minutes of the Finance and Delivery Committee held on 25th November 2024 as a true record.

503 Management Accounts to 31st December 2024

503.1 The Committee received and noted, for the period ended 31st December 2024, the Responsible Finance Officer's Report including Income and Expenditure by Cost Centre, Variance Analysis, Fund Balances, Statutory Balance Sheet, Earmarked Reserves and Operating Income and Expenditure.

It was noted that the year-to-date position at the end of December 2024 gave a revenue surplus of £45,258.

RESOLVED: to receive and accept the Responsible Finance Officer's Report and Management Accounts 1st to 31st December 2024.

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 20th January 2025

503.2 The Committee received and noted:

Suppliers Accounts

- 1st to 31st December 2024, total gross invoices £155,671.49

List of Payments Sevenoaks Town Council Nat West Account

- 1st to 31st December 2024, total £242,797.86

List of Payments Mayor's Charity Account:

- 1st to 31st December 2024, total £0.00

Payroll Accounts

- 1st to 31st December 2024, total payments £99,939.46

Petty Cash Accounts for:

- 1st to 31st December 2024, total payments £214.43

503.3 Hospitality and Gifts Register:

Date of Offer	To	Accepted / Declined	From	Item	Estimated value
27.11.24	Town Clerk	Accepted	Market Flower Stall	Bouquet of Flowers	£20
03.12.24	Town Clerk	Accepted	Gails Regional	Cakes	£20

504 Management Accounts to 30th November 2024

504.1 The Committee received and noted, for the period ended 30th November 2024, the Responsible Finance Officer's Report including Income and Expenditure by Cost Centre, Variance Analysis, Fund Balances, Statutory Balance Sheet, Earmarked Reserves and Operating Income and Expenditure.

It was noted that the year-to-date position at the end of November 2024 gave a revenue surplus of £89,017.

RESOLVED: to receive and accept the Responsible Finance Officer's Report and Management Accounts 1st to 30th November 2024.

504.2 The Committee received and noted:

Suppliers Accounts

- 1st to 31st November 2024, total gross invoices £47,422.50

List of Payments Sevenoaks Town Council Nat West Account

- 1st to 31st November 2024, total £480,960.87

List of Payments Mayor's Charity Account:

- 1st to 31st November 2024, total £0.00

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 20th January 2025

Payroll Accounts

- 1st to 31st November 2024, total payments £100,042.01

Petty Cash Accounts for:

- 1st to 31st November 2024, total payments £566.45

505 Review of General and Earmarked Reserves

The Committee considered the updated Reserves Policy and the current level of financial reserves.

It was noted that the Town Council aimed to increase its general reserves by a minimum of £20k per year as part of a long-term plan working towards a general reserve fund of up to 6 months of precept, dependent on working capital needs.

RESOLVED that:

- 1) The Sevenoaks Town Council Reserves Policy for the Financial Year 2025/26 be approved and adopted: and
- 2) The General and Earmarked Reserves held be noted

506 Investment Report & Policy

The Committee considered a report reviewing the Town Council's Investment Strategy and current investments.

It was agreed that all new borrowers would be submitted to this Committee for approval and inclusion on the approved list.

Having considered current guidance and the Town Council's cash flow and investment requirements, the Committee approved the updated Investment Strategy, Policy and Risk Management 2025/26.

RESOLVED:

- 1) That authority be delegated to the Town Clerk/ Responsible Finance Officer, in consultation with the Chair and Vice-Chair of the Finance & Delivery Committee, to invest in regulated borrowers who meet the A3 credit rating as per the Investment Strategy (either directly or via the Insignis Platform).
- 2) That the Investment Strategy, Policy and Risk Management 2025/26 be approved and adopted.

507 Review of Lease: Lions Club Storage at Bat & Ball Centre

The Committee considered the Lease for the Lions Club Storage at Bat & Ball Centre which had been for a 5-year term, expiring on 19th April 2025. The rent was for £25 for the entire term of the lease.

RESOLVED: That the Town Council offer to renew the Lease to the Lions Club for a further five years for the total rent of £25.00.

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 20th January 2025

508 Town Council Offices: Replacement of Boiler

It was noted that the original boiler which was over thirty years old was no longer energy efficient and did not keep the offices and Chamber sufficiently heated.

Three quotations had been received, one not able to provide a price.

RESOLVED: That a new boiler and improved radiators up to the value of £8,280 be purchased. Funding to be from capital receipts reserve and contingency budgets.

509 Replacement of Vine Pavilion Skylights

The three twenty-year-old skylights in the Vine Pavilion required replacing urgently to prevent water ingress.

RESOLVED: That three new polycarbonate skylights be purchased up to the value of £3,000. Funding to be from capital refurbishment budget.

510 NHS Recovery & Wellbeing College – Request for Free Use of Venue.

The NHS Recovery & Wellbeing College covers Maidstone, Medway and Swale, Ashford, Canterbury, South Kent Coast (Dover – Hythe) and Thanet. This had been so successful they were looking to expand into Sevenoaks, Tonbridge and Dartford.

They want to have a partnership with Sevenoaks Town Council that would greatly benefit the community. The Recovery & Wellbeing College are committed to providing essential courses aimed at promoting mental health and recovery. They believe that by collaborating with local people, they can create a supportive environment for individuals seeking wellbeing and recovery resources, fostering community engagement and promoting mental health awareness.

RESOLVED: To provide the Luggage Room at Bat & Ball Station free of charge one morning per week to the NHS Recovery & Wellbeing College for a trial period of one year.

511 KCC Community Transport Grants

KCC provides annual grants for community bus transport. In the past the Town Council has applied for funding towards the No 8 bus and been successful – this route is currently now 100% funded by KCC. The Town Council has also sought funding for an Electric Bus for the No. 8 bus and not been successful.

Both Faversham and Swanley Town Council obtained funding for the purchase of a minibus which they make available at a reasonable rate for community use. It is thought that Sevenoaks Town Council could pursue a similar funding application and provision.

RESOLVED: That Sevenoaks Town Council submits a funding application to KCC for the provision of a Community Minibus. Match funding would come from the Town Council's Earmarked Reserve for bus provision.

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 20th January 2025

512 Revenue Estimates and Precept Proposal 2025 / 2026

The Committee received a report relating to the financial year for 2024 / 2025 predicted financial outcomes. Officers were congratulated on keeping the Town Council within budget.

The Committee received and considered the reports relating to the final Revenue Estimates for the financial year 2025 / 2026.

It was noted that the proposed Precept retained all current and some new Town Council services and functions, included additional compulsory NI increases equating to approximately 2% and substantially increased the budget for grants to voluntary organisations.

RESOLVED: That the Town Council be RECOMMENDED to approve the precept of £1,545,147 for 2025-2026 which is a 5.7% increase to the 2024-25 Band D equivalent resulting in a Band D equivalent household rate of £153.67 per year, which equates to £2.96 per week and a 17p increase per week.

513 Communications Working Group

The Committee received and noted the minutes of the Communications Working Group held on 27th November 2024.

RESOLVED: To receive and note the minutes of the meeting of the Communications Working Group held on 27th November 2024

514 Current Matters

RESOLVED: To note the updates to current matters.

515 Press Release: It was agreed that press releases be issued in relation to:

- NHS Recovery & Wellbeing College provision

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

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Sevenoaks Town Council
Finance Officer's Report
Financial report for the period ended 31st January 2025

1. Summary

As of the end of January, the year-to-date financial position reflects a revenue surplus of £49,447. The designated reserves allocated for The Bat & Ball Station have now been fully utilised and transferred from earmarked funds. It is important to note that this surplus does not account for the £20,000 that will need to be transferred to general reserves at the financial year-end.

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

- Cemetery income is £5k over the year to date budget.
- Hire of rooms at Bat & Ball Station has reached 113% of its annual income (£13,629 against £12,000).
- Interest on deposits is positive, income of £49k against an annual budget of £30k.
- £5k over budget for gross pay YTD in planning due to under budgeting.
- The Open Spaces income is £4,840 under budget – December and January usage had not been received so this has been invoiced in February.
- St Nicholas Church has a variance of £7,753, this is due to the chancel wall repairs. Zurich have stopped the payment and are asking further questions on whether this was general wear and tear. An email was sent by them on 7th March 2024 stating “I am happy to agree the repair costs and offer settlement of £8390. (Total costs minus the excess of £100)”.
- Printing and stationery is £5,518 over its annual budget, the Town Crier is paid out of this nominal code and there is still one print run to do at a cost of £3,960. Unbudgeted items in this nominal code include brochure of paintings (£975) and 20 mph leaflets (£349).
- The Vine Café is running at a deficit of £21k. The reduced hours and annualising of salary will not have a positive impact until the beginning of the next financial year.
- The Bat and Ball Station Café is running at a deficit of £14k.

2. Use of Contingency

Monies spent

2024/2025 - £70k	
Pigeon Removal - Public Clock	2,013
Pigeon Removal - scaffolding	1238
Replacement Fire Escape Doors - HitB	4,224
BID Website	1,414
Staff Costs - Establishments	10,000
Parking and Beats Survey	10,196
Town Crier Redesign	3,200
New boiler and radiators - Town Council Offices	4,500
	36,785

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	£38,820 (F)	Please refer to the variance report.
28	Street Lighting	£26,143 (F)	Please refer to the variance report.
32	General	£10,612 (F)	Please refer to the variance report.
41	Business Hub	£7,738 (F)	Please refer to the variance report.
60	Markets	£14,863 (F)	Please refer to the variance report.
23	Allotments	£5,958 (A)	Please refer to the variance report.
31	Establishments	£25,928 (A)	Please refer to the variance report.
28	Vine Café	£21,341 (A)	Please refer to the variance report.
30	Bat & Ball Station	£14,780 (A)	Please refer to the variance report.

4. Statutory Balance Sheet

The total assets year to date are £1,751,890. Revenue (general) reserves have increased by £4,190 leaving a year-to-date balance of £542,950.

Earmarked Reserves have decreased by £123,765 leaving a year-to-date balance of £889,967.

This includes:

1. £115,441 payment for the 20 mph scheme and road safety audit for Dartford Road Crossing.
2. £7,650 payment towards the two masterplans.

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

5. Outstanding Debts

There are none.

6. Insurance Claims

A new claim has been submitted for the bike rack at the Bat and Ball Station which is being assessed.

Zurich has settled the St Johns Hill toilet claim at £2,717.94 the invoice was for £3,920.

Detailed Income & Expenditure by Phased Budget Heading 17/02/2025

Month No: 10

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	2,630	2,417	(213)	29,191	24,170	(5,021)	29,000		(191)	100.7%	
4012 Expenses	0	0	0	5	0	(5)	0		(5)	0.0%	
4270 Employers Pension Contribution	95	100	5	1,043	1,000	(43)	1,200		157	86.9%	
6240 Computer/ Data Base/WP's	31	0	(31)	816	650	(166)	650		(166)	125.6%	
6320 Staff Training	0	0	0	50	0	(50)	0		(50)	0.0%	
6330 Welfare/Hospitality	0	0	0	19	0	(19)	0		(19)	0.0%	
6630 Professional Fees	34	0	(34)	351	900	549	900		549	39.0%	
6730 Subscriptions	0	50	50	625	500	(125)	600		(25)	104.2%	
Planning - General :- Indirect Expenditure	2,791	2,567	(224)	32,100	27,220	(4,880)	32,350	0	250	99.2%	0
Net Expenditure	(2,791)	(2,567)	224	(32,100)	(27,220)	4,880	(32,350)				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	(1,177)	1,788	2,965	21,252	26,092	4,840	29,663			71.6%	
1030 Electricity recharge	0	0	0	1,295	3,000	1,706	4,054			31.9%	
1316 Raleys Car Park Permits	8	0	(8)	1,862	1,672	(190)	1,672			111.4%	
1850 Log Sales	0	200	200	0	550	550	754			0.0%	
1853 Adopt a Tree income	0	0	0	479	100	(379)	100			479.1%	
1990 Other Income	0	0	0	1,178	225	(953)	270			436.4%	
O/ Spaces & Leisure - General :- Income	(1,169)	1,988	3,157	26,066	31,639	5,573	36,513			71.4%	0
4010 Gross Pay	13,970	16,581	2,611	141,920	165,810	23,890	198,977		57,057	71.3%	
4011 Mileage	12	0	(12)	636	0	(636)	0		(636)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 17/02/2025

Month No: 10

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
4270 Employers Pension Contribution	878	1,266	388	8,490	12,660	4,170	15,190		6,700	55.9%	
5010 Vine Area General Maintenance	(113)	0	113	2	0	(2)	0		(2)	0.0%	
5013 Graffiti Removal	0	0	0	200	1,357	1,157	1,357		1,157	14.7%	
5025 Lower St Johns Toilets	(1,722)	1,167	2,889	20,817	11,670	(9,147)	14,000		(6,817)	148.7%	13,838
5026 Greatness Rec Convenience	1,411	258	(1,153)	4,134	2,580	(1,554)	3,100		(1,034)	133.4%	
5030 St Nicholas Burial Ground	0	0	0	7,853	100	(7,753)	100		(7,753)	7853.0%	
5050 Seats And Litter Bins	0	0	0	0	1,722	1,722	2,300		2,300	0.0%	
5060 Sevenoaks Common	0	0	0	1,468	4,000	2,532	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	896	1,000	104	3,796	4,000	204	4,000		204	94.9%	
5110 Knole Paddock & Pavilion	0	340	340	775	2,720	1,945	3,500		2,725	22.1%	
5120 Knole Paddock Pitch & Grnd Mt	0	50	50	4,128	2,350	(1,778)	2,500		(1,628)	165.1%	
5310 Miscellaneous Open Spaces	954	433	(521)	5,236	4,330	(906)	5,200		(36)	100.7%	
5311 Security Open Spaces	2,425	2,083	(342)	24,421	20,830	(3,591)	25,000		579	97.7%	
5316 Skatepark Maintenance	0	0	0	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	1,274	1,000	(274)	1,500		226	84.9%	
5330 Grass Seed	0	0	0	3,379	2,500	(879)	2,500		(879)	135.1%	
5340 Plants	0	500	500	2,598	2,600	2	3,000		402	86.6%	
5410 Repairs & General Maintenance	60	150	90	394	1,500	1,106	1,800		1,406	21.9%	
5412 Capital Refurbishments	0	833	833	0	8,330	8,330	10,000		10,000	0.0%	
5500 Equipment Hired and New	512	583	71	3,592	5,830	2,238	7,000		3,408	51.3%	
5525 Equipment Maintenance	669	500	(169)	3,588	7,000	3,412	8,000		4,412	44.9%	
5550 Vehicle Expenses	185	1,792	1,607	3,198	17,920	14,722	21,500		18,302	14.9%	(20,000)

Detailed Income & Expenditure by Phased Budget Heading 17/02/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5700 Fuel	329	492	163	3,685	4,920	1,235	5,900		2,215	62.5%	
6010 Light Heat & Cleaning	0	500	500	2,116	7,200	5,084	8,500		6,384	24.9%	
6011 Electricity	1,003	0	(1,003)	1,286	0	(1,286)	0		(1,286)	0.0%	
6013 Cleaning	0	50	50	224	500	276	600		376	37.3%	
6014 Water	15	83	68	520	830	310	1,000		480	52.0%	
6101 Telephone	11	12	1	103	120	17	145		42	71.3%	
6104 Mobile Telephone	15	28	13	295	280	(15)	340		45	86.8%	
6105 Broadband wi-fi service	22	25	3	244	250	6	300		56	81.4%	
6320 Staff Training	525	0	(525)	2,824	2,250	(574)	3,000		176	94.1%	
6330 Welfare/Hospitality	29	52	23	543	520	(23)	625		82	86.9%	
6635 Professional Fees Licensing	0	0	0	295	300	5	300		5	98.3%	
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	170	170	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	70	70	80		80	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	4	0	(4)	1,700		1,696	0.2%	
6930 Alarm Maintenance	0	0	0	1,061	880	(181)	880		(181)	120.6%	
6931 CCTV Maintenance	0	0	0	0	0	0	600		600	0.0%	
6934 Waste Bin Collection-Dog Bins	692	700	8	1,383	2,100	717	3,000		1,617	46.1%	
6935 Waste Bin Disposal-Waste Bins	594	225	(369)	2,662	2,250	(412)	2,700		38	98.6%	
6952 Protective Clothing	166	131	(35)	1,251	1,310	59	1,575		324	79.4%	
6975 Bank Charges	0	0	0	161	0	(161)	0		(161)	0.0%	
O/ Spaces & Leisure - General :- Indirect Expenditure	23,538	29,858	6,320	260,806	311,361	50,555	374,671	0	113,865	69.6%	(6,162)
Net Income over Expenditure	(24,706)	(27,870)	(3,164)	(234,740)	(279,722)	(44,982)	(338,158)				
8001 plus Transfer from EMR	0	0	0	(6,162)	0	6,162	0				
Movement to/(from) Gen Reserve	(24,706)	(27,870)	(3,164)	(240,902)	(279,722)	(38,820)	(338,158)				

Detailed Income & Expenditure by Phased Budget Heading 17/02/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	9,650	6,581	(3,069)	70,348	65,810	(4,538)	78,975			89.1%	
O/ Spaces & Leisure - Cemetery :- Income	9,650	6,581	(3,069)	70,348	65,810	(4,538)	78,975			89.1%	0
4010 Gross Pay	9,029	8,303	(726)	91,917	83,030	(8,887)	99,632		7,715	92.3%	
4011 Mileage	0	0	0	117	0	(117)	0		(117)	0.0%	
4012 Expenses	0	0	0	13	0	(13)	0		(13)	0.0%	
4270 Employers Pension Contribution	820	691	(129)	8,177	6,910	(1,267)	8,290		113	98.6%	
5210 Cemetery Chapel & Office	0	0	0	232	150	(82)	150		(82)	154.9%	
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	525	525	700		700	0.0%	
5410 Repairs & General Maintenance	12	100	88	1,673	1,000	(673)	1,200		(473)	139.4%	
5500 Equipment Hired and New	0	333	333	945	3,330	2,386	4,000		3,056	23.6%	
5525 Equipment Maintenance	0	750	750	3,127	7,500	4,373	9,000		5,873	34.7%	
5700 Fuel	46	100	54	511	1,000	489	1,200		689	42.6%	
6000 Rent & Rates	848	875	27	8,668	8,750	82	10,500		1,832	82.6%	
6010 Light Heat & Cleaning	0	175	175	0	1,750	1,750	2,100		2,100	0.0%	
6011 Electricity	595	0	(595)	1,837	0	(1,837)	0		(1,837)	0.0%	
6013 Cleaning	8	0	(8)	520	800	280	1,000		480	52.0%	
6014 Water	0	92	92	217	920	703	1,100		883	19.8%	
6101 Telephone	59	67	8	585	670	85	800		215	73.1%	
6104 Mobile Telephone	0	2	2	0	20	20	25		25	0.0%	
6105 Broadband wi-fi service	10	12	2	90	120	30	150		60	60.0%	
6200 Printing & Stationery	0	0	0	86	0	(86)	0		(86)	0.0%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6210 Postage & Courier	8	0	(8)	8	0	(8)	0		(8)	0.0%	
6240 Computer/ Data Base/WP's	34	0	(34)	(746)	670	1,416	670		1,416	(111.4%)	
6320 Staff Training	866	0	(866)	866	1,125	259	1,500		634	57.7%	
6330 Welfare/Hospitality	28	25	(3)	369	250	(119)	300		(69)	122.8%	
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	8	10	2	224	100	(124)	125		(99)	178.8%	
6720 Books and Periodicals	0	0	0	0	50	50	50		50	0.0%	
6730 Subscriptions	0	0	0	195	200	5	200		5	97.5%	
6802 Trees Plants Turf & Fertilizer	18	0	(18)	2,319	2,400	81	3,000		681	77.3%	
6822 Roads Path & Boundaries	0	90	90	0	750	750	850		850	0.0%	
6832 Lawn/Wall of Remembrance	0	0	0	95	90	(5)	120		25	78.8%	
6922 Health&Safety/Risk Assessments	0	0	0	278	1,125	847	1,500		1,222	18.5%	
6930 Alarm Maintenance	0	0	0	1,451	1,700	249	1,700		249	85.4%	
6932 Cemetery Security	676	500	(176)	5,742	5,000	(742)	6,000		258	95.7%	
6935 Waste Bin Disposal-Waste Bins	161	108	(53)	1,039	1,080	41	1,300		261	79.9%	
6952 Protective Clothing	40	58	18	628	580	(48)	700		72	89.7%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	13,268	12,291	(977)	137,125	131,595	(5,530)	157,862	0	20,737	86.9%	2,299
Net Income over Expenditure	(3,618)	(5,710)	(2,092)	(66,777)	(65,785)	992	(78,887)				
8001 plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
Movement to/(from) Gen Reserve	(3,618)	(5,710)	(2,092)	(64,478)	(65,785)	(1,307)	(78,887)				

Detailed Income & Expenditure by Phased Budget Heading 17/02/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	0	0	0	1,206	1,559	353	1,559			77.4%	
1047 QH Allotments Income	(114)	0	114	7,840	8,342	502	8,342			94.0%	
O/ Spaces & Leisure- Allotment :- Income	(114)	0	114	9,047	9,901	854	9,901			91.4%	0
4010 Gross Pay	597	317	(280)	5,444	3,170	(2,274)	3,800		(1,644)	143.3%	
4270 Employers Pension Contribution	65	15	(50)	672	150	(522)	180		(492)	373.4%	
5410 Repairs & General Maintenance	0	0	0	1,097	0	(1,097)	0		(1,097)	0.0%	1,097
6002 QH Allotments Costs	76	0	(76)	650	0	(650)	0		(650)	0.0%	275
6014 Water	79	0	(79)	154	714	560	950		796	16.2%	
6300 Computer Software	0	0	0	803	20	(783)	20		(783)	4012.5%	
6620 Legal Expenses	0	0	0	1,500	0	(1,500)	0		(1,500)	0.0%	
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	816	332	(484)	10,599	4,124	(6,475)	5,080	0	(5,519)	208.6%	1,372
Net Income over Expenditure	(930)	(332)	598	(1,553)	5,777	7,330	4,821				
8001 plus Transfer from EMR	359	0	(359)	1,372	0	(1,372)	0				
Movement to/(from) Gen Reserve	(571)	(332)	239	(181)	5,777	5,958	4,821				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	2,267	0	(2,267)	12,043			18.8%	2,260

Detailed Income & Expenditure by Phased Budget Heading 17/02/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1550 Insurance Claims	0	0	0	2,891	0	(2,891)	0			0.0%	
1990 Other Income	0	0	0	3,789	0	(3,789)	1,000			378.9%	2,409
1997 In Bloom Income	0	0	0	1,200	0	(1,200)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	10,147	0	(10,147)	13,043			77.8%	4,669
5410 Repairs & General Maintenance	0	0	0	7,081	3,251	(3,830)	3,251		(3,830)	217.8%	
6861 Public Clock Maintenance	(735)	0	735	862	200	(662)	200		(662)	431.1%	
6862 Street Lighting	388	1,417	1,029	4,350	14,170	9,820	17,000		12,650	25.6%	
6865 In Bloom Costs	19	0	(19)	12,670	14,000	1,330	14,000		1,330	90.5%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	(328)	1,417	1,745	24,963	31,621	6,658	34,451	0	9,488	72.5%	0
Net Income over Expenditure	328	(1,417)	(1,745)	(14,816)	(31,621)	(16,805)	(21,408)				
8002 plus Transfer to EMR	0	0	0	4,669	0	(4,669)	0				
8002 less Transfer to EMR	0	0	0	4,669	0	(4,669)	0				
Movement to/(from) Gen Reserve	328	(1,417)	(1,745)	(19,485)	(31,621)	(26,143)	(21,408)				
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	547	0	(547)	38,748	0	(38,748)	0			0.0%	
1213 Event catering	0	0	0	1,782	0	(1,782)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	547	0	(547)	40,530	0	(40,530)	0				0
4010 Gross Pay	1,940	0	(1,940)	32,895	0	(32,895)	0		(32,895)	0.0%	
4270 Employers Pension Contribution	108	0	(108)	1,591	0	(1,591)	0		(1,591)	0.0%	
5410 Repairs & General Maintenance	0	0	0	395	0	(395)	0		(395)	0.0%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5500 Equipment Hired and New	21	0	(21)	697	0	(697)	0		(697)	0.0%	
5525 Equipment Maintenance	392	0	(392)	2,130	0	(2,130)	0		(2,130)	0.0%	
6000 Rent & Rates	74	0	(74)	736	0	(736)	0		(736)	0.0%	
6010 Light Heat & Cleaning	24	0	(24)	170	0	(170)	0		(170)	0.0%	
6011 Electricity	1,412	0	(1,412)	3,551	0	(3,551)	0		(3,551)	0.0%	
6014 Water	106	0	(106)	877	0	(877)	0		(877)	0.0%	
6101 Telephone	51	0	(51)	457	0	(457)	0		(457)	0.0%	
6200 Printing & Stationery	0	0	0	105	0	(105)	0		(105)	0.0%	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	0.0%	
6320 Staff Training	0	0	0	35	0	(35)	0		(35)	0.0%	
6500 Goods for Resale	101	0	(101)	12,178	0	(12,178)	0		(12,178)	0.0%	
6505 Cafe consumables	4	0	(4)	866	0	(866)	0		(866)	0.0%	
6635 Professional Fees Licensing	0	0	0	474	0	(474)	0		(474)	0.0%	
6900 Sundry Expenses	0	0	0	42	0	(42)	0		(42)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	1,638	0	(1,638)	0		(1,638)	0.0%	
6930 Alarm Maintenance	0	0	0	505	0	(505)	0		(505)	0.0%	
6935 Waste Bin Disposal-Waste Bins	161	0	(161)	1,432	0	(1,432)	0		(1,432)	0.0%	
6976 Credit card charges	54	0	(54)	1,071	0	(1,071)	0		(1,071)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	4,448	0	(4,448)	61,871	0	(61,871)	0	0	(61,871)		0
Net Income over Expenditure	(3,901)	0	3,901	(21,341)	0	21,341	0				

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	0	0	0	1,280	1,500	220	1,500			85.3%	
1350 Revenue Grant income	0	0	0	9,228	0	(9,228)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	0	875	875	3,500	3,500	0	3,500			100.0%	
1870 Vine Club Insurance Contrib.	0	0	0	462	367	(95)	367			126.0%	
O/Spaces & Leisure-Vine Ground :- Income	0	875	875	14,470	5,367	(9,103)	5,367			269.6%	0
4010 Gross Pay	1,825	1,866	41	20,473	18,660	(1,813)	22,398		1,925	91.4%	
4270 Employers Pension Contribution	67	112	45	732	1,120	388	1,344		612	54.5%	
5010 Vine Area General Maintenance	114	208	94	2,470	2,080	(390)	2,500		30	98.8%	
5015 Vine Pavilion maintenance	0	0	0	0	200	200	200		200	0.0%	
5020 Vine Public Convenience	2,648	1,000	(1,648)	9,069	10,000	931	12,000		2,931	75.6%	
5410 Repairs & General Maintenance	0	67	67	23	670	647	800		777	2.8%	
5500 Equipment Hired and New	0	0	0	0	2,004	2,004	2,006		2,006	0.0%	
6011 Electricity	0	0	0	529	0	(529)	0		(529)	0.0%	
6014 Water	0	42	42	309	420	111	500		191	61.9%	
6200 Printing & Stationery	0	0	0	385	0	(385)	0		(385)	0.0%	
6635 Professional Fees Licensing	0	0	0	70	210	140	210		140	33.3%	
6868 Summer Concerts	0	0	0	3,596	3,600	4	3,600		4	99.9%	
6869 Special Events	0	0	0	0	140	140	140		140	0.0%	
6873 Vine Lighting Project	0	0	0	24,135	0	(24,135)	0		(24,135)	0.0%	10,923
6922 Health&Safety/Risk Assessments	0	0	0	0	1,100	1,100	1,100		1,100	0.0%	
6931 CCTV Maintenance	0	0	0	0	730	730	730		730	0.0%	
6935 Waste Bin Disposal-Waste Bins	80	80	(0)	561	800	239	960		399	58.5%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	4,735	3,375	(1,360)	62,352	41,734	(20,618)	48,488	0	(13,864)	128.6%	10,923
Net Income over Expenditure	(4,735)	(2,500)	2,235	(47,882)	(36,367)	11,515	(43,121)				
8001 plus Transfer from EMR	0	0	0	10,923	0	(10,923)	0				

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(4,735)	(2,500)	2,235	(36,959)	(36,367)	592	(43,121)				
<u>30 F&G P - Bat & Ball Station</u>											
1022 Letting & Hire of Facilities	692	1,000	308	13,629	10,000	(3,629)	12,000			113.6%	(137)
1211 Sale of Goods	3,236	0	(3,236)	30,612	0	(30,612)	0			0.0%	
1213 Event catering	704	0	(704)	8,955	0	(8,955)	0			0.0%	
1221 Commissions Earned	0	0	0	319	0	(319)	0			0.0%	
F&G P - Bat & Ball Station :- Income	4,632	1,000	(3,632)	53,515	10,000	(43,515)	12,000			446.0%	(137)
4010 Gross Pay	5,426	1,583	(3,843)	60,260	15,830	(44,430)	19,000		(41,260)	317.2%	42,681
4270 Employers Pension Contribution	186	83	(103)	1,994	830	(1,164)	1,000		(994)	199.4%	
5340 Plants	0	0	0	58	0	(58)	0		(58)	0.0%	
5410 Repairs & General Maintenance	61	583	522	8,780	5,830	(2,950)	7,000		(1,780)	125.4%	4,012
5500 Equipment Hired and New	46	83	37	610	830	220	1,000		390	61.0%	
5525 Equipment Maintenance	23	0	(23)	460	0	(460)	0		(460)	0.0%	
6000 Rent & Rates	54	333	279	896	3,330	2,434	4,000		3,104	22.4%	
6011 Electricity	866	625	(241)	5,438	6,250	812	7,500		2,062	72.5%	
6012 Gas	108	118	10	1,561	1,180	(381)	1,420		(141)	110.0%	
6013 Cleaning	846	292	(554)	3,115	2,920	(195)	3,500		385	89.0%	
6014 Water	17	250	233	230	2,500	2,270	3,000		2,770	7.7%	
6020 Insurance Cost	0	0	0	0	0	0	1,000		1,000	0.0%	
6101 Telephone	51	42	(9)	435	420	(15)	500		65	87.0%	
6200 Printing & Stationery	0	0	0	38	0	(38)	0		(38)	0.0%	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	0.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6240 Computer/ Data Base/WP's	0	0	0	8	0	(8)	0		(8)	0.0%	
6241 Website Costs	0	0	0	335	400	65	400		65	83.8%	
6330 Welfare/Hospitality	0	0	0	1,294	0	(1,294)	0		(1,294)	0.0%	
6460 Publicity & Democratic notices	0	0	0	57	0	(57)	0		(57)	0.0%	
6500 Goods for Resale	1,316	0	(1,316)	15,669	0	(15,669)	0		(15,669)	0.0%	
6501 Goods for Resale - DVCRP	0	0	0	3,194	0	(3,194)	0		(3,194)	0.0%	
6505 Cafe consumables	203	0	(203)	741	0	(741)	0		(741)	0.0%	
6630 Professional Fees	0	0	0	3,450	0	(3,450)	0		(3,450)	0.0%	
6635 Professional Fees Licensing	0	0	0	295	600	305	600		305	49.2%	
6730 Subscriptions	0	0	0	300	0	(300)	0		(300)	0.0%	
6869 Special Events	32	0	(32)	768	0	(768)	0		(768)	0.0%	
6900 Sundry Expenses	0	0	0	8	0	(8)	0		(8)	0.0%	
6922 Health&Safety/Risk Assessments	75	325	250	1,772	1,300	(472)	1,300		(472)	136.3%	
6930 Alarm Maintenance	394	58	(336)	799	580	(219)	700		(99)	114.2%	
6931 CCTV Maintenance	195	170	(25)	280	170	(110)	170		(110)	164.8%	
6935 Waste Bin Disposal-Waste Bins	161	67	(94)	1,381	670	(711)	800		(581)	172.6%	
6976 Credit card charges	79	0	(79)	872	0	(872)	0		(872)	0.0%	
F & G P - Bat & Ball Station :- Indirect Expenditure	10,139	4,612	(5,527)	115,125	43,640	(71,485)	52,890	0	(62,235)	217.7%	46,693
Net Income over Expenditure	(5,507)	(3,612)	1,895	(61,610)	(33,640)	27,970	(40,890)				
8001 plus Transfer from EMR	0	0	0	46,693	0	(46,693)	0				
8002 less Transfer to EMR	0	0	0	(137)	0	137	0				
Movement to/(from) Gen Reserve	(5,507)	(3,612)	1,895	(14,780)	(33,640)	(18,587)	(40,890)				

Detailed Income & Expenditure by Phased Budget Heading 17/02/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>31 F & G P - Establishments</u>											
1115 Interest on Deposits	5,623	2,500	(3,123)	49,003	25,000	(24,003)	30,000			163.3%	
1200 Sale of Stationery	0	0	0	6	0	(6)	0			0.0%	
1230 Roadside Advertising-Charities	0	33	33	510	330	(180)	400			127.5%	
1231 Banner Income	120	0	(120)	750	1,000	250	1,000			75.0%	
1232 Town Crier Advertising	0	0	0	1,375	600	(775)	600			229.2%	(174)
1350 Revenue Grant income	0	0	0	2,000	0	(2,000)	0			0.0%	
1889 Waste Sacks Income	277	458	181	6,929	4,580	(2,349)	5,500			126.0%	
1990 Other Income	(60)	0	60	18,281	0	(18,281)	0			0.0%	17,351
F & G P - Establishments :- Income	5,960	2,991	(2,969)	78,855	31,510	(47,345)	37,500			210.3%	17,177
4010 Gross Pay	32,184	29,201	(2,983)	336,641	302,010	(34,631)	360,410		23,769	93.4%	19,500
4011 Mileage	0	46	46	273	460	187	559		286	48.8%	1,000
4012 Expenses	39	83	44	890	830	(60)	1,000		110	89.0%	
4270 Employers Pension Contribution	3,497	3,475	(22)	38,389	34,750	(3,639)	41,700		3,311	92.1%	
4271 Pension Deficiency	6,663	6,667	4	66,630	66,670	40	80,000		13,370	83.3%	
5500 Equipment Hired and New	104	83	(21)	2,007	830	(1,177)	1,000		(1,007)	200.7%	
6020 Insurance Cost	0	0	0	19,510	19,295	(215)	19,295		(215)	101.1%	
6101 Telephone	464	458	(6)	3,644	4,580	936	5,490		1,846	66.4%	
6200 Printing & Stationery	202	1,417	1,215	19,688	14,170	(5,518)	17,000		(2,688)	115.8%	
6210 Postage & Courier	0	1,000	1,000	5,016	4,000	(1,016)	4,000		(1,016)	125.4%	
6240 Computer/ Data Base/WP's	1,934	1,500	(434)	25,409	15,000	(10,409)	18,000		(7,409)	141.2%	6,000
6241 Website Costs	0	0	0	423	600	177	600		177	70.4%	
6242 I.T. Infrastructure	302	2,200	1,898	5,144	9,531	4,387	11,000		5,856	46.8%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6300 Computer Software	1,456	100	(1,356)	7,816	5,400	(2,416)	5,500		(2,316)	142.1%	
6315 Recruitment Costs	0	167	167	0	1,670	1,670	2,000		2,000	0.0%	
6320 Staff Training	(361)	275	636	4,768	2,750	(2,018)	3,300		(1,468)	144.5%	
6321 Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330 Welfare/Hospitality	91	333	242	3,413	3,330	(83)	4,000		587	85.3%	2,310
6340 Staff Uniforms	0	0	0	209	0	(209)	0		(209)	0.0%	
6410 Civic Exps/Annual Reception	0	0	0	1,393	2,100	707	2,100		707	66.3%	
6415 Gifts/hospitality	110	100	(10)	507	1,000	493	1,200		693	42.3%	
6421 Honour Bd. Badges & Insignia	0	0	0	1,220	200	(1,020)	200		(1,020)	609.8%	1,094
6435 Members Expenses	0	0	0	1,625	3,000	1,375	3,500		1,875	46.4%	
6460 Publicity & Democratic notices	0	0	0	1,748	375	(1,373)	500		(1,248)	349.6%	
6461 Banner Costs	0	108	108	2,224	1,080	(1,144)	1,300		(924)	171.1%	
6610 Audit Fees	2,560	0	(2,560)	3,185	5,500	2,316	5,500		2,316	57.9%	
6620 Legal Expenses	0	0	0	1,050	2,000	950	2,000		950	52.5%	
6630 Professional Fees	0	0	0	1,410	0	(1,410)	0		(1,410)	0.0%	
6635 Professional Fees Licensing	0	0	0	1,050	1,125	75	1,500		450	70.0%	
6710 Conference Fees & Expenses	247	208	(39)	3,897	2,080	(1,817)	2,500		(1,397)	155.9%	
6720 Books and Periodicals	0	0	0	26	400	374	400		374	6.5%	
6730 Subscriptions	734	254	(480)	6,542	6,221	(321)	6,600		58	99.1%	
6889 Waste Sacks	0	275	275	4,652	2,750	(1,902)	3,300		(1,352)	141.0%	
6900 Sundry Expenses	0	42	42	471	420	(51)	500		29	94.1%	
6922 Health&Safety/Risk Assessments	0	100	100	4,604	5,000	397	5,200		597	88.5%	
6975 Bank Charges	299	133	(166)	2,098	1,330	(768)	1,600		(498)	131.2%	
6976 Credit card charges	145	67	(78)	1,244	670	(574)	800		(444)	155.4%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7010 Election Expenses	0	0	0	0	0	0	5,000		5,000	0.0%	(5,000)
7611 Contingency provision	0	0	0	0	(29,085)	(29,085)	40,915		40,915	0.0%	5,769
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	
7617 PWLB Loan Repayment	0	35,801	35,801	71,602	71,602	0	71,602		0	100.0%	
F & G P - Establishments :- Indirect Expenditure	50,670	84,093	33,423	650,412	563,644	(86,768)	733,071	0	82,659	88.7%	30,673
Net Income over Expenditure	(44,710)	(81,102)	(36,392)	(571,557)	(532,134)	39,423	(695,571)				
8001 plus Transfer from EMR	0	0	0	30,673	0	(30,673)	0				
8002 less Transfer to EMR	0	0	0	17,177	0	(17,177)	0				
Movement to/(from) Gen Reserve	(44,710)	(81,102)	(36,392)	(558,062)	(532,134)	(8,427)	(695,571)				
<u>32 F & G P - General</u>											
1350 Revenue Grant income	0	0	0	1,610	0	(1,610)	0			0.0%	
1490 Christmas Lights Switch On	0	0	0	8,845	6,000	(2,845)	6,000			147.4%	
F & G P - General :- Income	0	0	0	10,455	6,000	(4,455)	6,000			174.2%	0
5410 Repairs & General Maintenance	0	0	0	5	0	(5)	0		(5)	0.0%	
6490 Christmas Lights Switch On	3,885	0	(3,885)	28,783	27,999	(784)	28,000		(783)	102.8%	
6491 Remembrance Day/Civic Serv.	0	0	0	5,380	5,000	(380)	5,000		(380)	107.6%	
6869 Special Events	0	0	0	12,672	19,998	7,326	20,000		7,328	63.4%	
F & G P - General :- Indirect Expenditure	3,885	0	(3,885)	46,840	52,997	6,157	53,000	0	6,160	88.4%	0
Net Income over Expenditure	(3,885)	0	3,885	(36,385)	(46,997)	(10,612)	(47,000)				

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>33 F & G P - Council Offices</u>											
1022 Letting & Hire of Facilities	575	1,036	461	8,558	10,360	1,802	12,429			68.9%	
1030 Electricity recharge	0	0	0	1,295	0	(1,295)	0			0.0%	
1213 Event catering	0	0	0	126	0	(126)	0			0.0%	
F & G P - Council Offices :- Income	575	1,036	461	9,980	10,360	380	12,429			80.3%	0
4010 Gross Pay	369	364	(5)	3,635	3,640	5	4,369		734	83.2%	
4270 Employers Pension Contribution	21	28	7	306	280	(26)	340		34	90.1%	
5410 Repairs & General Maintenance	39	58	19	3,778	580	(3,198)	700		(3,078)	539.7%	
6000 Rent & Rates	2,839	2,800	(39)	28,392	28,000	(392)	28,000		(392)	101.4%	
6010 Light Heat & Cleaning	58	396	338	1,211	3,960	2,749	4,754		3,543	25.5%	
6011 Electricity	43	250	207	(159)	2,500	2,659	3,000		3,159	(5.3%)	
6012 Gas	278	250	(28)	873	2,500	1,627	3,000		2,127	29.1%	
6014 Water	141	196	55	1,497	1,960	463	2,349		852	63.7%	
6104 Mobile Telephone	8	6	(2)	141	60	(81)	75		(66)	187.9%	
6635 Professional Fees Licensing	0	0	0	295	0	(295)	0		(295)	0.0%	
6900 Sundry Expenses	0	0	0	60	0	(60)	0		(60)	0.0%	
6922 Health&Safety/Risk Assessments	641	0	(641)	1,455	900	(555)	900		(555)	161.7%	
6930 Alarm Maintenance	0	0	0	673	1,000	327	1,000		327	67.3%	
6935 Waste Bin Disposal-Waste Bins	131	117	(14)	1,678	1,170	(508)	1,400		(278)	119.9%	
6952 Protective Clothing	0	0	0	46	100	54	100		54	46.0%	
F & G P - Council Offices :- Indirect Expenditure	4,569	4,465	(104)	43,882	46,650	2,768	49,987	0	6,105	87.8%	0
Net Income over Expenditure	(3,994)	(3,429)	565	(33,902)	(36,290)	(2,388)	(37,558)				

Detailed Income & Expenditure by Phased Budget Heading 17/02/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>36 F & G P - Bat & Ball Centre</u>											
1022 Letting & Hire of Facilities	5,143	9,000	3,857	103,620	90,000	(13,620)	108,000			95.9%	(137)
1030 Electricity recharge	0	0	0	268	126	(142)	169			158.3%	
1213 Event catering	0	0	0	625	0	(625)	0			0.0%	
1445 Outdoor Activities	0	50	50	260	200	(60)	200			129.9%	
1457 Indoor Activities	764	441	(323)	5,634	4,410	(1,224)	5,293			106.4%	
1990 Other Income	24	0	(24)	360	0	(360)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	5,932	9,491	3,559	110,767	94,736	(16,031)	113,662			97.5%	(137)
4010 Gross Pay	6,934	6,842	(92)	74,254	68,420	(5,834)	82,100	7,846		90.4%	
4012 Expenses	0	0	0	24	0	(24)	0	(24)		0.0%	
4270 Employers Pension Contribution	244	275	31	2,559	2,750	191	3,300	741		77.5%	
5320 Fertilizers	0	0	0	119	0	(119)	0	(119)		0.0%	
5340 Plants	0	0	0	31	200	169	200	169		15.6%	
5410 Repairs & General Maintenance	68	0	(68)	8,836	1,500	(7,336)	2,000	(6,836)		441.8%	
5500 Equipment Hired and New	0	250	250	2,558	1,000	(1,558)	1,000	(1,558)		255.8%	1,833
5525 Equipment Maintenance	0	0	0	64	0	(64)	0	(64)		0.0%	
6000 Rent & Rates	530	600	70	5,302	6,000	698	6,000	698		88.4%	
6011 Electricity	1,288	1,167	(121)	10,053	11,670	1,617	14,000	3,947		71.8%	
6012 Gas	285	441	156	1,415	1,764	349	1,764	349		80.2%	
6013 Cleaning	224	167	(57)	1,942	1,670	(272)	2,000	58		97.1%	
6014 Water	29	266	237	224	2,660	2,436	3,197	2,973		7.0%	
6101 Telephone	51	50	(1)	515	500	(15)	600	85		85.8%	
6104 Mobile Telephone	8	20	12	100	200	100	240	140		41.7%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6200 Printing & Stationery	0	0	0	6	0	(6)	0		(6)	0.0%	
6240 Computer/ Data Base/WP's	0	33	33	21	330	309	400		379	5.3%	
6330 Welfare/Hospitality	9	42	33	554	420	(134)	500		(54)	110.9%	
6520 Refreshments for Resale	314	83	(231)	3,066	830	(2,236)	1,000		(2,066)	306.6%	
6630 Professional Fees	0	0	0	2,937	0	(2,937)	0		(2,937)	0.0%	
6635 Professional Fees Licensing	0	250	250	203	500	297	500		297	40.6%	
6900 Sundry Expenses	0	0	0	73	50	(23)	50		(23)	145.6%	
6922 Health&Safety/Risk Assessments	158	667	510	3,726	667	(3,059)	2,000		(1,726)	186.3%	
6930 Alarm Maintenance	0	552	552	398	902	504	902		504	44.1%	
6931 CCTV Maintenance	0	0	0	4,191	400	(3,791)	400		(3,791)	1047.8%	3,898
6935 Waste Bin Disposal-Waste Bins	184	175	(9)	1,466	1,750	284	2,100		634	69.8%	
6952 Protective Clothing	0	0	0	70	250	180	250		180	28.1%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	10,326	11,880	1,554	124,708	104,433	(20,275)	124,503	0	(205)	100.2%	5,731
Net Income over Expenditure	(4,394)	(2,389)	2,005	(13,941)	(9,697)	4,244	(10,841)				
8001 plus Transfer from EMR	0	0	0	5,731	0	(5,731)	0				
8002 less Transfer to EMR	0	0	0	(137)	0	137	0				
Movement to/(from) Gen Reserve	(4,394)	(2,389)	2,005	(8,074)	(9,697)	(1,350)	(10,841)				
38 F & G P - Grants											
7500 Local Organisations Grants	0	0	0	9,900	14,000	4,100	15,000		5,100	66.0%	
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%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7552 Youth Outreach	0	0	0	3,771	8,000	4,229	8,000		4,229	47.1%	55
7553 West Kent Housing - Youth Prov	3,750	0	(3,750)	15,000	0	(15,000)	0		(15,000)	0.0%	11,250
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0	100.0%	
7557 Community Rail Partnership	0	0	0	3,000	3,000	0	3,000		0	100.0%	
7558 Green Sands Common	0	0	0	432	4,000	3,568	4,000		3,568	10.8%	
F & G P - Grants :- Indirect Expenditure	3,750	0	(3,750)	64,103	61,000	(3,103)	63,000	0	(1,103)	101.8%	11,305
Net Expenditure	(3,750)	0	3,750	(64,103)	(61,000)	3,103	(63,000)				
8001 plus Transfer from EMR	0	0	0	11,305	0	(11,305)	0				
Movement to/(from) Gen Reserve	(3,750)	0	3,750	(52,798)	(61,000)	(8,202)	(63,000)				
<u>39 F & G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	0	0	0	6,424	6,500	76	6,500	3,700		155.7%	
F & G P - Property :- Income	0	0	0	6,424	6,500	76	6,500			98.8%	0
6014 Water	25	0	(25)	14	0	(14)	0		(14)	0.0%	
F & G P - Property :- Indirect Expenditure	25	0	(25)	14	0	(14)	0	0	(14)		0
Net Income over Expenditure	(25)	0	25	6,410	6,500	90	6,500				
<u>40 Town Team</u>											
1204 Holly Party	42	0	(42)	1,006	0	(1,006)	0			0.0%	
1206 Business Awards	0	0	0	3,385	7,426	4,041	7,426			45.6%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1207 Business Show	0	0	0	5,255	4,377	(878)	4,377			120.1%	
1350 Revenue Grant income	0	0	0	6,767	0	(6,767)	0			0.0%	
1990 Other Income	0	0	0	450	0	(450)	0			0.0%	
Town Team :- Income	42	0	(42)	16,863	11,803	(5,060)	11,803			142.9%	0
6101 Telephone	0	9	9	0	90	90	108		108	0.0%	
6200 Printing & Stationery	0	9	9	183	90	(93)	110		(73)	166.4%	
6240 Computer/ Data Base/WP's	0	50	50	350	750	400	827		477	42.3%	
6241 Website Costs	0	70	70	25	280	255	282		257	8.9%	
6244 Information Screens	0	0	0	360	1,008	648	1,345		985	26.8%	
6322 Business Awards	0	0	0	5,592	8,116	2,524	8,116		2,524	68.9%	
6323 Business Show	0	0	0	4,529	2,992	(1,537)	2,992		(1,537)	151.4%	
6325 Holly Party Expense	0	0	0	2,377	0	(2,377)	0		(2,377)	0.0%	
6461 Banner Costs	0	0	0	0	606	606	807		807	0.0%	
6730 Subscriptions	0	0	0	150	589	439	589		439	25.5%	
6900 Sundry Expenses	4,000	66	(3,934)	4,000	660	(3,340)	786		(3,214)	508.9%	
7000 Reinvestment	0	0	0	0	0	0	841		841	0.0%	
7607 Christmas events	0	0	0	314	0	(314)	0		(314)	0.0%	
Town Team :- Indirect Expenditure	4,000	204	(3,796)	17,879	15,181	(2,698)	16,803	0	(1,076)	106.4%	0
Net Income over Expenditure	(3,958)	(204)	3,754	(1,017)	(3,378)	(2,361)	(5,000)				
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	20	108	88	1,379	1,080	(299)	1,300			106.1%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1026 Hot Desking Facility	477	433	(44)	3,800	4,330	530	5,200			73.1%	
1029 Office Pods	1,375	1,372	(3)	12,865	13,720	855	16,471			78.1%	
1031 Chamber of Commerce	525	454	(71)	5,775	4,540	(1,235)	5,451			105.9%	
Business Hub :- Income	2,397	2,367	(30)	23,819	23,670	(149)	28,422			83.8%	0
4010 Gross Pay	642	558	(84)	6,979	5,580	(1,399)	6,700		(279)	104.2%	
4270 Employers Pension Contribution	0	20	20	0	200	200	243		243	0.0%	
5410 Repairs & General Maintenance	0	25	25	853	250	(603)	300		(553)	284.3%	
5500 Equipment Hired and New	105	42	(63)	677	420	(257)	500		(177)	135.4%	
6000 Rent & Rates	165	300	135	1,647	3,000	1,353	3,000		1,353	54.9%	
6010 Light Heat & Cleaning	42	1,351	1,309	211	13,510	13,299	16,211		16,000	1.3%	
6011 Electricity	836	0	(836)	4,962	0	(4,962)	0		(4,962)	0.0%	
6105 Broadband wi-fi service	142	150	9	1,274	1,500	227	1,800		527	70.8%	
6200 Printing & Stationery	0	0	0	6	0	(6)	0		(6)	0.0%	
6900 Sundry Expenses	199	83	(116)	997	830	(167)	1,000		3	99.7%	
6922 Health&Safety/Risk Assessments	75	0	(75)	396	170	(226)	170		(226)	232.9%	
6930 Alarm Maintenance	0	0	0	159	300	141	300		141	53.1%	
6931 CCTV Maintenance	0	0	0	159	160	1	160		1	99.6%	
6976 Credit card charges	31	29	(2)	302	290	(12)	350		48	86.4%	
Business Hub :- Indirect Expenditure	2,237	2,558	321	18,621	26,210	7,589	30,734	0	12,113	60.6%	0
Net Income over Expenditure	160	(191)	(351)	5,198	(2,540)	(7,738)	(2,312)				

Detailed Income & Expenditure by Phased Budget Heading 17/02/2025

Month No: 10

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>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	144	0	(144)	1,943	0	(1,943)	0			0.0%	
1752 Quiz Night Income	1,292	0	(1,292)	1,428	0	(1,428)	0			0.0%	
1754 Knole Tour Income	0	0	0	533	0	(533)	0			0.0%	
1755 Chevening Visit Income	620	0	(620)	620	0	(620)	0			0.0%	
1756 Int'l Women's Day Event Income	1,390	0	(1,390)	1,488	0	(1,488)	0			0.0%	
1759 Autumn Colours Income	0	0	0	480	0	(480)	0			0.0%	
Sevenoaks Town Mayor :- Income	3,446	0	(3,446)	6,492	0	(6,492)	0				0
6441 Mayors Allowance 2023/24	0	0	0	(20)	0	20	0		20	0.0%	
6443 Mayors Allowance 2024/2025	357	504	147	3,674	5,040	1,366	6,044		2,370	60.8%	
6444 Mayors Car Allowance 2024/2025	0	226	226	0	2,260	2,260	2,715		2,715	0.0%	
6445 Autumn Colours Expenditure	0	0	0	143	0	(143)	0		(143)	0.0%	
7100 Mayoral Charity Donations	0	0	0	5,331	0	(5,331)	0		(5,331)	0.0%	
7206 Int'l Women's Day Event Exp.	0	0	0	195	0	(195)	0		(195)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	357	730	373	9,323	7,300	(2,023)	8,759	0	(564)	106.4%	0
Net Income over Expenditure	3,089	(730)	(3,819)	(2,831)	(7,300)	(4,469)	(8,759)				
<u>43 Youth Council</u>											
7555 Youth Council Support	0	0	0	0	500	500	500		500	0.0%	(500)
Youth Council :- Indirect Expenditure	0	0	0	0	500	500	500	0	500	0.0%	(500)
Net Expenditure	0	0	0	0	(500)	(500)	(500)				
8001 plus Transfer from EMR	0	0	0	(500)	0	500	0				
Movement to/(from) Gen Reserve	0	0	0	(500)	(500)	0	(500)				

Detailed Income & Expenditure by Phased Budget Heading 17/02/2025

Month No: 10

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	154	0	(154)	16,456	1,414	(15,042)	1,414		(15,042)	1163.8%	18,677
BID :- Indirect Expenditure	154	0	(154)	16,456	1,414	(15,042)	1,414	0	(15,042)	1163.8%	18,677
Net Expenditure	(154)	0	154	(16,456)	(1,414)	15,042	(1,414)				
8001 plus Transfer from EMR	0	0	0	18,677	0	(18,677)	0				
Movement to/(from) Gen Reserve	(154)	0	154	2,221	(1,414)	(3,635)	(1,414)				
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	446	258	(188)	4,420	2,580	(1,840)	3,100			142.6%	
1211 Sale of Goods	227	167	(60)	2,293	1,670	(623)	2,000			114.6%	
1213 Event catering	0	0	0	125	0	(125)	0			0.0%	
1350 Revenue Grant income	0	0	0	19,612	0	(19,612)	0			0.0%	
1990 Other Income	0	0	0	3,378	0	(3,378)	0			0.0%	18
Youth Cafe :- Income	673	425	(248)	29,827	4,250	(25,577)	5,100			584.8%	18
4010 Gross Pay	6,731	4,342	(2,389)	59,791	43,420	(16,371)	52,100		(7,691)	114.8%	
4012 Expenses	0	0	0	819	0	(819)	0		(819)	0.0%	
4270 Employers Pension Contribution	260	158	(102)	2,326	1,580	(746)	1,900		(426)	122.4%	
5410 Repairs & General Maintenance	0	83	83	473	830	357	1,000		527	47.3%	
5500 Equipment Hired and New	(278)	42	320	5,285	4,644	(641)	4,724		(561)	111.9%	
6010 Light Heat & Cleaning	63	17	(46)	238	170	(68)	200		(38)	118.8%	
6101 Telephone	51	58	7	450	580	130	700		250	64.3%	

Detailed Income & Expenditure by Phased Budget Heading 17/02/2025

Month No: 10

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
6105 Broadband wi-fi service	40	0	(40)	308	200	(108)	200		(108)	154.2%	
6200 Printing & Stationery	30	17	(13)	715	170	(545)	200		(515)	357.5%	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	0.0%	
6240 Computer/ Data Base/WP's	0	25	25	2,471	250	(2,221)	300		(2,171)	823.7%	
6241 Website Costs	12	0	(12)	180	200	20	200		20	90.0%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	375	375	500		500	0.0%	
6320 Staff Training	0	0	0	80	100	20	100		20	80.0%	
6340 Staff Uniforms	0	0	0	328	150	(178)	200		(128)	163.9%	
6460 Publicity & Democratic notices	0	0	0	35	0	(35)	0		(35)	0.0%	
6500 Goods for Resale	379	167	(212)	2,665	1,670	(995)	2,000		(665)	133.2%	
6505 Cafe consumables	3	0	(3)	20	0	(20)	0		(20)	0.0%	
6635 Professional Fees Licensing	0	0	0	302	450	148	450		148	67.1%	
6730 Subscriptions	0	0	0	2,000	0	(2,000)	0		(2,000)	0.0%	
6900 Sundry Expenses	24	33	9	192	330	138	400		208	47.9%	
6922 Health&Safety/Risk Assessments	0	0	0	1,131	999	(132)	1,000		(131)	113.1%	
6935 Waste Bin Disposal-Waste Bins	0	0	0	120	0	(120)	0		(120)	0.0%	
Youth Cafe :- Indirect Expenditure	7,316	4,942	(2,374)	79,955	56,118	(23,837)	66,174	0	(13,781)	120.8%	0
Net Income over Expenditure	(6,643)	(4,517)	2,126	(50,128)	(51,868)	(1,740)	(61,074)				
8002 plus Transfer to EMR	0	0	0	18	0	(18)	0				
8002 less Transfer to EMR	0	0	0	18	0	(18)	0				
Movement to/(from) Gen Reserve	(6,643)	(4,517)	2,126	(50,146)	(51,868)	(1,776)	(61,074)				

Detailed Income & Expenditure by Phased Budget Heading 17/02/2025

Month No: 10

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>60 Markets</u>											
1017 Rental Income Sat Market	1,381	1,714	333	18,818	17,140	(1,678)	20,567			91.5%	
1018 Rental Income Wed Market	985	1,042	57	11,125	10,420	(705)	12,506			89.0%	
1019 Rental Income Blighs Market	282	1,543	1,261	16,032	15,430	(602)	18,512			86.6%	(141)
1033 Rental income Christmas Market	0	0	0	3,525	0	(3,525)	0			0.0%	
1208 Other Events Income	0	0	0	1,138	0	(1,138)	0			0.0%	
1211 Sale of Goods	0	0	0	131	0	(131)	0			0.0%	
Markets :- Income	2,648	4,299	1,651	50,769	42,990	(7,779)	51,585			98.4%	(141)
4010 Gross Pay	166	169	3	1,657	1,690	33	2,031		374	81.6%	
5410 Repairs & General Maintenance	0	0	0	7	150	143	200		193	3.7%	
5420 Saturday market charges	1,149	1,668	519	12,353	14,676	2,324	17,345		4,993	71.2%	
5421 Wednesday Market charges	1,465	1,081	(384)	5,992	9,514	3,522	11,244		5,252	53.3%	
5424 Vegan Market Expenditure	0	0	0	1,131	0	(1,131)	0		(1,131)	0.0%	
5426 Christmas Market	0	0	0	50	0	(50)	0		(50)	0.0%	
6001 Blighs Market Charges	1,675	1,000	(675)	7,598	10,000	2,402	12,000		4,402	63.3%	
6010 Light Heat & Cleaning	0	50	50	83	200	117	200		117	41.4%	
6011 Electricity	38	0	(38)	269	0	(269)	0		(269)	0.0%	
6635 Professional Fees Licensing	0	0	0	0	200	200	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	4,493	3,968	(525)	29,163	36,530	7,367	43,320	0	14,157	67.3%	0
Net Income over Expenditure	(1,845)	331	2,176	21,605	6,460	(15,145)	8,265				
8002 plus Transfer to EMR	0	0	0	(141)	0	141	0				
8002 less Transfer to EMR	0	0	0	(141)	0	141	0				
Movement to/(from) Gen Reserve	(1,845)	331	2,176	21,746	6,460	(14,863)	8,265				

Detailed Income & Expenditure by Phased Budget Heading 17/02/2025

Month No: 10

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>61 Longspring Woods</u>												
1854	Longspring Woods Donations	0	0	0	300	0	(300)	0			0.0%	300
	Longspring Woods :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>(300)</u>	<u>0</u>				<u>300</u>
	Net Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>(300)</u>	<u>0</u>				
8002	plus Transfer to EMR	0	0	0	300	0	(300)	0				
8002	less Transfer to EMR	0	0	0	300	0	(300)	0				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(900)</u>	<u>0</u>				
<u>70 Precept</u>												
1995	Precept	119,801	119,801	0	1,198,010	1,198,010	0	1,437,614			83.3%	
	Precept :- Income	<u>119,801</u>	<u>119,801</u>	<u>0</u>	<u>1,198,010</u>	<u>1,198,010</u>	<u>0</u>	<u>1,437,614</u>			<u>83.3%</u>	<u>0</u>
	Net Income	<u>119,801</u>	<u>119,801</u>	<u>0</u>	<u>1,198,010</u>	<u>1,198,010</u>	<u>0</u>	<u>1,437,614</u>				
<u>91 Capital Infrastructure Budget</u>												
2012	CIL income allocation	0	0	0	231,969	0	(231,969)	0			0.0%	231,969
	Capital Infrastructure Budget :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>231,969</u>	<u>0</u>	<u>(231,969)</u>	<u>0</u>				<u>231,969</u>
9008	O/S Vehicles & Equipment	0	0	0	11,213	0	(11,213)	0	(11,213)		0.0%	11,213
9047	Longspring Woods	0	0	0	186,362	0	(186,362)	0	(186,362)		0.0%	186,361
9048	External CIL Payments	0	0	0	25,000	0	(25,000)	0	(25,000)		0.0%	25,000
9050	Capital Costs-general	115,441	0	(115,441)	115,441	0	(115,441)	0	(115,441)		0.0%	115,441

Detailed Income & Expenditure by Phased Budget Heading 17/02/2025

Month No: 10

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
9063 New Community Centre	0	0	0	5,275	0	(5,275)	0		(5,275)	0.0%	5,275
9066 NDP	7,650	0	(7,650)	70,224	10,196	(60,028)	10,196		(60,028)	688.7%	60,028
9075 Public Realm	0	0	0	1,078	0	(1,078)	0		(1,078)	0.0%	1,078
Capital Infrastructure Budget :- Indirect Expenditure	123,091	0	(123,091)	414,591	10,196	(404,395)	10,196	0	(404,395)	4066.2%	404,395
Net Income over Expenditure	(123,091)	0	123,091	(182,622)	(10,196)	172,426	(10,196)				
8001 plus Transfer from EMR	123,091	0	(123,091)	404,395	0	(404,395)	0				
8002 less Transfer to EMR	0	0	0	231,969	0	(231,969)	0				
Movement to/(from) Gen Reserve	0	0	0	(10,196)	(10,196)	(463,938)	(10,196)				
Grand Totals:- Income	155,019	150,854	(4,165)	1,998,651	1,552,546	(446,105)	1,866,414			107.1%	
Expenditure	274,279	167,292	(106,987)	2,220,890	1,573,468	(647,422)	1,907,253	0	(313,637)	116.4%	
Net Income over Expenditure	(119,260)	(16,438)	102,822	(222,239)	(20,922)	201,317	(40,839)				
plus Transfer from EMR	123,450	0	(123,450)	525,405	0	(525,405)	0				
less Transfer to EMR	0	0	0	253,719	0	(253,719)	0				
Movement to/(from) Gen Reserve	4,190	(16,438)	(20,628)	49,447	(20,922)	(70,369)	(40,839)				

January 2025 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
	£	£	£	£	
Planning & Environment Committee					
General	(32,100)	(27,220)	4,880	(32,350)	Gross pay £5,021 overbudget YTD due to overtime payments. Computer/ database is £166 over budget due to under budgeting.
Community & Well Being					
Youth Council	(500)	(500)	-	(500)	

January 2025 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
	£	£	£	£	
Open Spaces					
General	(240,902)	(279,722)	(38,820)	(338,158)	Income is £4,840 under budget YTD, STC is working on the pitch at Raleys and Thursday night training has been moved elsewhere for this season to help with this. The lack of Sunday junior training has also had an impact on the income. Rugby usage has also only just been reported for December and January so this should look better in February. St Nicholas Burial Ground is £7,853 over its annual budget due to some unexpected tree works but mainly due to paying for the chantry wall repairs, Zurich is now querying this and put a hold on the payment. Grass seed is £879 over its annual budget.Fertiliser alone reached the annual budget without the grass seed. Knole Paddock pitch is £1,778 over its annual budget this is due to extra work undertaken this year with the pitches. Alarm maintenance is £181 over its annual budget.
Cemetery	(64,478)	(65,785)	(1,307)	(78,887)	Income is £4,538 higher than YTD budget. Cemetery chapel and office nominal is £82 above its annual budget due to the installation of a light switch. Repairs and general maintenance is over its annual budget by £673 due to some plumbing and electrical works. Goods for resale is £124 over budget due to the purchase of a casket but this will be covered by income.
Allotments	(181)	5,777	5,958	4,821	STC has not quite reached its projected income this is due to the turnover on allotment plots. Gross pay is £2,274 over the annual budget due to an increase in hours by the OSL Clerk and this has also led to the employers pension contribution nominal being £522 over the annual budget. Computer software is £783 overbudget due to the data input invoices to enable full use of the software moving forward.
Street lighting/ general	(19,485)	(31,621)	(12,136)	(21,408)	£2,891 has been received from Zurich for the replacement of a lamp column in Heathfield Road. £1,200 Income has been received for In Bloom. Repairs and general maintenance is £3,830 over budget but STC has an outstanding insurance claim in relation to a damaged lamp column. The public clock expenditure will continue to go overbudget due to increase in the standing charge (from 0.18p per day to £4.10 per day), there has also been a service of the two clocks which was unbudgeted at a cost of £1,200, it is currently £1,398 over budget. A refund of £5k has been received from Yu Energy for overcharging at the start of the contract .
Vine Grounds	(36,959)	(36,367)	592	(43,121)	The Vine Lights has been allocated to this cost centre but is offset by grant funding and allocated CIL monies.
Café					

January 2025 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
	£	£	£	£	
Vine Café	(21,341)	-	21,341	-	The current income is £40,530 and the annual income for the last financial year was £35,800. The café will only be open Friday, Saturday and Sunday mornings for the winter season.
Bat & Ball Station	(14,780)	-	-	-	The Station grant has been moved from ear marked reserves so any deficit now shown will be coming from this years budget. Room hire income has been positive at the Station and has achieved 113% of its annual budget (£13,629). Cafe income is approximately £4.5k less than the same time last year. The boiler broke down and the £4,012 cost of fixing this has been offset from the capital reserve EMR.
Finance & Delivery					
Establishments	(558,062)	(532,134)	25,928	(695,571)	Interest on deposits is favourable and has achieved £49,003 income against its annual budget of £30,000 Roadside advertising is £180 over its annual budget. Town Crier advertising income is £775 above budget. The £18k income under "other income" has been transferred out of accruals and placed into an EMR or the general reserve - mileage contingency, energy saving initiative for town council offices and interest on PWLB. Gross pay is over budget by £14k YTD due to a change in working hours/ cover/ overtime. Equipment hired and new is now £1,177 over the annual budget due to thermal imaging cameras, two office chairs and a bookcase for the planning office. Printing and stationery is £5,518 over its annual budget. The Town Crier is paid out of this nominal code. Unbudgeted items in this nominal code include brochure of paintings - £975 and 20 mph leaflets - £349, Postage and courier is £1,016 over its annual budget this is due to increased costs for the delivery of the Town Crier. Computer database nominal is £4k over budget YTD, this code was underbudgeted. Computer software is £860 over its annual budget. Staff training has an annual budget of £3,300 and has currently spent £4,768 due to the management training required by the Investors in People. Publicity and democratic notices is £1,373 over budget due to QR code subs and the Vine events leaflets. Banner Costs is £1,144 over its annual budget. Conference fees and expenses is £1,817 over its annual budget, this is due to two employees attending two annual conferences. The purchase of waste sacks is over its annual budget by £1,352 but this has been offset by income. Bank charges has exceeded its annual budget by £768. Credit card charges has exceeded its budget by £574. The overall position for Establishments is a deficit of £62,320 but I have noticed the loan repayment has been scheduled for next month and with this in the correct month the deficit would be £26,519.

January 2025 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
	£	£	£	£	
General	(36,385)	(46,997)	(10,612)	(47,000)	£8,845 has been invoiced for Christmas lights sponsorship. £2k received for the mural painting at Sevenoaks Station. Overall expenditure below budget by £6k.
Council Offices	(33,902)	(36,290)	(2,388)	(37,558)	Income is £2k under budget for the council offices. Repairs and general maintenance is £3,198 over it's annual budget due to tree work over the chamber, framing pictures pest control issue and £1,820 for new hinges on all of the windows. Mobile phone is £81 over budget due to buying a new phone for the office. Health & Safety is over budget by £555 due to undertaking a fire risk assessment and asbestos survey in the same year.
Bat & Ball Centre	(8,074)	(9,697)	(1,623)	(10,841)	Income is £13k above the budgeted year to date and has reached 95% of its annual budgeted income. Gross pay is £5,834 over its YTD budget due to extra hours resulting from increased usage. Repairs and general maintenance is £7,336 over its annual budget, many checks and annual inspections have taken place this year such as boiler and air con service (£2,167), accoustic wall maintenance (£335), electronic door repair (£1,187), solar panel cleaning (£830) and stage equipment electrical inspection (£1,176). Refreshments for resale is £2,066 over its annual budget this is due to an increase in the cost of the cakes for the tea dance. The health & safety nominal is £1,726 over its annual budget due to the maintenance of the safety lines and an unbudgeted fire risk assessment.
Grants	(52,798)	(61,000)	(8,202)	(63,000)	
Property	6,410	6,500	90	6,500	

January 2025 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	(1,017)	(3,378)	(2,361)	(5,000)	The Business Awards income is low. A £4k grant has been received for a mystery shopper programme which has now been completed. An expired amount of £2k was also returned from accruals for the vintage bus.
Business Hub	5,198	(2,540)	(7,738)	(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 £603 overspent due to an unexpected problem with the air conditioning in one of the Pods. Equipment hired and new is £257 over budget due to the purchase of a couple of lockers for hirers. The health & safety nominal is £226 overbudget due to the fire alarm maintenance costing more than the budget. Expenditure is less than anticipated year to date and the overall position for the Business Hub is a surplus of £5,198.
BID	2,221	(1,414)	(3,635)	-	The unbudgeted monies have been spent on bid print and mail (£1,124), brochures (£575), booklets and support services (£2,000), venue hire for BID meetings (£676).
Sevenoaks Town Mayor	(2,831)	(7,300)	(4,469)	(8,759)	
Youth Cafe	(50,146)	(51,868)	(1,722)	(61,074)	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 grant for £10k). Gross Pay is £16k above budget year to date but the grant income of £10k is to offset some of this. Equipment hired and new is £641 over the annual budget due to the purchase of a camera but a grant has been received to offset this. Broadband wi fi service is £108 over its annual budget, this nominal code is expected to have £200 deficit by year end. Printing and Stationery has exceeded its annual budget by £515 due to £585 being spent on toner cartridges, we are looking at other suppliers . The computer nominal code is over budget but this has been off set by grant funding for new gaming computers. The staff uniform is £128 over the annual budget. The goods for resale budget is over its annual budget by £665. The health & safety risk assessment budget is £131 over its annual budget, although this should stabilise now.
Markets	21,746	6,460	(15,286)	8,265	Income is £8k above budget year to date. Overall expenditure is £7k under budget.
Longspring Woods	-	-	-	-	
Precept	1,198,010	1,198,010	-	1,437,614	

January 2025 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
	£	£	£	£	
Revenue Surplus/ (Deficit) Total	59,645	22,914	(36,731)	11,661	
To be transferred from Bat & Ball Management & Maintenance Reserve	-	-			Monies have now been transferred
Adjusted Revenue Surplus/ (Deficit) Total	59,645	22,914	(36,731)	11,661	
Capital Infrastructure	(10,196)	(10,196)	-	-	
Total inc Capital	49,449	12,718	(36,731)	(40,839)	

Summary by Committee:

Planning	(32,100)	(27,220)	4,880	(32,350)
Community and Well Being	(500)	(500)	-	(500)
Vine Café	(21,341)	-	21,341	-
Bat Ball Station	(14,780)	-	-	-
Finance & Delivery	(1,069,645)	(1,145,962)	(76,317)	(1,393,103)
Precept	1,198,010	1,198,010	-	1,437,614
Capital Infrastructure	(10,196)	(10,196)	-	(10,196)

Sevenoaks Town Council

Statement of Fund Balances as at 31st January 2025

£ (2023/24)		S&P Rating 31/10/2024		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
	<u>National Westminster Bank</u>	A+	A-1				
56,451	Business Reserve Account			12,152			
114,917	Current Account			131,166			1.46%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
9,949	Sevenoaks Town Partnership			10,449			
22,587	Mayors Charity Account			4,571			
					160,338	9.69%	
	<u>HSBC</u>	A+	A-1				
51,598	Business money manager			52,151			1.94%
					52,151	3.15%	
	<u>Handelsbanken</u>	AA-	A-1+				
66,509	Deposit account			168			2.20%
269,802	35 day notice account			1,672			2.20%
					1,840	0.11%	
	<u>Nationwide</u>	A+	A-1				
2,835	Instant Saver			2,835			0.00%
10,419	Sevenoaks Fund Instant Saver			21			2.20%
					2,855	0.17%	
	<u>CCLA</u>						
575,000	Public Sector Deposit	AAA (Fitch only)		810,000			
					810,000	48.93%	5.18%
	<u>Virginmoney</u>						
1	Current account	BBB	A-2	1			
522,036	95 Day Notice			7,395			4.07%
					7,396	0.45%	
	Insignis Investments						
	Insignis Hub						
	Insignis Earmarked Fees			599			
	Emirates NBD (9 Months) (21.02.25)	A+		250,000			5.02%
	Emirates NBD (6 Months) (11.03.25)	A+		268,575			4.75%
	Santander (90 Day Account)	A+		100,957			4.40%
					620,131	37.46%	
925	<u>Petty Cash</u>				765	0.05%	
	<u>Cashbook suspense</u>				0	0.00%	
1,705,027					1,655,475		

Instant access funds
Three months precept (equivalent to working capital)

1,010,473
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 31st January 2025

31 March 2023

31st January 2025

Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0	Sale of fixed assets	(1,000)	0	(1,000)
0		(1,000)	0	(1,000)
	Long Term Assets			
0			0	
				(1,000)
	Current Assets			
47,924	Debtors	9,293		
23,551	SCC Bookings Debtors	30,650		
15,109	Vat Control	43,642		
0	Allotment Ledger	98		
23,965	Prepayments	7,778		
5,953	Stock	5,953		
114,917	Nat West - Current Account	131,166		
1,000	Payroll Account	1,000		
22,587	Mayors Charity Account	4,571		
1,000	House i/t Basement Youth Cafe	1,000		
9,949	Sevenoaks Town Partnership	10,449		
925	Petty Cash	765		
66,509	Handelsbanken Investment	168		
269,802	Handelsbanken Notice Account	1,672		
2,835	Nationwide Instant Saver	2,835		
56,451	Natwest Investment	12,152		
0	Emirates NBD (9 Months)	250,000		
1	Virgin Money Current Account	1		
51,598	HSBC Investment	52,151		
10,419	Nationwide Sevenoaks Fund	21		
575,000	CCLA Public Sector Deposit	810,000		
522,036	Virgin Money 90 day Notice	7,395		
0	Insignis Earmarked Fees	599		
0	Emirates NBD (6 Months)	268,575		
0	Santander (90 day Notice)	100,957		
1,821,530			1,752,890	
	1,821,530 Total Assets			1,751,890

Balance Sheet as at 31st January 2025

31 March 2023

31st January 2025

31 March 2023		31st January 2025	
	Current Liabilities		
33,535	Creditors	33,071	
12,444	Miscellaneous Creditors	0	
53,929	Accruals	2,813	
4,546	Superannuation Due	0	
38,533	Receipts in Advance	265,958	
11,353	Receipt in Advance-Cemetery	2,600	
4,104	Damage Deposit	7,411	
408	Key Deposit	443	
5,690	QH Allotment Key deposits	5,980	
667	BV Allotment key deposits	697	
165,209			318,972
1,656,321	Total Assets Less Current Liabilities		1,432,917
	Long Term Liabilities		
0			0
1,656,321	Total Assets Less Long Term Liabilities		1,432,917
	Represented By		
514,992	Revenue Reserve	542,950	
1,141,329	Earmarked Reserves	889,967	
1,656,321			1,432,917

The above statement represents fairly the financial position of the authority as at 31st January 2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
312 Temp Staff Reserve	0.00	4,000.00	4,000.00
313 Youth Council Reserve	1,727.10	148.27	1,875.37
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	6,402.82	44,666.06
317 Street Lighting Reserve	6,053.97	4,669.29	10,723.26
319 Stag winding-up reserves	11,000.00		11,000.00
320 Planning Fees Reserve	12,500.00	-10,000.00	2,500.00
321 Youth Activities Reserve	1,268.75		1,268.75
327 STP Activities Reserve	8,676.78	-8,676.78	0.00
328 Non-annual commitments reserve	1,950.00	8,085.00	10,035.00
329 Staff training reserve	2,890.00		2,890.00
331 20 MPH Reserve	0.00	21,489.00	21,489.00
334 Energy Saving - TC Offices	0.00	6,780.26	6,780.26
336 Bid Buddy Reserve	10,000.00	-10,000.00	0.00
339 Capital Receipts Quaker Hall	116,923.68	-86,241.00	30,682.68
340 Capital Receipts Reserve	420,416.22	-20,413.00	400,003.22
343 B&B Management Maint Reserve	42,681.25	-42,681.25	0.00
346 Vehicle/machinery replacement	42,829.00	8,787.00	51,616.00
347 Environmental Reserve	4,000.00	-4,000.00	0.00
348 B&B Ctr Maintenance Reserve	10,578.00		10,578.00
349 Recruitment reserve	27,000.00	-20,500.00	6,500.00
351 IT Reserve	6,000.00	-6,000.00	0.00
360 CIL Earmarked reserve	160,341.76	14,812.41	175,154.17
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	-1,094.00	6,981.99
377 WKH Reserve - Youth Service	15,000.00	-15,000.00	0.00
378 Longspring Wood Donations	101,192.00	-101,192.00	0.00
379 Samaritans Reserve	1,488.00	-1,488.00	0.00
	<u>1,141,328.88</u>	<u>-252,111.98</u>	<u>889,216.90</u>

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31st January 2025

31 March 2023		31st January 2025
	Operating Income	
49,155	O/ Spaces & Leisure - General	26,066
57,362	O/ Spaces & Leisure - Cemetery	70,348
9,036	O/ Spaces & Leisure- Allotment	9,047
12,824	Open Spaces-Street Lighting/Ge	10,147
38,645	O/ Spaces & Leisure-Vine Cafe	40,530
6,285	O/Spaces & Leisure-Vine Ground	14,470
68,570	F& G P - Bat & Ball Station	53,515
69,948	F & G P - Establishments	78,855
11,144	F & G P - General	10,455
13,191	F & G P - Council Offices	9,980
136,229	F & G P - Bat & Ball Centre	110,767
6,068	F & G P - Property	6,424
11,203	Town Team	16,863
29,356	Business Hub	23,819
25,709	Sevenoaks Town Mayor	6,492
13,847	Youth Cafe	29,827
61,185	Markets	50,769
101,192	Longspring Woods	300
1,370,074	Precept	1,198,010
129,395	Capital Infrastructure Budget	231,969
<u>2,220,418</u>	Total Income	<u>1,998,651</u>
	Running Costs	
36,557	Planning - General	32,100
402,610	O/ Spaces & Leisure - General	260,806
137,972	O/ Spaces & Leisure - Cemetery	137,125
9,429	O/ Spaces & Leisure- Allotment	10,599
35,842	Open Spaces-Street Lighting/Ge	24,963
65,491	O/ Spaces & Leisure-Vine Cafe	61,871
57,010	O/Spaces & Leisure-Vine Ground	62,352
158,009	F& G P - Bat & Ball Station	115,125
713,015	F & G P - Establishments	650,412
55,608	F & G P - General	46,840
53,082	F & G P - Council Offices	43,882
141,702	F & G P - Bat & Ball Centre	124,708
99,082	F & G P - Grants	64,103
0	F & G P - Property	14
13,481	Town Team	17,879
27,487	Business Hub	18,621
26,086	Sevenoaks Town Mayor	9,323
500	Youth Council	0
300	Public Realm	0
0	BID	16,456
67,479	Youth Cafe	79,955
31,294	Markets	29,163
38	Longspring Woods	0
3,841	Capital Infrastructure Budget	414,591
<u>2,135,916</u>	Total Expenditure	<u>2,220,890</u>

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31st January 2025

31 March 2023		31st January 2025
	General Fund Analysis	
459,542	Opening Balance	514,992
2,220,418	Plus : Income for Year	1,998,651
<hr/>		<hr/>
2,679,960		2,513,643
2,135,916	Less : Expenditure for Year	2,220,890
<hr/>		<hr/>
544,044		292,753
29,053	Transfers TO / FROM Reserves	(251,362)
<hr/>		<hr/>
514,992	Closing Balance	544,115
<hr/>		<hr/>

Purchase Ledger for Month No 10

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
22/01/2025	18676	37100	ARA ENVIRONMENTAL	ARA001	725.00	145.00	870.00	6320	21	483.00	Legionella training
								6320	22	121.00	Legionella training
								6320	31	121.00	Legionella training
15/01/2025	15/01	37119	BANKLINE	BANKL01	95.80	0.00	95.80	6975	31	95.80	bank chg
31/12/2024	242113885	37046	BP FUEL	BPF001	22.30	0.00	22.30	5700	21	22.30	fuel
14/01/2025	252002177	37067	BP FUEL	BPF001	199.79	39.95	239.74	5700	22	45.71	fuel
								5700	21	154.08	fuel
14/01/2025	252002178	37068	BP FUEL	BPF001	9.96	0.00	9.96	5700	21	9.96	fuel
21/01/2025	252004383	37109	BP FUEL	BPF001	31.91	6.38	38.29	5700	21	31.91	fuel
21/01/2025	252004384	37110	BP FUEL	BPF001	10.29	0.00	10.29	5700	21	10.29	fuel
28/01/2025	252005794	37133	BP FUEL	BPF001	33.05	6.61	39.66	5700	21	33.05	fuel
27/01/2025	SVO/374974	37131	BREWERS	BREW001	60.45	12.09	72.54	5410	21	60.45	paint equip
27/12/2024	814741045	37063	BRITISH GAS	BRI001	108.33	5.41	113.74	6012	30	108.33	gas chg 22/11-21/12
20/12/2024	3255	37168	BRITISH BIDS	BRI004	153.97	30.79	184.76	6630	45	153.97	BID consultant hotel expense
21/01/2025	805215465	37158	BRITISH GAS	BRIT007	278.40	55.68	334.08	6012	33	278.40	gas chg 15/12-14/1
14/01/2025	805209462	37121	BRITISH GAS	BRIT008	285.36	57.07	342.43	6012	36	285.36	gas chg 12/12-11/1
30/01/2025	#001689	37125	CATERKOOL LTD	CAT001	240.00	0.00	240.00	5525	28	240.00	Dishwasher repair
06/01/2025	154981	37036	CONNECTAPHONE	CON001	560.84	112.17	673.01	6101	50	50.98	Dec telephone chg
								6101	22	50.98	Dec telephone chg
								6101	28	50.98	Dec telephone chg
								6101	36	51.09	Dec telephone chg
								6101	30	50.98	Dec telephone chg
								6101	31	305.83	Dec telephone chg
31/12/2024	INV498190	37086	COUNTRY STYLE RECYCL	COU001	80.20	16.04	96.24	6935	29	80.20	Dec glass collection chg
31/12/2024	INV499226	37035	COUNTRY STYLE RECYCL	COU001	22.47	4.49	26.96	6935	36	22.47	Dec glass collection chg
29/01/2025	927835	37129	ERNEST DOE	DOE001	3.72	0.74	4.46	5525	21	3.72	maint eq
03/01/2025	000021861152	37045	EDF ENERGY	EDF002	1,287.73	257.55	1,545.28	6011	36	1,287.73	Dec electric chg
06/01/2025	000021877757	37083	EDF ENERGY	EDF003	38.47	1.92	40.39	6011	60	38.47	Dec electric chg

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/01/2025	000021875335	37084	EDF ENERGY	EDF004	836.33	167.26	1,003.59	6011	41	836.33	Dec electric chg
16/01/2025	000022021040	37116	EDF ENERGY	EDF005	1,412.18	282.44	1,694.62	6011	28	1,412.18	electric chg 07/10-06/01
16/01/2025	000022020508	37115	EDF ENERGY	EDF006	996.34	49.82	1,046.16	5025	21	996.34	electric chg 07/10-06/01
21/01/2025	000022037129	37151	EDF ENERGY	EDF006	-996.34	-49.82	-1,046.16	5025	21	-996.34	electric chg 7/10-6/1
21/01/2025	000022037131	37150	EDF ENERGY	EDF006	-1,000.57	-50.03	-1,050.60	5025	21	-1,000.57	electric chg 3/7-6/10
21/01/2025	000022037135	37153	EDF ENERGY	EDF006	-886.50	-44.33	-930.83	5025	21	-886.50	electric chg 4/4-2/7
21/01/2025	000022037137	37152	EDF ENERGY	EDF006	-1,569.99	-314.00	-1,883.99	5025	21	-1,569.99	electric chg 7/1-3/4
16/01/2025	000022020555	37114	EDF ENERGY	EDF007	659.43	32.97	692.40	5020	29	659.43	electric chg 07/10-06/01
01/01/2025	000021771940	37040	EDF ENERGY	EDF008	434.87	21.74	456.61	6861	26	434.87	electric chg 14/9-23/12
21/01/2025	000022037278	37157	EDF ENERGY	EDF008	-434.87	-21.74	-456.61	6861	26	-434.87	electric chg 14/9-23/12
21/01/2025	000022037280	37156	EDF ENERGY	EDF008	-375.95	-18.80	-394.75	6861	26	-375.95	electric chg 24/6-13/9
21/01/2025	000022037287	37155	EDF ENERGY	EDF008	-359.50	-17.98	-377.48	6861	26	-359.50	electric chg 24/3-23/6
08/01/2025	000021920460	37085	EDF ENERGY	EDF009	595.35	119.07	714.42	6011	22	595.35	Dec electric chg
27/01/2025	000022071094	37142	EDF ENERGY	EDF010	42.64	2.13	44.77	6011	33	42.64	electric chg 1/10-6/1
02/01/2025	000021801579	37044	EDF ENERGY	EDF011	866.28	173.26	1,039.54	6011	30	866.28	Dec electric chg
23/01/2025	000022052547	37154	EDF ENERGY	EDF012	1,003.10	200.62	1,203.72	6011	21	1,003.10	electric chg 14/10-13/1
20/01/2025	14111650	37101	ELITE	EFS001	83.86	7.28	91.14	6500	30	78.38	goods for resale
								6505	30	5.48	consumables
09/01/2025	INV-48091	37106	EJPFIREPROTECT	EJPFIRE001	95.00	19.00	114.00	6922	36	95.00	Fire alarm maint visit
09/01/2025	INV-48092	37105	EJPFIREPROTECT	EJPFIRE001	75.00	15.00	90.00	6922	41	75.00	Fire alarm maint visit
09/01/2025	INV-48093	37107	EJPFIREPROTECT	EJPFIRE001	75.00	15.00	90.00	6922	33	75.00	Fire alarm maint visit
09/01/2025	INV-48094	37108	EJPFIREPROTECT	EJPFIRE001	75.00	15.00	90.00	6922	30	75.00	Fire alarm maint visit
15/01/2025	113880	37069	ATLAS FM/EMPRISE SVS	EMP001	562.82	112.56	675.38	6932	22	562.82	Jan lock up chg
15/01/2025	113881	37072	ATLAS FM/EMPRISE SVS	EMP001	1,454.83	290.97	1,745.80	5311	21	1,454.83	Jan lock up chg Pontoise
15/01/2025	113882	37071	ATLAS FM/EMPRISE SVS	EMP001	969.99	194.00	1,163.99	5311	21	969.99	Jan lock up chg H.street
16/01/2025	114134	37070	ATLAS FM/EMPRISE SVS	EMP001	113.40	22.68	136.08	6932	22	113.40	Dec lock up chg
19/01/2025	3966060	37120	EVERFLOW WATER	EVE002	547.62	0.00	547.62	6002	23	75.68	water chg 19/2-18/3
								5025	21	59.70	water chg 19/2-18/3
								6014	33	141.00	water chg 19/2-18/3

Purchase Ledger for Month No 10

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	36	28.78	water chg 19/2-18/3
								6014	30	17.40	water chg 19/2-18/3
								6014	21	14.98	water chg 19/2-18/3
								6014	28	105.84	water chg 19/2-18/3
								6014	39	25.42	water chg 19/2-18/3
								6014	23	78.82	water chg 19/2-18/3
16/01/2025	INV565849	37111	GAZA TIMBER	GAZA001	13.34	2.67	16.01	5310	21	13.34	maint equip
17/01/2025	INV565934	37112	GAZA TIMBER	GAZA001	23.33	4.67	28.00	5410	36	23.33	timber
21/01/2025	INV566100	37159	GAZA TIMBER	GAZA001	4.48	0.90	5.38	5525	21	4.48	timber
02/01/2025	169810	37062	GODFREYS	GOD001	67.48	13.49	80.97	5700	21	67.48	fuel
20/01/2025	95170	37162	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	Jan coffee machine rental
30/01/2025	95315	37140	HERBERT & WARD	HAW001	135.00	0.00	135.00	6500	30	135.00	goods for resale
31/12/2024	25454	37080	HELIOCENTRIX	HELI001	34.00	6.80	40.80	6240	22	34.00	router
31/12/2024	25496	37049	HELIOCENTRIX	HELI001	2,051.38	410.28	2,461.66	6240	31	1,749.00	Dec IT support chg
								6242	31	302.38	Dec IT support chg
31/12/2024	T3415	37048	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.50	Dec wifi chg
								6101	21	11.48	Dec wifi chg
								6105	41	141.50	Dec wifi chg
								6105	22	10.00	Dec wifi chg
								6105	21	21.69	Dec wifi chg
								6105	50	39.72	Dec wifi chg
10/01/2025	2007181582	37030	HM LAND REGISTRY	HML001	14.00	0.00	14.00	6630	11	14.00	Land Registry fees
23/01/2025	0588708	37099	HOLLYBUSH LAUNDRY	HOL002	186.00	0.00	186.00	6013	36	186.00	tablecloth laundry
01/01/2025	INV-11138	37014	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	Planning tracker support
27/01/2025	18951	37132	ICCM	ICCM001	155.00	31.00	186.00	6320	22	155.00	ICCM training - A.C
12/12/2024	INS943	37123	INSIGHT 6	INS002	4,000.00	800.00	4,800.00	6900	40	4,000.00	Mystery Shopping service
22/01/2025	32531	37161	INSTITUTE OF GROUNDS	INST001	41.67	8.33	50.00	6320	21	41.67	L.S Cricket ground course
08/01/2025	0001303370	37079	JAMES BUCKLAND LTD	JBU001	75.34	0.00	75.34	6500	30	75.34	goods for resale
28/01/2025	0001305339	37139	JAMES BUCKLAND LTD	JBU001	58.00	0.00	58.00	6500	30	58.00	goods for resale

Purchase Ledger for Month No 10

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
07/01/2025	9336	37039	KALC	KALC	-50.00	-10.00	-60.00	6710	31	-50.00	Planning conference cancelled
24/07/2024	10077231179	37097	KALC	KALC	70.00	14.00	84.00	6710	31	70.00	RFO Finance Conference
31/12/2024	1008435	37065	KALL KWIK	KALL001	301.00	17.80	318.80	6200	31	101.00	printing chg
								6490	32	200.00	printing chg
16/01/2025	1008466	37077	KALL KWIK	KALL001	307.10	48.62	355.72	6490	32	163.60	printing chg
								6922	36	62.50	H&S posters
								6200	31	51.00	printing chg
								6200	50	30.00	printing chg
16/01/2025	900205553	37091	KENT COUNTY COUNCIL	KCC002	115,440.68	22,254.14	137,694.82	9050	91	115,440.68	20mph scheme
02/01/2025	34278	37087	KCC KCS	KCC003	31.60	6.32	37.92	6935	21	31.60	bin bags
06/01/2025	35022	37088	KCC KCS	KCC003	265.99	53.20	319.19	5310	21	265.99	de-icing salt pallet
07/01/2025	35465	37042	KCC KCS	KCC003	75.99	15.20	91.19	5500	31	75.99	flipchart
09/01/2025	36267	37034	KCC KCS	KCC003	73.16	14.63	87.79	6010	41	23.60	cleaning eq
								6200	31	49.56	stationery
14/01/2025	38626	37066	KCC KCS	KCC003	7.95	1.59	9.54	6013	22	7.95	cleaning equip
15/01/2025	39298	37076	KCC KCS	KCC003	53.98	10.80	64.78	6010	41	17.99	cleaning equip
								6010	50	35.99	cleaning equip
30/01/2025	47829	37138	KCC KCS	KCC003	58.35	11.67	70.02	6010	33	58.35	cleaning eq
06/01/2025	8474970	37033	KFF	KFF001	201.60	8.36	209.96	6500	30	201.60	goods for resale
16/01/2025	8483630	37078	KFF	KFF001	140.60	5.98	146.58	6500	30	140.60	goods for resale
23/01/2025	8489678	37098	KFF	KFF001	115.13	0.00	115.13	6500	30	115.13	goods for resale
06/01/2025	141860	37047	LANDSCAPE SUPPLY CO	LAND001	234.52	46.90	281.42	6952	21	27.92	boots
								5500	21	206.60	gardening equip
29/01/2025	142734	37130	LANDSCAPE SUPPLY CO	LAND001	115.31	23.06	138.37	6952	22	16.90	staff uniform
								6952	21	98.41	staff uniform
17/01/2025	INV008508	37064	LIMELITE LIGHTING	LIM001	3,333.75	666.75	4,000.50	6490	32	3,333.75	staging & technician
23/01/2025	753391	37160	LISTER WILDER	LIST002	660.73	132.13	792.86	5525	21	660.73	LM56GF Service
09/01/2025	2463045	37057	MAZARS	MAZ001	2,560.00	512.00	3,072.00	6610	31	2,560.00	External audit fee
03/01/2025	57103/5285	37058	MEDWAY INSULATIONS	MED001	565.00	113.00	678.00	6922	33	565.00	Asbestos survey

Purchase Ledger for Month No 10

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
09/01/2025	INV-00071	37037	NALC	NALC001	65.00	13.00	78.00	6710	31	65.00	Powershift conference - G.J
23/01/2025	INV-00115	37096	NALC	NALC001	65.00	13.00	78.00	6710	31	65.00	Powershift conference Cllr.W
28/12/2024	UKSPS00153441	37055	NEXUDUS SL	NEX001	99.68	19.94	119.62	6900	41	99.68	Hub booking chg
28/01/2025	UKSPS00155770	37149	NEXUDUS SL	NEX001	99.76	19.95	119.71	6900	41	99.76	Jan Hub booking chg
20/12/2024	30367001	37056	NISBETS	NIS001	17.68	3.53	21.21	6010	28	14.99	mop
								6505	28	2.69	coffee stirrers
22/12/2024	30372038	37102	NISBETS	NIS001	45.74	9.14	54.88	5500	30	45.74	frying pan
24/01/2025	30526788	37141	NISBETS	NIS001	197.65	39.53	237.18	6505	30	197.65	consumables
22/08/2024	21644381	37095	NISSAN	NIS002	130.00	26.00	156.00	5550	21	130.00	GK20DZO service
21/01/2025	564762	37092	NPORS	NPO001	100.00	20.00	120.00	6320	22	100.00	NPORS registration fee
09/01/2025	0001/00191978	37090	OBM	OBM001	22.09	4.42	26.51	5310	21	22.09	Paint
28/01/2025	28/JAN25/GEO	37164	ONECARD	ONE002	2,482.11	231.60	2,713.71	6500	28	50.35	Goods for resale
								6500	28	47.45	Goods for resale
								6500	50	23.34	Goods for resale
								6500	50	26.49	Goods for resale
								6500	28	-47.45	Goods for resale
								6500	30	124.69	Goods for resale
								6500	50	45.88	Goods for resale
								6500	50	10.96	Goods for resale
								6500	30	103.61	Goods for resale
								6500	50	35.73	Goods for resale
								6500	50	18.54	Goods for resale
								6500	28	43.31	Goods for resale
								6500	28	7.46	Goods for resale
								6500	50	22.74	Goods for resale
								6500	50	25.70	Goods for resale
								6500	30	101.22	Goods for resale
								6500	50	85.07	Goods for resale
								6500	50	85.02	Goods for resale

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	30	102.33	Goods for resale
								6500	30	3.37	Goods for resale
								6010	28	5.48	Cleaning equip
								6010	28	2.50	Cleaning equip
								6010	50	0.92	Cleaning equip
								6010	28	-2.50	Cleaning equip
								6010	50	24.17	Cleaning equip
								6010	28	3.71	Cleaning equip
								6010	50	2.08	Cleaning equip
								6240	31	10.83	Software design subs
								6240	11	20.22	Adobe subscription
								6240	31	173.74	Adobe subscription
								5500	50	-331.65	camera
								5500	28	20.82	frying pan
								5500	31	2.88	washing up bowl
								5500	50	31.67	Warhammer game
								5500	50	20.82	Blender
								5500	50	315.83	Mixed reality headset
								5500	41	104.99	locker
								6104	21	6.67	O/S manager mobile
								6104	33	8.34	Caretaker mob
								6104	21	8.34	Town Warden mobile
								6104	36	8.34	KW mob
								6935	21	240.00	skip hire
								6730	31	420.00	RFO SLCC subs
								6013	30	4.95	Cleaning equip
								6013	36	33.32	Dishwasher detergent
								6415	31	52.50	Flowers for Cllr.N.V
								6415	31	57.50	Flowers for M.R

Purchase Ledger for Month No 10

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
								6241	50	12.00	website maintenance
								6490	32	180.00	Parking bay suspension
								6505	28	1.25	consumables
								6505	50	3.33	consumables
								6101	31	16.67	Town Clerk ipad
								6101	22	8.34	AC mobile
								6922	33	1.49	fire blanket sign
								6710	31	96.75	conference accommodation G.J
28/01/2025	28/JAN25/LIN	37163	ONECARD	ONE002	50.02	6.90	56.92	6630	11	20.17	Survey subscription
								6865	26	3.87	knitted bumble bee
								6865	26	15.50	knitted bumble bee wool`
								6730	31	10.48	Town Crier delivery subs
01/01/2025	222247	37032	PREMIER ALARMS	PREM001	394.12	78.82	472.94	6930	30	394.12	Security system annual renewal
01/01/2025	222347	37031	PREMIER ALARMS	PREM001	195.12	39.02	234.14	6931	30	195.12	CCTV system annual renewal
21/01/2025	87975	37118	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	monthly till chg
21/01/2025	87976	37117	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	monthly till chg
24/12/2024	46665	37124	RIGHT GUARD	RIGHT001	1,235.00	247.00	1,482.00	6001	60	1,235.00	Xmas market security
01/01/2025	INV20052565	37081	SAGE	SAGE001	3,684.50	736.90	4,421.40	6300	31	921.12	Sage subscription
								110	0	2,763.38	Sage subscription
29/01/2025	2001731432	37137	SCREWFIX	SCREW001	339.15	59.83	398.98	5500	21	299.16	pressure washer
								6952	21	39.99	boots
02/01/2025	2094474	37009	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection chg 2/12-29/12
02/01/2025	2094561	37007	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection chg 4/11-1/12
02/01/2025	2094562	37008	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection chg 2/12-29/12
02/01/2025	2094563	37011	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection chg 2/12-29/12
02/01/2025	2094570	37012	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection chg 2/12-29/12
02/01/2025	2094571	37010	SDC	SDC001	80.60	0.00	80.60	6935	28	80.60	bin collection chg 2/12-29/12
02/01/2025	2094770	37013	SDC	SDC001	691.60	138.32	829.92	6934	21	691.60	Dog bin collection Oct-Dec24
07/01/2025	2094810	37043	SDC	SDC001	2,613.57	0.00	2,613.57	5421	60	1,464.50	Jan market rent

Purchase Ledger for Month No 10

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
								5420	60	1,149.07	Jan market rent
29/01/2025	2095169	37143	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection chg 30/12-26/1
29/01/2025	2095256	37148	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection chg 30/12-26/1
29/01/2025	2095257	37144	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection chg 30/12-26/1
29/01/2025	2095258	37147	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection chg 30/12-26/1
29/01/2025	2095265	37146	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection chg 30/12-26/1
29/01/2025	2095266	37145	SDC	SDC001	80.60	0.00	80.60	6935	28	80.60	bin collection chg 30/12-26/1
10/01/2025	GAC64246	37089	SETYRES	SETY001	55.00	11.00	66.00	5550	21	55.00	tyre for GK20DZO
30/01/2025	INV-3097	37126	SEV CHAMBER OF COMM	SEV008	290.00	0.00	290.00	6730	31	290.00	Chamber Of Commerce subs
30/01/2025	4886	37128	SGE	SGE001	31.66	6.34	38.00	5010	21	1.44	maint eq
								5410	22	6.68	maint eq
								6952	22	23.54	gloves
31/01/2025	4951	37127	SGE	SGE001	5.42	1.08	6.50	5310	21	5.42	nuts, bolts
17/01/2025	1485	37094	SG PLUMBING AND HEAT	SGP001	101.39	20.28	121.67	5025	21	101.39	plumbing work
20/01/2025	1489	37093	SG PLUMBING AND HEAT	SGP001	139.37	27.87	167.24	5410	33	39.37	plumbing work
								5025	21	100.00	plumbing work
21/01/2025	21/01	37113	SOROPTIMIST INTERNAT	SOR001	80.00	0.00	80.00	6443	42	80.00	Soroptimist Quiz 22/2
21/01/2025	21/1/25	37104	SOROPTIMIST INTERNAT	SOR001	43.00	0.00	43.00	6443	42	43.00	Soroptimist lunch 18/3
21/01/2025	12518	37169	STREETMASTER	STREE001	647.00	129.40	776.40	5310	21	647.00	Cavendish bench
31/12/2024	INV-6127	37029	TREE ABILITY	TREE001	896.00	179.20	1,075.20	5070	21	896.00	Tree work
17/01/2025	0884	37103	URBAN STUDIO	UIS001	7,650.00	1,530.00	9,180.00	9066	91	7,650.00	NDP consultancy
04/01/2025	DECEMBER2025	37018	V.C HANDYMAN	VCH001	440.00	88.00	528.00	6001	60	440.00	Dec market set up chg
13/01/2025	13/1/25	37041	WEST KENT HOUSING	WES006	3,750.00	0.00	3,750.00	7553	38	3,750.00	West Kent Housing grant
30/09/2024	158746	37122	WETTON CLEANING SERV	WET001	1,402.14	280.43	1,682.57	6013	30	280.43	Sep clean & lock up chg
								5026	21	280.43	Sep clean & lock up chg
								5020	29	841.28	Sep clean & lock up chg
31/12/2024	160232	37073	WETTON CLEANING SERV	WET001	1,402.14	280.43	1,682.57	6013	30	280.43	Dec clean & lock up chg
								5026	21	841.28	Dec clean & lock up chg
								5020	29	280.43	Dec clean & lock up chg

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/12/2024	160233	37075	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5026	21	4.31	Dec hygiene unit clean
								5020	29	12.95	Dec hygiene unit clean
31/12/2024	160234	37074	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5025	21	737.00	Dec clean & lock up chg
31/01/2025	160714	37136	WETTON CLEANING SERV	WET001	1,402.14	280.43	1,682.57	6013	30	280.43	Jan clean & lock up chg
								5026	21	280.43	Jan clean & lock up chg
								5020	29	841.28	Jan clean & lock up chg
31/01/2025	160715	37135	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5026	21	4.31	Jan hygiene unit clean chg
								5020	29	12.95	Jan hygiene unit clean chg
31/01/2025	160716	37134	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5025	21	737.00	Jan clean & lock up chg
31/12/2024	342026980	37053	WORLDPAY	WOR001	73.09	0.13	73.22	6976	31	73.09	Dec card trans chg
31/12/2024	342029157	37052	WORLDPAY	WOR001	78.86	9.17	88.03	6976	30	78.86	Dec card trans chg
31/12/2024	342077381	37051	WORLDPAY	WOR001	61.69	10.36	72.05	6976	31	61.69	Dec card trans chg
31/12/2024	342168323	37050	WORLDPAY	WOR001	53.77	8.92	62.69	6976	28	53.77	Dec card trans chg
01/01/2025	WM12485014	37054	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Dec card trans chg
01/01/2025	02232067	37061	YU ENERGY	YUE001	25.84	1.29	27.13	6862	26	25.84	Dec electric chg
01/01/2025	02232068	37082	YU ENERGY	YUE001	7.13	0.36	7.49	6862	26	7.13	Dec electric chg
01/01/2025	02232069	37060	YU ENERGY	YUE001	355.14	71.03	426.17	6862	26	355.14	Dec electricity chg
TOTAL INVOICES					175,631.92	32,256.92	207,888.84			175,631.92	

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List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2025	Reach Publishing	DD01/JAN25	13.22		Jan Sev Chronicle subs
02/01/2025	Sevenoaks District Council	DD02/JAN25	848.00		Jan Business Rates chg
02/01/2025	Sevenoaks District Council	DD03/JAN25	2,839.00		Jan Business Rates chg
02/01/2025	Sevenoaks District Council	DD04/JAN25	530.00		Jan Business Rates chg
02/01/2025	Sevenoaks District Council	DD05/JAN25	74.00		Jan Business Rates chg
02/01/2025	Sevenoaks District Council	DD06/JAN25	165.00		Jan Business Rates chg
02/01/2025	Sevenoaks District Council	DD07/JAN25	54.00		Jan Business Rates chg
06/01/2025	Nexodus S.L	DD08	119.62		Hub booking chg
06/01/2025	NATWEST ONE CARD	DD09	2,430.03		Ann Onecard Dec
07/01/2025	BP Fuel	DD10	22.30		fuel
07/01/2025	British Gas - Community Centre	DD11	289.41		gas chg 12/11-11/12
08/01/2025	YU ENERGY	DD12	27.13		Dec electric chg
08/01/2025	YU ENERGY	DD13	7.49		Dec electric chg
08/01/2025	YU ENERGY	DD14	426.17		Dec electricity chg
08/01/2025	Initial Washroom Solutions	DD15	841.89		Annual waste bin maint
09/01/2025	BACS P/L Pymnt Page 6858	BACS Pymnt	7,258.34		BACS P/L Pymnt Page 6858
13/01/2025	British Gas - Offices	DD16	303.62		gas chg 15/11-14/12
14/01/2025	HM Land Registry	DD17	14.00		Land Registry fees
15/01/2025	BACS P/L Pymnt Page 6862	BACS Pymnt	14,339.34		BACS P/L Pymnt Page 6862
15/01/2025	Public Works Loan Board	DD18	35,800.76		PWLB repayment
15/01/2025	Connectaphone	DD19	673.01		Dec telephone chg
15/01/2025	NatWest Bankline	BLN	95.80		bank chg
16/01/2025	Sage (UK) Ltd	DD20	4,421.40		Sage subscription
16/01/2025	British Gas - B&B St	DD21	113.74		gas chg 22/11-21/12
21/01/2025	WorldPay	DD22	88.03		Dec card trans chg
21/01/2025	WorldPay	DD23	62.69		Dec card trans chg
21/01/2025	WorldPay	DD24	72.05		Dec card trans chg
21/01/2025	WorldPay	DD25	73.22		Dec card trans chg
21/01/2025	Reposs Ltd	DD26	38.11		monthly till chg
21/01/2025	Reposs Ltd	DD27	27.82		monthly till chg
21/01/2025	WorldPay	DD28	11.94		Dec card trans chg
21/01/2025	BP Fuel	DD29	249.70		fuel
22/01/2025	BACS P/L Pymnt Page 6866	BACS Pymnt	137,694.82		BACS P/L Pymnt Page 6866
22/01/2025	Public Clock	DD30	456.61		electric chg 14/9-23/12
23/01/2025	BACS P/L Pymnt Page 6867	BACS Pymnt	9,252.38		BACS P/L Pymnt Page 6867
23/01/2025	F.H	BACS23/1	15.00		Allot key refund
23/01/2025	EDF ENERGY - B&B Station	DD31	1,039.54		Dec electric chg
24/01/2025	Petty Cash	001989	400.00		petty cash top up
24/01/2025	EDF Energy - Bat and Ball Cent	DD32	1,545.28		Dec electric chg
24/01/2025	Payroll A/c	BACS24/1	61,645.00		January Wages Tfr
27/01/2025	Everflow Water	DD33	547.62		water chg 19/2-18/3
27/01/2025	EDF Energy - Business Hub	DD34	1,003.59		Dec electric chg
27/01/2025	EDF Energy - High Street Marke	DD35	40.39		Dec electric chg
27/01/2025	Payroll A/c	BACS27/1	28,985.54		January HMRC/KCC Tfr
28/01/2025	BP Fuel	DD36	48.58		fuel
29/01/2025	EDF ENERGY - Cemetery	DD37	714.42		Dec electric chg
29/01/2025	Country Style Recycling	DD38	123.20		Dec glass collection chg

List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/01/2025	Payroll A/c	DD30/1	4,967.42		January L&G Tfr
31/01/2025	British Gas - Community Centre	DD39	342.43		gas chg 12/12-11/1
Total Payments			<u>321,152.65</u>		

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 24/01/2025	61,645.00						
BACS24/1	Nat West - Current Account	61,645.00			201		61,645.00	January Wages Tfr
	Banked: 27/01/2025	28,985.54						
BACS27/1	Nat West - Current Account	28,985.54			201		28,985.54	January HMRC/KCC Tfr
	Banked: 30/01/2025	4,967.42						
DD30/1	Nat West - Current Account	4,967.42			201		4,967.42	January L&G Tfr
Total Receipts for Month		95,597.96	0.00	0.00			95,597.96	
Cashbook Totals		<u>96,597.96</u>	<u>0.00</u>	<u>0.00</u>			<u>96,597.96</u>	

Date: 25/02/2025

Sevenoaks Town Council

Page: 2

Time: 13:42

Cashbook 5

User: 6700.M.BABBAGE

Payroll A/c

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/01/2025	Employees	BACS24/1	61,485.00			520		61,485.00	January Wages Payment
24/01/2025	Councillors	BACS24/1-	160.00			520		160.00	January Allowances payment
27/01/2025	HMRC/KCC	BACS27/1	28,985.54			515		17,407.87	January HMRC Payment
						516	0	11,577.67	January KCC Payment
30/01/2025	Legal & General	DD30/1	4,967.42			516		4,967.42	January Legal & General paymen
Total Payments for Month			95,597.96	0.00	0.00			95,597.96	
Balance Carried Fwd			1,000.00						
Cashbook Totals			96,597.96	0.00	0.00			96,597.96	

Receipts for Month 10

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 :	767.22					767.22	
	CORR Banked: 01/01/2025	9.00						
	CORR Cashbook Suspense	9.00			299		9.00	Rev CBS entry - overs/unders £
	Banked: 24/01/2025	400.00						
001989	Nat West - Current Account	400.00			201		400.00	petty cash top up
Total Receipts for Month		409.00	0.00	0.00			409.00	
Cashbook Totals		<u>1,176.22</u>	<u>0.00</u>	<u>0.00</u>			<u>1,176.22</u>	

Payments for Month 10

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>
06/01/2025	Cemetery	1185/A	24.49			6330	22	24.49	refreshments
06/01/2025	Cemetery	1185/B	4.50		0.75	6330	22	3.75	refreshments
06/01/2025	Cemetery	1185/C	10.00		1.67	6500	22	8.33	Engraving
06/01/2025	Cemetery	1185/D	6.78		1.13	5410	22	5.65	washers
07/01/2025	Bat and Ball Centre	1186	27.50		4.59	5410	36	22.91	maint equip
09/01/2025	Establishments	1187	6.15			6330	31	6.15	refreshments
10/01/2025	Open Spaces	1188/A	25.84			6330	21	25.84	refreshments
10/01/2025	Establishments	1188/B	1.45			6330	31	1.45	refreshments
10/01/2025	Establishments	1189/A	7.92			6490	32	7.92	Santa's Grotto books
10/01/2025	Youth Cafe	1189/B	28.60		4.77	6900	50	23.83	Art materials
23/01/2025	Bat and Ball Station	1190	37.28		6.21	5410	30	31.07	maint equip
23/01/2025	Bat and Ball Cafe	1191	76.32			6500	30	76.32	Goods for resale
24/01/2025	Open Spaces	1192/A	2.90			6330	21	2.90	refreshments
24/01/2025	Open Spaces	1192/B	7.00		1.17	5500	21	5.83	hammer
24/01/2025	Bat and Ball Centre	1192/C	9.73		1.62	5410	36	8.11	timber
24/01/2025	Cemetery	1192/D	8.00			6320	22	8.00	Passport photos
24/01/2025	Cemetery	1192/E	8.35			6210	22	8.35	postage
28/01/2025	Establishments	1193	29.99		5.00	5500	31	24.99	toaster
28/01/2025	Bat and Ball Station	1194	35.98		6.00	5410	30	29.98	tiles
28/01/2025	Cemetery	1195	21.36		3.56	6802	22	17.80	turf rolls
30/01/2025	Bat and Ball Centre	1196/A	9.19			6330	36	9.19	refreshments
30/01/2025	Bat and Ball Centre	1196/B	5.56		0.93	6013	36	4.63	cleaning equip
30/01/2025	Bat and Ball Centre	1196/C	16.64		2.77	5410	36	13.87	maint equip

Total Payments for Month

411.53

0.00

40.17

371.36

Balance Carried Fwd

764.69

Cashbook Totals

1,176.22

0.00

40.17

1,136.05

Sevenoaks Town Council

INTERNAL AUDIT REPORT Visit 2 (2024/25)

Date: 21st January 2025

Report Author: **Becky Tuffield**

Reviewed by: **Ayrton Burgess**

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

1 SUMMARY

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

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

In accordance with the agreed audit plan (Appendix A) and following Internal Audit's remote testing and visit to you on 13th January 2025, we tested the Internal Control Objectives shown in the table below.

Details of new issues raised on progress made on existing issues can be found in section 2.

Internal Control Objective title	Visit 2 24/25
A. Accounting Records	
B. Compliance with Financial Regulations	✓
- Financial Regulations and Standing Orders	✓
- Expenditure Controls – cheques	New Issue 1 – cheque reconciliations
- Expenditure sample testing: Purchase Cards	✓
C. Risk Management	
D. Budget Management / Monitoring	
E. Income	
VAT Returns	✓
Hall Hire, Leases and Tenancies	✓
Cemeteries	✓
Allotments	✓

Internal Control Objective title	Visit 2 24/25
F. Petty Cash	
G. Salaries	
H. Assets	
I. Bank Reconciliations	
J. Accounting Statements	
L. Publication of Information on website	

2 ISSUES IDENTIFIED

New Issue Raised

Issues Raised	Date raised
<p>Issue 1: Cheque Reconciliations – Internal Audit (IA) found a discrepancy with a cheque that was cashed to ‘top-up’ the petty cash. The petty cash required a top-up of £389.05 which matched the amount on the corresponding cheque stub, however the corresponding bank statement was for £398.05. Finance staff advised IA that another error had been made by the bank, when the petty cash was counted back into the tin the bank had underpaid the cheque stub amount of £389.05 by £12 only paying out £377.05. The Finance Officer returned to the bank to collect the underpaid amount and the underpayment of £12 was recorded on the ‘overs and under’ log and then removed once the correct funds were returned by the bank. However, the cheque stub and the bank statement still do not reconcile with a difference of £9.</p>	<p>January 2024 – visit 2</p>

Appendix A – 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 2021) 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 2025. 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.

Sevenoaks Town Council

Internal Audit 2025/2026

1. Background

Historically, Kent County Council (KCC) has provided internal audit services to Sevenoaks Town Council (STC) four times per year, with each audit taking approximately 1.5 days. The cost of each audit has been £579.

Following a budget analysis, KCC determined that the existing audit duration was insufficient to adequately test STC's internal controls. Consequently, the allocated time per audit is set to increase by 0.5 days per visit, raising the cost per audit to £772.

There is concern that the additional time requirement may be attributed to less experienced auditors being assigned to the audits.

2. External Audit

During the review of the 2023/2024 Annual Governance and Accountability Return (AGAR), the external auditor identified a minor area for improvement for the 2024/2025 audit, specifically:

The Council does not have a signed letter of engagement for the internal auditor. While an audit plan is in place and serves as an alternative, the external auditor recommends that the Council adopt a separate letter of engagement for future engagements.

Despite multiple email requests throughout the financial year, KCC has not provided a letter of engagement, citing the need for escalation to their Parish and Town Councils department. To date, no response has been received despite several follow-up emails.

3. Alternative Provider

Mulberry Local Authority Services Ltd, previously part of Mulberry & Co, has been conducting internal audits for local councils for over 20 years. Their team of auditors possesses extensive sector-specific knowledge and experience. To ensure complete independence, auditors rotate between councils.

In the 2024/25 financial year, Mulberry completed approximately 270 internal audits, covering a range of councils from small, exempt councils to larger Town and Parish Councils with multi-million-pound turnovers and complex financial structures. Their audits are conducted both on-site and remotely, depending on council needs. Additionally, Mulberry provides a letter of engagement.

Mulberry operates on an hourly fee structure at a rate of £85 per hour. Based on discussions with the provider, the following assumptions have been made:

- A typical interim audit would take approximately 5 hours.
- A final audit focusing on AGAR would take approximately 4 hours.
- Additional time may be required if discrepancies are identified during the audit.
- If a three-year contract is agreed upon, the hourly rate is fixed at £85 for the duration of the contract.

Mulberry currently undertake audits at both Folkestone Town Council and Sandwich Town Council.

3. Comparisons

The cost annually with KCC would be £3,088.

The cost annually with Mulberry would be £1,615.

Recommendation

For STC to consider instructing Mulberry for their 2025/2026 audits.



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 416207
Ask for: Hannah Barton
Date: January 2025

Dear Georgina,

Town Council Internal Audit 2025/26

I would like to take this opportunity to advise you of our Internal Audit fees for 2025/26. They will remain at £386 per day. However, following analysis of budget to complete each visit it has been identified that this is not adequate to sufficiently test your organisations controls and therefore the budget for each visit will increase by 0.5 days per visit.

As in previous years, to sufficiently test your organisation's controls, 4 audit visits will be required during 2025/26. The time taken to carry out an audit visit is 2 days therefore the cost for each visit for your authority will be £772.00 + VAT, which will be a total fee of £3,088.00 + VAT for 2025/26.

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 2025 and you will be charged at the 2024/25 rate, as these are audits of the 2024/25 financial year.

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. Full detail of the work programme and scope are included in the reports issued after visits.

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.

If you wish for KCC to continue to provide your audit service, please confirm by the end of March 2025. KCC require consent of fees in order to issue invoices.

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, will be tested at the usual in-person visits.

If you have any concerns or queries regarding the 2025/26 audit plan, please contact the auditor who has completed your most recent visit.

Yours sincerely,

Hannah Barton

Hannah Barton
Principal Auditor

Sevenoaks Town Council

Insurance Renewal Report

1. Background

Sevenoaks Town Council has recently concluded a three-year insurance agreement with Zurich. As the contract term has ended, alternative insurance providers were approached to obtain competitive quotations for the next financial year.

2. Insurance Renewal Process

- **Gallagher Insurance** was invited to provide a quotation. However, upon reviewing the required documentation, Gallagher withdrew from the process, citing an inability to offer a more competitive premium.
- **The Clear Group** was also approached for a quotation but did not respond within the required timeframe.
- **Zurich Insurance** provided the following quotations:
 - **1-year policy:** £18,578.34
 - **3-year policy:** £16,824.74 per year

Recommendation

It is recommended that Sevenoaks Town Council proceed with the three-year insurance agreement with Zurich, as it offers a more cost-effective solution compared to the one-year option.

Decision Required:

Approval to renew insurance coverage with Zurich for a three-year term at £16,824.74 per year.

INSURANCE RENEWAL PROPOSAL FOR Sevenoaks Town Council

Prepared by

Mr Jonathan Meiseles

21st February 2025

1. Introduction

Thank you for insuring with us last year.

We hope that you will renew your policy with us for the coming year. If you do, you will continue to receive the combination of high quality insurance, excellent service and competitive pricing that we provide.

- **High quality insurance**

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

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

- **Excellent service**

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

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

Competitive pricing

We are proposing premiums shown in the table below

LTA Term*	Price proposed for this year (including all applicable taxes)
1 Year	£18,578.34
3 Year	£16,824.74

* You may choose to enter a Long Term Agreement with us, this would reduce the price of your policy over the life of the agreement in return for your commitment to stay with us. See Section 4 for details.

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

2. Next steps

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

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

3. The cost of this policy

The cost of this policy is £18,578.34 (including taxes, based on a 1 year agreement).

This is made up of £16,587.79 for your policy, £1,990.55 Insurance Premium Tax (at the prevailing rate, which is levied on insurance policies) and £0.00 VAT

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

4. Long Term Agreement

You may choose to set up a Long Term Agreement (LTA) with us. This means that you commit to keep your policy with us for the period of the LTA and in return you receive the discount detailed in the pricing table.

An LTA will also freeze the rates which we apply to your sums insured or indemnity levels in order to calculate your annual premium. So, if we raise rates during your LTA, the rise won't apply to your premium.

Please note, this doesn't mean that your premium will not rise over the period of the LTA. It would rise if:

- a) Your sums insured increase

We will index-link your sums insured.

- b) Your levels of indemnity increase

Again, this may be necessary to ensure that your policy is giving you the appropriate level of protection.

- c) Your claims history is poor

If this did occur, you would have the option to exit the LTA.

The following lines of cover are not subject to LTA rate freezes: Engineering, Legal Expenses and Terrorism.

Do please contact us if you have any questions or would like to set up an LTA.

5. How we will support you

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

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

Our approach to fees:

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

6. Changes to your policy wording

We would like to draw your attention to some specific changes to the Policy schedule. For the most part these amendments are clarifications of the Policy wording, however some of them could be considered to be a change to the Policy terms.

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

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

7. How to purchase this policy

To renew this policy, all you need to do is call or send us an email confirming that you wish to go ahead.

We will then email you electronic copies of your policy documents, along with an invoice. Payment is due before your cover starts, or immediately if your cover is already in place. Failure to do so could result in your insurance being cancelled.

8. Conclusion

This proposal and the attached 'Local Council Policy Schedule' should clearly describe your insurance requirements and how we plan to meet them. If they do not, or if you have any questions, please contact me on 01243 832117 or at jonathan.meiseles@uk.zurich.com

We hope that a combination of our council expertise, the service we provide, and the price offered will convince you to renew your insurance with us.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Ms Georgina Jackson
Sevenoaks Town Council
Town Council Offices
Bradbourn Vale Road
Sevenoaks
Kent
TN13 3QG

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720405273
Insured	Sevenoaks Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st April 2025
To	31 st March 2026

and any other period for which cover has been agreed.

Renewal Premium	TBC
-----------------	-----

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	146570386
Long Term Agreement:	TBC
Preparation Date	21 st February 2025
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACH09

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. The Pavilion, Address, The Vine Pavilion, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£1,698,732.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. , Address, Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG	£1,529,388.00	N/A	£87,399.97	£0.00	£33,120.08	£693.49	£0.00	£0.00	£0.00
3. Vine Cafe, Address, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£301,644.00	N/A	£0.00	£420.00	£0.00	£23,235.84	£0.00	£0.00	£0.00
4. Vine Bandstand, Address, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£185,220.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Knole Paddock Pavilion (including SRFC Veranda) and Groundsmans store. (Plus Loss of Rent for Sevenoaks Rugby	£764,694.00	N/A	£8,216.97	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Club at the same location), Address, Plymouth Drive, Sevenoaks, Kent, TN13 3RP									
6. St Johns Toilets, Address, St. Johns Hill, Sevenoaks, Kent, TN13 3PF	£161,406.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
7. Chapel, Address, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£803,061.00	N/A	£5,754.75	£0.00	£1,348.33	£0.00	£0.00	£0.00	£0.00
8. Workshop/Mess Room, Address, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£96,579.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
9. Lock Up Garages, Address, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£113,778.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
10. Bat and Ball Centre, Address, Otford Road, Sevenoaks, Kent, TN14 5DN	£3,770,550.00	N/A	£129,691.07	£6,908.84	£0.00	£143,196.67	£0.00	£0.00	£0.00
11. Kraftmeier Mausoleum, Address, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£168,021.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
12. House In The Basement, Address, London Road, Sevenoaks, Kent, TN13 1ZZ	£0.00	N/A	£13,146.58	£529.12	£8,297.25	£3,072.69	£0.00	£3,455.00	£0.00
13. Quaker Allotment Timber Hut & Blocks, Address, Sevenoaks Allotment Association, Allotment Lane, Sevenoaks, Kent,	£152,145.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

TN13 3UZ									
14. Business Hub, Address, Bradbourne Vale Road, Sevenoaks, TN13 3QG	£721,035.00	N/A	£16,920.31	£0.00	£5,351.28	£0.00	£0.00	£0.00	£0.00
15. Address, Bat & Ball Railway Station, Chatham Hill Road, Sevenoaks, Kent, TN14 5AP	£1,917,027.00	N/A	£50,762.92	£8,087.56	£6,340.60	£5,025.60	£0.00	£0.00	£0.00
16. Greatness Football Pavilion, Address, Greatness Football Pavilion, Mill Lane, Sevenoaks, Kent, TN14 5BU	£791,154.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
17. Address, Greatness Recreation Public Toilets, Mill Lane, Sevenoaks, Kent, TN14 5BU	£54,243.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
18. Address, Vine Public Toilets, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£103,194.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 12, 16, 17, 18

Insured Perils applicable to Material Damage : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17 & 18

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Excesses Applicable to Premises 12

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	N/A		N/A		£1,734,923	12

For Premises: 12, 16, 17, 18

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Tractors & Off-Road Vehicles as per Open Spaces Fixed Asset Register	£26,367.18	£100
Tools as per Open Spaces Fixed Asset Register	£155,157.44	£100
Metal Seats & Benches as per Open Spaces Fixed Asset Register	£21,204.30	£100
Rugby Posts as per Open Spaces Fixed Asset Register	£6,926.62	£100
Cricket Screen as per Open Spaces Fixed Asset Register	£4,043.69	£100
CCTV at Vine	£6,689.42	£100
Flags & Flagpoles	£3,044.35	£100
TV, A/V and Tools as per Cemetery Fixed Asset Register	£53,759.57	£100
Assets listed as All Risks on Bat & Ball Centre Fixed Asset Register	£4,088.07	£100
Assets listed as 'All Risks' on Council Offices Fixed Asset Register	£15,047.68	£100
Civic Regalia including cover away from premises Europe	£16,953.73	£100
LCD Screens as per Town Partnership Asset Register	£8,678.27	£100
Computer Equipment as per Town Partnership Asset Register	£2,143.25	£100
Information Pods	£15,179.62	£100
Tea Kiosk, Holly Bush Lane, Sevenoaks TN13 3UH	£78,057.00	£100
Twinning Signs	£3,691.39	£100
Beacon and Stand	£3,638.05	£100
Stone Obelisks	£8,463.54	£100
Public Clock	£15,616.11	£100
War Memorial	£97,902.00	£100
Cemetery walls of remembrance	£55,521.04	£100
7 wooden bus shelters	£68,774.97	£100
Temporary hire tools - annual limit	£21,053.56	£100
Portable Market Stalls	£20,708.28	£100
Marquee	£3,445.76	£100
Kippington Railings	£128,331.00	£100
Ragstone, Stone & all other Walls, Railings, Gates, Boundaries & Fences	£1,514,835.00	£100

Worldpay credit card terminals	£2,105.36	£100
Assets listed as All Risks on Vine Cafe Fixed Asset Register	£975.49	£100
Rustic Timber Bridge at Vine Gardens	£19,324.36	£100
Tool Lockers at Allotment Lane	£6,135.00	£100
Allotment Hut	£7,669.12	£100
Silent Soldier	£371.95	£100
Streetlights	£305,978.41	£100
Speed Indication Device on Bradbourne Vale Road	£8,820.00	£100
Floodlights at Knole Paddock	£19,293.75	£100
AED Defib - Vine Grounds	£1,102.50	£100
Miniplaza Recycled Black Litter Bins x3	£766.50	£100
Kings Coronation Bench Seat	£1,981.35	£100
3 x CCTV Cameras - The Vine	£1,979.25	£100
7 x SLD LED lanterns	£5,138.70	£100
Venturo Bench - Black Aluminim Seat and Black Ends x 2	£964.24	£100
Sevenoaks Environmental Park Gate	£9,998.10	£100
2 x Outdoor Bottle Filler - Green Finish	£3,827.25	£100
Two Samsung display screens for the cemetery	£4,200.00	£100
Owl meeting equipment (camera equipment and soundbar)	£3,118.15	£100
Cavendish 1800 bench	£945.00	£100
Two thermal imaging cameras	£798.00	£100
D-Day Statues	£1,155.00	£100
Play Equipment	£594,938.54	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public liability

Limit of Indemnity: £15,000,000

Operative Endorsements: None

Part F – Hirers' liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander**Sum Insured**

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

Part N – Fidelity guarantee

Persons Guaranteed:
All **members** and **employees**

Sum Guaranteed
£2,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows:	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	5.00 times annual earnings	£50,000.00	£50,000.00	£Nil
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	5.00 times annual earnings	£50,000.00	£50,000.00	£Nil
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	5.00 times annual earnings	£50,000.00	£50,000.00	£Nil
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	5.00 times annual earnings	£50,000.00	£50,000.00	£Nil

5. Permanent Partial Disablement	See section 2.16	See section 2.16	See section 2.16	See section 2.16
6. Paraplegia	£75,000 if 1 is £50,000 or more, otherwise £Nil	£75,000	£75,000	£Nil
7. Quadriplegia	£125,000 if 1 is £50,000 or more, otherwise £Nil	£125,000	£125,000	£Nil
8. Temporary Total Disablement	1.00 times weekly earnings	£250.00 per week	£250.00 per week	£Nil
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:	Endorsement wording:			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			

Part P – Legal expenses**Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Operative
5. Debt Recovery	Operative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements: None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	Online: https://propertyclaims.zurich.co.uk/index.html Tel: 0800 028 0336 Email: farnboroughpropertyclaims@uk.zurich.com Address: Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Business interruption		
Money		
Works in progress		
Public liability	Liability Claims	Online: https://liabilityclaims.zurich.co.uk/index.html Tel: 0800 783 0692 Email: fnlc@uk.zurich.com Address: Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Employers liability		
Personal assault under Money		
Personal accident		
Financial and administrative liability	Motor Claims	Online: https://motorclaims.zurich.co.uk/index.html Tel: 0800 916 8872 Email: zmnewmotorclaims@uk.zurich.com Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Motor Claims		
Legal Expenses	DAS Legal Claims	Tel: 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
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**To be Adopted at Finance & ~~General Purposes~~ Delivery Committee –
22/04/202403/03/2025**



Members' Allowance Policy

The Local authorities (Members' Allowances) (England) Regulations 2003

This regulation allows Town and Parish Councils to pay a basic parish allowance (Regulation 25) to its Chairman only or to each of its elected members.

Where an authority proposes to pay parish basic allowance, whether to its chairman only or to each of its members, it must have regard, in setting the level or levels of such allowances, to the recommendations which have been made in respect of it by a parish remuneration panel in accordance with regulation 28.

Under the Regulations the relevant Council is required to undertake a full review every four years.

Sevenoaks Town Council

In January 2024 Sevenoaks District Council set their basic allowance at £6,044 per annum.

The basic parish allowance, as set by Sevenoaks Town Council at its meeting held on ~~22 April 2024~~03 March 2025 is £309 per annum for members.

The Mayors' parish allowance is set at £6,044 along with a car/ travel allowance of £2,715 per annum.

Procedure and Payment

Payment of the basic allowance will be made directly into a Members bank account.

When paying allowances under this policy, the Council is obliged by law to deduct income tax, where appropriate, under the PAYE system.

A Member is entitled to forgo all or part of their entitlement to the allowances.

**To be Adopted at Finance & ~~General Purposes~~ Delivery Committee –
22/04/202403/03/2025**

At the end of the financial year, the council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid for all Member allowances.

The council is required to maintain records of payments made in respect of the allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish or town without payment of a fee upon giving reasonable notice. Copies must be provided if so requested, for which a reasonable fee can be charged.

RECOMMENDATION

That members consider setting the following allowances:-

- Sevenoaks Town Council Members parish allowance for 20245/256 at £309 per annum.
- Sevenoaks Mayors' parish allowance for 20245/265 at £6,044 per annum.
- Sevenoaks Mayor's car/ travel allowance for 20245/256 at £2,715 per annum.



FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council for the financial year 202~~5~~⁴/~~2~~⁶ at its
meeting held on 10th June 2024

Signed by the Mayor

Sevenoaks Town Council Financial Regulations

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These Financial Regulations were adopted by the council at its meeting held on ~~10th June 2024.~~

1. General

- 1.1 These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2 Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3 Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4 In these Financial Regulations:
- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in The Practitioners' Guide
 - Practitioners' Guide refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and bold text refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5 The Responsible Finance Officer (RFO) holds a statutory office, appointed by the council. The Responsible Finance Officer;
- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6 The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7 In addition, the council shall:

~~determine and regularly review the bank mandate for all council bank accounts;~~

authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2 The Town Clerk, with the Responsible Finance Officer shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3 When considering any new activity, the Town Clerk, with the Responsible Finance Officer shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5 The accounting control systems determined by the Responsible Finance Officer must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6 At least once in each quarter, and at each financial year end, a member shall ~~be appointed to~~ verify bank reconciliations (for all accounts) produced by the Responsible Finance Officer. The member shall sign the reconciliations as evidence of verification.

- 2.7 Back-up copies are ongoing via the cloud system. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1 All accounting procedures and financial records of the council shall be determined by the Responsible Finance Officer in accordance with the Accounts and Audit Regulations.
- 3.2 **The accounting records determined by the Responsible Finance Officer must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4 The Responsible Finance Officer shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Responsible Finance Officer shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5 **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6 **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the Responsible Finance Officer, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7 The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8 The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9 Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11 The Responsible Finance Officer shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12 The Responsible Finance Officer shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1 Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and minuted. The Responsible Finance Officer will inform committees of any salary implications before they consider their draft their budgets.

4.3 No later than November each year, the Responsible Finance Officer shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4 Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

- 4.5 Each committee (if any) shall review its draft budget and submit any proposed amendments to the Finance & Delivery Committee not later than the end of November each year.
- 4.6 The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & Delivery Committee and a recommendation made to the council.
- 4.7 Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9 The Responsible Finance Officer shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11 Earmarked reserves are agreed by the Council and withdrawals for the agreed purpose are delegated to the Town Clerk and Responsible Finance Officer. If the funds are required to be spent on alternative projects approval would be needed from the Finance and Delivery Committee.

5. Procurement

- 5.1 Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers and consideration given to the Green Community Investment Plan and social value.
- 5.2 The Responsible Finance Officer should verify the lawful nature of any proposed purchase before it is made.
- 5.3 Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

5.7 For contracts greater than £3,000 excluding VAT the Town Clerk or Responsible Finance Officer shall seek at least 3 fixed-price quotes;

5.8 where the value is between £500 and £3,000 excluding VAT, the Town Clerk or Responsible Finance Officer shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.9 For smaller purchases, the clerk or Responsible Finance Officer shall seek to achieve value for money.

5.10 Contracts must not be split into smaller lots to avoid compliance with these rules.

5.11 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.12 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or Finance & Delivery Committee. Avoidance of competition is not a valid reason.

5.13 The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.14 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Town Clerk or Responsible Finance Officer, under delegated authority, for any items below £5,000 excluding VAT.
- the Council for all items over £5,000 – two councillors to agree via email to the Finance Department;

such authority is to be evidenced by a purchase order (unless the order is under a contract, or of a de minimis value, and then a purchase order will not be required) and financial report to the Finance & Delivery Committee.

5.15 No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.16 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.17 In cases of serious risk to the delivery of council services or to public safety on council premises, the Town Clerk/ Responsible Finance Officer, in consultation with the Chair and Vice Chair of the Finance and Delivery Committee, may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk shall report such action to councillors as soon as practicable thereafter.
- 5.18 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.19 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.20 Any ordering system can be misused and access to them shall be controlled by the Finance Department.

6. Banking and payments

- 6.1 The council's banking arrangements, including the bank mandate, shall be made by the Responsible Finance Officer and authorised by the council in line with its Investment Policy.
- 6.2 The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Responsible Finance Officer.
- 6.4 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5 All payments shall be made by online banking, cheque, or credit card in accordance with a resolution of the council unless the council resolves to use a different payment method.
- 6.6 For each financial year the Responsible Finance Officer may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular

maintenance contracts and similar items), which the council or the Finance & Delivery Committee may authorise in advance for the year.

- 6.7 The regular payments are dual authorised for every payment.
- 6.8 A list of such payments shall be reported to the next appropriate meeting of the Finance and Delivery Committee for information only.
- 6.9 The Town Clerk, Deputy Clerk and Responsible Finance Officer shall have delegated authority to authorise payments
- 6.10 The Responsible Finance Officer shall present a schedule of payments at every Finance and Delivery Committee meeting for noting.

7. Electronic payments

- 7.1 Where internet banking arrangements are made with any bank, the Responsible Finance Officer shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of officers/members who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2 All authorised signatories shall have access to view the council's bank accounts online.
- 7.3 No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4 The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to two authorised signatories.
- 7.5 In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6 Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7 Evidence shall be retained showing which officers approved the payment online.
- 7.8 A full list of all payments made in a month shall be provided to the next Finance & Delivery Committee meeting.
- 7.9 With the approval of the Finance & Delivery Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two bank signatories and reported to the Finance and Delivery Committee. The approval of the use of each variable direct debit shall be reviewed by the Finance & Delivery at least every two years.
- 7.10 Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is

retained and any payments are reported to the Finance and Delivery Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 7.11 If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two bank signatories, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Finance & Delivery Committee at least every two years.
- 7.12 Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13 Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.
- 7.14 Cards and card readers for the purposes of internet banking payments should be pin and password protected and kept in the safe when not in use. Passwords shall be changed regularly. Access to any internet banking accounts will be directly to the access page, and not through a search engine or email link. Remembered or saved passwords facilities should not be used on any computer.

8. Cheque payments

- 8.1 Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two signatories.
- 8.2 A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

- 9.1 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Town Clerk, Deputy Clerk and Responsible Finance Officer and any balance shall be paid in full each month. Other members of the finance team will have access to the corporate credit card for making payments on line or over the telephone but only upon instructions from either the Town Clerk, Deputy Clerk or the Responsible Finance Officer.
- 9.2 Personal credit or debit cards of members or staff shall not be used.

10. Petty Cash

- 10.1 The finance department shall maintain a petty cash float for the purpose of defraying operational and other expenses. The total aggregate amount of the petty cash float across all committees must not exceed £1,000.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

11.1 As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

11.2 Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

- 11.3 Salary rates shall be agreed annually by the council, or a duly delegated committee/ Town Clerk.
- 11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance and Delivery Committee to ensure that the correct payments have been made.
- 11.7 Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8 Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

- 12.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3 The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4 All investment of money under the control of the council shall be in the name of the council.
- 12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the Responsible Finance Officer.
- 12.6 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the Responsible Finance Officer.
- 13.2 The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Town Clerk. The Responsible Finance Officer shall be responsible for the collection of all amounts due to the council.
- 13.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Responsible Finance Officer and shall be written off in the year. The council's approval shall be shown in the Minutes.
- 13.4 All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Responsible Finance Officer considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5 Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6 The Responsible Finance Officer shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7 Where significant sums of cash are regularly received by the council, the Responsible Finance Officer shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8 Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1 Where contracts provide for payment by instalments the Responsible Finance Officer shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2 Any variation of, addition to or omission from a contract must be authorised by the Town Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4 The Responsible Finance Officer shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1 The Town Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2 The Responsible Finance Officer shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case

(including an adequate level of consultation with the electorate where required by law).

- 16.5 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1 The Responsible Finance Officer shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2 The Town Clerk shall give prompt notification to the Responsible Finance Officer of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3 The Responsible Finance Officer shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Finance & Delivery Committee at the next available meeting. The Responsible Finance Officer shall negotiate all claims on the council's insurers in consultation with the Town Clerk.
- 17.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

18. Charities

- 18.1 Where the council is sole managing trustee of a charitable body the Town Clerk and Responsible Finance Officer shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and Responsible Finance Officer shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1 The council shall review these Financial Regulations annually and following any change of Town Clerk or Responsible Finance Officer. The Town Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been

presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

- 19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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Licence Agreement relating to the Occupation of storage facility at the
Bat & Ball Centre

This is an agreement to rent the storage facility at Bat and Ball Centre:

The name of the landlord is Sevenoaks Town Council

The name of the Licensee is: The Trustees of Sevenoaks Lions
Club (CIO)

The Trustees are: Alan Brian Cattermole

[REDACTED]

Roger Hope,

[REDACTED]

Stuart Ratcliffe,

[REDACTED]

Liesbeth Watts,

[REDACTED]

Barry Wheeler,

[REDACTED]

The tenancy commences on: 20th April 2025

The rent is £25 for a five year term ending on 19th April 2030.

Terms & Conditions

- The licence may be terminated by either party giving exactly three month's written notice to the other party, the notice to be given and expire on a Monday.
- Permitted use is for storage and effects. The storage of inflammable substances is not allowed, other than the fuel within a vehicle's tank. This will result in immediate termination.
- The licensee shall not transfer the tenancy to another person or sublet whole or part of the garage.
- The licensee shall inform Sevenoaks Town Council of any defect to the garage as soon as possible.
- The Landlord grant the licensee a right of way between Otford Road and Cramptons Road and the property with or without vehicles for the purpose of loading and unloading goods.

- The Landlord grants the licensee the right to use and connect into and service media at the building that belong to the Landlord and serve (but do not form part of) the property which are in existence at the start of this Licence.
- Except for the rights of way and the right to use and connect into service media nothing in this Licence confers any right over any other part of the Landlord's property or any other property or is taken to show that the licensee may have any right over any other part of the Landlord's property.
- Sevenoaks Town Council shall be at liberty, by their agents or workmen, to enter and inspect the condition of the garage during normal working hours, and to execute the repairs therein. The licensee shall provide reasonable access for this purpose.
- Sevenoaks Town Council will ensure that repairs are carried out to keep the property to a lettable standard.
- The licensee shall be held responsible for any damage caused by his/her negligence and will be charged for making good this damage.
- The licensee shall pay to the Landlord the cost of any damage to the adjoining property caused by the act, default or negligence of the licensee.
- The licensee shall ensure that the door(s) to the garage are secure when unattended.
- The licensee shall not make any alteration or addition to the garage.
- The licensee shall keep the premises clean and tidy and free of rubbish or other accumulation. If, at the end of the licence, the garage is not considered to be clean and tidy, the licensee shall be charged reasonable costs for clearing it.
- The licensee shall not use, or permit others to use the garage in such a manner as will cause annoyance or nuisance to other persons in the locality or act in such a manner as to invalidate the landlord's insurance.
- The Landlord will shall keep the property insured and the licensee shall keep the contents insured.
- The licensee should not make use of the garage for illegal or immoral purposes.
- The licensee shall not use the garage for business purposes without prior consent of the Landlord.
- The licensee should not use the garage for residential purposes.
- The licensee shall be held responsible for removing all items from the garage at the termination of the license, and returning the keys to Sevenoaks Town Council on or before the last day of the license.
- Any goods left in the garage after the licence has expired will be secured by Sevenoaks Town Council for the required legal period of 28 days before disposing of items. Costs arising from the storage and disposal will be charged to the outgoing licensee.

- All arrears must be cleared at the end of termination and must be cleared in full.
- Sevenoaks Lions Club hereby authorises Roger Hope and Alan Cattermole of Sevenoaks Lions Club to sign this License on its behalf pursuant to Section 333 of the Charities Act 2011.

I have read the Terms & Conditions above and agree to abide by them.

SignedDate
(Licensee)

SignedDate
(Sevenoaks Town Council)

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To be Adopted at Finance & Delivery Committee – 03/03/2025**CODE OF PRACTICE FOR HANDLING COMPLAINTS****1. Introduction**

- 1.1 The Council recognises that it is not subject to the jurisdiction of the Local Government Ombudsman but has adopted this Code to ensure that complainants are properly and fully considered.
- 1.2 The Town Council does not consider formal complaints about councillors. These are subject to the jurisdiction of the Monitoring Officer at Sevenoaks District Council.
- 1.3 All complaints should be addressed to the Town Clerk and will be dealt with within 5 working days.
- 1.4 Only complaints regarding the Town Clerk should be addressed to the Town Mayor.

2. Informal Complaints

- 2.1 The Town Council will seek to resolve all complaints informally prior to a formal complaint being lodged.
- 2.2 An informal complaint is made to the Town Clerk who will liaise with the complainant and relevant members/ officers to seek a resolution.
- 2.3 Should it not be possible to resolve a complaint informally the complainant may escalate the complaint to a formal complaint.
- 2.4 Should, in the opinion of the Town Clerk (or Town Mayor), the complaint be of a serious nature, the complaint shall be escalated to a formal complaint.

3. Formal Complaints

- 3.1 A formal complaint must be submitted in writing to the Town Clerk, (or Town Mayor), as appropriate. The complaint should cover as much detail as possible and enclose any relevant supporting documentation.
- 3.2 The Town Clerk (or Town Mayor) will attempt to acknowledge receipt of the complaint within 5 working days.
- 3.3 On receipt of a complaint the Town Clerk, in consultation with the Leader of the Town Council, will ascertain the category of the complaint and will

Adopted at Finance & Delivery Committee – 03/03/2025

take the relevant action with reference to the complaint categories detailed in Appendix 1.

- 3.4 The Town Clerk or Mayor will carry out an initial investigation into the complaint, and will, within 10 days, provide the complainant with an update of their findings and/ or a suggested resolution. If the complainant is satisfied with the resolution then the complaint will be considered closed.
- 3.5 If the Town Clerk, (or Town Mayor) is unable to resolve the complaint then the matter will be considered by the panel established for the purposes of hearing complaints.
- 3.6 The panel will consist of three of the following: the Town Mayor/ Deputy Town Mayor, the Chair or Vice Chair of a Town Council Committee.
- 3.7 The complainant shall be invited to attend the meeting of the panel and bring with them a representative.
- 3.8 Seven clear working days prior to the meeting the complainant shall provide the council with copies of any documentation or evidence that they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

4. At the Meeting

- 4.1 The Town Mayor, or in his/her absence the Chair of the panel, to introduce everyone.
- 4.2 The Town Mayor, or in his/her absence the Chair of the panel, to explain procedure.
- 4.3 The complainant (or representative) to outline the grounds for complaint.
- 4.4 Members to ask any question of the complainant.
- 4.5 The Chief Executive/Town Clerk or relevant committee Chair to represent and explain the council's position.
- 4.6 Members to ask any question of the council's representative.
- 4.7 Council representative and complainant or his/her representative to be offered the opportunity of summing up. No further evidence may be introduced at this stage.
- 4.8 Chief Executive/Town Clerk or committee Chair and complainant and his/her representative to be asked to leave the room while the panel decide whether the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).

- 4.9 Chief Executive/Town Clerk or committee Chair and complainant and his/her representative return to hear decision or to be advised when decision will be made. The decision of the panel will be by simple majority and will be final.

5. Vexations and Repeated Complaints

If it appears to the Complaints Committee of the Council that a complaint is:

- a. Trivial*
- b. Vexations*
- c. Repetitive*
- d. Frivolous*

it shall so report to the Finance and Delivery Committee with a recommendation that no further communication related to it be entered into by any members or officers.

6. After the Meeting

- 6.1 Decision confirmed in writing to the complainant within ten working days together with details of any action to be taken.
- 6.2 Any decision on a complaint shall be announced at a Council meeting in public.

Appendix 1

Financial Irregularity	The Town Clerk/ Responsible Finance Officer shall endeavour to provide an explanation. The Town Clerk/ Responsible Finance Officer may need to consult with the auditor/ Audit Commission. If the complainant is not satisfied the Town Clerk should advise the complainant of the local Electors statutory right to object to the councils audit of accounts pursuant to s16 of the Audit Commission Act 1998.
Criminal Activity	The Town Clerk should refer the complainant to the Police.
Member Conduct	If the complaint relates to failure to comply with the Code of Conduct the complainant should be advised to submit the complaint to the Monitoring Officer at Sevenoaks District Council.
Employee Conduct	As in internal disciplinary matter this should be dealt with under the council's disciplinary procedures.
Other	Should be dealt with under this Complaints Procedure.

Sevenoaks Town Council
Minutes of the Meeting of the Community Asset Working Group
Held on 22nd January 2025 at the Town Council Offices

Meeting Commenced: 14:00

Meeting Concluded: 15:00

Present:

Cllr Claire Shea	Substitute for	Cllr Dr Peter Dixon
Cllr Victoria Granville	Substitute for	Cllr Nigel Wightman
Cllr Dr Marilyn Canet	Substitute for	Cllr Gareth Willis
Cllr Libby Ancrum (Mayor, ex-officio)	Apologies	
Cllr Lise Michaelides	Apologies	

In attendance: Town Clerk, Open Spaces & Cemetery Manager, Open Spaces & Leisure Committee Clerk/Allotments Officer, Tim Burrow.

The quorum of 3 elected members was met.

281. Apologies for Absence

Received and accepted as noted above.

282. Requests for Dispensations

None.

283. Declarations of Interest

None.

284. Minutes of Community Asset Working Group held on 4th November 2024

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

285. Open Spaces & Cemetery Manager's Report

The Open Spaces & Cemetery Manager, Nicholas Cave, presented his report.

It was noted that there remained a lack of suitable candidates with supervisory experience. STC have commissioned a recruiting company to search for suitable candidates.

Other updates noted:

St Nicholas' Chantry Wall – Claim has been submitted to insurers. It was advised that repair would need to be undertaken on the whole wall, it was suggested to divide repairs into affordable sections and complete them through several years.

Sevenoaks Town Council
Minutes of the Meeting of the Community Asset Working Group
Held on 22nd January 2025 at the Town Council Offices

Woodland Management – PJC Consultancy had been appointed to revise current Management Plan which is set to include current woodlands and Longspring Wood which was taken into STC ownership in September 2024.

Storm Darragh – Due to the storm several large trees were felled. It was noted that approximately 25 ash trees will require felling at Sevenoaks Common and that Ash Dieback was spreading. It was noted that the mapping of ash trees would be beneficial for the next Woodland Management Plan.

286. Allotments Report

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

287. Statement of Accounts – Community Assets

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

288. Local Government Reorganisation

The Working Group received the Town Clerk's report on Local Government Reorganisation as well as possible plans and proposals within the Devolution Priority Programme. It was acknowledged the limited information made available regarding future process.

It was noted that STC would be considering possible assets it would acquire in the future.

289. Greatness Recreation Ground Pavilion

The Working Group noted a shortfall in funds for the New Pavilion project at Greatness Recreation Ground. A funding application was submitted to the Football Foundation and a decision is to be received in April.

290. Green Flag Award – The Vine

The Green Flag Site Quality Evaluation (Mystery Shop) feedback form was received by the Working Group, Open Spaces Staff and volunteers involved in maintenance of The Vine were thanked.

It was noted that an application for the Green Flag Award 2025 is to be submitted shortly with a deadline of 31st January.

291. SDC S. 106 Agreement – Indoor Cricket Facilities

A statement on the current status of the SDC s.106 was received from SDC and noted by the Working Group.

292. Sports Strategy Working Group

The Working Group noted the minutes of the STSS Working Group meeting held on 4th December 2024, it was advised that the STSS document has been finalized, and the last meeting of the group is to be held on 12th February 2025.

Sevenoaks Town Council
Minutes of the Meeting of the Community Asset Working Group
Held on 22nd January 2025 at the Town Council Offices

293. Greatness Recreation Working Group

The minutes of the Greatness Recreation Working Group meeting held on 18th December 2024 were received and noted.

294. Potential Twinning with Ceto

The Working Group noted the minutes of the STC meeting held on 16th December 2024 where the twinning of Sevenoaks Town with the Town of Ceto was discussed. The differing sizes of Sevenoaks and Ceto were also noted.

295. Current Matters

Several completed projects were noted to the Working Group. The ongoing New Pavilion project at Greatness Recreation Ground was noted and discussed earlier in the meeting.

296. Press Release

None.

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Sevenoaks Town Council
Minutes of the Communications Working Group
Held at 2.00 p.m. on Wednesday 5th February 2025

Meeting Commenced: 2.00 p.m.

Meeting Concluded: 3:15 p.m.

Present:

Cllr Nick Varley, Chair	Apologies	Cllr Victoria Granville	Present
Cllr Chloe Gustard, Vice-Chair (In the chair)	Present	Cllr Sally Layne	Present
Cllr Libby Ancrum, Mayor	Apologies	Cllr Nigel Wightman	Present

In attendance: Nick Ebdon, Nick Ebdon Design + Branding

297 Apologies for Absence

As noted above.

298 Request for Dispensations

There were no requests for dispensations.

299 Declarations of Interest

There were no declarations of interest.

300 Minutes of Communications Working Group Meeting held on 27th November 2024

It was agreed to receive and adopt the minutes of the meeting held on 27th November 2024 as a true record.

301 Town Crier Redesign

The Vice-Chair welcomed Nick Ebdon to the meeting to present his proposals for the redesign of the Town Crier

Councillors asked Nick to re-produce his designs with different colours and different mastheads to give more of a magazine rather than newspaper feel. The desire was for a crisp and modern feel. They also requested example mastheads with Sans Serif font and other font sizes.

It was noted that the final design would ultimately be the foundation for all future STC branding.

RESOLVED that:

- 1) Nick Ebdon be asked to produce further examples of his redesign on the basis outlined above
- 2) That the examples be circulated to the Working Group members for comment

Sevenoaks Town Council
Minutes of the Communications Working Group
Held at 2.00 p.m. on Wednesday 5th February 2025

302 Meet the Councillors Poster

The Working Group considered the proposed poster design.

Cllrs suggested not including photos in a circular design, a change to the message and the removal of the ampersand. It was agreed that the colour should match the palette that the redesigned Town Crier would be based on, once agreed.

303 Update from Community Engagement Manager

The Community Engagement Report to January 2025 was considered.

Social media performance:
(Meta Business 18 November 2024 to January 2025)

Facebook statistics

Followers	New Followers	Reach	Profile visits
1,173	89	22.6k	4.4k
	+36%	+14.5%	+22.8%

Instagram statistics

Followers	New Followers	Reach	Profile visits
1,137	77	1k	271
	-27.4%	+0.5%	+14.8%

Jan 24 to Jan 25 as comparison over the year

Facebook statistics

Followers	New Followers	Reach	Profile visits
	317	60.5kk	16.3k
	+8.2%	+113.2%	+83.1%

Instagram statistics

Followers	New Followers	Reach	Profile visits
	355	2.7k	1.1k
		+939.5%	+249.4%

Social media posts organic reach in last 3 months

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Examples of highest reach last 90 days:

ITV Meridian visit to markets 8 Jan 2025	Reach 7,068 Engagement 45
Christmas lights 28/11/24	Reach 6,979 Interactions 19
Meet Father Christmas at CLSO 26/11	Reach 4,541 Interactions 14
Christmas lights photos and report 30/11	Reach 5,194 Interactions 43
Sevenoaks markets 15/11	Reach 2,279 Engagement 162
Sevenoaks markets 13/11	Reach 1,357 Engagement 113
Remembrance Day parade 11/11	Reach 937 Engagement 262

[STC website: Google](#)

[analytics](#)

The following core user metrics are used to define how many people visit your site or app:

- "Total users" is the total number of people who visited your site or app in the specified date range.
- "Active users" is the number of people who engaged with your site or app in the specified date range.
- "New users" is the number of people who have never visited your site or app before in the specified date range.
- "Returning users" is the number of people who have visited your site or app before in the specified date range.

Events A key event is an event that measures an action that's particularly important to the success of your business.

Engagement rate and bounce rate are important metrics in Google Analytics that enable you to measure and analyse user engagement with your website or app. Both metrics are defined in terms of engaged sessions.

- A session is a period during which a user is engaged with your website or app.
- An engaged session is a session that meets any of the following criteria:
 - Lasts longer than 10 seconds
 - Has a [key event](#)
 - Has 2 or more screen or page views

The engagement rate is the **percentage of engaged sessions** on your website or mobile app. The bounce rate is the opposite of the engagement rate. The bounce rate is the **percentage of sessions that were not engaged**.

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Last 90 days Nov 1 – Jan 29 2025

Active Users	New Users	Events	
10k	10k	66.7k	
+22.4%	+23.1%	+18.8%	

Previous 90 days

Active Users	New Users	Events	
9.2k	8.9k	59k	
+12.8%	+13.6%	+3.9%	

Year overview- Jan to Nov 2024

Active Users	New Users	Events	
29K	28k	198k	
+57.8%	+55.9%	+72%	

Full year Jan 2024-Jan 202 vs Jan 2023-Jan2024 comparison:

Active Users	New Users	Events	
35K	35k		
+71.4%	+69.7%		

Last 3 months

Press coverage - Examples

New outlets added onto the press distribution list:

Sevenoaks Lifestyle Magazine
 InsideKENT magazine
 County Chronicle

Resulted in inclusion of press releases, calls to STC as a result on

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Thermal Camera and Italy Twinning project from Lifestyle Magazine, County Chronicle.

Calls also as a result of increased coverage in SevenoaksCommunityAd magazine.

Broadcast:

ITV Meridian News visit to the Markets 8 Jan with news report broadcast on 9 Jan

Community Engagement Projects

Forget Me Not Café

Meetings continue regularly each month with good numbers.
Latest meeting 29 January with Pearly King of Bromley, around 35 people attended.
Retained the same committed 6 volunteers. Speakers are booked until April 2025.

RESOLVED:

- 1) That the Community Engagement Report to January 2025 be received and noted
- 2) That the Community Engagement Manager be congratulated for her response success on social media.
- 3) That any social media queries to do with a specific ward be copied to the ward Councillors.

304 Current Matters

The updates on Current Matters were considered.

It was agreed that a Linktree would be made for the Sevenoaks Instagram page.

304 Press Release: None

There being no further business the Chair closed the meeting.

Signed

Dated

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Sevenoaks Town Team Minutes of the Executive Board Meeting

6:30pm: Wednesday 5th February 2025

Held at

The Council Chamber, Sevenoaks Town Council, Bradbourne Vale Road TN13 3QG

Meeting started 6.30 p.m.

Meeting concluded: 7.55pm

Executive Board

Cllr Nigel Wightman	Sevenoaks Town Council	Present
Cllr Victoria Granville	Sevenoaks Town Council	Present
Linda Larter MBE	Sevenoaks Town Council	Present
Mike Reid	Town Team Facilitator	Present
Cllr Graham Clack	Sevenoaks District Council	Apologies
Cllr Richard Streatfeild MBE	Kent County Council	Present
Cllr Tony Clayton Chair	Sevenoaks Rail Travellers Association	Apologies
Austin Blackburn	Go Coach	Present
South Eastern	Jack Heidry	Absent
Andrew Eyre	Stag	Present
Hannah Kay	Knole	Absent
Dawn Blee	Chamber of Commerce	Present
Steve Butler	Workman (Blighs)	Absent
Sevenoaks Chronicle	Vacant	Absent
Geraldine Tucker	Sevenoaks Society	Present
Shane Smith	Leisure Centre	Absent
Maxine Morgans, V Chair	Specsavers	Present
Elizabeth Dolding	Warners Solicitors	Apologies
Roberta Ware	Francis Jones Jewellers	Present
Avril Hunter	Redlands RA	Present
Elizabeth Purves	Hollybush RA	Apologies
Byron Brown	Bradbourne RA	Present
Mike Williams	Round Table	Absent
PC Nick Hubbard/ PC Tom Costin	Police	Absent
Cllr Dr Marilyn Canet	Sevenoaks District Seniors Action Forum	Present

In attendance: Jim Hughes, Dennis Glasspool, Richard Baxter (representing The Drive RA)

Apologies for Absence: Cllr Clayton, Cllr Clack, Elizabeth Purves and Elizabeth Dolding

In the absence of Town Team Chair, Cllr Clayton, the meeting was taken by Vice Chair, Maxine Morgans.

1. Apologies for Absence

Cllr Clayton, Cllr Clack, Elizabeth Purves and Elizabeth Dolding

2. Declarations of Interest

None

3. Minutes

To receive and approve the minutes of the Sevenoaks Town Team AGM and Executive Board meeting of 20th November 2024. It was noted that amendments to the draft had been requested by Geraldine Tucker and Dennis Glasspool and included in a revised version. All approved.

4. Presentation by Kent Police

On 21st June 2023 Acting Assistant Chief Constable (now Chief Inspector) Neil Loudon of the Kent Police Leadership Team gave a presentation relating to policing in Sevenoaks and this included statistics on crime reported and cleared up.

At this 2025 meeting he was joined by Acting Chief Inspector, Mike Alvey, and provided an update presentation which is appended to these minutes. While there is still plenty of scope for improvement the police demonstrated that in broad terms significant progress has been made over the intervening period. The primary reasons for this include the effectiveness of the beat officers in having become far more involved in the community at many levels including school visits, being seen on the streets and in the businesses. Another factor is the DAMS register (*DAMS is a single system for both forces to receive, store, manage and share digital assets in relation to both crime and non-crime matters.*) which is system by which any CCTV system, including household door bells, are registered and used for building evidence and speeding detection rates.

Asked how the public can help, Mr Loudon opined that this is a “team game” and that Sevenoaks is a great example of how the police, businesses, Business Crime Reduction Partnership and District Council work together to counter crime. Specifically, he said that ALL crimes should be reported, that the public should not approach suspected criminals and that all stores should be encouraged to have – and use – radios. In a real emergency calling 999 would result in a Response Vehicle being tasked to give immediate attention in case Beat Officers were engaged or had been posted elsewhere.

Mr Loudon wants to make Sevenoaks “a hostile environment for criminality”.

Though progress has been encouraging the meeting learned from members that plenty of shoplifting is still occurring and examples from just the last few days were quoted.

The Leadership Team were thanked for making their presentation and also an offer to help support the Sevenoaks BID and the preparation of a baseline audit of their services and a “wish list” of how they would like to see some bid money channelled into crime reduction in the town.

5. Constitution of the Town Team Executive Board.

Due to the time spent on the Police presentation this was deferred to a subsequent meeting.

6. Business Improvement District (BID).

Following the Board decision of 20th November 2024 and subsequent STC Council meeting to progress with the formation of the BID a Steering Group has been established. Its first meeting was held on Tuesday 7th January. A list of the members and notes of that meeting are attached.

Because a BID cannot fund existing services and events a baseline audits have to be taken. The audit for STC has been completed and work has commenced at SDC. A similar audit of the KCC services needs to be commenced. An audit of police services will be created too.

Work has started on the design and content of the Business plan.

The 2024 consultation and the steering group have produced a number of projects which could form part of the BID and budget costs for those are being formulated. SDC have already quoted £18,000pa to provide 16 hours additional morning CCTV coverage per week.

7. Volunteer Showcase Proposal

Cllr Streatfeild has found that many of Sevenoaks voluntary bodies need recruits. The situation will worsen as KCC has to reduce support due its own budget restrictions tightening. There was unanimous support for creating an event for voluntary organisations of all sorts to showcase their activity and recruit volunteers.

It was observed that Town Council employees are fully stretched and that it would be for Town Team Exec to take an active role in this.

National Volunteer Week is April 27th – May 3rd and it was suggested that this would be a good time to hold the event.

Post meeting note

Councillors have discussed this topic and decided that it should be combined with plans for the VE Celebrations on 8th May afternoon and evening, now being:

- Entertainment on the Band Stand leading up to the Beacon Lighting.
- A Fish & Chips concession.
- Inviting local voluntary organisations to set up a marquee on the Vine Gardens and encourage the public to volunteer with them.

8. Mystery Shopping survey

A survey of 30 Sevenoaks businesses was undertaken in December. The business types included retail, professional services, hospitality & leisure with appropriate criteria for each of them. The overall result was very encouraging with four businesses achieving a perfect 100%. Many were in the 90% range. Each business has its personal and private report informing, where necessary, of improvements which can be made.

The summary findings are in a Powerpoint presentation which is attached.

This is useful benchmark for a future exercise, funding permitting.

9. CLSO

The 2023 event was marred by loutish behaviour involving a few hundred youths and taking place mainly on The Vine. To counter this the 2024 event was moved as an experiment, to a Saturday, and starting earlier in the afternoon. There were no notable disruptions. Feedback from business was encouraging with staff saying they felt safer and one in particular (Nimi Projects) reporting their best trading day ever.

All agreed that from their stand point the new arrangements had been successful and that the same format will be used in future

10. Christmas Best Dressed Window

The event was sponsored by Berry & Lamberts with prizes contributed by the Chamber of Commerce and Marco's.

The retail winner was Sevenoaks Bookshop, Non-retail, No 33 Barbers (in Hollybush Lane) and the charity category was won by the London Road branch of Hospice in the Weald.

11. Business Show 2025

Booked to take place on Friday June 13th at the Bat & Ball Centre. The main sponsors are, once again, Clive Emson Auctioneers.

12. Holly Party

The 2025 Holly Party, featuring an Abba tribute band, was enjoyed by all who attended. Despite the inexpensive ticket price of just £25, we struggled once again to achieve numbers with just 65 (including organisers) attending.

A brief discussion took place, and the Party will be held one more time to see if numbers improve.

13. New Bench

A dilapidated wooden bench has been removed from between HSBC and The Chequers and a replacement funded by Savills has been installed.

14. Reports from Member's Organisations

Redlands RA

The mess arising from the Britains Lane roadwork remains and is an eyesore. The Association is concerned that Croudace are still working towards a residential scheme and that due to Government planning relaxations a second application might be successful.

Go Coach

There will be no service changes over the next 2 years and KCC tenders have been extended for one year. The Go 2 service is now five years old and is to be used as a model for a new service in Ebsfleet.

Bradbourne RA

A written report was tabled and is attached to these minutes.

Sevenoaks Society

The 2025 printed programme of events was circulated.

Chamber of Commerce

All going well with record number of members now joining

Business Crime Reduction Partnership

A brief intro to the Community Safety Unit:

The Sevenoaks District Community Safety Unit is run by Sevenoaks District Council's Community Safety team working with West Kent Police and is based in Sevenoaks District Council's offices.

Use it to report various community safety issues such as anti-social behaviour, graffiti, fly-tipping, drug problems, intimidation, hate crime, noise nuisance, rowdy behaviour, issues about licensed premises, abandoned vehicles and environmental nuisance.

Roberta Ware

Business at Christmas was really good. More commentary about shoplifting.

KCC

Kent has not been included in the initial devolution tranche. The 20mph speed limit is being monitored.

There is to be a meeting with Thames Water to discuss the local system which has failed a number of times in Sevenoaks resulting in poor supplies. Much of the problem arises from so many homes now being extended without drainage attenuation.

Jim Hughes

Concerned that hedge cutting arisings are not being cleared and causing potential danger through being blown across roads.

Post Meeting: Instances of such issues can be reported here:

[Report a problem on a road or pavement - Kent County Council](#)

Sevenoaks District Council

Land east of the High Street. KCC has pulled out of discussions relating to the future of the library.

Seniors Action Forum

25% of the local population is over 65. The Forum is campaigning for older people's services such as wellbeing, health and social care. They are especially concerned about suitable housing

Sevenoaks Town Council – Nigel Wightman

Devolution has been delayed. One live concern is the future of the Adult Education Centre. The two Masterplans are developing well, and consultation will be started soon. STC will be hit with the same NI charges as all employers. The STC precept for 2025/6 has been set, with an increase of 5.9% which now equates to £2.96 per week.

Stag

The theatre enjoyed a record-breaking pantomime season, and the cinema is now doing well. The Footlights Bar is being refurbished and a new sound system installed. Small scale comedy nights are being introduced.

Sevenoaks Town Council – Linda Larter

The town has been invited to compete in the Britain in Bloom National Finals. That means lots more effort from everyone. There are three other entrants sharing our category. Planning VE day events for 8th May. Reminding people to buy tickets for the International Women's Day lunch on Friday 7th March.

Specsavers

Very busy and also noticeable that Sundays are just as busy as Saturdays. While businesses complain about car parking charges and restrictions, that does not deter shoppers as they are pretty well full to capacity.

15. Date of Next Meetings

Wednesday 2nd April 2025
Wednesday 28th May 2025

Sevenoaks Town Council
Finance & Delivery Committee – 3rd March 2025

Current Matters**(Continuing from previous Finance & General Purposes Committee)****NB: Updates shown in red**

Item	Minute No		Status	Latest update
1.	260.3 - F&GP 13.09.21	Pension Deficit	<i>Ongoing</i>	Responsible Financial Officer, Chairman, and Vice-Chairman of Finance and General Purposes Committee to meet Kent County Council to discuss deficit. Queries of KCC to be confirmed prior to arranging meeting.
2.	46 F&GP 24.04.23 294 F&D 02.09.24	Provision of Electric vehicle Charging Bollards at Raleys Car Park	<i>Ongoing</i>	RESOLVED: That the proposal to work with Ubitricity to install 12 EV charging bollards at Raleys Car Park be approved, on the basis set out above. Project progressing slowly due to electric connection complications and departure of Climate Change Project Officer. It was requested that the current position with the provision of electric vehicle charging bollards at Raley's Car Park be investigated.
3.	127 F&GP 12.06.23	Participatory Budgeting	<i>Ongoing</i>	RESOLVED: That a working group comprising Cllr Clayton, Cllr Ancrum, Cllr Dr Canet and the Town Clerk be established to look at ideas and the process for a <i>[Participatory Budgeting]</i> project, and report back to a future committee meeting. This will form part of public consultation relating to local government reorganisation and future of local assets.
4.	544 27.11.23	Operation of Cafes	<i>Ongoing</i>	RESOLVED: 1) To move the Café on the Vine to a concession from 1 st April 2024 or sooner. Out to Tender, closing date 10 th March 2024. No suitable tenders to date. 2) To move the Bat & Ball Station Café to a concession from 1 st April 2024 or sooner. Awaiting agreement from Southeastern. Notice is in the Sevenoaks Chronicle advertising the tender, and on the website – closing date is 15th April.
5.	44 F&GP 22.04.24	Members' Allowance Policy	<i>Ongoing</i>	2024/2025 allowances agreed and RESOLVED that..... allowances be reviewed during the coming year. See Agenda Item 9

Sevenoaks Town Council
Finance & Delivery Committee – 3rd March 2025

Item	Minute No		Status	Latest update
6.	54 F&GP 22.04.24 447 F&D 25.11.24	Town Team: Business Improvement District (BID)	<i>Ongoing</i>	<p>RESOLVED: That £10,000 be allocated for the funding of the British Bids “Bid Buddy” service to accompany Sevenoaks town on making a successful plan, in the process of creating a Business Improvement District (BID) Process commenced, aiming for a referendum February 2025. Bid proposal to be considered at Town Team AGM on 20.11.24.</p> <p>RESOLVED: That the Business Improvement District (BID) proposal proceeds to the next stage which includes the appointment of a steering committee and the development of a Business Plan, which in due course would be put to a ballot of qualifying businesses.</p>
7.	151 F&D 10.06.24	20mph scheme	<i>Ongoing</i>	<p>RESOLVED:</p> <ul style="list-style-type: none"> •to agree the funding of £153,456 (plus £10,000 contingency) and to liaise with Kent County Council on the final design elements of the Sevenoaks 20 mph scheme up to the value of the budget. •to continue to raise concerns with Kent County Council about the creation of a blanket deillumination of road signs for the following reasons. (Details set out at Minute 151, F&D 10.06.24) <p>Design including gateway treatments (e.g. signage only, painted 20mph/30mph roundel on road and signage, or coloured tarmac with all of the above) agreed between STC Movement & Net Zero Group and KCC Officers 12th July 2024. Upper High Street Gateway location pending – with options being North or South of Knole Lane.</p> <p>Submitted to KCC’s contractor 12th July 2024, with delivery to commence 12th August 2024.</p> <p>Deadline for all legally required works (posts and gateway signs) and “Has Made” TRO 1st September 2024.</p> <p>Delivery of any features not legally required by the TRO after 1st September.</p>

Sevenoaks Town Council
Finance & Delivery Committee – 3rd March 2025

Item	Minute No		Status	Latest update
	294 F&D 02.09.24	20mph scheme		<p>KCC agreed to waive de-illumination cost of current scheme, with stipulation that it will be a requirement of all Kent 20mph schemes at the cost of the promoter. Both STC and KALC have shared their concerns with KCC about blanket removal of lighting to road signs as well as ramifications on local Councils who may be the promoter. <i>(Details set out at Planning & Environment Committee Minute 192, 01.07.24)</i></p> <p><u>20mph Scheme</u> It was noted that Kent County Council (KCC) had not yet provided an update on the costs of the 20mph scheme installation.</p> <p>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.</p> <p>Councillors expressed their dissatisfaction with KCC's procurement process in relation to the 20mph scheme and the fact that, despite the work having been completed, the Town Council had still not received the final costs.</p> <p>RESOLVED: that a letter be sent to Kent County Council lodging the Town Council's concerns about their procurement process in relation to the 20mph scheme.</p> <p>Letter sent to Cllr Neil Baker (KCC Portfolio Holder) lodging STC's concerns with their procurement process on 23rd October 2024. Response received 8th November 2024.</p> <p>Final cost confirmed on 8th November 2024 as £111,270.68 – coming £40,000 below original budget (not including contingency).</p> <p>KCC Officers and contractor to do complete site drive-through to complete full review of works on 19th November 2024.</p>
	363 F&D 14.10.24	(Internal Audits)		

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				<p>There is 1 already identified remaining element at Park Lane, which requires patching and alteration of the 30mph roundel to 20mph – however as this will need a road closure, this has been scheduled for 25th January 2025.</p> <p>8th January 2025: KCC has proposed to conduct speed surveys on the following roads to measure compliance, and enquired over any other locations which STC has received negative feedback on:</p> <ul style="list-style-type: none"> • 2 sites on Seal Hollow Road, where 20mph gateways are now provided. • Pembroke Road, within the 20mph. • Dartford Road, near The Vines, • Robyns Way • Lambarde Road <p>STC requested that Betenson Avenue be included in the surveys, following negative feedback from a resident.</p>
8.	228 22.07.24	Parking and Beat Surveys for St John's Hill Area		<p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That the cost of £17,913 + VAT be approved for a traffic and beat survey to be conducted in the St John's area, with the caveat that it be conducted during termtime unless consultants are confident that this would not impact the data input. This with the accepted implication that undertaking the surveys during termtime would delay the Masterplan projects by 2-3 months. 2) To be funded from £10,000 Planning Consultants Earmarked Reserves and £7,913 from contingency. <p>Parking and beat surveys completed Thursday 12th September from 6am to 9pm for all roads and the 2 SDC car parks. Further surveys completed on Saturday 14th September just for the car parks. Further surveys commissioned for Westfield, Swaffield Road and Wickenden Road following request for extension, approved by Town Clerk and completed 3rd October 2024 at the cost of £1,804.</p> <p>The resulting report is due to inform the St John's Area Masterplan and includes a "toolkit" which proposes various interventions that can be applied to particular areas/issues. Consultants have advised</p>

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				<p>that these can be applied to areas outside of the study area.</p> <p>The draft Masterplans are expected to be ready for consultation January 2025, with preparation of final Masterplans to take place February 2025.</p> <p>Draft Masterplans were received for STC review 13th January 2025, with meeting to be scheduled with consultants to discuss consultation stage</p> <p>Consultation on the draft St John's Masterplan starts on 17th March 2025. This will be separate from the Town Centre Masterplan which has been deferred due to pending local government reorganisation. The predicted delay is maximum of 3 months.</p>
9.	364 F&D 14.10.24 441 F&D 25.11.24	Town Council Leases	<i>Ongoing</i>	<p>RESOLVED: That a report reviewing the Vine Cricket Pavilion and Tea Kiosk lease be submitted to the next meeting of the Committee.</p> <p>RESOLVED: That a rent review be undertaken and the annual rent for the Vine Cricket Pavilion and Tea Kiosk be increased to £4,500 per annum.</p> <p>See Agenda Item 5 – Amendment to Minute</p>
10	369 F&D 14.10.24	Town Crier Redesign <i>(Recc. from Communication Working Group)</i>	<i>Ongoing</i>	<p>RESOLVED: that the designer Nick Ebdon be appointed at a cost of £3,200 to produce draft options for a redesign of the Town Crier magazine to be reviewed, production of first issue (March 2025), template to enable future editions to be produced internally, and training for software, from the Contingency Budget.</p> <p>Work has been commissioned, initial work to be submitted to Communications Working Group on 27.11.24. Redesigned Town Crier to be launched Spring 2025.</p>
11	507 F&D 20.01.25	Review of Lease: Lions Club Storage at Bat & Ball Centre	<i>Ongoing</i>	<p>RESOLVED: That the Town Council offer to renew the Lease to the Lions Club for a further five years for the total rent of £25.00.</p> <p>See Agenda Item 11</p>
12	508 F&D 20.01.25	Town Council Offices:	<i>Ongoing</i>	<p>RESOLVED: That a new boiler and improved radiators up to the value of £8,280 be purchased.</p>

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		Replacement of Boiler		Funding to be from capital receipts reserve and contingency budgets. Installation being undertaken week commencing 3 rd March 2025.
13	509 F&D 20.01.25	Replacement of Vine Pavilion Skylights	<i>Ongoing</i>	RESOLVED: That three new polycarbonate skylights be purchased up to the value of £3,000. Funding to be from capital refurbishment budget. Contractor has been instructed.
14	511 F&D 20.01.25	KCC Community Transport Grants	<i>Ongoing</i>	RESOLVED: That Sevenoaks Town Council submits a funding application to KCC for the provision of a Community Minibus. Match funding would come from the Town Council's Earmarked Reserve for bus provision.