

Monday, 2<sup>nd</sup> June 2025

You are hereby summoned to attend a meeting of the **Finance & Delivery Committee** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 9<sup>th</sup> June 2025 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, proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtube.com/live/G-pc35bphUk> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at [sevenoakstown.gov.uk](https://sevenoakstown.gov.uk) or by request.

Members of the public wishing to address the Council Meeting 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 Nigel Wightman ( <b>Chair</b> )	Cllr Catherine Daniell (Deputy Leader)
Cllr Claire Shea ( <b>Leader &amp; Vice-Chair</b> )	Cllr Dr Peter Dixon
Cllr Libby Ancrum	Cllr David Skinner OBE
Cllr Tony Clayton (Mayor)	

*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**

<b>1</b>	<b>CHAIR &amp; VICE-CHAIR</b> To note that at the Annual Council Meeting held on 12th May 2025, the following appointments were made:
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	<ul style="list-style-type: none"> <li>• Chair: Cllr Nigel Wightman</li> <li>• Vice-Chair: Cllr Claire Shea</li> </ul>
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b> To receive and note apologies for absence.
<b>3</b>	<b>REQUESTS FOR DISPENSATIONS</b> 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).
<b>4</b>	<b>DECLARATIONS OF INTEREST</b> To receive any declarations of interest from members in respect of any items of business included in this report.
<b>5</b>	<b>MINUTES OF FINANCE &amp; DELIVERY COMMITTEE</b> To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 14th April 2025 as a true record.
<b>6</b>	<b>FINANCE REPORTS – YEAR END</b>
<b>6.1</b>	<b>Responsible Finance Officer's Reports to 31st March 2025</b> To receive and consider the Responsible Finance Officer's reports.  <u>Statement of Accounts – to 31st March 2025</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 31st March 2025. Including:  Appendix 1 - Income and Expenditure by cost centre Appendix 2 – Variance Analysis Appendix 3 – Fund Balances Appendix 4 – Statutory Balance Sheet Appendix 5 – Earmarked Reserves Appendix 6 – Operating Income and Expenditure
<b>6.2</b>	<b>Supplier's Accounts</b> To authorise payment of the accounts listed in the schedules for the period <ul style="list-style-type: none"> <li>• 1st to 31st March 2025</li> </ul>
<b>6.3</b>	<b>List of Payments</b> To note list of payments for:

	<ul style="list-style-type: none"> <li>• Sevenoaks Town Council Nat West Account - 1st to 31st March 2025</li> <li>• Mayor's Charity Account - 1st to 31st March 2025</li> </ul>
<b>6.4</b>	<p><b>Payroll Account</b> To confirm payments from the account listed in the schedules for period:</p> <ul style="list-style-type: none"> <li>• 1st to 31st March 2025</li> </ul>
<b>6.5</b>	<p><b>Petty Cash Account</b> To confirm payments from the account listed in the schedules for the period:</p> <ul style="list-style-type: none"> <li>• 1st to 31st March 2025</li> </ul>
<b>6.6</b>	<p><b>Hospitality and Gifts Register</b> To receive and note Hospitality or Gifts received by Councillors or staff for the period to 31st March 2025: None</p>
<b>6.7</b>	<p><b>Review of Internal Controls</b> To receive and consider:</p> <ol style="list-style-type: none"> <li>Internal Audit Report for the year end visit</li> <li>Financial Regulations 2025/26</li> <li>Statement of the System of Internal Control, to be approved by the Chair of Finance &amp; Delivery Committee and Responsible Finance Officer</li> </ol>
<b>6.8</b>	<p><b>Annual Return for year ended 31st March 2025</b> To receive, approve and RECOMMEND the following to full Council for adoption:</p> <ol style="list-style-type: none"> <li>That the Annual Governance Statement 2024/25, signed by the Town Clerk, be approved and signed by the Mayor</li> <li>That the Accounting Statements 2024/25, signed by the Responsible Finance Officer, be approved and signed by the Mayor</li> <li>That the Annual Governance and Accountability Return 2024/25, including the Annual Governance Statement, Statement of Accounts to 31st March 2025, and supporting papers for submission to the External Auditors, be adopted by full Council and</li> <li>That the approved accounts be made available for public inspection for 30 working days, from 11th June to 22 July 2025</li> </ol>

<b>7</b>	<b>FINANCE REPORTS - APRIL 2025</b> To receive and consider the Responsible Finance Officer's reports.
<b>7.1</b>	<b>Statement of Accounts</b> To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 30th April 2025 , including:  Appendix 1 - Income and Expenditure by cost centre Appendix 2 – Variance Analysis Appendix 3 – Fund Balances Appendix 4 – Statutory Balance Sheet Appendix 5 – Earmarked Reserves Appendix 6 - Operating Income & Expenditure
<b>7.2</b>	<b>Suppliers' Accounts</b> To authorise payment of the accounts listed in the schedules for the period <ul style="list-style-type: none"> <li>• 1st to 30th April 2025</li> </ul>
<b>7.3</b>	<b>List of Payments</b> To note list of payments for: <ul style="list-style-type: none"> <li>• Sevenoaks Town Council Nat West Account: 1st to 30th April 2025</li> <li>• Mayor's Charity Account: 1st to 30th April 2025: None</li> </ul>
<b>7.4</b>	<b>Payroll Account</b> To confirm payments from the account listed in the schedules for period: <ul style="list-style-type: none"> <li>• 1st to 30th April 2025</li> </ul>
<b>7.5</b>	<b>Petty Cash Account</b> To confirm payments from the account listed in the schedules for the period <ul style="list-style-type: none"> <li>• 1st to 30th April 2025</li> </ul>
<b>7.6</b>	<b>Hospitality and Gifts Register</b> To receive and note Hospitality or Gifts received by Councillors or staff for the period to 30th April 2025: None
<b>8</b>	<b>REVIEW OF FINANCIAL MATTERS IN ACCORDANCE WITH THE TOWN COUNCIL'S STANDING ORDERS</b>



	To receive and note the following matters in accordance with the Town Council's Standing Orders, adopted at Annual Council Meeting on 12th May 2025 (Minute 82 refers):
<b>8.1</b>	<b>Inventory of Sevenoaks Town Council Land &amp; Buildings</b> To receive and note inventory of land and buildings.
<b>8.2</b>	<b>Freedom of Information Procedure</b> To note and consider the current Town Council procedure for handling requests made under the Freedom of Information Act 2000:  i. NALC Guidelines ii. Publication Scheme
<b>8.3</b>	<b>Insurance Cover</b> To note and confirm arrangements for insurance in respect of all insurable risks, as approved at the Finance & Delivery Committee on 3rd March 2025 (Minute 595).
<b>8.4</b>	<b>Complaints Policy</b> To note and confirm the Town Council's Complaints Policy, as approved at the Finance & Delivery Committee on 3rd March 2025 (Minute 599).
<b>8.5</b>	<b>General Data Protection Regulation Policies [GDPR]</b> To note that the Town Council continues to adopt GDPR practices as required by statute throughout all its day-to-day business, and to consider and readopt the following:  <ul style="list-style-type: none"> <li>• Information and Data Policy</li> <li>• Neighbourhood Plan Privacy Notice</li> <li>• Privacy Notice</li> <li>• Youth Privacy Notice</li> <li>• Social Media &amp; Electronic Communication Policy</li> </ul>
<b>9</b>	<b>POLICY APPROVALS</b>  To consider and readopt the following policies:  <ul style="list-style-type: none"> <li>• Accessibility Statement</li> <li>• Equality &amp; Diversity</li> <li>• Training, Learning &amp; Development</li> <li>• Value for Money</li> <li>• Safeguarding of Vulnerable Adults</li> </ul>

<b>10</b>	<b>BANK SIGNATORIES</b> To amend Sevenoaks Town Council's bank signatories in accordance with reviewed committee structure
<b>11</b>	<b>VINE GARDENS: REPAIRS AND RESURFACE</b> To consider options to address issues with the crazy paving at Vine Gardens
<b>12</b>	<b>RECOMMENDATION FROM THE PLANNING &amp; ENVIRONMENT COMMITTEE</b> To consider recommendation from Planning & Environment Committee requesting additional £100 be approved for the corner protection project to include section of road opposite rear of Sevenoaks Primary School.
<b>13</b>	<b>SEVENOAKS TOWN TEAM</b> To receive and note the minutes of the Town Team meeting held on 28th May 2025
<b>14</b>	<b>PRESS RELEASE</b> To consider any agenda item, which would be considered appropriate for a press release.
<b>15</b>	<b>EXCLUSION OF PRESS &amp; PUBLIC</b> To Resolve under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.
<b>16</b>	<b>LOCAL GOVERNMENT REORGANISATION &amp; ASSETS</b> (Report to follow separately)

**Sevenoaks Town Council  
Finance & Delivery Committee 14.04.25**

**Minutes of the meeting of the Finance & Delivery Committee  
Held on Monday 14 April 2025 in the Council Chamber,  
Town Council Offices, TN13 3QG**

Livestreamed and available to view on YouTube until approved by Council:

<https://youtube.com/live/cVFuZ3t8mDg>

Meeting commenced: 7.13 pm

Meeting Concluded: 8.29 pm

**Present:**

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

**In attendance:** Cllr Victoria Granville (until 8.07 pm), Cllr Claire Shea, 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**

**26 - Apologies For Absence**

**RESOLVED:** To receive and accept apologies for absence as shown above.

**27 - Requests For Dispensations**

Noted that all Town Councillors who were also Stag Trustees had a pre-approved dispensation, [*Minute 241, Town Council meeting 24.07.2023 refers*] which allowed them to discuss and vote on Agenda Item 13 – The Stag, Investing in the Future.

**28 - Declarations Of Interest**

There were no declarations of interest.

## **29 - Minutes Of Meeting Of Finance & Delivery Committee - 3<sup>rd</sup> March 2025**

**RESOLVED:** To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 3<sup>rd</sup> March 2025 as a true record.

## **30 - Finance Reports**

### **30.1 - Statement of Accounts**

The Committee received and considered the Statement of Accounts, together with the Responsible Finance Officer's report for the month ended 28<sup>th</sup> February 2025, including Income and Expenditure by Cost Centre, Variance Analysis, Fund Balances, Statutory Balance Sheet, Earmarked Reserves, and Operating Income & Expenditure.

It was noted that the year-to-date position at the end of February 2025 reflected a revenue surplus of £45,460: taking into account the £20,000 to be transferred to general reserves at the end of the financial year, this indicated a revenue surplus of £25,460.

The positive interest on investments was noted but it was felt reasonable to assume that rates would probably come down.

The Responsible Finance Officer advised that subject to no unforeseen expenses, she anticipated the budget to have a small surplus at the end of the year.

It was noted that emergency repairs were required at the House in the Basement comprising a new water tank and kitchen area resurfacing and new flooring following water damage.

### **RESOLVED:**

- 1) to receive and accept the Statement of Accounts and Responsible Finance Officer's Report 1<sup>st</sup> to 28<sup>th</sup> February 2025.
- 2) That the following works at the House in the Basement be approved from the contingency budget:

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- Removal and replacement of kitchen units to resurface kitchen floor area, and new flooring, at a cost of £3,980 plus VAT
- New water tank in basement, at a cost of £2,800 plus VAT.

**30.2** The Committee received and noted:

**Suppliers Accounts**

- 1<sup>st</sup> to 28<sup>th</sup> February 2025, total gross invoices £53,911.87

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

- 1<sup>st</sup> to 28<sup>th</sup> February 2025, total £155,158.12

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

- 1<sup>st</sup> to 28<sup>th</sup> February 2025, total £0.00

**Payroll Accounts**

- 1<sup>st</sup> to 28<sup>th</sup> February 2025, total payments £94,493.38

**Petty Cash Accounts** for:

- 1<sup>st</sup> to 28<sup>th</sup> February 2025, total payments £285.37

**30.3 - Hospitality and Gifts Register**

The Committee noted Hospitality or Gifts received by Councillors or staff for the period 1st February to 31st March 2025:

Date of Offer	To	Accepted/ Declined	From	Item	Estimated Value
27.03.25	Town Council Staff	Accepted	Local resident	2 boxes of chocolates - "thanks for all you do"	£25

**31 - Community Infrastructure Levy (CIL) Report to March 2025**

The Committee considered the CIL Update report, noting the following:

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**Finance & Delivery Committee 14.04.25**

**1. Remaining projects for CIL as at 24 March**

			Original Budget	Spent	Balance	Agreed	Planned Completion
Public Realm Town Ward			£50,000	£40,450	9550.5	Reviewed Feb 24	Ongoing
Judd's piece resurfacing			£2,000	-	2,000	Reviewed Feb 24	2026
Woodside Rd - fencing			£1,000	-	1,000	Reviewed Feb 24	2025
knole paddock front barn doors			£2,000	-	2,000	Reviewed Feb 24	2025
Green Link Feasibility			£15,000	-	15,000	Reviewed Feb 24	Ongoing
Masterplan x2			£65,000	£53,537	11,463	Reviewed Feb 24	Started
20 mph			£141,967	£111,271	10,000	10/06/2024	Contingency Left
Dartford Road Crossing			£25,000	£4,170	20,830	Reviewed Feb 24	2025
Greatness Pavilion			£87,500	-	87,500	Reviewed Feb 24	2026
Greatness CCTV			£9,000	-	9,000	Reviewed Feb 24	2026
Vine Gardens Crazy Paving			£10,000	-	10,000	Reviewed Feb 24	2025
					£178,344		

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

Projected unallocated CIL Balance (April 2025) reported to Finance & Delivery Committee on 25 <sup>th</sup> November 2024	£135,339
Current Balance of CIL EMR	£171,479
Less agreed projects	£178,344
<b>Total Unallocated Balance</b>	<b>-£6,865</b>
Add current SDC CIL balance (CIL collections October 2024 to date), to be paid April 2025	£349,742
<b>Projected Unallocated Balance April 2025</b>	<b>£342,877</b>

**3. Applications to the CIL Board**

Project	Estimated total cost	Application to CIL Board	Additional potential funding	STC contribution if successful
Wayfinding Signage	£311,225	£140,000	£0	£158,875 (£12,350 already spent)
Greatness Recreation Ground Play Area	£250,000	£100,000	£0	£150,000

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Dartford Road Pedestrian Crossing	£100,000	£20,000	£55,000 (KCC / CATS)	£25,000 (already accounted for in projects above)
Bat & Ball Centre Solar Batteries	£50,000	£20,000	£0	£30,000
Totals	£711,225	£280,000	£55,000	£338,875

**RESOLVED** that the following be received and noted:

- 1) CIL Update report to 24 March 2025.
- 2) projected unallocated balance of £342,877 at April 2025.
- 3) That potential total contribution required from the Town Council should all bids to the CIL Board be successful was £338,875.

### **32 - Motor Fleet Insurance**

**RESOLVED:** To receive and note Motor Fleet Insurance renewal for 2025/26.

### **33 - Internal Audit Visit 3 Report**

The Committee considered the Internal Audit Visit 3 (2024/25) Report from Kent County Council, dated 13<sup>th</sup> March 2025, noting that no issues had been identified.

**RESOLVED:** that the satisfactory Internal Audit Visit 3 (2024/25) Report be received and noted.

### **34 - Internal Audit 2025/26 - Letter of Engagement**

The Committee considered the Letter of Engagement from Mulberry Local Authority Services Ltd which set out the terms of the appointment, including the scope of the audit and fees.

**RESOLVED:** To receive, note and accept the Letter of Engagement from Mulberry Local Authority Services Ltd for internal audits 2025/26.

### **35 - Grant Subsidies for Room Hire**

The Committee received and noted the report setting out the grant subsidies awarded in 2024/25, together with a proposed budget for 2025/26 and a list of organisations proposed to receive free room hire.

**RESOLVED** to:

- 1) Receive and note grant subsidies for room hire awarded during 2024/25, up to 18<sup>th</sup> March 2025
- 2) Approve the following budget for Grant Subsidies for Room Hire for 2025/26:

Budget	2025/26
Grant Subsidies Bat & Ball Station	2,000
Grant Subsidies Bat & Ball Centre	7,500
Grant Subsidies Council Chamber	400
Total	9,900

- 3) Approve the following organisations to receive grant subsidies for free room hire in 2025/26:

Friends of Rheinbach	Friends of Pontoise
Citizens Advice	Sevenoaks Greensands Common
Tea Dances at Bat & Ball Centre	Dorothy Parrott Trust
Sevenoaks Samaritans	KALC
Darenth Valley Community Rail Partnership	New residents' associations - one free room hire at their establishment

### **36 - Recommendation from Planning & Environment Committee: Corner Protections (Double Yellow Lines) at Six Locations**

Consideration was given to a recommendation from the Planning & Environment Committee [*Minute 635, P&E 24.03.25 refers*] that the Town Council fund the informal and formal consultation for, as well as delivery of, corner



protections by way of double yellow lines at various locations within Sevenoaks, to the estimated cost of £6,809.

It was noted that Kent County Council had subsequently advised that the cost of a Traffic Regulation Order as well as a report to the Joint Transportation Board had been increased for the new financial year by £150.

**RESOLVED** that:

- 1) approval be given to the total cost of £6,959 for the informal and formal consultation for, as well as delivery of, corner protections by way of Traffic Regulation Orders for double yellow lines at various locations within Sevenoaks
- 2) cost be met from the underspend of the CIL funding for the 20mph scheme.

### **37 - Oast House Development**

The Town Council had previously resolved to take over the Oast House on the Quarry (Tarmac) site and develop as a Community Building. Tarmac has undertaken substantial investment to commence making the Oast House structurally sound and is keen to work with the Town Council on the community use for the space.

The next step is for the Town Council to submit a Business & Community Proposal for Tarmac to consider the Heads of Terms for a long lease or freehold of the building. High level architect plans are needed to demonstrate how the Oast House can meet the Town Council's aspirations: TKA architects used for the Bat & Ball Centre and Bat & Ball Station have quoted £4,500 plus VAT for the high-level plans and Feasibility Study.

**RESOLVED:** That Sevenoaks Town Council invest £4,500 in obtaining high-level plans and initial feasibility information to progress the acquisition of the Oast House and use for potential external funding opportunities.

### **38 - The Stag - Investing in the Future**

The Stag has been financially stable for over 10 years using a robust business model. The Town Council wants the sustainability of the Stag and its success to continue and is therefore looking to the future. However, it has limitations due to seating numbers and lack of a Fly Tower to attract touring shows.

A High-Level Feasibility for adaption and potential extension to the Stag to provide recommendations and a potential masterplan for the future to address these is being produced by Allford Hall Monaghan Morris Architects (AHMM) assisted by RIBA Architect Sarah Williams. The cost for progressing the project is £30,000: it is proposed that 50% be met by the Stag and 50% by the Town Council.

**RESOLVED:** That, subject to the Stag meeting the other 50% of the costs, Sevenoaks Town Council contribute £15,000 towards the high-level Stag's Future Masterplan, to be taken from Capital Reserves.

### **39 - Greatness Recreation Ground Community & Football Pavilion**

The Committee considered a detailed report on the tender process, tenders received, and the outcome of a value engineering process. It was noted that after the value engineering process only the shell and core of the two-storey new clubhouse building would be constructed with the below ground drainage, with external works only including localised landscaping around the club house building.

The costings and funding of the proposed works were considered, including a proposal from Sevenoaks Town Football Club to fundraise to meet the shortfall.

**RESOLVED** that:

- 1) Following notification of successful Football Foundation grant, Sevenoaks Town Council to sign the JCT Contract for the construction of a community sports pavilion at Greatness Recreation Ground, subject to final details being presented to a one topic meeting of the Finance & Delivery Committee.
- 2) An agreement be prepared between Sevenoaks Town Football Club (STFC) and Sevenoaks Town Council (STC) to cover arrangements for the partnership project including:
  - a. Project management procedures
  - b. Finance management procedures
  - c. Cash flow
  - d. Agreement with Football Foundation
  - e. Ownership of building and leasing arrangements.

- 3) To proceed with the Option to Tax for the Greatness Pavilion to maximise VAT recovery.
- 4) To Notify HMRC in writing to formally opt for VAT treatment.

#### **40 - KCC Funding for Community Minibus**

The Committee was pleased that the Town Council had been successful in obtaining a Community Transport grant of £87,095 from Kent County Council for the new Sevenoaks Community Bus, which would provide a much-needed transport solution for local community organisations. The next steps in progressing the project were noted, together with the proposed launch date of July 2025.

#### **41 - Buckhurst Lane Play Area**

Consideration was given to the proposed terms for the renewal of the Town Council's lease for the Buckhurst Lane Play Area.

**RESOLVED:** That the following terms be approved for the renewal of the lease between Sackville Trustee Company Limited and Knole Estate Trustee Company Limited (Landlords) and Sevenoaks Town Council (Tenant):

##### **Proposed Lease Renewal Terms**

- **Lease Extension:** Renewal of the lease until 30th March 2034, aligning with Sevenoaks District Council's lease term for an adjacent area within the Environmental Park.
- **Revised Rent:** The rent will be increased to £750 per annum, reflecting the £500 rent agreed in 2015 adjusted for inflation based on the Retail Price Index (RPI).
- **Rent Reviews:** Rent reviews will be conducted every three years, based on the higher of the Open Market Value (OMV) or RPI. The current lease does not include any rent review provisions.

##### **Additional conditions of renewal**

As a condition for the renewal, Sevenoaks Town Council will:

- Cover the reasonable legal and agent fees incurred by the landlords for the lease renewal. Cost clarification has been requested.
- Undertake the removal and disposal of any trees on the site that are deemed unsafe. A recent Quantified Tree Risk Assessment (QTRA) conducted by Sevenoaks District Council identified several trees within the council's leased area as potential

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safety risks, including some affected by ash dieback. This work must be completed within the next twelve months.

**42 - Flag Holders Policy**

**RESOLVED:** That the Flag Holders Policy be approved and adopted.

**43 - Sevenoaks Town Team**

**RESOLVED:** To receive and note the minutes of the Town Team meeting held on 2nd April 2025

**44 - Community Asset Working Group**

**RESOLVED:** To receive and note the minutes of the Community Asset Working Group meeting held on 26th March 2025

**45 - Press Release**

It was agreed that a Press Release be issued regarding the Town Council's investment in the future of Sevenoaks including the following projects: Oast House development, Stag Theatre Feasibility Study , Greatness Recreation Ground Community & Football Pavilion, Community Electric Minibus and renewal of lease of Buckhurst Play Area.

There being no further business the Chair closed the Meeting.

Signed.....  
Chair

Dated .....

**Sevenoaks Town Council**  
**Finance Officer's Report**  
**Financial report for the year ended 31 March 2025**

## 1. Summary

The 2024/25 budget had been built to deliver a surplus of £20,000, as part of the Town Council's strategy to increase its general reserves, the year-end position at the end of March gives a revenue surplus of £39,512.

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

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

- £42,584- favourable interest received.
- £3,171 – surplus in income from hires at Bat and Ball Station.
- £1,693 – surplus in income from Bat and Ball Community Centre.
- £9,000 – surplus in income from markets.
- £5,000 - surplus in income from Cemetery.
- Bat and Ball Station is running at a deficit of £72,425 against the same time last year of £89,439. (£42,681 was underwritten from ear marked reserves).
- £6,836 – Bat and Ball Centre - increased expenditure on repairs and general maintenance due to the advancement of the maintenance schedule.
- £4,000 – increased expenditure on security costs for open spaces (opening and locking up).
- £8,000 – Establishments - increased expenditure on meeting software which was off set from ear marked reserve.

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 – Statutory Balance Sheet

Appendix 4 - Statement of Funds

Appendix 5 – Ear Marked Reserves

Appendix 6 – Operating Income and Expenditure

## 2.0 Year End Net Comparisons

Cost Centre	March 2024 (Actual)	March 2025 (Actual)
Planning	-36,557	-38,346
Open Spaces & Leisure – General	-266,148	-300,978
Cemetery	-76,539	-79,073
Allotments	-393	-1,479
Street Lighting	-21,297	-14,103

Vine Café	-26,845	-29,299
Vine Ground	-43,537	-44,493
Bat & Ball Station	-89,439	-72,425
Establishments	-638,211	-659,161
F&P General	-43,283	-36,399
F&P Council Offices	-39,891	-39,996
Bat & Ball Centre	1,994	-22,489
Town Team	-2,278	-1,787
Business Hub	1,870	2,642
HitB	-53,632	-57,624
Markets	29,891	25,360

### 3.0 Use of Contingency

The 2024/25 budget included Contingency of £70,000.

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
Water damage for kitchen floor - HitB	3,980
New water tank in house in the basement	2,800
	43,565

£26,435 contingency remains unused at year end, which offsets other cost centres.

### 4.0 Irrecoverable Debts

One debt of £1,656 which has been discussed at Full Council and a small claims court application is being investigated.

## 5.0 Statutory Balance Sheet (Appendix 3)

The total assets to end of March 2025 are £1,580,764, this is a decrease of £240,766 from the beginning of the financial year. Revenue (general) reserves have increased by £55,450 leaving an end of year balance of £514,992.

Earmarked Reserves have decreased by £235,695 since the beginning of the year leaving an end of year balance of £905,632.

This includes:

1. 20 mph and Dartford Road Crossing Project - £115,540.
2. Purchase of Longspring Woods - £186,362.

Movements in March included:

1. Quaker Hall allotment payment from SDC of £29,231.
2. Payment of Invoice 6 for the Masterplan from CIL - £3,675.

The full movement in earmarked reserves is detailed in Appendix 5.

## 6.0 Capital Expenditure & Funds

Expenditure which contributes to service over a number of years is treated as capital spend and is not generally included within the annual budget. Spend is controlled through a programme of approved works within a multi-year capital plan. Capital projects are approved on the basis of affordability and priorities. Earmarked reserves, including Rolling Capital Reserve, Capital Receipts Reserve, and CIL are set up to manage such expenditure.

Capital receipts in the year to 31 March 2025 amounted to £261,200 as follows:

SDC annual repayment of long term debt re sale of Quakers Hall land	29231
CIL income received	231,969

Spend on capital projects was £185,565 as follows:

Capital Project	2024.25 Spend	Funded by		
		CIL	CRR	Contingency
St John's Hill toilet refurbishment	12,273	12,273		
Noticeboard for St John's Hill Toilets	1,565	1,565		
Flag Holders and Flag Brackets	1,928	1,928		
Vine Lighting Project	10,923	10,923		
Solar Project (Indoor Bowls)	25,000	25,000		
20mph	111,271	111,271		
Improvements to Bat and Ball Centre Floor	5,275		5,275	
2 New Pumps and Boiler Works (Bat and Ball Station)	4,826		4,826	
Replacement of boiler and radiators at Town Council Office	8,280		3,780	4,500
New Fire Exit Door (HitB)	4,224			4,224

### **Rolling Capital Programme Revenue Reserve (RCPRR)**

At 31 March 2025 the Rolling Capital Reserve balance was £47,053, this is all allocated.

Knole Paddock exterior paint and stain	1,718
Open Spaces-Lower St John-restrain external woodwork	1,000
Tree safety reserve	9,315
Longspring Woods	2,387
St Nicholas- Path Repairs East	1,200
Fence To PrOW St Julians Meadow	1,200
War Memorial-Stone Repair repointing	500
Knole Env. Park	5,000
Knole Env. Park - Salary	7,500
Skatepark Maintenance	8,779
Water heaters KP	2,000
Memorial testing (cemetery)	0
Public clock repairs	752
Unallocated	-
Chancel Wall Repairs	5,702
	47,053

### **Community Infrastructure Levy (CIL)**

£261,969 CIL was received from SDC. £220,833 was spent on the following approved projects:

St John's Hill toilet refurbishment	12,273
Noticeboard for St John's Hill Toilets	1,565
Flag Holders and Flag Brackets	1,928
Vine Lighting Project	10,923
Solar Project (Indoor Bowls)	25,000
20mph	111,271
Masterplan	53,703
Dartford Road Crossing	4,170
	220,833

### **8.0 Grants received in the financial year 2024-25**

In total, £36,498 of grants were received during the financial year as follows:



2024/2025		
Awards for All	Staff salaries at HITB	£10,000
DVCRP - Rail Safety	HITB for delivering rail safety sessions	2,000
Members Grant	Towards Skate Jam	500
West Kent	Towards Skate Jam	£500
SDC	Towards Skate Jam	£500
Members Grant	Business Awards	£500
SDC - Cultural Grant	To fund photograph lessons at Hitb (camera and external instructor)	1,000
Kent Youth Trust	contribution towards three new gaming computers	1,000
Town Centre Activities Scheme	Mystery Shopper project	4,000
SDC	Vine Lighting Project UKSP	9,228
DVCRP	Mural - Sevenoaks Station	2,000
SDC	Funding for skateboarding session	110
KALC	Staff salaries for HitB (2024.2025)	1,160
SDC	Young Person Mentoring Project - HitB (2024.2025)	3,000
KCC - Helping Hands	Dementia Café	1,000
	<b>Total</b>	<b>£36,498</b>

## 9.0 Fixed Assets

The Fixed Assets balance at 31 March 2025 is £10,848,610. Full breakdown is available on request.

## Recommendation

To approve the movement of £19,512 into an ear marked reserve for contingency for the financial year 2025/2026.

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## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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	2,974	2,413	(561)	34,968	29,000	(5,968)	29,000		(5,968)	120.6%	
4012 Expenses	0	0	0	5	0	(5)	0		(5)	0.0%	
4270 Employers Pension Contribution	106	100	(6)	1,250	1,200	(50)	1,200		(50)	104.2%	
6240 Computer/ Data Base/WP's	31	0	(31)	878	650	(228)	650		(228)	135.1%	
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	41	0	(41)	427	900	473	900		473	47.4%	
6730 Subscriptions	0	50	50	750	600	(150)	600		(150)	125.0%	
Planning - General :- Indirect Expenditure	<b>3,153</b>	<b>2,563</b>	<b>(590)</b>	<b>38,346</b>	<b>32,350</b>	<b>(5,996)</b>	<b>32,350</b>	<b>0</b>	<b>(5,996)</b>	<b>118.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,153)</b>	<b>(2,563)</b>	<b>590</b>	<b>(38,346)</b>	<b>(32,350)</b>	<b>5,996</b>	<b>(32,350)</b>				
<u>21 O/ Spaces &amp; Leisure - General</u>											
1022 Letting & Hire of Facilities	6,652	1,785	(4,867)	31,468	29,663	(1,805)	29,663			106.1%	
1030 Electricity recharge	0	1,054	1,054	1,795	4,054	2,259	4,054			44.3%	
1316 Raleys Car Park Permits	0	0	0	1,862	1,672	(190)	1,672			111.4%	
1550 Insurance Claims	0	0	0	2,718	0	(2,718)	0			0.0%	
1850 Log Sales	0	0	0	0	754	754	754			0.0%	
1853 Adopt a Tree income	0	0	0	479	100	(379)	100			479.1%	
1990 Other Income	46	0	(46)	1,224	270	(954)	270			453.4%	
O/ Spaces & Leisure - General :- Income	<b>6,698</b>	<b>2,839</b>	<b>(3,859)</b>	<b>39,547</b>	<b>36,513</b>	<b>(3,034)</b>	<b>36,513</b>			<b>108.3%</b>	<b>0</b>
4010 Gross Pay	10,558	16,586	6,028	166,237	198,977	32,740	198,977		32,740	83.5%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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
4011 Mileage	12	0	(12)	648	0	(648)	0		(648)	0.0%	
4270 Employers Pension Contribution	847	1,264	417	10,188	15,190	5,002	15,190		5,002	67.1%	
5010 Vine Area General Maintenance	22	0	(22)	24	0	(24)	0		(24)	0.0%	
5013 Graffiti Removal	0	0	0	200	1,357	1,157	1,357		1,157	14.7%	
5020 Vine Public Convenience	0	0	0	18	0	(18)	0		(18)	0.0%	
5025 Lower St Johns Toilets	3,457	1,163	(2,294)	26,088	14,000	(12,088)	14,000		(12,088)	186.3%	13,838
5026 Greatness Rec Convenience	285	262	(23)	4,143	3,100	(1,043)	3,100		(1,043)	133.6%	
5030 St Nicholas Burial Ground	0	0	0	7,853	100	(7,753)	100		(7,753)	7853.0%	
5050 Seats And Litter Bins	0	578	578	0	2,300	2,300	2,300		2,300	0.0%	
5060 Sevenoaks Common	986	0	(986)	2,454	5,000	2,546	5,000		2,546	49.1%	(2,000)
5065 Tree Safety Survey	601	0	(601)	4,601	4,000	(601)	4,000		(601)	115.0%	613
5070 Other Woodlands	0	0	0	3,796	4,000	204	4,000		204	94.9%	
5110 Knole Paddock & Pavilion	0	440	440	775	3,500	2,725	3,500		2,725	22.1%	
5120 Knole Paddock Pitch & Grnd Mt	49	100	51	4,207	2,500	(1,707)	2,500		(1,707)	168.3%	
5310 Miscellaneous Open Spaces	7,327	437	(6,890)	12,661	5,200	(7,461)	5,200		(7,461)	243.5%	
5311 Security Open Spaces	2,425	2,087	(338)	29,036	25,000	(4,036)	25,000		(4,036)	116.1%	
5316 Skatepark Maintenance	0	0	0	84	2,000	1,916	2,000		1,916	4.2%	(1,000)
5317 Raleys Car Park	0	0	0	0	422	422	422		422	0.0%	
5320 Fertilizers	0	500	500	1,274	1,500	226	1,500		226	84.9%	
5330 Grass Seed	0	0	0	3,441	2,500	(941)	2,500		(941)	137.6%	
5340 Plants	204	0	(204)	3,285	3,000	(285)	3,000		(285)	109.5%	
5410 Repairs & General Maintenance	62	150	88	457	1,800	1,343	1,800		1,343	25.4%	
5412 Capital Refurbishments	4,000	837	(3,163)	7,000	10,000	3,000	10,000		3,000	70.0%	
5500 Equipment Hired and New	0	587	587	3,685	7,000	3,315	7,000		3,315	52.6%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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
5525 Equipment Maintenance	1,483	500	(983)	5,793	8,000	2,207	8,000		2,207	72.4%	
5550 Vehicle Expenses	1,507	1,788	281	5,002	21,500	16,498	21,500		16,498	23.3%	(20,000)
5700 Fuel	320	488	168	4,478	5,900	1,422	5,900		1,422	75.9%	
6010 Light Heat & Cleaning	226	800	574	2,342	8,500	6,158	8,500		6,158	27.6%	
6011 Electricity	(564)	0	564	1,923	0	(1,923)	0		(1,923)	0.0%	
6013 Cleaning	9	50	41	233	600	367	600		367	38.8%	
6014 Water	0	87	87	535	1,000	465	1,000		465	53.5%	
6101 Telephone	11	13	2	138	145	7	145		7	95.0%	
6104 Mobile Telephone	15	32	17	325	340	15	340		15	95.6%	
6105 Broadband wi-fi service	29	25	(4)	330	300	(30)	300		(30)	110.1%	
6210 Postage & Courier	5	0	(5)	5	0	(5)	0		(5)	0.0%	
6240 Computer/ Data Base/WP's	0	0	0	598	0	(598)	0		(598)	0.0%	
6315 Recruitment Costs	0	0	0	2,800	0	(2,800)	0		(2,800)	0.0%	
6320 Staff Training	133	750	617	3,565	3,000	(565)	3,000		(565)	118.8%	
6330 Welfare/Hospitality	333	53	(280)	876	625	(251)	625		(251)	140.2%	
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	1,365	1,100	(265)	1,100		(265)	124.1%	
6851 Bus Shelter Maintenance	0	13	13	0	200	200	200		200	0.0%	
6900 Sundry Expenses	0	3	3	0	80	80	80		80	0.0%	
6922 Health&Safety/Risk Assessments	0	1,700	1,700	4	1,700	1,696	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	600	600	600		600	0.0%	
6934 Waste Bin Collection-Dog Bins	692	900	208	2,766	3,000	234	3,000		234	92.2%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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
6935 Waste Bin Disposal-Waste Bins	669	225	(444)	3,540	2,700	(840)	2,700		(840)	131.1%	
6952 Protective Clothing	156	134	(22)	1,523	1,575	53	1,575		53	96.7%	
6975 Bank Charges	0	0	0	161	0	(161)	0		(161)	0.0%	
O/ Spaces & Leisure - General :- Indirect Expenditure	<b>35,860</b>	<b>32,552</b>	<b>(3,308)</b>	<b>331,976</b>	<b>374,671</b>	<b>42,695</b>	<b>374,671</b>	<b>0</b>	<b>42,695</b>	<b>88.6%</b>	<b>(8,549)</b>
<b>Net Income over Expenditure</b>	<b>(29,162)</b>	<b>(29,713)</b>	<b>(551)</b>	<b>(292,429)</b>	<b>(338,158)</b>	<b>(45,729)</b>	<b>(338,158)</b>				
8001 plus Transfer from EMR	613	0	(613)	(8,549)	0	8,549	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(28,549)</b>	<b>(29,713)</b>	<b>(1,164)</b>	<b>(300,978)</b>	<b>(338,158)</b>	<b>(37,180)</b>	<b>(338,158)</b>				
<u>22 O/ Spaces &amp; Leisure - Cemetery</u>											
1700 Cemetery Income	9,575	6,584	(2,991)	82,397	78,975	(3,422)	78,975			104.3%	
O/ Spaces & Leisure - Cemetery :- Income	<b>9,575</b>	<b>6,584</b>	<b>(2,991)</b>	<b>82,397</b>	<b>78,975</b>	<b>(3,422)</b>	<b>78,975</b>			<b>104.3%</b>	<b>0</b>
4010 Gross Pay	8,689	8,299	(390)	109,810	99,632	(10,178)	99,632		(10,178)	110.2%	
4011 Mileage	18	0	(18)	135	0	(135)	0		(135)	0.0%	
4012 Expenses	0	0	0	13	0	(13)	0		(13)	0.0%	
4270 Employers Pension Contribution	777	689	(88)	9,760	8,290	(1,470)	8,290		(1,470)	117.7%	
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	175	175	0	700	700	700		700	0.0%	
5340 Plants	26	0	(26)	26	0	(26)	0		(26)	0.0%	
5410 Repairs & General Maintenance	49	100	51	2,199	1,200	(999)	1,200		(999)	183.2%	
5500 Equipment Hired and New	22	337	315	1,978	4,000	2,022	4,000		2,022	49.4%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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
5525 Equipment Maintenance	0	750	750	3,127	9,000	5,873	9,000		5,873	34.7%	
5700 Fuel	45	100	55	604	1,200	596	1,200		596	50.3%	
6000 Rent & Rates	0	875	875	8,668	10,500	1,832	10,500		1,832	82.6%	
6010 Light Heat & Cleaning	0	175	175	0	2,100	2,100	2,100		2,100	0.0%	
6011 Electricity	0	0	0	3,875	0	(3,875)	0		(3,875)	0.0%	
6013 Cleaning	9	200	191	547	1,000	453	1,000		453	54.7%	
6014 Water	0	88	88	417	1,100	683	1,100		683	37.9%	
6101 Telephone	59	63	4	703	800	97	800		97	87.9%	
6104 Mobile Telephone	0	3	3	0	25	25	25		25	0.0%	
6105 Broadband wi-fi service	10	18	8	120	150	30	150		30	80.0%	
6200 Printing & Stationery	0	0	0	86	0	(86)	0		(86)	0.0%	
6210 Postage & Courier	0	0	0	8	0	(8)	0		(8)	0.0%	
6240 Computer/ Data Base/WP's	746	0	(746)	0	670	670	670		670	0.0%	
6320 Staff Training	0	375	375	1,011	1,500	489	1,500		489	67.4%	
6330 Welfare/Hospitality	183	25	(158)	552	300	(252)	300		(252)	183.9%	
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	0	15	15	224	125	(99)	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	0	600	600	2,357	3,000	643	3,000		643	78.6%	
6822 Roads Path & Boundaries	0	100	100	0	850	850	850		850	0.0%	
6832 Lawn/Wall of Remembrance	0	30	30	95	120	25	120		25	78.8%	
6922 Health&Safety/Risk Assessments	18	0	(18)	846	1,500	654	1,500		654	56.4%	
6930 Alarm Maintenance	0	0	0	1,451	1,700	249	1,700		249	85.4%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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
6932 Cemetery Security	563	500	(63)	6,867	6,000	(867)	6,000		(867)	114.5%	
6935 Waste Bin Disposal-Waste Bins	171	112	(59)	1,290	1,300	10	1,300		10	99.2%	
6952 Protective Clothing	0	62	62	628	700	72	700		72	89.7%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	<b>11,386</b>	<b>13,691</b>	<b>2,305</b>	<b>163,769</b>	<b>157,862</b>	<b>(5,907)</b>	<b>157,862</b>	<b>0</b>	<b>(5,907)</b>	<b>103.7%</b>	<b>2,299</b>
<b>Net Income over Expenditure</b>	<b>(1,811)</b>	<b>(7,107)</b>	<b>(5,296)</b>	<b>(81,372)</b>	<b>(78,887)</b>	<b>2,485</b>	<b>(78,887)</b>				
8001 plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(1,811)</b>	<b>(7,107)</b>	<b>(5,296)</b>	<b>(79,073)</b>	<b>(78,887)</b>	<b>186</b>	<b>(78,887)</b>				
<u>23 O/ Spaces &amp; Leisure- Allotment</u>											
1010 Rental Income	0	0	0	1,224	1,559	335	1,559			78.5%	
1047 QH Allotments Income	133	0	(133)	8,057	8,342	285	8,342			96.6%	
O/ Spaces & Leisure- Allotment :- Income	<b>133</b>	<b>0</b>	<b>(133)</b>	<b>9,281</b>	<b>9,901</b>	<b>620</b>	<b>9,901</b>			<b>93.7%</b>	<b>0</b>
4010 Gross Pay	592	313	(279)	6,644	3,800	(2,844)	3,800		(2,844)	174.8%	
4270 Employers Pension Contribution	67	15	(52)	814	180	(634)	180		(634)	452.2%	
5410 Repairs & General Maintenance	0	0	0	1,097	0	(1,097)	0		(1,097)	0.0%	1,097
6002 QH Allotments Costs	0	0	0	1,409	0	(1,409)	0		(1,409)	0.0%	944
6014 Water	0	236	236	253	950	697	950		697	26.7%	
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	60	60	0	60	60	60		60	0.0%	
6900 Sundry Expenses	0	0	0	280	0	(280)	0		(280)	0.0%	



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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
6922 Health&Safety/Risk Assessments	0	0	0	0	70	70	70		70	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<b>660</b>	<b>624</b>	<b>(36)</b>	<b>12,800</b>	<b>5,080</b>	<b>(7,720)</b>	<b>5,080</b>	<b>0</b>	<b>(7,720)</b>	<b>252.0%</b>	<b>2,041</b>
<b>Net Income over Expenditure</b>	<b>(526)</b>	<b>(624)</b>	<b>(98)</b>	<b>(3,520)</b>	<b>4,821</b>	<b>8,341</b>	<b>4,821</b>				
8001 plus Transfer from EMR	0	0	0	2,041	0	(2,041)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(526)</b>	<b>(624)</b>	<b>(98)</b>	<b>(1,479)</b>	<b>4,821</b>	<b>6,300</b>	<b>4,821</b>				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	6,161	12,043	5,882	8,428	12,043	3,615	12,043			70.0%	2,260
1550 Insurance Claims	3,382	0	(3,382)	6,272	0	(6,272)	0			0.0%	
1990 Other Income	0	1,000	1,000	3,789	1,000	(2,789)	1,000			378.9%	2,409
1997 In Bloom Income	0	0	0	1,000	0	(1,000)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	<b>9,542</b>	<b>13,043</b>	<b>3,501</b>	<b>19,489</b>	<b>13,043</b>	<b>(6,446)</b>	<b>13,043</b>			<b>149.4%</b>	<b>4,669</b>
4010 Gross Pay	(618)	0	618	0	0	0	0		0	0.0%	
5410 Repairs & General Maintenance	0	0	0	7,081	3,251	(3,830)	3,251		(3,830)	217.8%	
6861 Public Clock Maintenance	0	0	0	862	200	(662)	200		(662)	431.1%	
6862 Street Lighting	647	1,413	766	8,302	17,000	8,698	17,000		8,698	48.8%	
6865 In Bloom Costs	0	0	0	12,679	14,000	1,321	14,000		1,321	90.6%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<b>29</b>	<b>1,413</b>	<b>1,384</b>	<b>28,923</b>	<b>34,451</b>	<b>5,528</b>	<b>34,451</b>	<b>0</b>	<b>5,528</b>	<b>84.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>9,513</b>	<b>11,630</b>	<b>2,117</b>	<b>(9,434)</b>	<b>(21,408)</b>	<b>(11,974)</b>	<b>(21,408)</b>				
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				
<b>Movement to/(from) Gen Reserve</b>	<b>9,513</b>	<b>11,630</b>	<b>2,117</b>	<b>(14,103)</b>	<b>(21,408)</b>	<b>(21,312)</b>	<b>(21,408)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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>28 O/ Spaces &amp; Leisure-Vine Cafe</u>											
1211 Sale of Goods	786	0	(786)	40,307	0	(40,307)	0			0.0%	
1213 Event catering	0	0	0	1,782	0	(1,782)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	<b>786</b>	<b>0</b>	<b>(786)</b>	<b>42,089</b>	<b>0</b>	<b>(42,089)</b>	<b>0</b>				<b>0</b>
4010 Gross Pay	1,864	0	(1,864)	36,754	0	(36,754)	0		(36,754)	0.0%	
4270 Employers Pension Contribution	104	0	(104)	1,805	0	(1,805)	0		(1,805)	0.0%	
5340 Plants	83	0	(83)	83	0	(83)	0		(83)	0.0%	
5410 Repairs & General Maintenance	0	0	0	395	0	(395)	0		(395)	0.0%	
5500 Equipment Hired and New	36	0	(36)	733	0	(733)	0		(733)	0.0%	
5525 Equipment Maintenance	152	0	(152)	2,433	0	(2,433)	0		(2,433)	0.0%	
6000 Rent & Rates	0	0	0	736	0	(736)	0		(736)	0.0%	
6010 Light Heat & Cleaning	5	0	(5)	196	0	(196)	0		(196)	0.0%	
6011 Electricity	0	0	0	4,551	0	(4,551)	0		(4,551)	0.0%	
6014 Water	0	0	0	1,007	0	(1,007)	0		(1,007)	0.0%	
6101 Telephone	51	0	(51)	559	0	(559)	0		(559)	0.0%	
6200 Printing & Stationery	10	0	(10)	115	0	(115)	0		(115)	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	2,820	0	(2,820)	15,337	0	(15,337)	0		(15,337)	0.0%	
6505 Cafe consumables	31	0	(31)	966	0	(966)	0		(966)	0.0%	
6635 Professional Fees Licensing	0	0	0	544	0	(544)	0		(544)	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%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6930 Alarm Maintenance	0	0	0	505	0	(505)	0		(505)	0.0%	
6935 Waste Bin Disposal-Waste Bins	81	0	(81)	1,683	0	(1,683)	0		(1,683)	0.0%	
6976 Credit card charges	60	0	(60)	1,242	0	(1,242)	0		(1,242)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	<b>5,296</b>	<b>0</b>	<b>(5,296)</b>	<b>71,388</b>	<b>0</b>	<b>(71,388)</b>	<b>0</b>	<b>0</b>	<b>(71,388)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,510)</b>	<b>0</b>	<b>4,510</b>	<b>(29,299)</b>	<b>0</b>	<b>29,299</b>	<b>0</b>				
<u>29 O/Spaces &amp; 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	0	0	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	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,470</b>	<b>5,367</b>	<b>(9,103)</b>	<b>5,367</b>			<b>269.6%</b>	<b>0</b>
4010 Gross Pay	1,825	1,872	47	24,124	22,398	(1,726)	22,398		(1,726)	107.7%	
4270 Employers Pension Contribution	67	112	45	866	1,344	478	1,344		478	64.4%	
5010 Vine Area General Maintenance	58	212	154	2,565	2,500	(65)	2,500		(65)	102.6%	
5015 Vine Pavilion maintenance	0	0	0	0	200	200	200		200	0.0%	
5020 Vine Public Convenience	854	1,000	146	12,039	12,000	(39)	12,000		(39)	100.3%	
5410 Repairs & General Maintenance	0	63	63	23	800	777	800		777	2.8%	
5500 Equipment Hired and New	0	2	2	0	2,006	2,006	2,006		2,006	0.0%	
6011 Electricity	0	0	0	529	0	(529)	0		(529)	0.0%	
6014 Water	0	38	38	344	500	156	500		156	68.8%	
6200 Printing & Stationery	0	0	0	385	0	(385)	0		(385)	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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
6460 Publicity & Democratic notices	0	0	0	375	0	(375)	0		(375)	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	144	80	(64)	835	960	125	960		125	86.9%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	<b>2,949</b>	<b>3,379</b>	<b>430</b>	<b>69,886</b>	<b>48,488</b>	<b>(21,398)</b>	<b>48,488</b>	<b>0</b>	<b>(21,398)</b>	<b>144.1%</b>	<b>10,923</b>
<b>Net Income over Expenditure</b>	<b>(2,949)</b>	<b>(3,379)</b>	<b>(430)</b>	<b>(55,416)</b>	<b>(43,121)</b>	<b>12,295</b>	<b>(43,121)</b>				
8001 plus Transfer from EMR	0	0	0	10,923	0	(10,923)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(2,949)</b>	<b>(3,379)</b>	<b>(430)</b>	<b>(44,493)</b>	<b>(43,121)</b>	<b>1,372</b>	<b>(43,121)</b>				
<u>30 F&amp;G P - Bat &amp; Ball Station</u>											
1022 Letting & Hire of Facilities	(10)	1,000	1,010	15,171	12,000	(3,171)	12,000			126.4%	(137)
1211 Sale of Goods	2,488	0	(2,488)	35,525	0	(35,525)	0			0.0%	
1213 Event catering	867	0	(867)	10,305	0	(10,305)	0			0.0%	
1221 Commissions Earned	48	0	(48)	367	0	(367)	0			0.0%	
1350 Revenue Grant income	1,000	0	(1,000)	1,000	0	(1,000)	0			0.0%	
F&G P - Bat & Ball Station :- Income	<b>4,394</b>	<b>1,000</b>	<b>(3,394)</b>	<b>62,368</b>	<b>12,000</b>	<b>(50,368)</b>	<b>12,000</b>			<b>519.7%</b>	<b>(137)</b>
4010 Gross Pay	6,073	1,587	(4,486)	72,523	19,000	(53,523)	19,000		(53,523)	381.7%	42,681

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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	206	87	(119)	2,408	1,000	(1,408)	1,000		(1,408)	240.8%	
5340 Plants	0	0	0	58	0	(58)	0		(58)	0.0%	
5410 Repairs & General Maintenance	1,383	587	(796)	10,208	7,000	(3,208)	7,000		(3,208)	145.8%	4,826
5500 Equipment Hired and New	0	87	87	610	1,000	390	1,000		390	61.0%	
5525 Equipment Maintenance	23	0	(23)	506	0	(506)	0		(506)	0.0%	
6000 Rent & Rates	54	337	283	1,004	4,000	2,996	4,000		2,996	25.1%	
6011 Electricity	825	625	(200)	8,311	7,500	(811)	7,500		(811)	110.8%	
6012 Gas	273	122	(151)	2,644	1,420	(1,224)	1,420		(1,224)	186.2%	
6013 Cleaning	280	288	8	3,738	3,500	(238)	3,500		(238)	106.8%	
6014 Water	0	250	250	252	3,000	2,748	3,000		2,748	8.4%	
6020 Insurance Cost	0	1,000	1,000	0	1,000	1,000	1,000		1,000	0.0%	
6101 Telephone	51	38	(13)	537	500	(37)	500		(37)	107.4%	
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%	
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	5	0	(5)	1,299	0	(1,299)	0		(1,299)	0.0%	
6460 Publicity & Democratic notices	0	0	0	277	0	(277)	0		(277)	0.0%	
6500 Goods for Resale	1,892	0	(1,892)	19,048	0	(19,048)	0		(19,048)	0.0%	
6501 Goods for Resale - DVCRP	480	0	(480)	3,675	0	(3,675)	0		(3,675)	0.0%	
6505 Cafe consumables	0	0	0	795	0	(795)	0		(795)	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%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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
6869 Special Events	741	0	(741)	1,618	0	(1,618)	0		(1,618)	0.0%	
6900 Sundry Expenses	0	0	0	8	0	(8)	0		(8)	0.0%	
6922 Health&Safety/Risk Assessments	230	0	(230)	2,002	1,300	(702)	1,300		(702)	154.0%	
6930 Alarm Maintenance	0	62	62	799	700	(99)	700		(99)	114.2%	
6931 CCTV Maintenance	0	0	0	280	170	(110)	170		(110)	164.8%	
6935 Waste Bin Disposal-Waste Bins	81	63	(18)	1,542	800	(742)	800		(742)	192.8%	
6976 Credit card charges	95	0	(95)	1,162	0	(1,162)	0		(1,162)	0.0%	
F & G P - Bat & Ball Station :- Indirect Expenditure	<b>12,692</b>	<b>5,133</b>	<b>(7,559)</b>	<b>139,756</b>	<b>52,890</b>	<b>(86,866)</b>	<b>52,890</b>	<b>0</b>	<b>(86,866)</b>	<b>264.2%</b>	<b>47,507</b>
<b>Net Income over Expenditure</b>	<b>(8,298)</b>	<b>(4,133)</b>	<b>4,165</b>	<b>(77,388)</b>	<b>(40,890)</b>	<b>36,498</b>	<b>(40,890)</b>				
8001 plus Transfer from EMR	814	0	(814)	47,507	0	(47,507)	0				
8002 less Transfer to EMR	0	0	0	(137)	0	137	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(7,484)</b>	<b>(4,133)</b>	<b>3,351</b>	<b>(29,744)</b>	<b>(40,890)</b>	<b>(10,873)</b>	<b>(40,890)</b>				
<b>31 F &amp; G P - Establishments</b>											
1115 Interest on Deposits	9,889	2,500	(7,389)	72,504	30,000	(42,504)	30,000			241.7%	
1200 Sale of Stationery	0	0	0	6	0	(6)	0			0.0%	
1230 Roadside Advertising-Charities	240	37	(203)	750	400	(350)	400			187.5%	
1231 Banner Income	0	0	0	810	1,000	190	1,000			81.0%	
1232 Town Crier Advertising	300	0	(300)	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	403	462	59	7,549	5,500	(2,049)	5,500			137.3%	
1990 Other Income	4	0	(4)	18,195	0	(18,195)	0			0.0%	17,351
F & G P - Establishments :- Income	<b>10,836</b>	<b>2,999</b>	<b>(7,837)</b>	<b>103,189</b>	<b>37,500</b>	<b>(65,689)</b>	<b>37,500</b>			<b>275.2%</b>	<b>17,177</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

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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
4010 Gross Pay	41,489	29,199	(12,290)	411,339	360,410	(50,929)	360,410		(50,929)	114.1%	26,000
4011 Mileage	9	53	44	488	559	71	559		71	87.2%	1,000
4012 Expenses	143	87	(56)	1,111	1,000	(111)	1,000		(111)	111.1%	
4270 Employers Pension Contribution	3,453	3,475	22	45,374	41,700	(3,674)	41,700		(3,674)	108.8%	
4271 Pension Deficiency	6,663	6,663	0	79,956	80,000	44	80,000		44	99.9%	
5500 Equipment Hired and New	0	87	87	2,463	1,000	(1,463)	1,000		(1,463)	246.3%	
6020 Insurance Cost	0	0	0	19,510	19,295	(215)	19,295		(215)	101.1%	
6101 Telephone	464	452	(12)	4,716	5,490	774	5,490		774	85.9%	
6200 Printing & Stationery	5,312	1,413	(3,899)	25,946	17,000	(8,946)	17,000		(8,946)	152.6%	
6210 Postage & Courier	0	0	0	5,016	4,000	(1,016)	4,000		(1,016)	125.4%	
6240 Computer/ Data Base/WP's	2,860	1,500	(1,360)	32,685	18,000	(14,685)	18,000		(14,685)	181.6%	6,000
6241 Website Costs	0	0	0	423	600	177	600		177	70.4%	
6242 I.T. Infrastructure	2,893	736	(2,157)	9,229	11,000	1,771	11,000		1,771	83.9%	
6300 Computer Software	0	0	0	7,816	5,500	(2,316)	5,500		(2,316)	142.1%	
6315 Recruitment Costs	2,000	163	(1,837)	2,000	2,000	0	2,000		0	100.0%	
6320 Staff Training	276	275	(1)	5,078	3,300	(1,778)	3,300		(1,778)	153.9%	
6321 Investors in People	0	1,000	1,000	0	1,000	1,000	1,000		1,000	0.0%	(1,000)
6330 Welfare/Hospitality	53	337	284	3,574	4,000	426	4,000		426	89.3%	2,310
6340 Staff Uniforms	0	0	0	209	0	(209)	0		(209)	0.0%	
6410 Civic Exps/Annual Reception	2,035	0	(2,035)	3,427	2,100	(1,327)	2,100		(1,327)	163.2%	1,524
6415 Gifts/hospitality	75	100	25	582	1,200	618	1,200		618	48.5%	
6421 Honour Bd. Badges & Insignia	0	0	0	1,220	200	(1,020)	200		(1,020)	609.8%	1,094
6435 Members Expenses	(80)	500	580	1,545	3,500	1,955	3,500		1,955	44.1%	
6460 Publicity & Democratic notices	0	125	125	1,748	500	(1,248)	500		(1,248)	349.6%	



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

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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
6461 Banner Costs	128	112	(16)	2,352	1,300	(1,052)	1,300		(1,052)	180.9%	
6610 Audit Fees	579	0	(579)	4,923	5,500	578	5,500		578	89.5%	
6620 Legal Expenses	0	0	0	1,050	2,000	950	2,000		950	52.5%	
6630 Professional Fees	832	0	(832)	2,242	0	(2,242)	0		(2,242)	0.0%	
6635 Professional Fees Licensing	0	375	375	1,050	1,500	450	1,500		450	70.0%	
6710 Conference Fees & Expenses	0	212	212	3,897	2,500	(1,397)	2,500		(1,397)	155.9%	
6720 Books and Periodicals	0	0	0	26	400	374	400		374	6.5%	
6730 Subscriptions	620	(2)	(622)	7,187	6,600	(587)	6,600		(587)	108.9%	
6889 Waste Sacks	600	275	(325)	5,252	3,300	(1,952)	3,300		(1,952)	159.2%	
6900 Sundry Expenses	335	38	(297)	806	500	(306)	500		(306)	161.1%	
6922 Health&Safety/Risk Assessments	0	100	100	5,054	5,200	147	5,200		147	97.2%	
6975 Bank Charges	255	137	(118)	2,422	1,600	(822)	1,600		(822)	151.4%	
6976 Credit card charges	119	63	(56)	1,562	800	(762)	800		(762)	195.2%	
7010 Election Expenses	1,000	5,000	4,000	1,000	5,000	4,000	5,000		4,000	20.0%	(5,000)
7611 Contingency provision	2,800	66,020	63,220	6,000	32,435	26,435	32,435		26,435	18.5%	5,769
7614 Stag reserve	0	1,000	1,000	0	1,000	1,000	1,000		1,000	0.0%	(1,000)
7617 PWLB Loan Repayment	0	0	0	71,602	71,602	0	71,602		0	100.0%	
F & G P - Establishments :- Indirect Expenditure	<b>74,912</b>	<b>119,495</b>	<b>44,583</b>	<b>781,877</b>	<b>724,591</b>	<b>(57,286)</b>	<b>724,591</b>	<b>0</b>	<b>(57,286)</b>	<b>107.9%</b>	<b>36,697</b>
<b>Net Income over Expenditure</b>	<b>(64,076)</b>	<b>(116,496)</b>	<b>(52,420)</b>	<b>(678,688)</b>	<b>(687,091)</b>	<b>(8,403)</b>	<b>(687,091)</b>				
8001 plus Transfer from EMR	4,524	0	(4,524)	36,697	0	(36,697)	0				
8002 less Transfer to EMR	0	0	0	17,177	0	(17,177)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(59,552)</b>	<b>(116,496)</b>	<b>(56,944)</b>	<b>(659,169)</b>	<b>(687,091)</b>	<b>(62,277)</b>	<b>(687,091)</b>				



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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>32 F &amp; 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%	
1496 Special events income	40	0	(40)	80	0	(80)	0			0.0%	
F & G P - General :- Income	<b>40</b>	<b>0</b>	<b>(40)</b>	<b>10,535</b>	<b>6,000</b>	<b>(4,535)</b>	<b>6,000</b>			<b>175.6%</b>	<b>0</b>
5410 Repairs & General Maintenance	0	0	0	5	0	(5)	0		(5)	0.0%	
6490 Christmas Lights Switch On	0	1	1	28,783	28,000	(783)	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	53	2	(51)	12,766	20,000	7,234	20,000		7,234	63.8%	
F & G P - General :- Indirect Expenditure	<b>53</b>	<b>3</b>	<b>(50)</b>	<b>46,934</b>	<b>53,000</b>	<b>6,066</b>	<b>53,000</b>	<b>0</b>	<b>6,066</b>	<b>88.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(13)</b>	<b>(3)</b>	<b>10</b>	<b>(36,399)</b>	<b>(47,000)</b>	<b>(10,601)</b>	<b>(47,000)</b>				
<u>33 F &amp; G P - Council Offices</u>											
1022 Letting & Hire of Facilities	308	1,033	726	9,387	12,429	3,042	12,429			75.5%	
1030 Electricity recharge	1,033	0	(1,033)	2,328	0	(2,328)	0			0.0%	
1213 Event catering	0	0	0	126	0	(126)	0			0.0%	
F & G P - Council Offices :- Income	<b>1,341</b>	<b>1,033</b>	<b>(308)</b>	<b>11,841</b>	<b>12,429</b>	<b>588</b>	<b>12,429</b>			<b>95.3%</b>	<b>0</b>
4010 Gross Pay	280	365	85	4,336	4,369	33	4,369		33	99.3%	
4270 Employers Pension Contribution	24	32	8	356	340	(16)	340		(16)	104.6%	
5340 Plants	28	0	(28)	28	0	(28)	0		(28)	0.0%	
5410 Repairs & General Maintenance	8,280	62	(8,218)	12,388	5,200	(7,188)	5,200		(7,188)	238.2%	3,780

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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
6000 Rent & Rates	0	0	0	28,392	28,000	(392)	28,000		(392)	101.4%	
6010 Light Heat & Cleaning	142	398	256	1,373	4,754	3,381	4,754		3,381	28.9%	
6011 Electricity	0	250	250	1,237	3,000	1,763	3,000		1,763	41.2%	
6012 Gas	230	250	20	1,702	3,000	1,298	3,000		1,298	56.7%	
6014 Water	0	193	193	1,971	2,349	378	2,349		378	83.9%	
6104 Mobile Telephone	8	9	1	158	75	(83)	75		(83)	210.1%	
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	0	0	0	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	66	113	47	1,118	1,400	282	1,400		282	79.8%	
6952 Protective Clothing	0	0	0	46	100	54	100		54	46.0%	
F & G P - Council Offices :- Indirect Expenditure	<b>9,057</b>	<b>1,672</b>	<b>(7,385)</b>	<b>55,587</b>	<b>54,487</b>	<b>(1,100)</b>	<b>54,487</b>	<b>0</b>	<b>(1,100)</b>	<b>102.0%</b>	<b>3,780</b>
<b>Net Income over Expenditure</b>	<b>(7,717)</b>	<b>(639)</b>	<b>7,078</b>	<b>(43,746)</b>	<b>(42,058)</b>	<b>1,688</b>	<b>(42,058)</b>				
8001 plus Transfer from EMR	0	0	0	3,780	0	(3,780)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(7,716)</b>	<b>(639)</b>	<b>7,078</b>	<b>(39,966)</b>	<b>(42,058)</b>	<b>(2,092)</b>	<b>(42,058)</b>				
<b>36 F &amp; G P - Bat &amp; Ball Centre</b>											
1022 Letting & Hire of Facilities	1,756	9,000	7,244	109,693	108,000	(1,693)	108,000			101.6%	(137)
1030 Electricity recharge	175	43	(132)	442	169	(273)	169			261.7%	
1213 Event catering	184	0	(184)	832	0	(832)	0			0.0%	
1445 Outdoor Activities	0	0	0	338	200	(138)	200			168.8%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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
1457 Indoor Activities	516	442	(74)	6,682	5,293	(1,389)	5,293			126.2%	
1990 Other Income	97	0	(97)	528	0	(528)	0			0.0%	
<b>F &amp; G P - Bat &amp; Ball Centre :- Income</b>	<b>2,727</b>	<b>9,485</b>	<b>6,758</b>	<b>118,516</b>	<b>113,662</b>	<b>(4,854)</b>	<b>113,662</b>			<b>104.3%</b>	<b>(137)</b>
4010 Gross Pay	7,527	6,838	(689)	88,998	82,100	(6,898)	82,100		(6,898)	108.4%	
4012 Expenses	0	0	0	24	0	(24)	0		(24)	0.0%	
4270 Employers Pension Contribution	246	275	29	3,084	3,300	216	3,300		216	93.4%	
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	0	500	500	8,836	2,000	(6,836)	2,000		(6,836)	441.8%	
5500 Equipment Hired and New	0	0	0	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	0	0	0	5,302	6,000	698	6,000		698	88.4%	
6011 Electricity	1,276	1,163	(113)	14,109	14,000	(109)	14,000		(109)	100.8%	
6012 Gas	221	0	(221)	1,948	1,764	(184)	1,764		(184)	110.5%	
6013 Cleaning	159	163	4	2,536	2,000	(536)	2,000		(536)	126.8%	
6014 Water	0	271	271	370	3,197	2,827	3,197		2,827	11.6%	
6101 Telephone	51	50	(1)	617	600	(17)	600		(17)	102.8%	
6104 Mobile Telephone	8	20	12	117	240	123	240		123	48.6%	
6200 Printing & Stationery	5	0	(5)	11	0	(11)	0		(11)	0.0%	
6240 Computer/ Data Base/WP's	0	37	37	21	400	379	400		379	5.3%	
6330 Welfare/Hospitality	49	38	(11)	604	500	(104)	500		(104)	120.8%	
6520 Refreshments for Resale	322	87	(235)	3,639	1,000	(2,639)	1,000		(2,639)	363.9%	
6630 Professional Fees	0	0	0	2,937	0	(2,937)	0		(2,937)	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6635 Professional Fees Licensing	483	0	(483)	686	500	(186)	500		(186)	137.2%	
6900 Sundry Expenses	6	0	(6)	79	50	(29)	50		(29)	158.4%	
6922 Health&Safety/Risk Assessments	0	666	666	3,726	2,000	(1,726)	2,000		(1,726)	186.3%	
6930 Alarm Maintenance	0	0	0	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	96	175	79	1,772	2,100	328	2,100		328	84.4%	
6952 Protective Clothing	24	0	(24)	94	250	156	250		156	37.8%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	<b>10,474</b>	<b>10,283</b>	<b>(191)</b>	<b>146,872</b>	<b>124,503</b>	<b>(22,369)</b>	<b>124,503</b>	<b>0</b>	<b>(22,369)</b>	<b>118.0%</b>	<b>5,731</b>
<b>Net Income over Expenditure</b>	<b>(7,747)</b>	<b>(798)</b>	<b>6,949</b>	<b>(28,356)</b>	<b>(10,841)</b>	<b>17,515</b>	<b>(10,841)</b>				
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				
<b>Movement to/(from) Gen Reserve</b>	<b>(7,747)</b>	<b>(798)</b>	<b>6,949</b>	<b>(22,489)</b>	<b>(10,841)</b>	<b>11,921</b>	<b>(10,841)</b>				
<b>38 F &amp; G P - Grants</b>											
7500 Local Organisations Grants	5,100	1,000	(4,100)	15,000	15,000	0	15,000		0	100.0%	
7502 Sevenoaks Summer Festival	0	0	0	5,000	5,000	0	5,000		0	100.0%	
7520 Twinning Support	950	0	(950)	950	1,000	50	1,000		50	95.0%	
7552 Youth Outreach	3,589	0	(3,589)	7,360	8,000	640	8,000		640	92.0%	55
7553 West Kent Housing - Youth Prov	0	0	0	15,000	0	(15,000)	0		(15,000)	0.0%	15,000
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%	(3,000)
F & G P - Grants :- Indirect Expenditure	<b>9,639</b>	<b>1,000</b>	<b>(8,639)</b>	<b>73,742</b>	<b>63,000</b>	<b>(10,742)</b>	<b>63,000</b>	<b>0</b>	<b>(10,742)</b>	<b>117.1%</b>	<b>12,055</b>
<b>Net Expenditure</b>	<b>(9,639)</b>	<b>(1,000)</b>	<b>8,639</b>	<b>(73,742)</b>	<b>(63,000)</b>	<b>10,742</b>	<b>(63,000)</b>				
8001 plus Transfer from EMR	0	0	0	12,055	0	(12,055)	0				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

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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
<b>Movement to/(from) Gen Reserve</b>	<b>(9,639)</b>	<b>(1,000)</b>	<b>8,639</b>	<b>(61,687)</b>	<b>(63,000)</b>	<b>(1,313)</b>	<b>(63,000)</b>				
<u>39 F &amp; 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	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,424</b>	<b>6,500</b>	<b>76</b>	<b>6,500</b>			<b>98.8%</b>	<b>0</b>
6014 Water	0	0	0	14	0	(14)	0		(14)	0.0%	
F & G P - Property :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>(14)</b>	<b>0</b>	<b>0</b>	<b>(14)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,410</b>	<b>6,500</b>	<b>90</b>	<b>6,500</b>				
<u>40 Town Team</u>											
1204 Holly Party	0	0	0	1,006	0	(1,006)	0			0.0%	
1206 Business Awards	0	0	0	3,385	7,426	4,041	7,426			45.6%	
1207 Business Show	0	0	0	4,605	4,377	(228)	4,377			105.2%	
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	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,213</b>	<b>11,803</b>	<b>(4,410)</b>	<b>11,803</b>			<b>137.4%</b>	<b>0</b>
6101 Telephone	0	9	9	0	108	108	108		108	0.0%	
6200 Printing & Stationery	0	11	11	183	110	(73)	110		(73)	166.4%	
6240 Computer/ Data Base/WP's	0	27	27	350	827	477	827		477	42.3%	
6241 Website Costs	0	2	2	25	282	257	282		257	8.9%	
6244 Information Screens	120	337	217	480	1,345	865	1,345		865	35.7%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

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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
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	201	201	0	807	807	807		807	0.0%	
6730 Subscriptions	0	0	0	150	589	439	589		439	25.5%	
6900 Sundry Expenses	0	60	60	4,000	786	(3,214)	786		(3,214)	508.9%	
7000 Reinvestment	0	841	841	0	841	841	841		841	0.0%	
7607 Christmas events	0	0	0	314	0	(314)	0		(314)	0.0%	
Town Team :- Indirect Expenditure	<b>120</b>	<b>1,488</b>	<b>1,368</b>	<b>17,999</b>	<b>16,803</b>	<b>(1,196)</b>	<b>16,803</b>	<b>0</b>	<b>(1,196)</b>	<b>107.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(120)</b>	<b>(1,488)</b>	<b>(1,368)</b>	<b>(1,787)</b>	<b>(5,000)</b>	<b>(3,213)</b>	<b>(5,000)</b>				
<b>41 Business Hub</b>											
1022 Letting & Hire of Facilities	80	112	32	1,605	1,300	(305)	1,300			123.4%	
1026 Hot Desking Facility	283	437	154	4,298	5,200	902	5,200			82.6%	
1029 Office Pods	1,375	1,379	4	15,615	16,471	856	16,471			94.8%	
1031 Chamber of Commerce	0	457	457	6,300	5,451	(849)	5,451			115.6%	
Business Hub :- Income	<b>1,738</b>	<b>2,385</b>	<b>647</b>	<b>27,817</b>	<b>28,422</b>	<b>605</b>	<b>28,422</b>			<b>97.9%</b>	<b>0</b>
4010 Gross Pay	605	562	(43)	8,268	6,700	(1,568)	6,700		(1,568)	123.4%	
4270 Employers Pension Contribution	0	23	23	0	243	243	243		243	0.0%	
5410 Repairs & General Maintenance	0	25	25	1,129	300	(829)	300		(829)	376.5%	
5500 Equipment Hired and New	0	38	38	697	500	(197)	500		(197)	139.4%	
6000 Rent & Rates	0	0	0	1,647	3,000	1,353	3,000		1,353	54.9%	

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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
6010 Light Heat & Cleaning	9	1,350	1,341	220	16,211	15,991	16,211		15,991	1.4%	
6011 Electricity	1,086	0	(1,086)	8,636	0	(8,636)	0		(8,636)	0.0%	
6105 Broadband wi-fi service	142	150	9	1,698	1,800	102	1,800		102	94.3%	
6200 Printing & Stationery	0	0	0	6	0	(6)	0		(6)	0.0%	
6900 Sundry Expenses	100	87	(13)	1,248	1,000	(248)	1,000		(248)	124.8%	
6922 Health&Safety/Risk Assessments	0	0	0	946	170	(776)	170		(776)	556.4%	
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	31	(0)	362	350	(12)	350		(12)	103.5%	
Business Hub :- Indirect Expenditure	<b>1,972</b>	<b>2,266</b>	<b>294</b>	<b>25,176</b>	<b>30,734</b>	<b>5,558</b>	<b>30,734</b>	<b>0</b>	<b>5,558</b>	<b>81.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(234)</b>	<b>119</b>	<b>353</b>	<b>2,642</b>	<b>(2,312)</b>	<b>(4,954)</b>	<b>(2,312)</b>				
<u>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	0	0	0	1,983	0	(1,983)	0			0.0%	
1752 Quiz Night Income	1,472	0	(1,472)	4,243	0	(4,243)	0			0.0%	
1754 Knole Tour Income	89	0	(89)	1,104	0	(1,104)	0			0.0%	
1755 Chevening Visit Income	132	0	(132)	1,856	0	(1,856)	0			0.0%	
1756 Int'l Women's Day Event Income	1,544	0	(1,544)	3,450	0	(3,450)	0			0.0%	
1759 Autumn Colours Income	0	0	0	480	0	(480)	0			0.0%	
Sevenoaks Town Mayor :- Income	<b>3,237</b>	<b>0</b>	<b>(3,237)</b>	<b>13,117</b>	<b>0</b>	<b>(13,117)</b>	<b>0</b>				<b>0</b>
6443 Mayors Allowance 2024/2025	1,480	500	(980)	5,992	6,044	52	6,044		52	99.1%	
6444 Mayors Car Allowance 2024/2025	2,335	229	(2,106)	2,335	2,715	380	2,715		380	86.0%	

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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
6445 Autumn Colours Expenditure	0	0	0	383	0	(383)	0		(383)	0.0%	
7100 Mayoral Charity Donations	0	0	0	5,331	0	(5,331)	0		(5,331)	0.0%	
7202 Quiz Night Expenditure	36	0	(36)	1,941	0	(1,941)	0		(1,941)	0.0%	
7206 Int'l Women's Day Event Exp.	2,112	0	(2,112)	2,318	0	(2,318)	0		(2,318)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	<b>5,963</b>	<b>729</b>	<b>(5,234)</b>	<b>18,300</b>	<b>8,759</b>	<b>(9,541)</b>	<b>8,759</b>	<b>0</b>	<b>(9,541)</b>	<b>208.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,725)</b>	<b>(729)</b>	<b>1,996</b>	<b>(5,183)</b>	<b>(8,759)</b>	<b>(3,576)</b>	<b>(8,759)</b>				
<u>43 Youth Council</u>											
7555 Youth Council Support	0	0	0	0	500	500	500		500	0.0%	(500)
Youth Council :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>(500)</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(500)</b>	<b>(500)</b>	<b>(500)</b>				
8001 plus Transfer from EMR	0	0	0	(500)	0	500	0				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(500)</b>	<b>(500)</b>	<b>0</b>	<b>(500)</b>				
<u>45 BID</u>											
6630 Professional Fees	771	0	(771)	18,677	1,414	(17,263)	1,414		(17,263)	1320.8%	18,677
BID :- Indirect Expenditure	<b>771</b>	<b>0</b>	<b>(771)</b>	<b>18,677</b>	<b>1,414</b>	<b>(17,263)</b>	<b>1,414</b>	<b>0</b>	<b>(17,263)</b>	<b>1320.8%</b>	<b>18,677</b>
<b>Net Expenditure</b>	<b>(771)</b>	<b>0</b>	<b>771</b>	<b>(18,677)</b>	<b>(1,414)</b>	<b>17,263</b>	<b>(1,414)</b>				
8001 plus Transfer from EMR	0	0	0	18,677	0	(18,677)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(771)</b>	<b>0</b>	<b>771</b>	<b>0</b>	<b>(1,414)</b>	<b>(1,414)</b>	<b>(1,414)</b>				



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	905	262	(643)	5,662	3,100	(2,562)	3,100			182.6%	
1211 Sale of Goods	314	163	(151)	3,064	2,000	(1,064)	2,000			153.2%	
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	<b>1,219</b>	<b>425</b>	<b>(794)</b>	<b>31,840</b>	<b>5,100</b>	<b>(26,740)</b>	<b>5,100</b>			<b>624.3%</b>	<b>18</b>
4010 Gross Pay	(3,610)	4,338	7,948	63,773	52,100	(11,673)	52,100	(11,673)		122.4%	
4012 Expenses	0	0	0	819	0	(819)	0	(819)		0.0%	
4270 Employers Pension Contribution	272	162	(110)	2,887	1,900	(987)	1,900	(987)		151.9%	
5410 Repairs & General Maintenance	4,024	4,067	43	4,512	4,980	468	4,980	468		90.6%	
5500 Equipment Hired and New	10	38	28	5,648	4,724	(924)	4,724	(924)		119.6%	315
6010 Light Heat & Cleaning	9	13	4	285	200	(85)	200	(85)		142.3%	
6101 Telephone	51	62	11	552	700	148	700	148		78.8%	
6105 Broadband wi-fi service	33	0	(33)	407	200	(207)	200	(207)		203.3%	
6200 Printing & Stationery	131	13	(118)	901	200	(701)	200	(701)		450.4%	
6210 Postage & Courier	0	0	0	28	0	(28)	0	(28)		0.0%	
6240 Computer/ Data Base/WP's	0	25	25	2,471	300	(2,171)	300	(2,171)		823.7%	
6241 Website Costs	30	0	(30)	222	200	(22)	200	(22)		111.0%	
6281 Furnishings,Furniture/Eqpt	0	125	125	0	500	500	500	500		0.0%	
6320 Staff Training	0	0	0	160	100	(60)	100	(60)		160.0%	
6340 Staff Uniforms	0	50	50	328	200	(128)	200	(128)		163.9%	
6460 Publicity & Democratic notices	0	0	0	35	0	(35)	0	(35)		0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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
6500 Goods for Resale	18	163	145	2,947	2,000	(947)	2,000		(947)	147.4%	
6505 Cafe consumables	0	0	0	37	0	(37)	0		(37)	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	5	37	32	197	400	203	400		203	49.1%	
6922 Health&Safety/Risk Assessments	0	1	1	1,131	1,000	(131)	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	<b>972</b>	<b>9,094</b>	<b>8,122</b>	<b>89,761</b>	<b>70,154</b>	<b>(19,607)</b>	<b>70,154</b>	<b>0</b>	<b>(19,607)</b>	<b>127.9%</b>	<b>315</b>
<b>Net Income over Expenditure</b>	<b>247</b>	<b>(8,669)</b>	<b>(8,916)</b>	<b>(57,921)</b>	<b>(65,054)</b>	<b>(7,133)</b>	<b>(65,054)</b>				
8001 plus Transfer from EMR	0	0	0	315	0	(315)	0				
8002 less Transfer to EMR	0	0	0	18	0	(18)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>247</b>	<b>(8,669)</b>	<b>(8,916)</b>	<b>(57,624)</b>	<b>(65,054)</b>	<b>(7,466)</b>	<b>(65,054)</b>				
<b>60 Markets</b>											
1017 Rental Income Sat Market	2,180	1,713	(467)	22,742	20,567	(2,175)	20,567			110.6%	
1018 Rental Income Wed Market	1,000	1,044	44	13,185	12,506	(679)	12,506			105.4%	
1019 Rental Income Blighs Market	2,303	1,539	(764)	19,745	18,512	(1,233)	18,512			106.7%	(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	<b>5,483</b>	<b>4,296</b>	<b>(1,187)</b>	<b>60,466</b>	<b>51,585</b>	<b>(8,881)</b>	<b>51,585</b>			<b>117.2%</b>	<b>(141)</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	166	172	6	1,988	2,031	43	2,031		43	97.9%	
5410 Repairs & General Maintenance	0	50	50	47	200	153	200		153	23.7%	
5420 Saturday market charges	1,436	1,335	(101)	14,938	17,345	2,407	17,345		2,407	86.1%	
5421 Wednesday Market charges	1,172	865	(307)	8,335	11,244	2,909	11,244		2,909	74.1%	
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	660	1,000	340	8,258	12,000	3,742	12,000		3,742	68.8%	
6010 Light Heat & Cleaning	0	0	0	83	200	117	200		117	41.4%	
6011 Electricity	60	0	(60)	392	0	(392)	0		(392)	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	<b>3,493</b>	<b>3,422</b>	<b>(71)</b>	<b>35,246</b>	<b>43,320</b>	<b>8,074</b>	<b>43,320</b>	<b>0</b>	<b>8,074</b>	<b>81.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,990</b>	<b>874</b>	<b>(1,116)</b>	<b>25,219</b>	<b>8,265</b>	<b>(16,954)</b>	<b>8,265</b>				
8002 plus Transfer to EMR	0	0	0	(141)	0	141	0				
8002 less Transfer to EMR	0	0	0	(141)	0	141	0				
<b>Movement to/(from) Gen Reserve</b>	<b>1,990</b>	<b>874</b>	<b>(1,116)</b>	<b>25,360</b>	<b>8,265</b>	<b>(16,672)</b>	<b>8,265</b>				
<b>61 Longspring Woods</b>											
1854 Longspring Woods Donations	0	0	0	300	0	(300)	0			0.0%	300
Longspring Woods :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>(300)</b>	<b>0</b>				<b>300</b>
<b>Net Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>(300)</b>	<b>0</b>				
8002 plus Transfer to EMR	0	0	0	300	0	(300)	0				
8002 less Transfer to EMR	0	0	0	300	0	(300)	0				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(900)</b>	<b>0</b>				
<u>70 Precept</u>											
1995 Precept	119,803	119,803	0	1,437,614	1,437,614	0	1,437,614			100.0%	
Precept :- Income	<b>119,803</b>	<b>119,803</b>	<b>0</b>	<b>1,437,614</b>	<b>1,437,614</b>	<b>0</b>	<b>1,437,614</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>119,803</b>	<b>119,803</b>	<b>0</b>	<b>1,437,614</b>	<b>1,437,614</b>	<b>0</b>	<b>1,437,614</b>				
<u>91 Capital Infrastructure Budget</u>											
2011 Capital Receipts	29,231	0	(29,231)	29,231	0	(29,231)	0			0.0%	29,231
2012 CIL income allocation	0	0	0	231,969	0	(231,969)	0			0.0%	231,969
Capital Infrastructure Budget :- Income	<b>29,231</b>	<b>0</b>	<b>(29,231)</b>	<b>261,200</b>	<b>0</b>	<b>(261,200)</b>	<b>0</b>				<b>261,200</b>
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	0	0	0	115,441	0	(115,441)	0		(115,441)	0.0%	115,441
9063 New Community Centre	0	0	0	5,275	0	(5,275)	0		(5,275)	0.0%	5,275
9066 NDP	240	0	(240)	74,139	10,196	(63,943)	10,196		(63,943)	727.1%	63,943
9075 Public Realm	0	0	0	1,928	0	(1,928)	0		(1,928)	0.0%	1,928
Capital Infrastructure Budget :- Indirect Expenditure	<b>240</b>	<b>0</b>	<b>(240)</b>	<b>419,356</b>	<b>10,196</b>	<b>(409,160)</b>	<b>10,196</b>	<b>0</b>	<b>(409,160)</b>	<b>4112.9%</b>	<b>409,160</b>
<b>Net Income over Expenditure</b>	<b>28,991</b>	<b>0</b>	<b>(28,991)</b>	<b>(158,156)</b>	<b>(10,196)</b>	<b>147,960</b>	<b>(10,196)</b>				
8001 plus Transfer from EMR	240	0	(240)	409,160	0	(409,160)	0				
8002 less Transfer to EMR	29,231	0	(29,231)	261,200	0	(261,200)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(0)</b>	<b>0</b>	<b>(58,462)</b>	<b>(10,196)</b>	<b>(10,196)</b>	<b>(522,400)</b>	<b>(10,196)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	206,783	163,892	(42,891)	2,368,712	1,866,414	(502,298)	1,866,414			126.9%	
Expenditure	189,691	208,807	19,116	2,586,385	1,907,253	(679,132)	1,907,253	0	(679,132)	135.6%	
<b>Net Income over Expenditure</b>	<b>17,092</b>	<b>(44,915)</b>	<b>(62,007)</b>	<b>(217,673)</b>	<b>(40,839)</b>	<b>176,834</b>	<b>(40,839)</b>				
plus Transfer from EMR	6,191	0	(6,191)	540,135	0	(540,135)	0				
less Transfer to EMR	29,231	0	(29,231)	282,950	0	(282,950)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(5,948)</b>	<b>(44,915)</b>	<b>(38,967)</b>	<b>39,512</b>	<b>(40,839)</b>	<b>(80,351)</b>	<b>(40,839)</b>				

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## February 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
	£	£	£	£	
<b>Planning &amp; Environment Committee</b>					
General	( 38,346)	( 32,350)	5,996	( 32,350)	Gross pay £5,968 overbudget YTD due to additional hours. Computer/ database is £228 over budget due to under budgeting. Subscriptions is £150 over budget.
<b>Community &amp; Well Being</b>					
Youth Council	( 500)	( 500)	-	( 500)	

## February 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
	£	£	£	£	
<b>Open Spaces</b>					
General	( 300,978)	( 338,158)	( 37,180)	( 338,158)	Income has caught up and is in a surplus of £2k, this is due to the rugby invoicing being up to date. Greatness Rec convenience is over budget by £1,020 minor unexpected maintenance works undertaken at the beginning of the year. St Nicholas Burial Ground is £7,753 over its annual budget due to some unexpected tree works but mainly due to paying for the chantry wall repairs, STC has lodged challenged this and Zurich have 8 weeks to respond. Grass seed is £941 over its annual budget.Fertiliser alone reached the annual budget without the grass seed. Knole Paddock pitch is £1,707 over its annual budget this is due to extra work undertaken this year with the pitches. Staff training is over the annual budget by £565 there has been a need for health & safety refresher training this year, e.g. COSHH, first aid, risk assessments Alarm maintenance is £181 over its annual budget. Waste bins is over its annual budget by £840.
Cemetery	( 79,073)	( 78,887)	186	( 78,887)	Income is slightly higher than budgeted for (£3,422). Gross Pay is slightly higher than budgeted for (approximately £10k) but the cemetery has had a higher income. 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 £999 due to some plumbing and electrical works, refixing of a headstone and the purchase of some tree stakes. Welfare/ Hospitally is £252 over budget due to an unbudgeted occupational health visit. Goods for resale is £99 over budget due to the purchase of a casket but this will be covered by income. Overall expenditure is £6k over budget part of this is due to the memorial stone testing that is undertaken every 4 years.
Allotments	( 1,479)	4,821	6,300	4,821	STC has not quite reached its projected income this is due to the turnover on allotment plots. Gross pay is £2,844 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 £634 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	( 14,103)	( 21,408)	( 7,305)	( 21,408)	£6,272 has been received from Zurich for the replacement of two lamp column. £1,000 Income has been received for In Bloom. Repairs and general maintenance is £3,830 over budget but this is covered by the insurance for a lamp column. The public clock expenditure is £662 over budget. A refund of £5k has been received from Yu Energy for overcharging at the start of the contract .



## February 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 Grounds	( 44,493)	( 43,121)	1,372	( 43,121)	The Vine Lights has been allocated to this cost centre but is offset by grant funding and alloated CIL monies.
<b>Café</b>					
Vine Café	( 29,299)	-	29,299	-	The end of year income is £42,089 and the annual income for the last financial year was £35,800. The café is now back to normal operating hours for the summer.
Bat & Ball Station	( 29,744)	-	-	-	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 is £3,171 above the annual budget of £12k. The boiler broke down and the £4,012 cost of fixing this has been offset from the capital reserve EMR. Taking into account the grant movement the cafe is at a deficit of -£72,425 against the same time last year of -£89,439.
<b>Finance &amp; Delivery</b>					

## February 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
	£	£	£	£	
Establishments	( 659,169)	( 687,091)	( 27,922)	( 687,091)	<p>Interest on deposits is favourable and has achieved £72,289 income against its annual budget of £30,000</p> <p>Roadside advertising income is £350 over its annual budget.</p> <p>Town Crier advertising income is £775 above budget.</p> <p>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.</p> <p>Gross pay is over budget by £24k due to a change in working hours/ cover/ additional hours.</p> <p>Equipment hired and new is now £1,463 over the annual budget due to thermal imaging cameras, two office chairs, bookcase for the planning office, cable covers and Covid memorial sign.</p> <p>Printing and stationery is £8,946 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.</p> <p>Postage and courier is £1,016 over its annual budget this is due to increased costs for the delivery of the Town Crier.</p> <p>Computer database nominal is £8k over budget, this code was underbudgeted.</p> <p>Computer software is £2,316 over its annual budget, this code was underbudgeted.</p> <p>Staff training is £1,778 over budget due to the management training required by the Investors in People.</p> <p>Publicity and democratic notices is £1,248 over budget due to QR code subs and the Vine events leaflets.</p> <p>Banner Costs is £1,052 over its annual budget which is almost off set by banner income of £810.</p> <p>Conference fees and expenses is £1,397 over its annual budget, this is due to two employees attending two annual conferences.</p> <p>The purchase of waste sacks is over its annual budget by £1,352 but this has been offset by income.</p> <p>Bank charges has exceeded its annual budget by £822.</p> <p>Credit card charges has exceeded its budget by £762.</p>
General	( 36,399)	( 47,000)	( 10,601)	( 47,000)	<p>£8,845 has been invoiced for Christmas lights sponsorship.</p> <p>£2k received for the mural painting at Sevenoaks Station.</p> <p>Overall expenditure below budget by £6k.</p>
Council Offices	( 39,996)	( 42,058)	( 2,062)	( 42,058)	<p>Income is £3k under budget for the council offices.</p> <p>Mobile phone is £81 over budget due to buying a new phone for the office.</p> <p>Health &amp; Safety is over budget by £555 due to undertaking a fire risk assessment and asbestos survey in the same year.</p>

## February 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
	£	£	£	£	
Bat & Ball Centre	( 22,489)	( 10,841)	11,648	( 10,841)	<p>Income is £5k above budget.</p> <p>Gross pay is £6,000 over its YTD budget due to additional hours resulting from increased usage.</p> <p>Repairs and general maintenance is £6,836 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).</p> <p>Cleaning is £536 above its annual budget due to additional table cloth cleans.</p> <p>Refreshments for resale is £2,639 over its annual budget this is due to an increase in the cost of the cakes for the tea dance.</p> <p>The health &amp; safety nominal is £1,726 over its annual budget due to the maintenance of the safety lines and an unbudgeted fire risk assessment.</p>
Grants	( 61,687)	( 63,000)	( 1,313)	( 63,000)	
Property	6,410	6,500	90	6,500	

## February 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	( 1,787)	( 5,000)	( 3,213)	( 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	2,642	( 2,312)	( 4,954)	( 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 £829 overspent due to an unexpected problem with the air conditioning in one of the Pods and the emergency cord in the disabled toilet required some rewiring. Equipment hired and new is £197 over budget due to the purchase of a couple of lockers for hirers. The health & safety nominal is £776 overbudget due to the fire risk assessment being an unexpected budget item. Expenditure is less than anticipated year to date and the overall position for the Business Hub is a surplus of £2,876.
BID	-	( 1,414)	( 1,414)	-	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	( 5,183)	( 8,759)	( 3,576)	( 8,759)	
Youth Cafe	( 57,624)	( 65,054)	( 7,430)	( 65,054)	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 £11k above budget year to date but the grant income of £10k is to offset some of this. Equipment hired and new is £599 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 £207 over its annual budget. Printing and Stationery has exceeded its annual budget by £570 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 £947. The health & safety risk assessment budget is £131 over its annual budget.
Markets	25,360	8,265	( 17,095)	8,265	Income is £9k above budget. Overall expenditure is £8k under budget.
Longspring Woods	-	-	-	-	

## February 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
	£	£	£	£	
Precept	1,437,614	1,437,614	-	1,437,614	
<b>Revenue Surplus/ (Deficit) Total</b>	<b>49,678</b>	<b>10,247</b>	<b>( 39,431)</b>	<b>11,661</b>	
To be transferred from Bat & Ball Management & Maintenance Reserve	-	-			Monies have now been transferred
<b>Adjusted Revenue Surplus/ (Deficit) Total</b>	<b>49,678</b>	<b>10,247</b>	<b>( 39,431)</b>	<b>11,661</b>	
Capital Infrastructure	( 10,196)	( 10,196)	-	-	
<b>Total inc Capital</b>	<b>39,482</b>	<b>51</b>	<b>( 39,431)</b>	<b>( 40,839)</b>	

### Summary by Committee:

Planning	( 38,346)	( 32,350)	5,996	( 32,350)
Community and Well Being	( 500)	( 500)	-	( 500)
Vine Café	( 29,299)	-	29,299	-
Bat Ball Station	( 29,744)	-	-	-
Finance & Delivery	( 1,290,048)	( 1,393,103)	( 103,055)	( 1,393,103)
Precept	1,437,614	1,437,614	-	1,437,614
Capital Infrastructure	( 10,196)	( 10,196)	-	( 10,196)

Sevenoaks Town Council

Statement of Fund Balances as at 31st March 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			14,946			
114,917	Current Account			150,662			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			7,306			
					185,362	12.81%	
	<u>HSBC</u>	A+	A-1				
51,598	Business money manager			52,637			1.94%
					52,637	3.64%	
	<u>Handelsbanken</u>	AA-	A-1+				
66,509	Deposit account			170			2.20%
269,802	35 day notice account			1,689			2.20%
					1,859	0.13%	
	<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	0.20%	
	<u>CCLA</u>						
575,000	Public Sector Deposit	AAA (Fitch only)		560,000			
					560,000	38.69%	5.18%
	<u>Virginmoney</u>						
1	Current account	BBB	A-2	1			
522,036	95 Day Notice			7,524			4.07%
					7,525	0.52%	
	Insignis Investments						
	Insignis Hub						
	Insignis Earmarked Fees			507			
	HSBC Tracker (31 Day Notice)	A+		259,590			4.70%
	Santander (90 Day Account)	A+		376,041			4.40%
					636,138	43.95%	
925	<u>Petty Cash</u>				949	0.07%	
	<u>Cashbook suspense</u>				0	0.00%	
1,705,027					1,447,325		

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

783,251  
342,519

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

## Balance Sheet as at 31 March 2025

31 March 2024

31 March 2025

Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0	Sale of fixed assets	(1,000)	0	(1,000)
<b>0</b>		<b>(1,000)</b>	<b>0</b>	<b>(1,000)</b>
	<b>Long Term Assets</b>			
<b>0</b>			<b>0</b>	
				<b>(1,000)</b>
	<b>Current Assets</b>			
47,924	Debtors	32,579		
23,551	SCC Bookings Debtors	36,201		
15,109	Vat Control	35,259		
0	Allotment Ledger	199		
23,965	Prepayments	26,096		
5,953	Stock	3,319		
114,917	Nat West - Current Account	150,662		
1,000	Payroll Account	1,000		
22,587	Mayors Charity Account	7,306		
1,000	House i/t Basement Youth Cafe	1,000		
9,949	Sevenoaks Town Partnership	10,449		
925	Petty Cash	949		
66,509	Handelsbanken Investment	170		
269,802	Handelsbanken Notice Account	1,689		
2,835	Nationwide Instant Saver	2,835		
56,451	Natwest Investment	14,946		
1	Virgin Money Current Account	1		
51,598	HSBC Investment	52,637		
10,419	Nationwide Sevenoaks Fund	21		
575,000	CCLA Public Sector Deposit	560,000		
522,036	Virgin Money 90 day Notice	7,524		
0	Insignis Earmarked Fees	507		
0	Santander (90 day Notice)	376,041		
0	HSBC Tracker (31 days Notice)	259,590		
<b>1,821,530</b>			<b>1,580,979</b>	
	<b>1,821,530 Total Assets</b>			<b>1,579,979</b>

## Balance Sheet as at 31 March 2025

31 March 2024

31 March 2025

Current Liabilities		
33,535	Creditors	35,882
12,444	Miscellaneous Creditors	0
53,929	Accruals	33,621
4,546	Superannuation Due	0
38,533	Receipts in Advance	52,470
11,353	Receipt in Advance-Cemetery	3,904
4,104	Damage Deposit	7,923
408	Key Deposit	485
5,690	QH Allotment Key deposits	6,320
667	BV Allotment key deposits	727
165,209		141,331
1,656,321	Total Assets Less Current Liabilities	1,438,648
Long Term Liabilities		
0		0
1,656,321	Total Assets Less Long Term Liabilities	1,438,648
Represented By		
514,992	Revenue Reserve	533,015
1,141,329	Earmarked Reserves	905,633
1,656,321		1,438,648

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

Signed :  
Chairman

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

Signed :  
Responsible  
Financial  
Officer

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



**Earmarked Reserves**

Account	Opening Balance	Net Transfers	Closing Balance
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	8,789.82	47,053.06
317 Street Lighting Reserve	6,053.97	4,669.29	10,723.26
319 Stag winding-up reserves	11,000.00	1,000.00	12,000.00
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	9,085.00	11,035.00
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	-57,679.00	59,244.68
340 Capital Receipts Reserve	420,416.22	-25,007.00	395,409.22
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	-27,000.00	0.00
351 IT Reserve	6,000.00	-6,000.00	0.00
360 CIL Earmarked reserve	160,341.76	10,897.41	171,239.17
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	-2,618.00	5,457.99
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
	<b>1,141,328.88</b>	<b>-235,695.98</b>	<b>905,632.90</b>

## Sevenoaks Town Council

### Income and Expenditure Account for Year Ended 31 March 2025

31 March 2024		31 March 2025
	<b>Operating Income</b>	
49,155	O/ Spaces & Leisure - General	39,547
57,362	O/ Spaces & Leisure - Cemetery	82,397
9,036	O/ Spaces & Leisure- Allotment	9,281
12,824	Open Spaces-Street Lighting/Ge	19,489
38,645	O/ Spaces & Leisure-Vine Cafe	42,089
6,285	O/Spaces & Leisure-Vine Ground	14,470
68,570	F& G P - Bat & Ball Station	62,368
69,948	F & G P - Establishments	103,189
11,144	F & G P - General	10,535
13,191	F & G P - Council Offices	11,841
136,229	F & G P - Bat & Ball Centre	118,516
6,068	F & G P - Property	6,424
11,203	Town Team	16,213
29,356	Business Hub	27,817
25,709	Sevenoaks Town Mayor	13,117
13,847	Youth Cafe	31,840
61,185	Markets	60,466
101,192	Longspring Woods	300
1,370,074	Precept	1,437,614
129,395	Capital Infrastructure Budget	261,200
<b>2,220,418</b>	<b>Total Income</b>	<b>2,368,712</b>
	<b>Running Costs</b>	
36,557	Planning - General	38,346
402,610	O/ Spaces & Leisure - General	331,976
137,972	O/ Spaces & Leisure - Cemetery	163,769
9,429	O/ Spaces & Leisure- Allotment	12,800
35,842	Open Spaces-Street Lighting/Ge	28,923
65,491	O/ Spaces & Leisure-Vine Cafe	71,388
57,010	O/Spaces & Leisure-Vine Ground	69,886
158,009	F& G P - Bat & Ball Station	139,756
713,015	F & G P - Establishments	781,877
55,608	F & G P - General	46,934

**Sevenoaks Town Council**

**Income and Expenditure Account for Year Ended 31 March 2025**

31 March 2024		31 March 2025
53,082	F & G P - Council Offices	55,587
141,702	F & G P - Bat & Ball Centre	146,872
99,082	F & G P - Grants	73,742
0	F & G P - Property	14
13,481	Town Team	17,999
27,487	Business Hub	25,176
26,086	Sevenoaks Town Mayor	18,300
500	Youth Council	0
300	Public Realm	0
0	BID	18,677
67,479	Youth Cafe	89,761
31,294	Markets	35,246
38	Longspring Woods	0
3,841	Capital Infrastructure Budget	419,356
<b>2,135,916</b>	<b>Total Expenditure</b>	<b>2,586,385</b>
<b>General Fund Analysis</b>		
459,542	Opening Balance	514,992
2,220,418	Plus : Income for Year	2,368,712
2,679,960		2,883,704
2,135,916	Less : Expenditure for Year	2,586,385
544,044		297,319
29,053	Transfers TO / FROM Reserves	(235,696)
<b>514,992</b>	<b>Closing Balance</b>	<b>533,015</b>

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## Purchase Ledger for Month No 12

## 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
31/03/2025	2328	37473	ALTOOFFICE	ALTO001	278.00	55.60	333.60	6200	31	278.00	stationery
01/03/2025	011	37337	ANTHONY CHARLES WILL	ANT001	120.00	0.00	120.00	6244	40	120.00	Qrtly screen fee
28/03/2025	INV-0195	37456	ARD LOCAL LIMITED	ARD003	1,350.00	270.00	1,620.00	5410	30	1,350.00	boiler repair
03/02/2025	3/2/25	37374	ART IN JUNE	ART001	250.00	0.00	250.00	7500	38	250.00	Art in June grant
03/02/2025	3/2/25	37375	BABY UMBRELLA	BAB001	400.00	0.00	400.00	7500	38	400.00	Baby Umbrella grant
19/03/2025	19/3	37417	BANKLINE	BANKL01	87.70	0.00	87.70	6975	31	87.70	bank chgs
26/03/2025	SI-2437	37474	BAT & BALL SPORTS	BAT001	7.50	1.50	9.00	5500	50	7.50	TT balls
06/03/2025	SOI00056126	37312	BILLI	BIL001	22.91	4.58	27.49	6330	31	5.09	Water machine maint chg
								110	0	17.82	Water machine maint chg
25/03/2025	0204527	37438	BOOKER	BOOK001	127.16	4.99	132.15	6505	28	24.95	consumables
								6500	28	102.21	goods for resale
28/02/2025	252020307	37359	BP FUEL	BPF001	32.10	6.42	38.52	5700	21	32.10	fuel
28/02/2025	252020308	37360	BP FUEL	BPF001	13.98	0.00	13.98	5700	21	13.98	fuel
11/03/2025	252022276	37352	BP FUEL	BPF001	32.47	6.49	38.96	5700	21	32.47	fuel
11/03/2025	252022277	37351	BP FUEL	BPF001	9.66	0.00	9.66	5700	21	9.66	fuel
18/03/2025	252024441	37402	BP FUEL	BPF001	181.57	36.32	217.89	5700	22	45.38	fuel
								5700	21	136.19	fuel
18/03/2025	252024442	37401	BP FUEL	BPF001	5.48	0.00	5.48	5700	21	5.48	fuel
25/03/2025	252025973	37437	BP FUEL	BPF001	7.78	0.00	7.78	5700	21	7.78	fuel
25/03/2025	SVO/00341550	37486	BREWERS	BREW001	58.13	11.63	69.76	5010	29	58.13	paint equip
28/02/2025	SVO/375427	37365	BREWERS	BREW001	7.84	1.57	9.41	5410	50	7.84	super glue
18/03/2025	SVO/375557	37430	BREWERS	BREW001	49.15	9.83	58.98	5410	22	49.15	paint
27/03/2025	803672678	37472	BRITISH GAS	BRI001	272.64	54.52	327.16	6012	30	272.64	gas chg 22/2-21/3
20/03/2025	808442277	37450	BRITISH GAS	BRIT007	230.20	46.04	276.24	6012	33	230.20	gas chg 15/2-14/3
14/03/2025	811637182	37416	BRITISH GAS	BRIT008	220.70	44.14	264.84	6012	36	220.70	gas chg 12/2-11/3
19/03/2025	19/3	37393	MAYOR OF BROMLEY	BRO003	60.00	0.00	60.00	6443	42	60.00	Bromley Biggin Hill Tour x 2
21/03/2025	R7519	37418	CHARTERED INSTITUTE	CIH001	246.00	0.00	246.00	110	0	246.00	A.C CIH subs
06/03/2025	155188	37356	CONNECTAPHONE	CON001	560.86	112.17	673.03	6101	50	50.98	Feb telephone chg

## Purchase Ledger for Month No 12

## 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
								6101	22	50.98	Feb telephone chg
								6101	28	50.98	Feb telephone chg
								6101	36	51.10	Feb telephone chg
								6101	30	50.98	Feb telephone chg
								6101	31	305.84	Feb telephone chg
28/02/2025	INV513505	37363	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Feb glass collection
31/03/2025	INV518956	37525	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	March glass collection chg
31/03/2025	INV518957	37557	COUNTRY STYLE RECYCL	COU001	80.20	16.04	96.24	6935	29	80.20	March glass collection
05/03/2025	15165	37358	STREETLIGHTS	DIR001	249.50	49.90	299.40	6862	26	249.50	Wilderness Mt Column repair
17/03/2025	15182	37414	STREETLIGHTS	DIR001	41.25	8.25	49.50	6862	26	41.25	Clockhouse Ln light repair
20/03/2025	930410	37397	ERNEST DOE	DOE001	191.51	38.31	229.82	5525	21	191.51	553SQE mower service
24/03/2025	3486	37449	NICK EBDON	EBD001	3,200.00	640.00	3,840.00	6630	31	3,200.00	Town Crier redesign
04/03/2025	000022577598	37311	EDF ENERGY	EDF002	1,276.00	255.21	1,531.21	6011	36	1,276.00	Feb electric chg
05/03/2025	000022587599	37366	EDF ENERGY	EDF003	59.75	2.99	62.74	6011	60	59.75	Feb electric chg
05/03/2025	000022587995	37367	EDF ENERGY	EDF004	1,086.13	217.23	1,303.36	6011	41	1,086.13	Feb electric chg
03/03/2025	000022517708	37310	EDF ENERGY	EDF011	824.78	164.96	989.74	6011	30	824.78	Feb electric chg
12/03/2025	000022709269	37368	EDF ENERGY	EDF012	-767.95	-38.40	-806.35	6011	21	-767.95	electric chg 14/4-13/7/24
12/03/2025	000022709308	37373	EDF ENERGY	EDF012	752.55	37.63	790.18	6011	21	752.55	electric chg 14/4-13/7/24
12/03/2025	000022709316	37371	EDF ENERGY	EDF012	-792.47	-39.62	-832.09	6011	21	-792.47	electric chg 14/7-13/10/24
12/03/2025	000022709341	37372	EDF ENERGY	EDF012	610.50	30.53	641.03	6011	21	610.50	electric chg 14/7-13/10/24
12/03/2025	000022709351	37370	EDF ENERGY	EDF012	-1,003.10	-200.62	-1,203.72	6011	21	-1,003.10	electric chg 14/10-13/1/25
12/03/2025	000022709377	37369	EDF ENERGY	EDF012	636.92	31.85	668.77	6011	21	636.92	electric chg 14/10-13/1/25
21/03/2025	14125280	37409	ELITE	EFS001	259.12	0.00	259.12	6500	28	259.12	goods for resale
07/03/2025	18009543	37355	ELITE	EFS001	-15.33	0.00	-15.33	6500	30	-15.33	goods for resale credit
25/02/2025	INV-0350	37461	EGM	EGM001	180.53	36.11	216.64	6952	36	24.14	staff uniform
								6952	21	156.39	staff uniform
20/03/2025	INV-48399	37452	EJPFIREPROTECT	EJPFIRE001	230.00	46.00	276.00	6922	30	230.00	call point repair
04/03/2025	4/3/25	37353	EMAP	EMAP001	396.00	0.00	396.00	6730	31	396.00	Local Government Chronicle sub
31/03/2025	116612	37484	ATLAS FM/EMPRISE SVS	EMP001	562.82	112.56	675.38	6932	22	562.82	March lock up chg

## Purchase Ledger for Month No 12

## 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
31/03/2025	116613	37483	ATLAS FM/EMPRISE SVS	EMP001	1,454.83	290.97	1,745.80	5311	21	1,454.83	March lock up chg Pontoise
31/03/2025	116614	37482	ATLAS FM/EMPRISE SVS	EMP001	969.99	194.00	1,163.99	5311	21	969.99	March lock up chg
03/02/2025	3/2/25	37388	EYNSFORD CONCERT BAN	EYNS001	500.00	0.00	500.00	7552	38	500.00	Eynsford Concert Band grant
04/03/2025	0063/05093611	37349	FAIRALLS	FAIR001	49.09	9.82	58.91	5120	21	49.09	building sand
05/03/2025	0063/05096690	37398	FAIRALLS	FAIR001	27.56	5.51	33.07	5340	33	27.56	20 BRICKS
21/03/2025	0063/05132344	37539	FAIRALLS	FAIR001	10.80	2.16	12.96	5310	21	10.80	shingle bag x 3
20/03/2025	I296307	37412	FATTORINI	FATT001	1,524.11	304.82	1,828.93	6410	31	1,524.11	4 past Mayor pendants
10/03/2025	10/3/25	37307	FOLKESTONE COUNCIL	FOL001	70.00	0.00	70.00	6443	42	70.00	Euro Tunnel Tour 03/04/25
27/02/2025	27/2	37422	FOLKESTONE COUNCIL	FOL001	-50.00	0.00	-50.00	6443	42	-50.00	Folkestone's "Women Together"
13/03/2025	I037064	37347	FORGE GARAGE	FORG001	1,169.56	224.93	1,394.49	5550	21	1,169.56	GU14XKZ service
20/03/2025	I037125	37431	FORGE GARAGE	FORG001	106.10	21.22	127.32	6935	21	106.10	Dispose of 15 tyres
31/03/2025	2071	37428	FOUR HANDS	FOU001	75.00	0.00	75.00	6415	31	75.00	Past Mayor engraved bowl
03/02/2025	3/2/25	37376	FRIENDS OF PONTOISE	FRIE001	500.00	0.00	500.00	7520	38	500.00	Friends Of Pontoise grant
03/02/2025	3/2/25	37377	FRIENDS OF RHEINBACH	FRIE002	450.00	0.00	450.00	7520	38	450.00	Friends Of Rheinbach grant
26/02/2025	26/2	37394	GARY POLEYKETT	GAR002	50.00	0.00	50.00	6869	30	50.00	Forget Me Not Talk
04/02/2025	INV566965	37348	GAZA TIMBER	GAZA001	55.26	11.05	66.31	5410	21	55.26	maint equip
18/03/2025	INV569744	37400	GAZA TIMBER	GAZA001	25.80	5.16	30.96	5340	22	25.80	timber
20/03/2025	INV569926	37399	GAZA TIMBER	GAZA001	83.36	16.68	100.04	5340	28	83.36	plywood
28/02/2025	SI905324	37361	GLASDON	GLAS001	226.02	45.20	271.22	6010	21	226.02	4 bin liners
19/03/2025	19/3	37392	MAYOR OR GREENWICH	GRE006	120.00	0.00	120.00	6443	42	120.00	Greenwich Cutty SarkTour
20/03/2025	96081	37453	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	coffee machine rental March
31/03/2025	96231	37479	HERBERT & WARD	HAW001	175.00	0.00	175.00	6500	30	175.00	goods for resale
01/03/2025	25975	37317	HELIOCENTRIX	HELI001	18.00	3.60	21.60	6241	50	18.00	Domain name renewal
31/03/2025	26389	37480	HELIOCENTRIX	HELI001	1,663.69	332.74	1,996.43	6240	31	1,770.49	Mar IT support chg
								6242	31	-106.80	Mar IT support chg
31/03/2025	T3523	37526	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.50	March wifi chg
								6101	21	11.48	March wifi chg
								6105	41	141.50	March wifi chg
								6105	22	10.00	March wifi chg

## Purchase Ledger for Month No 12

## 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
								6105	21	28.69	March wifi chg
								6105	50	32.72	March wifi chg
28/03/2025	2007481968	37440	HM LAND REGISTRY	HML001	21.00	0.00	21.00	6630	11	21.00	Portal Register View
20/03/2025	0588730	37447	HOLLYBUSH LAUNDRY	HOL002	102.00	0.00	102.00	6013	36	102.00	tablecloth laundry
01/03/2025	INV-12732	37291	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	Planning tracker support
24/02/2025	33028	37390	INSTITUTE OF GROUNDS	INST001	83.33	16.67	100.00	6320	21	83.33	Level 2 Cricket surface L.H-S
03/02/2025	3/2/25	37378	KENT YOUTH JAZZ	JAZZ001	500.00	0.00	500.00	7552	38	500.00	Kent Youth Jazz grant
19/03/2025	0001310846	37410	JAMES BUCKLAND LTD	JBU001	58.00	0.00	58.00	6500	30	58.00	goods for resale
24/02/2025	1008547	37415	KALL KWIK	KALL001	74.00	8.00	82.00	6200	31	74.00	Posters & flyers
31/03/2025	1008608	37469	KALL KWIK	KALL001	216.00	23.20	239.20	6869	30	216.00	Forget Me Not leaflets, banner
31/03/2025	1008609	37468	KALL KWIK	KALL001	478.00	0.00	478.00	6200	31	478.00	STC Annual Report x 150
31/03/2025	1008610	37471	KALL KWIK	KALL001	82.00	0.00	82.00	6200	50	82.00	1000 leaflets
31/03/2025	1008611	37467	KALL KWIK	KALL001	128.00	25.60	153.60	6461	31	128.00	4 Banners
31/03/2025	1008612	37466	KALL KWIK	KALL001	120.00	24.00	144.00	9066	91	120.00	12 Masterplan posters
31/03/2025	1008613	37464	KALL KWIK	KALL001	100.00	20.00	120.00	9066	91	100.00	5 Masterplan posters
31/03/2025	1008614	37465	KALL KWIK	KALL001	20.00	4.00	24.00	9066	91	20.00	Masterplan poster
31/03/2025	1008615	37470	KALL KWIK	KALL001	30.00	0.00	30.00	6200	50	30.00	100 leaflets Open Mic
17/03/2025	900209667	37391	KENT COUNTY COUNCIL	KCC002	579.00	115.80	694.80	6610	31	579.00	3rd Audit visit 6/3-13/3
20/03/2025	68211	37413	KCC KCS	KCC003	87.71	17.54	105.25	6010	33	87.71	cleaning eq
21/03/2025	68749	37408	KCC KCS	KCC003	53.98	10.80	64.78	6010	33	53.98	Cleaning eq
25/03/2025	69984	37429	KCC KCS	KCC003	26.55	5.31	31.86	6013	21	8.85	cleaning eq
								6013	22	8.85	cleaning eq
								6010	41	8.85	cleaning eq
03/03/2025	23022571	37309	KENT BOILER REPAIRS	KEN004	8,280.00	1,656.00	9,936.00	5410	33	8,280.00	Replace 16 radiators
10/03/2025	8529030	37357	KFF	KFF001	113.68	5.57	119.25	6500	30	113.68	goods for resale
17/03/2025	8535434	37411	KFF	KFF001	156.03	2.96	158.99	6500	30	156.03	goods for resale
25/03/2025	8542548	37439	KFF	KFF001	194.25	0.00	194.25	6500	30	194.25	goods for resale
06/03/2025	755646	37364	LISTER WILDER	LIST002	891.44	178.29	1,069.73	5525	21	891.44	GRC L75 service
24/03/2025	24/3/25	37405	MAYOR OF MAIDSTONE	MAI001	80.00	0.00	80.00	6443	42	80.00	Maidstone Scenic Cruise 22/4



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## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/03/2025	222688	37336	MANAGED TECHNOLOGY	MAN002	139.82	27.97	167.79	6200	31	139.82	print chg
25/03/2025	224267	37451	MANAGED TECHNOLOGY	MAN002	31.35	6.27	37.62	6200	31	31.35	print chg18/3-17/6
31/03/2025	14565	37553	NALC	NALC001	200.00	40.00	240.00	6730	31	200.00	Local Council Award Scheme
24/03/2025	811411	37421	NALC	NALC001	580.00	116.00	696.00	6730	31	580.00	NALC LGA subs
24/03/2025	811411A	37425	NALC	NALC001	580.00	116.00	696.00	110	0	580.00	NALC LGA subs 2025/26
14/03/2025	811411REV	37424	NALC	NALC001	-580.00	-116.00	-696.00	6730	31	-580.00	NALC LGA subs 2025/26
24/03/2025	42609	37427	NATIONAL LEAFLET CO	NAT010	3,960.00	0.00	3,960.00	6200	31	3,960.00	Town Crier print chg
28/03/2025	UKSPS00160581	37463	NEXUDUS SL	NEX001	99.80	19.96	119.76	6900	41	99.80	Apr Hub booking chg
04/03/2025	3-25-SC	37299	OLA INTU	OLG001	335.00	0.00	335.00	6900	31	335.00	Repainting damaged mural
28/03/2025	28/MA525/GEO	37462	ONECARD	ONE002	2,298.19	170.26	2,468.45	7202	42	14.95	Quiz night refreshments
								6240	31	10.83	Software design subs
								6240	11	20.22	Adobe subscription
								6240	31	173.74	Adobe subscription
								6500	30	144.78	Goods for resale
								6500	50	18.58	Goods for resale
								6500	50	23.42	Goods for resale
								6500	30	72.44	Goods for resale
								6500	30	5.25	Goods for resale
								6500	50	91.77	Goods for resale
								6500	50	22.70	Goods for resale
								6500	28	55.76	Goods for resale
								6500	30	138.11	Goods for resale
								6500	30	2.87	Goods for resale
								6500	50	20.55	Goods for resale
								6500	50	15.87	Goods for resale
								6500	28	69.57	Goods for resale
								6500	28	6.17	Goods for resale
								6500	28	-8.00	Goods for resale
								6500	30	128.62	Goods for resale

## Purchase Ledger for Month No 12

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	28	47.56	Goods for resale
								6500	28	6.57	Goods for resale
								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
								6900	50	5.00	batteries
								7206	42	108.60	IWD Drinks
								6200	31	66.31	seed paper
								6200	31	59.85	name badge insert labels
								6869	32	53.30	VE Day flag x 3
								6869	30	21.18	Forget Me Not Café items
								6869	30	140.73	Forget Me Not Café items
								6922	22	17.94	firesafety log book x 2
								6241	50	12.00	website maintenance
								6013	36	55.34	floor cleaner 5L x 2
								5550	21	337.50	GU14 XKZ vehicle tax
								6101	31	16.67	Town Clerk ipad
								6101	22	8.34	AC mobile
								6010	50	9.04	Cleaning equip
								6010	28	4.54	Cleaning equip
								5010	21	22.00	Halyard Rope for Flagpole
								6505	28	5.83	consumables
								6935	21	240.00	Skip hire
28/03/2025	28/MAR25/LIN	37601	ONECARD	ONE002	1,077.35	6.03	1,083.38	6630	11	20.00	Survey subscription
								7202	42	20.80	Quiz Master gift
								7206	42	102.05	IWD refreshments
								6240	31	182.61	Business Fireflies Plan
								6240	31	4.00	Business Fireflies Plan

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## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6240	31	180.85	Business Fireflies Plan
								6240	31	180.85	Business Fireflies Plan
								6240	31	180.83	Business Fireflies Plan
								6240	31	176.21	Business Fireflies Plan
								6730	31	10.16	Town Crier delivery subs
								6200	50	18.99	catering book
07/03/2025	00379119	37524	PERFECT CUISINE CATE	PER001	510.50	0.00	510.50	6410	31	510.50	Volunteers Reception catering
07/03/2025	003791137	37346	PERFECT CUISINE CATE	PER001	1,891.50	0.00	1,891.50	7206	42	1,891.50	IWD catering
03/03/2025	132649	37362	PHC	PHC001	550.00	110.00	660.00	6330	21	320.84	OH Technician visit
								6330	22	183.33	OH Technician visit
								6330	36	45.83	OH Technician visit
12/03/2025	SIN2979922	37403	PPL PRS	PPLPRS001	229.89	45.97	275.86	6635	36	229.89	Music lic 12/7/23-11/7/24
12/03/2025	SIN2979926	37404	PPL PRS	PPLPRS001	253.34	50.67	304.01	6635	36	253.34	music lic 12/7/24-11/7/25
06/03/2025	249226	37350	PROVENDER	PRO002	203.88	40.78	244.66	5340	21	203.88	plants
05/03/2025	I376882	37313	Q CATERING	QCA001	100.06	5.71	105.77	6500	30	100.06	goods for resale
25/03/2025	SS-087-25	37436	QUAIFE WOODLANDS	QUA001	612.91	122.58	735.49	5065	21	612.91	Tree safety survey
25/03/2025	SS-088-25	37435	QUAIFE WOODLANDS	QUA001	3,801.74	760.35	4,562.09	5065	21	3,801.74	Tree safety survey
21/03/2025	89484	37406	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	March till maint
21/03/2025	89485	37407	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	March till maint
03/03/2025	J470	37343	RIVERSIDE CON.	RIVE001	2,720.00	544.00	3,264.00	5025	21	2,720.00	Remove water damage
31/03/2025	SEVENOAKSTC31	37550	RYANSWAY HR CONSULTA	RYA002	275.50	55.10	330.60	6320	31	275.50	Sexual Harassment workshop
04/03/2025	2095819	37298	SDC	SDC001	600.00	0.00	600.00	6889	31	600.00	garden waste sacks 30 bundles
04/03/2025	2095840	37297	SDC	SDC001	2,607.94	0.00	2,607.94	5421	60	1,171.60	March market rent
								5420	60	1,436.34	March market rent
24/03/2025	2096001	37420	SDC	SDC001	225.00	45.00	270.00	6200	31	225.00	20 purchase order pads
28/03/2025	2096200	37442	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 24/2-23/3
28/03/2025	2096286	37441	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 24/2-23/3
28/03/2025	2096287	37443	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 24/2-23/3
28/03/2025	2096288	37445	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 24/2-23/3

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28/03/2025	2096295	37446	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection 24/2-23/3
28/03/2025	2096296	37444	SDC	SDC001	80.60	0.00	80.60	6935	28	80.60	bin collection 24/2-23/3
28/03/2025	2096403	37455	SDC	SDC001	480.42	96.08	576.50	6501	30	480.42	DVCRP sales collection
30/03/2025	2096423	37454	SDC	SDC001	691.60	138.32	829.92	6934	21	691.60	dog bin emptying Jan-Mar
03/02/2025	3/2/25	37381	SOUTH EAST OPEN	SEO001	250.00	0.00	250.00	7500	38	250.00	South East Open Studios grant
03/02/2025	3/2/25	37380	SEV SOCIETY	SEV002	250.00	0.00	250.00	7500	38	250.00	Sevenoaks Society grant
03/02/2025	3/2/25	37385	SEV VOLUNTEER TRANSP	SEV023	1,000.00	0.00	1,000.00	7500	38	1,000.00	Sev Volunteer Transport grant
03/02/2025	3/2/25	37383	SEV THREE ARTS	SEV026	600.00	0.00	600.00	7552	38	600.00	Sevenoaks Three Arts grant
03/02/2025	3/2/25	37379	SEVENOAKS BOWLING CL	SEV061	250.00	0.00	250.00	7500	38	250.00	Sev Bowling Club grant
03/02/2025	3/2/25	37384	SEVENOAKS UNIT OF TH	SEV065	1,250.00	0.00	1,250.00	7552	38	1,250.00	Sev Unit of Sea Cadet grant
19/03/2025	9120036632	37460	SPEEDY	SPEED001	400.00	80.00	480.00	5525	21	400.00	LOLER inspection
03/02/2025	3/2/25	37382	SPIRIT OF PEACE	SPI002	300.00	0.00	300.00	7500	38	300.00	Spirit Of Peace grant
31/03/2025	7593	37485	STAG	STAG002	3,980.00	796.00	4,776.00	5410	50	3,980.00	repairs to flooring
17/03/2025	0000598135	37481	TATE FENCING	TATE001	322.84	64.57	387.41	5310	21	322.84	maint equip
19/03/2025	INV-3020	37423	TREEHOUSE TRAINING	TRE001	50.00	10.00	60.00	6320	21	50.00	felling kit hire
29/03/2025	INV-6289	37459	TREE ABILITY	TREE001	464.00	92.80	556.80	5060	21	464.00	Tree Work
29/03/2025	INV-6290	37458	TREE ABILITY	TREE001	522.00	104.40	626.40	5060	21	522.00	Tree work
08/03/2025	FEBRUARY	37344	V.C HANDYMAN	VCH001	660.00	132.00	792.00	6001	60	660.00	Feb market set up chg
26/03/2025	3030821	37448	WARNERS SOLICITORS	WARN001	832.00	166.40	998.40	6630	31	832.00	Solicitor fees
03/02/2025	3/2/25	37387	WEST KENT MIND	WES004	1,500.00	0.00	1,500.00	7500	38	1,500.00	West Kent Mind grant
03/02/2025	3/2/25	37386	WEST KENT MED	WEST008	900.00	0.00	900.00	7500	38	900.00	West Kent Mediation grant
31/03/2025	161683	37433	WETTON CLEANING SERV	WET001	1,402.14	280.43	1,682.57	6013	30	280.43	Mar clean & lock up chg
								5026	21	280.43	Mar clean & lock up chg
								5020	29	841.28	Mar clean & lock up chg
31/03/2025	161684	37432	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5026	21	4.31	Mar hygiene unit clean chg
								5020	29	12.95	Mar hygiene unit clean chg
31/03/2025	161685	37434	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5025	21	737.00	Mar clean & lock up chg
31/03/2025	356265804	37478	WORLDPAY	WOR001	94.55	10.39	104.94	6976	30	94.55	Mar card trans chg
31/03/2025	356375035	37477	WORLDPAY	WOR001	34.47	0.02	34.49	6976	31	34.47	Mar card trans chg

## Purchase Ledger for Month No 12

## 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
31/03/2025	356427348	37476	WORLDPAY	WOR001	74.44	10.90	85.34	6976	31	74.44	Mar card trans chg
31/03/2025	356452431	37475	WORLDPAY	WOR001	59.50	9.23	68.73	6976	28	59.50	Mar card trans chg
01/03/2025	WM12515323	37338	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Feb card trans chg
01/03/2025	02389147	37334	YU ENERGY	YUE001	23.99	1.20	25.19	6862	26	23.99	Feb electric chg
01/03/2025	02389148	37354	YU ENERGY	YUE001	6.44	0.32	6.76	6862	26	6.44	Feb electric chg
01/03/2025	02389149	37335	YU ENERGY	YUE001	325.81	65.16	390.97	6862	26	325.81	Feb electric chg
08/03/2025	542420283	37345	ZURICH INSURANCE	ZUR001	15,022.10	1,802.64	16,824.74	110	0	15,022.10	Insurance renewal 2025/26
<b>TOTAL INVOICES</b>					<u>91,433.96</u>	<u>11,962.84</u>	<u>103,396.80</u>			<u>91,433.96</u>	

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## List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/03/2025	EDF ENERGY - Cemetery	DD01	954.04		Jan electric chg
03/03/2025	BP Fuel	DD03	167.06		fuel
03/03/2025	Reach PLC	DD01/MAR25	14.08		Sev Chronicle subs March
03/03/2025	Sevenoaks District Council	DD02/MARCH	54.00		March Business rates chg
03/03/2025	Payroll A/c	DD3/3	5,288.98		February L&G Tfr
05/03/2025	BACS P/L Pymnt Page 6896	BACS Pymnt	16,001.81		BACS P/L Pymnt Page 6896
06/03/2025	Nexodus S.L	DD05	119.95		Hub booking chg
06/03/2025	British Gas - Community Centre	DD06	375.45		gas chg 12/1-11/2
07/03/2025	BP Fuel	DD07	52.50		fuel
07/03/2025	NATWEST ONE CARD	DD08	4,138.09		Ann Onecard Feb
10/03/2025	YU ENERGY	DD09	25.19		Feb electric chg
10/03/2025	YU ENERGY	DD10	6.76		Feb electric chg
10/03/2025	YU ENERGY	DD11	390.97		Feb electric chg
11/03/2025	BACS P/L Pymnt Page 6900	BACS Pymnt	18,395.92		BACS P/L Pymnt Page 6900
11/03/2025	British Gas - Offices	DD12	359.19		gas chg 15/1-14/2
14/03/2025	Connectaphone	DD13	673.03		Feb telephone chg
17/03/2025	BACS P/L Pymnt Page 6903	BACS Pymnt	30,683.20		BACS P/L Pymnt Page 6903
18/03/2025	BP Fuel	DD14	48.62		fuel
18/03/2025	British Gas - B&B St	DD15	293.01		gas chg 22/1-21/2
18/03/2025	EDF ENERGY - Offices	DD16	40.53		electric chg Jul-Oct24
19/03/2025	WorldPay	DD17	101.79		Feb card trans chg
19/03/2025	WorldPay	DD18	66.15		Feb card trans chg
19/03/2025	WorldPay	DD19	89.24		Feb card trans chg
19/03/2025	WorldPay	DD20	7.10		Feb card trans chg
19/03/2025	NatWest Bankline	bln	87.70		bank chgs
20/03/2025	BACS P/L Pymnt Page 6906	BACS Pymnt	14,572.23		BACS P/L Pymnt Page 6906
20/03/2025	WorldPay	DD21	11.94		Feb card trans chg
21/03/2025	Reposs Ltd	DD22	38.11		March till maint
21/03/2025	Reposs Ltd	DD23	27.82		March till maint
21/03/2025	EDF ENERGY - Cemetery	DD24	772.06		Feb electric chg
24/03/2025	EDF ENERGY - B&B Station	DD25	989.74		Feb electric chg
25/03/2025	EDF Energy - Bat and Ball Cent	DD26	1,531.21		Feb electric chg
25/03/2025	BP Fuel	DD27	223.37		fuel
25/03/2025	Payroll A/c	BACS25/3	62,914.12		March Wages Tfr
26/03/2025	EDF Energy - Business Hub	DD28	1,303.36		Feb electric chg
26/03/2025	Payroll A/c	BACS26/3	31,012.87		March HMRC/KCC Tfr
27/03/2025	BACS P/L Pymnt Page 6916	BACS Pymnt	6,712.24		BACS P/L Pymnt Page 6916
27/03/2025	Country Style Recycling	DD30	94.97		Feb glass collection
27/03/2025	BACS P/L Pymnt Page 6921	BACS Pymnt	2,244.00		BACS P/L Pymnt Page 6921
29/03/2025	EDF Energy - High Street Marke	DD29	62.74		Feb electric chg
31/03/2025	NatWest	31/3/25BKC	75.00		Natwest Bank Charges Q4 2024-2
31/03/2025	Payroll A/c	DD31/3	4,949.93		March L&G Tfr
Total Payments			205,970.07		

## List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/03/2025	Traditional Fish LTD	000085	1,532.30		Quiz Night food
07/03/2025	BACS P/L Pymnt Page 6914	BACS Pymnt	-50.00		BACS P/L Pymnt Page 6914
Total Payments			<u>1,482.30</u>		



## Receipts for Month 12

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 03/03/2025	5,288.98						
DD3/3	Nat West - Current Account	5,288.98			201		5,288.98	February L&G Tfr
	Banked: 25/03/2025	62,914.12						
BACS25/3	Nat West - Current Account	62,914.12			201		62,914.12	March Wages Tfr
	Banked: 26/03/2025	31,012.87						
BACS26/3	Nat West - Current Account	31,012.87			201		31,012.87	March HMRC/KCC Tfr
	Banked: 31/03/2025	4,949.93						
DD31/3	Nat West - Current Account	4,949.93			201		4,949.93	March L&G Tfr
Total Receipts for Month		104,165.90	0.00	0.00			104,165.90	
Cashbook Totals		105,165.90	0.00	0.00			105,165.90	

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/03/2025	Legal & General	DD3/3	5,288.98			516		5,288.98	February L&G Payment
25/03/2025	Councillors	BACS25/3	414.70			520		414.70	March Allowances Payment
25/03/2025	Employees	BACS25/3-	62,499.42			520		62,499.42	March Wages Payment
26/03/2025	HMRC/KCC	BACS26/3	31,012.87			515		19,515.04	March HMRC Payment
						516	0	11,497.83	March KCC Payment
31/03/2025	Legal & General	DD31/3	4,949.93			516		4,949.93	March L&G Payment
Total Payments for Month			104,165.90	0.00	0.00			104,165.90	
Balance Carried Fwd			1,000.00						
Cashbook Totals			105,165.90	0.00	0.00			105,165.90	

Receipts for Month 12				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 :	1,365.23					1,365.23	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>1,365.23</u>	<u>0.00</u>	<u>0.00</u>			<u>1,365.23</u>	

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/03/2025	Cemetery	1208	26.99		4.50	5500	22	22.49	kettle
07/03/2025	Bat and Ball Cafe	1209	66.16			6500	30	66.16	Goods for resale
07/03/2025	Bat and Ball Centre	1210/A	5.00			6200	36	5.00	stationery
07/03/2025	Bat and Ball Centre	1210/B	3.54			6330	36	3.54	refreshments
07/03/2025	Bat and Ball Centre	1210/C	7.64		1.27	6900	36	6.37	batteries
07/03/2025	Bat and Ball Centre	1210/D	1.90		0.32	6013	36	1.58	cleaning equip
10/03/2025	Mayoral Events	1211	10.07			7206	42	10.07	IWD refreshments
13/03/2025	Youth Cafe	1212/A	6.15			6500	50	6.15	Goods for resale
13/03/2025	Youth Cafe	1212/B	2.25			5500	50	2.25	bake pot
13/03/2025	Youth Cafe	1212/C	43.25		7.21	5410	50	36.04	maint equip
13/03/2025	Open Spaces	1213/A	12.20			6330	21	12.20	refreshments
13/03/2025	Bat and Ball St	1213/B	2.38		0.40	5410	30	1.98	magnetic catch
13/03/2025	Open Spaces	1213/C	4.50			6210	21	4.50	postage
14/03/2025	Open Spaces	1214	99.10		16.52	5700	21	82.58	fuel
21/03/2025	Establishments	1215	5.70			6330	31	5.70	refreshments
25/03/2025	Bat and Ball St	1216/A	36.78		6.13	5410	30	30.65	maint equip
25/03/2025	Bat and Ball St	1216/B	4.93			6330	30	4.93	refreshments
27/03/2025	Establishments	1217	4.35			6330	31	4.35	refreshments
28/03/2025	Vine Cafe	1218/A	12.51		2.09	6200	28	10.42	stationery
28/03/2025	Vine Cafe	1218/B	18.25			6500	28	18.25	Goods for resale
28/03/2025	Vine Cafe	1218/C	42.95		7.16	5500	28	35.79	kitchen equip
Total Payments for Month			416.60	0.00	45.60			371.00	
Balance Carried Fwd			948.63						
Cashbook Totals			1,365.23	0.00	45.60			1,319.63	



# Sevenoaks Town Council

## INTERNAL AUDIT REPORT Visit 4 (2024/25)

Date: 21/05/2025

**Report Author: Becky Tuffield**

**Reviewed by: Hannah Barton**

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 19<sup>th</sup> May 2025, we tested the Internal Control Objectives shown in the table below.

**Internal Audit are pleased to advise the audit did not identify any issues.**

Internal Control Objective title	Visit 4 24/25
- Expenditure Controls – Cheques	✓ Issue <b>Resolved</b>
<b>E. Income</b>	✓
VAT Returns	✓
<b>F. Petty Cash</b>	✓
<b>I. Bank Reconciliations</b>	✓
<b>J. Accounting Statements</b>	✓

## Progress on Previous Issues Raised

Original Issue raised	Date raised	Progress
<b>Issue 1: Cheque Reconciliations</b> – 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	January 2025	<b>Resolved</b> – the petty cash was counted and reconciled with the petty cash log.

<p>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. Visit 3 identified that there have been no further errors with the cheque reconciliations and Officers have now updated the entry to highlight the bank's error. However, we will retest petty cash in visit 4 to confirm that it reconciles.</p>		
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## Appendix A – Audit Programme 2024/25

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

The 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.

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## FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council for the financial year 2025/2026 at its meeting held on 12<sup>th</sup> May 2025

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 12<sup>th</sup> May 2025

## 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 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 Procurement Act 2023 and The Procurement Regulations 2024 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 Legislation<sup>1</sup> regarding the publication of invitations and notices.**

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 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.

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<sup>1</sup> 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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**Sevenoaks Town Council****STATEMENT ON THE SYSTEM OF INTERNAL CONTROL*****Scope of responsibility***

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

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

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

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

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

***The internal control environment***

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

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

The council has contracted for the internal audit function to be carried out by Kent County Council's Corporate Services department (KCC). A member of KCC's internal audit staff visits the council a minimum of four times a year, and reports prepared by KCC are supplied to both

## Finance & Delivery Committee – 9th June 2025

the Town Clerk, the Responsible Finance Officer and the Chair of the Finance & Delivery Committee. All reports are presented to the council's Finance & Delivery Committee for comment and approval. KCC also provides the Council with advice on risk assessment, statistical analysis and operating standards.

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

### ***Review of effectiveness***

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

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

In the year to 31<sup>st</sup> March 2025, no significant weaknesses in the council's systems were identified.

### ***Approval of statement***

This statement was approved on 9<sup>th</sup> June 2025 at a meeting of the Council's Finance & Delivery Committee.

Signed \_\_\_\_\_

Councillor Clayton  
Chairman Finance & Delivery Committee

Signed \_\_\_\_\_

Mrs Georgina Jackson  
Responsible Finance Officer

# Annual Governance and Accountability Return 2024/25 Form 3

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

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

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

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

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

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

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



# Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.			
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.			
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.			
<b>J.</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			
<b>L.</b> The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
<b>M.</b> In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
<b>N.</b> The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

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

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENTER NAME OF AUTHORITY

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

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



# Annual Internal Audit Report 2024/25

EN Sevenoaks Town Council

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

24/09/2024 13/01/2025 06/03/2025 19/05/2025 EN BECKY TUFFIELD

Signature of person who carried out the internal audit

REQUIRED

Date

19/05/2025

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

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

**Sevenoaks Town Council**  
**Bank Reconciliation**  
**Financial year ending 31 March 2025**

**Prepared by**  
**Date**

Georgina Jackson (RFO)  
29/04/2025

Balance per bank statements as at 31 March 2025	£	£
Natwest Current accounts(Liquidity Account)	150,661.63	
Natwest payroll account	1,000.00	
Natwest Investment (Direct Reserve)	14,946.39	
Virginmoney current account	1.00	
Virginmoney 90 day notice	7,523.73	
HSBC Deposit Bond	52,637.36	
Handelsbanken Deposit account	169.69	
Handelsbanken Notice account	1,689.01	
Nationwide Instant Saver	2,834.53	
Mayors Charity Account	7,305.63	
House in the Basement Youth Café	1,000.00	
Sevenoaks Town Partnership	10,448.60	
Nationwide Sevenoaks Funds	20.92	
Insignis Platform Ear Marked Fees	506.73	
Santander (90 Day Notice)	376,040.96	
HSBC Tracker (31 Day Notice)	259,590.27	
CCLA	<u>560,000.00</u>	
		1,446,376
Petty Cash float		949
Add: any un-banked cash at 31 March 2025		-
Net balances as at 31 March 2025 (Box 8)		<u><u>1,447,325</u></u>

## Statement of Variances - Year ended 31 March 2025

### Instructions for completing this template:

1. Enter figures per the AGAR in the cells highlighted in light blue. This will automatically calculate a percentage change between years.
2. If the variance is within 15% and £100k YOY, no explanation is required. However, if it is outside these thresholds, the percentage difference will highlight in yellow and an explanation is required.
3. Explanations should be entered in each section, quantified to show the figures for each year. This will automatically calculate the remaining difference and the percentage unexplained.
4. Once a sufficient explanation has been given to bring the percentage within 15% and/or £100k between years, the percentage difference cell will highlight as 'green' in the 'adjusted' line.

**Please note that for fixed assets, regardless of the percentage change in the figure, an explanation is required for the movement.**

Item	2023-24	2024-25	Difference	%	Additional comments / explanations
<b>Box 2: Precept or Rates and levies</b>	1,370,074.00	1,437,614.00	67,540.00	4.9%	
			-		
			-		
			-		
			-		
<b>Box 2: Precept or Rates and levies (adjusted)</b>			67,540.00	4.9%	No further explanation needed
<b>Box 3: Total other receipts</b>	850,344.00	931,098.00	80,754.00	9.5%	
			-		
			-		
			-		
			-		
<b>Box 3: Total other receipts (adjusted)</b>			80,754.00	9.5%	No further explanation needed
<b>Box 4: Staff costs</b>	1,043,498.00	1,188,510.00	145,012.00	13.9%	
			12,000.00		This was in an EMR allocated towards the RFO full time salary as this was not accounted for in the budget
			11,000.00		Allocated from an EMR for a BID Administrator for 6 months - one off project.
			32,000.00		New position of Community Engagement Manager
			-		
<b>Box 4: Staff costs (adjusted)</b>			90,012.00	8.6%	No further explanation needed
<b>Box 5: Loan interest/capital repayments</b>	71,602.00	71,602.00	-	0.0%	
			-		
			-		
			-		
			-		
<b>Box 5: Loan interest/capital repayments (adjusted)</b>			-	0.0%	No further explanation needed
<b>Box 6: Other payments</b>	1,020,816.00	1,326,273.00	305,457.00	29.9%	
			115,440.00		Additional project 20 mph project paid for via CIL Monies
			186,362.00		Additional project - Purchase of Longspring Woods
<b>Box 6: Other payments (adjusted)</b>			3,655.00	0.4%	No further explanation needed
<b>Box 9: Fixed assets plus long-term investments</b>	10,815,508.00	10,848,610.00	33,102.00	0.3%	
			-		

			-		
			-		
			-		
			-		
Box 9: Fixed assets plus long-term investments (adjusted)			33,102.00	0.3%	No further explanation needed

Box 10: Total borrowings	1,196,989.00	1,149,327.00	-	47,662.00	-4.0%	
				-		
				-		
				-		
				-		
				-		
Box 10: Total borrowings (adjusted)			-	47,662.00	-4.0%	No further explanation needed



**Instructions:**

Please complete the coloured boxes with figures per the AGAR and figures for earmarked reserves.

The 'Explanation Required?' box will indicate whether an explanation is required to explain reserves exceed tolerable threshold set by Forvis Mazars (1.15 x the higher of precept and total payments).

If explanations are required, please document these in the rows below (*insert more rows where required*).

Once a sufficient amount of explanations has been provided, this will be shown with a 'Yes' in the 'Explanations sufficient?' line.

Box 2	Precept	<div style="border: 1px solid black; padding: 2px;">1,437,614</div> x 1.15 = 1,653,256
-------	---------	--

Box 4	Staff costs	<div style="border: 1px solid black; padding: 2px;">1,195,504</div>
-------	-------------	---

Box 5	Loan interest / capital repayments	<div style="border: 1px solid black; padding: 2px;">71,602</div>
-------	------------------------------------	--

Box 6	Other payments	<div style="border: 1px solid black; padding: 2px;">1,319,279</div>
-------	----------------	---

**2,586,385** x 1.15 = **2,974,343**

**Max level of reserves**

**2,974,343**

Box 7	Balances carried forward	<div style="border: 1px solid black; padding: 2px;">1,440,167</div>
-------	--------------------------	---

Explanation required?

**No**

Explanation(s) for earmarked reserves: **NB: NOT 'general' funds/reserves**

Temp Staff Reserve	<div style="border: 1px solid black; padding: 2px;">4,000</div>
Youth Council Reserv	<div style="border: 1px solid black; padding: 2px;">1,875</div>
Council Offices Reserve	<div style="border: 1px solid black; padding: 2px;">1,548</div>
Pension Reserve	<div style="border: 1px solid black; padding: 2px;">2,814</div>
Rolling Capital Programme Reserve	<div style="border: 1px solid black; padding: 2px;">47,053</div>
Street Lighting Reserve	<div style="border: 1px solid black; padding: 2px;">10,723</div>
Stag Winding Up Reserves	<div style="border: 1px solid black; padding: 2px;">12,000</div>
Planning Fees Reserve	<div style="border: 1px solid black; padding: 2px;">2,500</div>
Youth Activities Reserve	<div style="border: 1px solid black; padding: 2px;">1,269</div>
Non Annual Commitments Reserve	<div style="border: 1px solid black; padding: 2px;">11,035</div>
Staff Training Reserve	<div style="border: 1px solid black; padding: 2px;">2,890</div>
20 mph Reserve	<div style="border: 1px solid black; padding: 2px;">21,489</div>
Energy Saving - TC Offices	<div style="border: 1px solid black; padding: 2px;">6,780</div>
Capital Receipts Quaker Hall	<div style="border: 1px solid black; padding: 2px;">59,245</div>
Capital Receipts Reserve	<div style="border: 1px solid black; padding: 2px;">395,409</div>
Vehicle/ Machinery Replacement	<div style="border: 1px solid black; padding: 2px;">51,616</div>
B&B Centre Maintenance Reserve	<div style="border: 1px solid black; padding: 2px;">10,578</div>
CIL Ear Marked Reserve	<div style="border: 1px solid black; padding: 2px;">171,239</div>
No 8 Bus Reserve	<div style="border: 1px solid black; padding: 2px;">78,808</div>
Mayor's Charity Reserve	<div style="border: 1px solid black; padding: 2px;">7,303</div>
Mayor's Regalia Reserve	<div style="border: 1px solid black; padding: 2px;">5,458</div>
	<div style="border: 2px solid black; padding: 2px;"><b>905,633</b></div>

Reserves not earmarked

534,534

Explanations sufficient?

**Yes**

ing the

on

# Sevenoaks Town Council

## Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2025

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
<b>Total Reserves</b>		<b>1,656,320.81</b>	<b>1,438,647.88</b>
101	Debtors	47,924.29	32,579.17
104	SCC Bookings Debtors	23,551.09	36,201.28
105	Vat Control	15,109.23	35,259.10
107	Allotment Ledger	0.00	199.05
110	Prepayments	23,965.06	26,096.33
120	Stock	5,953.21	3,318.55
<b>Less Total Debtors</b>		<b>116,502.88</b>	<b>133,653.48</b>
500	Creditors	33,535.28	35,882.38
505	Miscellaneous Creditors	12,444.33	0.00
510	Accruals	53,928.65	33,620.67
516	Superannuation Due	4,546.10	0.00
560	Receipts in Advance	38,532.96	52,469.63
565	Receipt in Advance-Cemetery	11,353.06	3,904.19
566	Damage Deposit	4,103.67	7,922.67
567	Key Deposit	408.26	484.64
573	QH Allotment Key deposits	5,690.00	6,320.00
574	BV Allotment key deposits	666.50	726.50
<b>Plus Total Creditors</b>		<b>165,208.81</b>	<b>141,330.68</b>
<b>Equals Total Cash and Bank Accounts</b>		<b>1,705,026.74</b>	<b>1,446,325.08</b>
201	Nat West - Current Account	114,916.52	150,661.63
205	Payroll Account	1,000.00	1,000.00
207	Mayors Charity Account	22,586.67	7,305.63
208	House i/t Basement Youth Cafe	1,000.00	1,000.00
209	Sevenoaks Town Partnership	9,948.60	10,448.60
210	Petty Cash	925.40	948.63
211	Handelsbanken Investment	66,508.80	169.69
213	Handelsbanken Notice Account	269,801.67	1,689.01
214	Nationwide Instant Saver	2,834.53	2,834.53
215	Natwest Investment	56,451.00	14,946.39
225	Virgin Money Current Account	1.00	1.00
226	HSBC Investment	51,598.29	52,637.36
227	Nationwide Sevenoaks Fund	10,418.57	20.92
228	CCLA Public Sector Deposit	575,000.00	560,000.00
229	Virgin Money 90 day Notice	522,035.69	7,523.73
230	Insignis Earmarked Fees	0.00	506.73
232	Santander (90 day Notice)	0.00	376,040.96
233	HSBC Tracker (31 days Notice)	0.00	259,590.27
<b>Total Cash and Bank Accounts</b>		<b>1,705,026.74</b>	<b>1,447,325.08</b>

Box 7

Box 8



Local council name: Sevenoaks Town Council

## Notice of appointment of date for the exercise of public rights

### Accounts for the year ended 31<sup>st</sup> March 2025

The Local Audit and Accountability Act 2014, and  
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: (a) Tuesday 10th June</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2025 these documents will be available on reasonable notice on application to:</p> <p>(b) Linda Larter, Town Clerk Sevenoaks Town Council, Bradbourne Vale Road, Sevenoaks, Kent</p> <p>commencing on (c) 11/06/2025</p> <p>and ending on (d) 22/07/2025</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"><li>the opportunity to question the auditor about the accounts; and</li><li>the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f).</li></ul> <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Forvis Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: <a href="mailto:local.councils@mazars.co.uk">local.councils@mazars.co.uk</a></p> <p>5. This announcement is made by:</p> <p>(e) Georgina Jackson, Responsible Finance Officer</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 3 July 2025.</p> <p>(e) Insert name and position of person placing the notice</p>
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## Councils' Accounts: A Summary of Public Rights

### The basic position

By law any interested person has the right to inspect a council's/meeting's accounts. If you are entitled and registered to vote in local council elections then you (or your representative) have additional rights to ask the appointed auditor questions about the Council's accounts or object to an item of account contained within them.

### The right to inspect the accounts

When your council has finalised its accounts for the previous financial year it must advertise that they are available for people to inspect. Having given the Council reasonable notice of your intentions, you then have 30 working days to look through the accounting statements in the Annual Return and any supporting documents. By arrangement, you will be able to inspect and make copies of the accounts and the relevant documents. You may have to pay a copying charge.

### The right to ask the auditor questions about the accounts

You can only ask the appointed auditor questions about the accounts. The auditor does not have to answer questions about the council's policies, finances, procedures or anything else not related to the accounts. Your questions must be about the accounts for the financial year just ended. The auditor does not have to say whether they think something the Council has done, or an item in its accounts, is lawful or reasonable.

### The right to object to the accounts

If you think that the council has spent money that it should not have, or that someone has caused a loss to the council deliberately or by behaving irresponsibly, you can request the auditor to apply to the courts for a declaration that an item of account is contrary to law. You do this by sending a formal '*notice of objection*' to the auditor at the address below. **The notice must be in writing and copied to the council.** In it, you must tell the auditor why you are objecting and what you want the auditor to do about it. The auditor must reach a decision on your objection. If you are not happy with that decision, you can appeal to the courts.

You may also object if you think that there is something in the accounts that the auditor should discuss with the Council or tell the public about in a '*public interest report*'. You must follow the same procedure as outlined in the previous paragraph. The auditor must then decide whether to take any action. The auditor does not have to, but usually will, give reasons for his/her decision and you cannot appeal to the courts. More information is available on the National Audit Office website (see contact details below).

You may not use this 'right to object' to make a personal complaint or claim against your council. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or your solicitor. You may also be able to approach the Standards Committee of your local principal authority if you believe that a member of the council has broken the Code of Conduct for Members.

### **What else you can do**

Instead of objecting, you can give the auditor information that is relevant to his/her responsibilities. For example, you can simply tell the auditor if you think that something is wrong with the accounts or about waste and inefficiency in the way the Council runs its services. You should make it clear that you are providing information rather than making a formal objection. You do not have to follow any set time limits or procedures. The auditor does not have to give you a detailed report of any subsequent investigation, but will usually tell you the outcome.

### **A final word**

Councils, and so local taxpayers, must meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved. The auditor will only continue with the objection if it is in the public interest to do so. If you appeal to the courts, you might have to pay for the action yourself.

### **Who should you contact?**

For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – a guide to your rights are available by calling the National Audit Office on 020 7798 7000 or downloading from the website <https://www.nao.org.uk/>

If you wish to contact your Council's appointed external auditor please write to:

Cameron Waddell, Partner, Mazars LLP,  
[local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)

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**Sevenoaks Town Council**  
**Finance Officer's Report**  
**Financial report for the period ended 30<sup>th</sup> April 2025**

## **1. Summary**

The year-to-date position at the end of April gives a revenue surplus of £8,672.

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

- Open Spaces: The income is £5,328 above budget YTD due to the annual cricket invoice – phasing will be reapplied.
- Open Spaces: grass seed is £672 above its annual budget but it is hoped that grant funding will be received from the football foundation to offset this.
- Establishments: Insurance has come in £2,275 over budget due to the number of claims to Zurich and the fleet insurance.
- Bat and Ball Centre: Income is £15k above budget YTD.
- Business Hub: The health & safety nominal code is £817 over the annual budget due to the replacement of the smoke detector batteries.

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

## **2. Use of Contingency**

### Monies spent

No monies have been spent as at 30<sup>th</sup> April 2025.

## **3. Outstanding Debts**

An outstanding debt of £1,656 has been settled in full.

## **4. Statutory Balance Sheet**

The total assets to end of April 2025 are £2,668,182, this is an increase of £1,087,418 from the beginning of the financial year (the first half of the precept and CIL monies have been received this month). Revenue (general) reserves have increased by £26,695 leaving a balance of £541,687.

Earmarked Reserves have increased by £349,947 leaving a year to date balance of £1,255,579.

This includes:

1. CIL monies received totalling £349,947

The full movement in earmarked reserves is detailed in Appendix 5.

## 5. Investments

The Insignis Portal is now being used and the following investments have been made.

- HSBC Bank Plc Tracker (4.2%) - £261,524.43.
- Santander 90 Day Notice (4.15%) - £378,282.58.

## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

## 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	3,431	3,087	(344)	3,431	3,087	(344)	37,040		33,609	9.3%	
4270 Employers Pension Contribution	119	127	8	119	127	8	1,522		1,403	7.8%	
6240 Computer/ Data Base/WP's	70	57	(13)	70	57	(13)	800		730	8.7%	
6630 Professional Fees	20	0	(20)	20	0	(20)	922		902	2.1%	
6730 Subscriptions	625	51	(574)	625	51	(574)	615		(10)	101.6%	
Planning - General :- Indirect Expenditure	<u>4,265</u>	<u>3,322</u>	<u>(943)</u>	<u>4,265</u>	<u>3,322</u>	<u>(943)</u>	<u>40,899</u>	<u>0</u>	<u>36,634</u>	<u>10.4%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(4,265)</u>	<u>(3,322)</u>	<u>943</u>	<u>(4,265)</u>	<u>(3,322)</u>	<u>943</u>	<u>(40,899)</u>				
<u>21 O/ Spaces &amp; Leisure - General</u>											
1022 Letting & Hire of Facilities	7,953	2,625	(5,328)	7,953	2,625	(5,328)	28,000			28.4%	
1030 Electricity recharge	0	0	0	0	0	0	3,800			0.0%	
1316 Raleys Car Park Permits	1,742	1,742	0	1,742	1,742	0	1,739			100.2%	
1853 Adopt a Tree income	0	0	0	0	0	0	102			0.0%	
1990 Other Income	105	46	(59)	105	46	(59)	276			37.9%	
O/ Spaces & Leisure - General :- Income	<u>9,800</u>	<u>4,413</u>	<u>(5,387)</u>	<u>9,800</u>	<u>4,413</u>	<u>(5,387)</u>	<u>33,917</u>			<u>28.9%</u>	<u>0</u>
4010 Gross Pay	17,985	17,032	(953)	17,985	17,032	(953)	204,378		186,393	8.8%	
4011 Mileage	0	67	67	0	67	67	800		800	0.0%	
4270 Employers Pension Contribution	907	1,380	473	907	1,380	473	16,558		15,651	5.5%	
5010 Vine Area General Maintenance	70	0	(70)	70	0	(70)	0		(70)	0.0%	
5013 Graffiti Removal	0	0	0	0	0	0	1,000		1,000	0.0%	
5025 Lower St Johns Toilets	1,253	1,196	(57)	1,253	1,196	(57)	14,350		13,097	8.7%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

## 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
5026 Greatness Rec Convenience	285	265	(20)	285	265	(20)	3,177		2,892	9.0%	
5030 St Nicholas Burial Ground	0	0	0	0	0	0	102		102	0.0%	
5050 Seats And Litter Bins	0	0	0	0	0	0	2,357		2,357	0.0%	
5060 Sevenoaks Common	0	0	0	0	0	0	5,125		5,125	0.0%	
5065 Tree Safety Survey	0	0	0	0	0	0	4,100		4,100	0.0%	
5070 Other Woodlands	232	1,025	793	232	1,025	793	4,100		3,868	5.7%	
5110 Knole Paddock & Pavilion	1,338	0	(1,338)	1,338	0	(1,338)	3,587		2,249	37.3%	
5120 Knole Paddock Pitch & Grnd Mt	107	214	107	107	214	107	2,562		2,455	4.2%	
5310 Miscellaneous Open Spaces	0	442	442	0	442	442	5,300		5,300	0.0%	
5311 Security Open Spaces	2,650	2,333	(317)	2,650	2,333	(317)	28,000		25,350	9.5%	
5316 Skatepark Maintenance	0	0	0	0	0	0	2,050		2,050	0.0%	
5317 Raleys Car Park	0	0	0	0	0	0	439		439	0.0%	
5320 Fertilizers	1,287	0	(1,287)	1,287	0	(1,287)	1,537		250	83.7%	
5330 Grass Seed	3,234	0	(3,234)	3,234	0	(3,234)	2,562		(672)	126.2%	
5340 Plants	164	0	(164)	164	0	(164)	3,075		2,911	5.3%	
5410 Repairs & General Maintenance	88	154	66	88	154	66	1,845		1,757	4.8%	
5412 Capital Refurbishments	0	667	667	0	667	667	8,000		8,000	0.0%	
5500 Equipment Hired and New	51	598	547	51	598	547	7,175		7,124	0.7%	
5525 Equipment Maintenance	1,597	0	(1,597)	1,597	0	(1,597)	8,000		6,403	20.0%	
5550 Vehicle Expenses	760	1,003	243	760	1,003	243	12,037		11,277	6.3%	
5700 Fuel	593	504	(89)	593	504	(89)	6,047		5,454	9.8%	
6010 Light Heat & Cleaning	0	726	726	0	726	726	8,712		8,712	0.0%	
6011 Electricity	3,253	0	(3,253)	3,253	0	(3,253)	0		(3,253)	0.0%	
6013 Cleaning	45	51	6	45	51	6	615		570	7.3%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

## 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
6014 Water	90	85	(5)	90	85	(5)	1,025		935	8.8%	
6101 Telephone	0	12	12	0	12	12	149		149	0.0%	
6104 Mobile Telephone	15	29	14	15	29	14	348		333	4.3%	
6105 Broadband wi-fi service	29	26	(3)	29	26	(3)	307		278	9.3%	
6320 Staff Training	555	0	(555)	555	0	(555)	3,075		2,520	18.0%	
6330 Welfare/Hospitality	129	53	(76)	129	53	(76)	640		511	20.1%	
6460 Publicity & Democratic notices	100	0	(100)	100	0	(100)	0		(100)	0.0%	
6635 Professional Fees Licensing	0	26	26	0	26	26	308		308	0.0%	
6730 Subscriptions	535	0	(535)	535	0	(535)	185		(350)	289.2%	
6812 Road Dues	0	0	0	0	0	0	1,128		1,128	0.0%	
6851 Bus Shelter Maintenance	0	17	17	0	17	17	205		205	0.0%	
6900 Sundry Expenses	0	7	7	0	7	7	82		82	0.0%	
6922 Health&Safety/Risk Assessments	294	0	(294)	294	0	(294)	1,700		1,406	17.3%	
6930 Alarm Maintenance	0	0	0	0	0	0	902		902	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	615		615	0.0%	
6934 Waste Bin Collection-Dog Bins	0	0	0	0	0	0	3,075		3,075	0.0%	
6935 Waste Bin Disposal-Waste Bins	15	230	215	15	230	215	2,767		2,752	0.5%	
6952 Protective Clothing	29	133	104	29	133	104	1,600		1,571	1.8%	
O/ Spaces & Leisure - General :- Indirect Expenditure	<b>37,688</b>	<b>28,275</b>	<b>(9,413)</b>	<b>37,688</b>	<b>28,275</b>	<b>(9,413)</b>	<b>375,701</b>	<b>0</b>	<b>338,013</b>	<b>10.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(27,888)</b>	<b>(23,862)</b>	<b>4,026</b>	<b>(27,888)</b>	<b>(23,862)</b>	<b>4,026</b>	<b>(341,784)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>22 O/ Spaces &amp; Leisure - Cemetery</u>											
1700 Cemetery Income	14,586	6,500	(8,086)	14,586	6,500	(8,086)	78,000			18.7%	
O/ Spaces & Leisure - Cemetery :- Income	<b>14,586</b>	<b>6,500</b>	<b>(8,086)</b>	<b>14,586</b>	<b>6,500</b>	<b>(8,086)</b>	<b>78,000</b>			<b>18.7%</b>	<b>0</b>
4010 Gross Pay	8,791	8,791	(0)	8,791	8,791	(0)	105,490		96,699	8.3%	
4011 Mileage	18	0	(18)	18	0	(18)	0		(18)	0.0%	
4270 Employers Pension Contribution	797	735	(62)	797	735	(62)	8,818		8,021	9.0%	
5210 Cemetery Chapel & Office	0	0	0	0	0	0	153		153	0.0%	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	717		717	0.0%	
5410 Repairs & General Maintenance	128	102	(26)	128	102	(26)	1,230		1,102	10.4%	
5500 Equipment Hired and New	1,053	342	(711)	1,053	342	(711)	4,100		3,047	25.7%	
5525 Equipment Maintenance	0	750	750	0	750	750	9,000		9,000	0.0%	
5700 Fuel	61	102	41	61	102	41	1,230		1,169	5.0%	
6000 Rent & Rates	851	875	24	851	875	24	10,500		9,649	8.1%	
6011 Electricity	577	179	(398)	577	179	(398)	2,152		1,575	26.8%	
6013 Cleaning	0	0	0	0	0	0	1,025		1,025	0.0%	
6014 Water	0	94	94	0	94	94	1,127		1,127	0.0%	
6101 Telephone	71	68	(3)	71	68	(3)	820		749	8.6%	
6104 Mobile Telephone	0	2	2	0	2	2	26		26	0.0%	
6105 Broadband wi-fi service	10	13	3	10	13	3	154		144	6.5%	
6240 Computer/ Data Base/WP's	46	76	30	46	76	30	686		640	6.6%	
6320 Staff Training	0	0	0	0	0	0	1,537		1,537	0.0%	
6330 Welfare/Hospitality	115	26	(89)	115	26	(89)	307		192	37.3%	
6500 Goods for Resale	171	11	(160)	171	11	(160)	128		(43)	133.6%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

## 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
6720 Books and Periodicals	0	0	0	0	0	0	52		52	0.0%	
6730 Subscriptions	110	205	95	110	205	95	205		95	53.7%	
6802 Trees Plants Turf & Fertilizer	0	0	0	0	0	0	3,000		3,000	0.0%	
6822 Roads Path & Boundaries	0	218	218	0	218	218	871		871	0.0%	
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	123		123	0.0%	
6922 Health&Safety/Risk Assessments	123	0	(123)	123	0	(123)	1,500		1,378	8.2%	
6930 Alarm Maintenance	0	145	145	0	145	145	1,742		1,742	0.0%	
6932 Cemetery Security	635	512	(123)	635	512	(123)	6,150		5,515	10.3%	
6935 Waste Bin Disposal-Waste Bins	81	111	30	81	111	30	1,332		1,251	6.1%	
6952 Protective Clothing	2	58	56	2	58	56	700		698	0.3%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	<b>13,639</b>	<b>13,415</b>	<b>(224)</b>	<b>13,639</b>	<b>13,415</b>	<b>(224)</b>	<b>164,875</b>	<b>0</b>	<b>151,236</b>	<b>8.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>947</b>	<b>(6,915)</b>	<b>(7,862)</b>	<b>947</b>	<b>(6,915)</b>	<b>(7,862)</b>	<b>(86,875)</b>				
<u>23 O/ Spaces &amp; Leisure- Allotment</u>											
1010 Rental Income	0	0	0	0	0	0	1,636			0.0%	
1047 QH Allotments Income	0	0	0	0	0	0	8,759			0.0%	
O/ Spaces & Leisure- Allotment :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,395</b>			<b>0.0%</b>	<b>0</b>
4010 Gross Pay	657	500	(157)	657	500	(157)	6,000		5,343	10.9%	
4270 Employers Pension Contribution	79	33	(46)	79	33	(46)	400		321	19.7%	
6002 QH Allotments Costs	583	0	(583)	583	0	(583)	0		(583)	0.0%	
6014 Water	306	0	(306)	306	0	(306)	973		667	31.5%	
6300 Computer Software	0	2	2	0	2	2	25		25	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

## 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
6730 Subscriptions	0	0	0	0	0	0	62		62	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	73		73	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<b>1,625</b>	<b>535</b>	<b>(1,090)</b>	<b>1,625</b>	<b>535</b>	<b>(1,090)</b>	<b>7,533</b>	<b>0</b>	<b>5,908</b>	<b>21.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,625)</b>	<b>(535)</b>	<b>1,090</b>	<b>(1,625)</b>	<b>(535)</b>	<b>1,090</b>	<b>2,862</b>				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	750	750	0	750	750	9,000			0.0%	
1990 Other Income	0	250	250	0	250	250	1,000			0.0%	
1997 In Bloom Income	2,850	0	(2,850)	2,850	0	(2,850)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	<b>2,850</b>	<b>1,000</b>	<b>(1,850)</b>	<b>2,850</b>	<b>1,000</b>	<b>(1,850)</b>	<b>10,000</b>			<b>28.5%</b>	<b>0</b>
6861 Public Clock Maintenance	1,040	0	(1,040)	1,040	0	(1,040)	205		(835)	507.3%	
6862 Street Lighting	343	0	(343)	343	0	(343)	11,000		10,657	3.1%	
6865 In Bloom Costs	79	422	343	79	422	343	14,350		14,271	0.6%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<b>1,462</b>	<b>422</b>	<b>(1,040)</b>	<b>1,462</b>	<b>422</b>	<b>(1,040)</b>	<b>25,555</b>	<b>0</b>	<b>24,093</b>	<b>5.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,388</b>	<b>578</b>	<b>(810)</b>	<b>1,388</b>	<b>578</b>	<b>(810)</b>	<b>(15,555)</b>				
<u>28 O/ Spaces &amp; Leisure-Vine Cafe</u>											
1211 Sale of Goods	3,229	0	(3,229)	3,229	0	(3,229)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	<b>3,229</b>	<b>0</b>	<b>(3,229)</b>	<b>3,229</b>	<b>0</b>	<b>(3,229)</b>	<b>0</b>				<b>0</b>
4010 Gross Pay	2,218	0	(2,218)	2,218	0	(2,218)	0		(2,218)	0.0%	



## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

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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
4270 Employers Pension Contribution	119	0	(119)	119	0	(119)	0		(119)	0.0%	
5410 Repairs & General Maintenance	181	0	(181)	181	0	(181)	0		(181)	0.0%	
5500 Equipment Hired and New	25	0	(25)	25	0	(25)	0		(25)	0.0%	
5525 Equipment Maintenance	152	0	(152)	152	0	(152)	0		(152)	0.0%	
6000 Rent & Rates	70	0	(70)	70	0	(70)	0		(70)	0.0%	
6010 Light Heat & Cleaning	35	0	(35)	35	0	(35)	0		(35)	0.0%	
6011 Electricity	0	0	(0)	0	0	(0)	0		(0)	0.0%	
6014 Water	311	0	(311)	311	0	(311)	0		(311)	0.0%	
6101 Telephone	51	0	(51)	51	0	(51)	0		(51)	0.0%	
6500 Goods for Resale	1,261	0	(1,261)	1,261	0	(1,261)	0		(1,261)	0.0%	
6505 Cafe consumables	116	0	(116)	116	0	(116)	0		(116)	0.0%	
6922 Health&Safety/Risk Assessments	94	0	(94)	94	0	(94)	0		(94)	0.0%	
6935 Waste Bin Disposal-Waste Bins	81	0	(81)	81	0	(81)	0		(81)	0.0%	
6976 Credit card charges	125	0	(125)	125	0	(125)	0		(125)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	<b>4,838</b>	<b>0</b>	<b>(4,838)</b>	<b>4,838</b>	<b>0</b>	<b>(4,838)</b>	<b>0</b>	<b>0</b>	<b>(4,838)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,609)</b>	<b>0</b>	<b>1,609</b>	<b>(1,609)</b>	<b>0</b>	<b>1,609</b>	<b>0</b>				
<u>29 O/Spaces &amp; Leisure-Vine Ground</u>											
1208 Other Events Income	0	256	256	0	256	256	1,538			0.0%	
1805 Tea Kiosk Rental & Pavilion	1,000	897	(103)	1,000	897	(103)	3,587			27.9%	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	382			0.0%	
O/Spaces & Leisure-Vine Ground :- Income	<b>1,000</b>	<b>1,153</b>	<b>153</b>	<b>1,000</b>	<b>1,153</b>	<b>153</b>	<b>5,507</b>			<b>18.2%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

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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
4010 Gross Pay	1,981	2,125	144	1,981	2,125	144	25,505		23,524	7.8%	
4270 Employers Pension Contribution	71	119	48	71	119	48	1,427		1,356	5.0%	
5010 Vine Area General Maintenance	8	214	206	8	214	206	2,565		2,557	0.3%	
5015 Vine Pavilion maintenance	0	0	0	0	0	0	205		205	0.0%	
5020 Vine Public Convenience	1,024	1,167	143	1,024	1,167	143	14,000		12,976	7.3%	
5410 Repairs & General Maintenance	63	68	5	63	68	5	820		757	7.7%	
5500 Equipment Hired and New	230	343	113	230	343	113	2,056		1,826	11.2%	
6014 Water	103	43	(60)	103	43	(60)	512		409	20.2%	
6635 Professional Fees Licensing	0	0	0	0	0	0	215		215	0.0%	
6868 Summer Concerts	0	0	0	0	0	0	3,690		3,690	0.0%	
6869 Special Events	41	143	102	41	143	102	143		102	28.5%	
6922 Health&Safety/Risk Assessments	0	83	83	0	83	83	1,000		1,000	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	748		748	0.0%	
6935 Waste Bin Disposal-Waste Bins	64	82	18	64	82	18	984		920	6.5%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	<b>3,585</b>	<b>4,387</b>	<b>802</b>	<b>3,585</b>	<b>4,387</b>	<b>802</b>	<b>53,870</b>	<b>0</b>	<b>50,285</b>	<b>6.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,585)</b>	<b>(3,234)</b>	<b>(649)</b>	<b>(2,585)</b>	<b>(3,234)</b>	<b>(649)</b>	<b>(48,363)</b>				
<u>30 F&amp;G P - Bat &amp; Ball Station</u>											
1022 Letting & Hire of Facilities	1,660	1,333	(327)	1,660	1,333	(327)	16,000			10.4%	
1211 Sale of Goods	2,724	0	(2,724)	2,724	0	(2,724)	0			0.0%	
1213 Event catering	592	0	(592)	592	0	(592)	0			0.0%	
F&G P - Bat & Ball Station :- Income	<b>4,976</b>	<b>1,333</b>	<b>(3,643)</b>	<b>4,976</b>	<b>1,333</b>	<b>(3,643)</b>	<b>16,000</b>			<b>31.1%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

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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
4010 Gross Pay	6,976	1,720	(5,256)	6,976	1,720	(5,256)	20,637		13,661	33.8%	
4270 Employers Pension Contribution	218	86	(132)	218	86	(132)	1,040		822	21.0%	
5410 Repairs & General Maintenance	2,691	500	(2,191)	2,691	500	(2,191)	6,000		3,309	44.9%	
5500 Equipment Hired and New	0	85	85	0	85	85	1,025		1,025	0.0%	
5525 Equipment Maintenance	23	0	(23)	23	0	(23)	0		(23)	0.0%	
6000 Rent & Rates	137	125	(12)	137	125	(12)	1,500		1,363	9.1%	
6011 Electricity	0	708	708	0	708	708	8,500		8,500	0.0%	
6012 Gas	4	121	117	4	121	117	1,455		1,451	0.3%	
6013 Cleaning	283	299	16	283	299	16	3,587		3,304	7.9%	
6014 Water	113	125	12	113	125	12	1,500		1,387	7.5%	
6020 Insurance Cost	0	83	83	0	83	83	1,000		1,000	0.0%	
6101 Telephone	51	43	(8)	51	43	(8)	512		461	10.0%	
6241 Website Costs	0	34	34	0	34	34	410		410	0.0%	
6330 Welfare/Hospitality	97	0	(97)	97	0	(97)	0		(97)	0.0%	
6460 Publicity & Democratic notices	19	0	(19)	19	0	(19)	0		(19)	0.0%	
6500 Goods for Resale	1,046	0	(1,046)	1,046	0	(1,046)	0		(1,046)	0.0%	
6505 Cafe consumables	20	0	(20)	20	0	(20)	0		(20)	0.0%	
6635 Professional Fees Licensing	0	0	0	0	0	0	615		615	0.0%	
6869 Special Events	48	0	(48)	48	0	(48)	0		(48)	0.0%	
6922 Health&Safety/Risk Assessments	94	333	239	94	333	239	1,332		1,238	7.0%	
6930 Alarm Maintenance	0	0	0	0	0	0	717		717	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	174		174	0.0%	
6935 Waste Bin Disposal-Waste Bins	111	68	(43)	111	68	(43)	820		709	13.5%	
6976 Credit card charges	99	0	(99)	99	0	(99)	0		(99)	0.0%	
F& G P - Bat & Ball Station :- Indirect Expenditure	<b>12,032</b>	<b>4,330</b>	<b>(7,702)</b>	<b>12,032</b>	<b>4,330</b>	<b>(7,702)</b>	<b>50,824</b>	<b>0</b>	<b>38,792</b>	<b>23.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,056)</b>	<b>(2,997)</b>	<b>4,059</b>	<b>(7,056)</b>	<b>(2,997)</b>	<b>4,059</b>	<b>(34,824)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

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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 &amp; G P - Establishments</u>											
1115 Interest on Deposits	2,732	4,167	1,435	2,732	4,167	1,435	50,000			5.5%	
1230 Roadside Advertising-Charities	60	34	(26)	60	34	(26)	416			14.4%	
1231 Banner Income	0	0	0	0	0	0	1,025			0.0%	
1232 Town Crier Advertising	600	0	(600)	600	0	(600)	1,000			60.0%	
1889 Waste Sacks Income	679	0	(679)	679	0	(679)	0			0.0%	
1990 Other Income	165	0	(165)	165	0	(165)	0			0.0%	
<b>F &amp; G P - Establishments :- Income</b>	<b>4,236</b>	<b>4,201</b>	<b>(35)</b>	<b>4,236</b>	<b>4,201</b>	<b>(35)</b>	<b>52,441</b>			<b>8.1%</b>	<b>0</b>
4010 Gross Pay	34,118	33,377	(741)	34,118	33,377	(741)	400,529		366,411	8.5%	
4011 Mileage	25	48	23	25	48	23	572		547	4.3%	
4012 Expenses	104	85	(19)	104	85	(19)	1,025		921	10.1%	
4270 Employers Pension Contribution	3,530	3,667	137	3,530	3,667	137	44,006		40,476	8.0%	
4271 Pension Deficiency	6,916	6,667	(249)	6,916	6,667	(249)	80,000		73,084	8.6%	
5500 Equipment Hired and New	87	85	(2)	87	85	(2)	1,025		938	8.5%	
6020 Insurance Cost	22,275	20,000	(2,275)	22,275	20,000	(2,275)	20,000		(2,275)	111.4%	
6101 Telephone	464	469	5	464	469	5	5,627		5,163	8.2%	
6200 Printing & Stationery	90	1,583	1,493	90	1,583	1,493	19,000		18,910	0.5%	
6210 Postage & Courier	1,235	1,000	(235)	1,235	1,000	(235)	4,100		2,865	30.1%	
6240 Computer/ Data Base/WP's	2,383	2,000	(383)	2,383	2,000	(383)	24,000		21,617	9.9%	
6241 Website Costs	25	0	(25)	25	0	(25)	615		590	4.1%	
6242 I.T. Infrastructure	287	667	380	287	667	380	8,000		7,713	3.6%	
6300 Computer Software	4,837	2,321	(2,516)	4,837	2,321	(2,516)	5,637		800	85.8%	
6315 Recruitment Costs	0	167	167	0	167	167	2,000		2,000	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

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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
6320 Staff Training	425	333	(92)	425	333	(92)	4,000		3,575	10.6%	
6321 Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330 Welfare/Hospitality	169	342	173	169	342	173	4,100		3,931	4.1%	
6410 Civic Exps/Annual Reception	225	0	(225)	225	0	(225)	2,152		1,927	10.5%	
6415 Gifts/hospitality	0	100	100	0	100	100	1,200		1,200	0.0%	
6421 Honour Bd. Badges & Insignia	0	29	29	0	29	29	350		350	0.0%	
6435 Members Expenses	0	0	0	0	0	0	3,587		3,587	0.0%	
6460 Publicity & Democratic notices	0	0	0	0	0	0	1,000		1,000	0.0%	
6461 Banner Costs	0	133	133	0	133	133	1,600		1,600	0.0%	
6610 Audit Fees	0	0	0	0	0	0	5,125		5,125	0.0%	
6620 Legal Expenses	0	1,025	1,025	0	1,025	1,025	2,050		2,050	0.0%	
6630 Professional Fees	500	0	(500)	500	0	(500)	0		(500)	0.0%	
6635 Professional Fees Licensing	0	0	0	0	0	0	1,000		1,000	0.0%	
6710 Conference Fees & Expenses	378	250	(128)	378	250	(128)	3,000		2,622	12.6%	
6720 Books and Periodicals	0	0	0	0	0	0	416		416	0.0%	
6730 Subscriptions	3,755	3,512	(243)	3,755	3,512	(243)	6,765		3,010	55.5%	
6889 Waste Sacks	600	0	(600)	600	0	(600)	0		(600)	0.0%	
6900 Sundry Expenses	28	42	14	28	42	14	500		472	5.5%	
6922 Health&Safety/Risk Assessments	4,091	444	(3,647)	4,091	444	(3,647)	5,330		1,240	76.7%	
6975 Bank Charges	97	137	41	97	137	41	1,640		1,544	5.9%	
6976 Credit card charges	217	68	(149)	217	68	(149)	820		603	26.5%	
7010 Election Expenses	0	0	0	0	0	0	6,000		6,000	0.0%	
7611 Contingency provision	0	5,167	5,167	0	5,167	5,167	62,000		62,000	0.0%	
7614 Stag reserve	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
7617 PWLB Loan Repayment	0	0	0	0	0	0	71,602		71,602	0.0%	
F & G P - Establishments :- Indirect Expenditure	<b>86,859</b>	<b>83,718</b>	<b>(3,141)</b>	<b>86,859</b>	<b>83,718</b>	<b>(3,141)</b>	<b>802,373</b>	<b>0</b>	<b>715,514</b>	<b>10.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(82,623)</b>	<b>(79,517)</b>	<b>3,106</b>	<b>(82,623)</b>	<b>(79,517)</b>	<b>3,106</b>	<b>(749,932)</b>				
<u>32 F &amp; G P - General</u>											
1490 Christmas Lights Switch On	100	0	(100)	100	0	(100)	6,000			1.7%	
F & G P - General :- Income	<b>100</b>	<b>0</b>	<b>(100)</b>	<b>100</b>	<b>0</b>	<b>(100)</b>	<b>6,000</b>			<b>1.7%</b>	<b>0</b>
6490 Christmas Lights Switch On	0	0	0	0	0	0	28,000		28,000	0.0%	
6491 Remembrance Day/Civic Serv.	0	0	0	0	0	0	5,125		5,125	0.0%	
6869 Special Events	3,588	1,750	(1,838)	3,588	1,750	(1,838)	10,500		6,912	34.2%	
F & G P - General :- Indirect Expenditure	<b>3,588</b>	<b>1,750</b>	<b>(1,838)</b>	<b>3,588</b>	<b>1,750</b>	<b>(1,838)</b>	<b>43,625</b>	<b>0</b>	<b>40,037</b>	<b>8.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,488)</b>	<b>(1,750)</b>	<b>1,738</b>	<b>(3,488)</b>	<b>(1,750)</b>	<b>1,738</b>	<b>(37,625)</b>				
<u>33 F &amp; G P - Council Offices</u>											
1022 Letting & Hire of Facilities	2,556	875	(1,681)	2,556	875	(1,681)	10,500			24.3%	
F & G P - Council Offices :- Income	<b>2,556</b>	<b>875</b>	<b>(1,681)</b>	<b>2,556</b>	<b>875</b>	<b>(1,681)</b>	<b>10,500</b>			<b>24.3%</b>	<b>0</b>
4010 Gross Pay	358	684	326	358	684	326	8,215		7,857	4.4%	
4270 Employers Pension Contribution	27	29	2	27	29	2	348		321	7.7%	
5410 Repairs & General Maintenance	42	60	18	42	60	18	717		675	5.8%	
6000 Rent & Rates	2,886	2,870	(16)	2,886	2,870	(16)	28,700		25,814	10.1%	

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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
6010 Light Heat & Cleaning	253	292	39	253	292	39	3,500		3,247	7.2%	
6011 Electricity	0	333	333	0	333	333	4,000		4,000	0.0%	
6012 Gas	0	167	167	0	167	167	2,000		2,000	0.0%	
6014 Water	349	200	(149)	349	200	(149)	2,407		2,058	14.5%	
6104 Mobile Telephone	8	8	(0)	8	8	(0)	100		92	8.3%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	922		922	0.0%	
6930 Alarm Maintenance	0	0	0	0	0	0	1,000		1,000	0.0%	
6935 Waste Bin Disposal-Waste Bins	138	120	(18)	138	120	(18)	1,435		1,297	9.6%	
6952 Protective Clothing	0	0	0	0	0	0	100		100	0.0%	
F & G P - Council Offices :- Indirect Expenditure	<b>4,060</b>	<b>4,763</b>	<b>703</b>	<b>4,060</b>	<b>4,763</b>	<b>703</b>	<b>53,444</b>	<b>0</b>	<b>49,384</b>	<b>7.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,504)</b>	<b>(3,888)</b>	<b>(2,384)</b>	<b>(1,504)</b>	<b>(3,888)</b>	<b>(2,384)</b>	<b>(42,944)</b>				
<b>36 F &amp; G P - Bat &amp; Ball Centre</b>											
1022 Letting & Hire of Facilities	25,221	9,583	(15,638)	25,221	9,583	(15,638)	115,000			21.9%	
1030 Electricity recharge	0	0	0	0	0	0	173			0.0%	
1213 Event catering	104	33	(71)	104	33	(71)	400			26.0%	
1445 Outdoor Activities	0	42	42	0	42	42	500			0.0%	
1457 Indoor Activities	513	500	(13)	513	500	(13)	6,000			8.6%	
1550 Insurance Claims	3,200	0	(3,200)	3,200	0	(3,200)	0			0.0%	
1990 Other Income	72	0	(72)	72	0	(72)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	<b>29,110</b>	<b>10,158</b>	<b>(18,952)</b>	<b>29,110</b>	<b>10,158</b>	<b>(18,952)</b>	<b>122,073</b>			<b>23.8%</b>	<b>0</b>
4010 Gross Pay	8,155	7,596	(559)	8,155	7,596	(559)	91,154		82,999	8.9%	

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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
4270 Employers Pension Contribution	238	296	58	238	296	58	3,552		3,314	6.7%	
5340 Plants	44	0	(44)	44	0	(44)	205		161	21.6%	
5410 Repairs & General Maintenance	5,129	0	(5,129)	5,129	0	(5,129)	6,000		871	85.5%	
5500 Equipment Hired and New	439	256	(183)	439	256	(183)	1,025		586	42.8%	
6000 Rent & Rates	646	615	(31)	646	615	(31)	6,150		5,504	10.5%	
6011 Electricity	0	1,196	1,196	0	1,196	1,196	14,350		14,350	0.0%	
6012 Gas	156	452	296	156	452	296	1,808		1,652	8.6%	
6013 Cleaning	331	171	(160)	331	171	(160)	2,050		1,719	16.1%	
6014 Water	109	167	58	109	167	58	2,000		1,891	5.5%	
6101 Telephone	51	51	(0)	51	51	(0)	615		564	8.3%	
6104 Mobile Telephone	8	20	12	8	20	12	246		238	3.4%	
6240 Computer/ Data Base/WP's	0	34	34	0	34	34	410		410	0.0%	
6330 Welfare/Hospitality	58	43	(15)	58	43	(15)	512		454	11.4%	
6520 Refreshments for Resale	388	250	(138)	388	250	(138)	3,000		2,613	12.9%	
6635 Professional Fees Licensing	0	0	0	0	0	0	520		520	0.0%	
6900 Sundry Expenses	0	0	0	0	0	0	52		52	0.0%	
6922 Health&Safety/Risk Assessments	1,013	0	(1,013)	1,013	0	(1,013)	2,500		1,487	40.5%	
6930 Alarm Maintenance	0	0	0	0	0	0	924		924	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	410		410	0.0%	
6935 Waste Bin Disposal-Waste Bins	15	179	164	15	179	164	2,152		2,137	0.7%	
6952 Protective Clothing	0	0	0	0	0	0	250		250	0.0%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	<b>16,781</b>	<b>11,326</b>	<b>(5,455)</b>	<b>16,781</b>	<b>11,326</b>	<b>(5,455)</b>	<b>139,885</b>	<b>0</b>	<b>123,104</b>	<b>12.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>12,329</b>	<b>(1,168)</b>	<b>(13,497)</b>	<b>12,329</b>	<b>(1,168)</b>	<b>(13,497)</b>	<b>(17,812)</b>				



## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

## 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>38 F &amp; G P - Grants</u>											
7500 Local Organisations Grants	1,440	0	(1,440)	1,440	0	(1,440)	22,900		21,460	6.3%	
7502 Sevenoaks Summer Festival	5,000	0	(5,000)	5,000	0	(5,000)	5,000		0	100.0%	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	0.0%	
7552 Youth Outreach	0	0	0	0	0	0	8,200		8,200	0.0%	
7556 Stag Community Arts Centre	0	0	0	0	0	0	27,000		27,000	0.0%	
7557 Community Rail Partnership	0	0	0	0	0	0	3,000		3,000	0.0%	
F & G P - Grants :- Indirect Expenditure	<b>6,440</b>	<b>0</b>	<b>(6,440)</b>	<b>6,440</b>	<b>0</b>	<b>(6,440)</b>	<b>67,100</b>	<b>0</b>	<b>60,660</b>	<b>9.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,440)</b>	<b>0</b>	<b>6,440</b>	<b>(6,440)</b>	<b>0</b>	<b>6,440</b>	<b>(67,100)</b>				
<u>39 F &amp; G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	2,423	555	(1,868)	2,423	555	(1,868)	6,662	3,700		91.9%	
F & G P - Property :- Income	<b>2,423</b>	<b>555</b>	<b>(1,868)</b>	<b>2,423</b>	<b>555</b>	<b>(1,868)</b>	<b>6,662</b>			<b>36.4%</b>	<b>0</b>
<b>Net Income</b>	<b>2,423</b>	<b>555</b>	<b>(1,868)</b>	<b>2,423</b>	<b>555</b>	<b>(1,868)</b>	<b>6,662</b>				
<u>40 Town Team</u>											
1206 Business Awards	1,150	0	(1,150)	1,150	0	(1,150)	7,450			15.4%	
1207 Business Show	6,200	0	(6,200)	6,200	0	(6,200)	5,000			124.0%	
Town Team :- Income	<b>7,350</b>	<b>0</b>	<b>(7,350)</b>	<b>7,350</b>	<b>0</b>	<b>(7,350)</b>	<b>12,450</b>			<b>59.0%</b>	<b>0</b>
6101 Telephone	0	9	9	0	9	9	110		110	0.0%	
6200 Printing & Stationery	0	9	9	0	9	9	114		114	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

## 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
6240 Computer/ Data Base/WP's	0	70	70	0	70	70	847		847	0.0%	
6241 Website Costs	285	72	(213)	285	72	(213)	289		4	98.6%	
6244 Information Screens	0	0	0	0	0	0	1,000		1,000	0.0%	
6322 Business Awards	0	0	0	0	0	0	8,318		8,318	0.0%	
6323 Business Show	24	307	283	24	307	283	3,687		3,663	0.7%	
6461 Banner Costs	0	0	0	0	0	0	827		827	0.0%	
6730 Subscriptions	150	0	(150)	150	0	(150)	603		453	24.9%	
6900 Sundry Expenses	0	67	67	0	67	67	805		805	0.0%	
7000 Reinvestment	0	0	0	0	0	0	850		850	0.0%	
Town Team :- Indirect Expenditure	<b>459</b>	<b>534</b>	<b>75</b>	<b>459</b>	<b>534</b>	<b>75</b>	<b>17,450</b>	<b>0</b>	<b>16,991</b>	<b>2.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>6,891</b>	<b>(534)</b>	<b>(7,425)</b>	<b>6,891</b>	<b>(534)</b>	<b>(7,425)</b>	<b>(5,000)</b>				
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	0	111	111	0	111	111	1,332			0.0%	
1026 Hot Desking Facility	281	444	163	281	444	163	5,330			5.3%	
1029 Office Pods	1,375	1,407	32	1,375	1,407	32	16,882			8.1%	
1031 Chamber of Commerce	1,063	466	(597)	1,063	466	(597)	5,587			19.0%	
Business Hub :- Income	<b>2,718</b>	<b>2,428</b>	<b>(290)</b>	<b>2,718</b>	<b>2,428</b>	<b>(290)</b>	<b>29,131</b>			<b>9.3%</b>	<b>0</b>
4010 Gross Pay	531	710	179	531	710	179	8,525		7,994	6.2%	
4270 Employers Pension Contribution	0	23	23	0	23	23	274		274	0.0%	
5410 Repairs & General Maintenance	0	20	20	0	20	20	307		307	0.0%	
5500 Equipment Hired and New	0	43	43	0	43	43	512		512	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

## 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
6000 Rent & Rates	162	200	38	162	200	38	2,000		1,838	8.1%	
6010 Light Heat & Cleaning	35	1,083	1,048	35	1,083	1,048	13,000		12,965	0.3%	
6105 Broadband wi-fi service	142	154	13	142	154	13	1,845		1,704	7.7%	
6900 Sundry Expenses	99	85	(14)	99	85	(14)	1,025		926	9.7%	
6922 Health&Safety/Risk Assessments	994	0	(994)	994	0	(994)	177		(817)	561.6%	
6930 Alarm Maintenance	0	0	0	0	0	0	312		312	0.0%	
6931 CCTV Maintenance	0	14	14	0	14	14	164		164	0.0%	
6976 Credit card charges	26	30	4	26	30	4	358		332	7.3%	
Business Hub :- Indirect Expenditure	<b>1,988</b>	<b>2,362</b>	<b>374</b>	<b>1,988</b>	<b>2,362</b>	<b>374</b>	<b>28,499</b>	<b>0</b>	<b>26,511</b>	<b>7.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>730</b>	<b>66</b>	<b>(664)</b>	<b>730</b>	<b>66</b>	<b>(664)</b>	<b>632</b>				
<u>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	216	0	(216)	216	0	(216)	0			0.0%	
1754 Knole Tour Income	356	0	(356)	356	0	(356)	0			0.0%	
1755 Chevening Visit Income	744	0	(744)	744	0	(744)	0			0.0%	
Sevenoaks Town Mayor :- Income	<b>1,316</b>	<b>0</b>	<b>(1,316)</b>	<b>1,316</b>	<b>0</b>	<b>(1,316)</b>	<b>0</b>				<b>0</b>
6443 Mayors Allowance 2024/2025	200	504	304	200	504	304	6,044		5,844	3.3%	
6444 Mayors Car Allowance 2024/2025	0	226	226	0	226	226	2,715		2,715	0.0%	
7204 Knole Tour Expenditure	270	0	(270)	270	0	(270)	0		(270)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	<b>470</b>	<b>730</b>	<b>260</b>	<b>470</b>	<b>730</b>	<b>260</b>	<b>8,759</b>	<b>0</b>	<b>8,289</b>	<b>5.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>846</b>	<b>(730)</b>	<b>(1,576)</b>	<b>846</b>	<b>(730)</b>	<b>(1,576)</b>	<b>(8,759)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

## 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>43 Youth Council</u>											
7555 Youth Council Support	0	42	42	0	42	42	500		500	0.0%	
Youth Council :- Indirect Expenditure	<u>0</u>	<u>42</u>	<u>42</u>	<u>0</u>	<u>42</u>	<u>42</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(42)</u>	<u>(42)</u>	<u>0</u>	<u>(42)</u>	<u>(42)</u>	<u>(500)</u>				
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	294	333	39	294	333	39	4,000			7.3%	
1211 Sale of Goods	364	167	(197)	364	167	(197)	2,000			18.2%	
Youth Cafe :- Income	<u>658</u>	<u>500</u>	<u>(158)</u>	<u>658</u>	<u>500</u>	<u>(158)</u>	<u>6,000</u>			<u>11.0%</u>	<u>0</u>
4010 Gross Pay	6,663	5,167	(1,496)	6,663	5,167	(1,496)	62,000		55,337	10.7%	
4270 Employers Pension Contribution	297	174	(123)	297	174	(123)	2,090		1,793	14.2%	
5410 Repairs & General Maintenance	13	85	72	13	85	72	1,025		1,012	1.3%	
5500 Equipment Hired and New	19	44	25	19	44	25	520		501	3.7%	
6010 Light Heat & Cleaning	9	17	8	9	17	8	205		196	4.2%	
6101 Telephone	51	60	9	51	60	9	717		666	7.1%	
6105 Broadband wi-fi service	33	0	(33)	33	0	(33)	400		367	8.2%	
6200 Printing & Stationery	11	17	6	11	17	6	205		194	5.1%	
6240 Computer/ Data Base/WP's	0	42	42	0	42	42	500		500	0.0%	
6241 Website Costs	12	0	(12)	12	0	(12)	205		193	5.9%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	0	0	515		515	0.0%	
6320 Staff Training	100	0	(100)	100	0	(100)	100		0	100.0%	
6340 Staff Uniforms	0	0	0	0	0	0	205		205	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

## 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
6500 Goods for Resale	386	171	(215)	386	171	(215)	2,050		1,664	18.8%	
6505 Cafe consumables	1	0	(1)	1	0	(1)	0		(1)	0.0%	
6635 Professional Fees Licensing	397	115	(282)	397	115	(282)	461		64	86.0%	
6900 Sundry Expenses	17	33	16	17	33	16	400		383	4.2%	
6922 Health&Safety/Risk Assessments	94	139	45	94	139	45	1,250		1,156	7.5%	
6952 Protective Clothing	103	0	(103)	103	0	(103)	0		(103)	0.0%	
Youth Cafe :- Indirect Expenditure	<b>8,205</b>	<b>6,064</b>	<b>(2,141)</b>	<b>8,205</b>	<b>6,064</b>	<b>(2,141)</b>	<b>72,848</b>	<b>0</b>	<b>64,643</b>	<b>11.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,547)</b>	<b>(5,564)</b>	<b>1,983</b>	<b>(7,547)</b>	<b>(5,564)</b>	<b>1,983</b>	<b>(66,848)</b>				
<u>60 Markets</u>											
1017 Rental Income Sat Market	1,788	1,757	(31)	1,788	1,757	(31)	21,081			8.5%	
1018 Rental Income Wed Market	1,293	1,068	(225)	1,293	1,068	(225)	12,818			10.1%	
1019 Rental Income Blighs Market	1,849	1,581	(268)	1,849	1,581	(268)	18,974			9.7%	
1208 Other Events Income	480	0	(480)	480	0	(480)	0			0.0%	
Markets :- Income	<b>5,410</b>	<b>4,406</b>	<b>(1,004)</b>	<b>5,410</b>	<b>4,406</b>	<b>(1,004)</b>	<b>52,873</b>			<b>10.2%</b>	<b>0</b>
4010 Gross Pay	178	178	(0)	178	178	(0)	2,139		1,961	8.3%	
5410 Repairs & General Maintenance	0	0	0	0	0	0	205		205	0.0%	
5420 Saturday market charges	1,189	1,538	349	1,189	1,538	349	16,000		14,811	7.4%	
5421 Wednesday Market charges	1,486	1,192	(294)	1,486	1,192	(294)	15,500		14,014	9.6%	
6001 Blighs Market Charges	1,513	750	(763)	1,513	750	(763)	9,000		7,487	16.8%	
6010 Light Heat & Cleaning	0	51	51	0	51	51	205		205	0.0%	
6011 Electricity	58	0	(58)	58	0	(58)	0		(58)	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6635 Professional Fees Licensing	0	0	0	0	0	0	205		205	0.0%	
6730 Subscriptions	0	102	102	0	102	102	102		102	0.0%	
Markets :- Indirect Expenditure	<b>4,423</b>	<b>3,811</b>	<b>(612)</b>	<b>4,423</b>	<b>3,811</b>	<b>(612)</b>	<b>43,356</b>	<b>0</b>	<b>38,933</b>	<b>10.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>986</b>	<b>595</b>	<b>(391)</b>	<b>986</b>	<b>595</b>	<b>(391)</b>	<b>9,517</b>				
<u>70 Precept</u>											
1995 Precept	128,762	128,762	(0)	128,762	128,762	(0)	1,545,147			8.3%	
Precept :- Income	<b>128,762</b>	<b>128,762</b>	<b>(0)</b>	<b>128,762</b>	<b>128,762</b>	<b>(0)</b>	<b>1,545,147</b>			<b>8.3%</b>	<b>0</b>
<b>Net Income</b>	<b>128,762</b>	<b>128,762</b>	<b>(0)</b>	<b>128,762</b>	<b>128,762</b>	<b>(0)</b>	<b>1,545,147</b>				
<u>91 Capital Infrastructure Budget</u>											
2012 CIL income allocation	349,947	0	(349,947)	349,947	0	(349,947)	0			0.0%	349,947
Capital Infrastructure Budget :- Income	<b>349,947</b>	<b>0</b>	<b>(349,947)</b>	<b>349,947</b>	<b>0</b>	<b>(349,947)</b>	<b>0</b>				<b>349,947</b>
<b>Net Income</b>	<b>349,947</b>	<b>0</b>	<b>(349,947)</b>	<b>349,947</b>	<b>0</b>	<b>(349,947)</b>	<b>0</b>				
8002 less Transfer to EMR	349,947	0	(349,947)	349,947	0	(349,947)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(0)</b>	<b>0</b>	<b>(699,894)</b>	<b>(0)</b>	<b>0</b>	<b>(699,894)</b>	<b>0</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	571,027	166,284	(404,743)	571,027	166,284	(404,743)	1,997,096			28.6%	
Expenditure	212,408	169,786	(42,622)	212,408	169,786	(42,622)	1,997,096	0	1,784,688	10.6%	
<b>Net Income over Expenditure</b>	<b>358,619</b>	<b>(3,502)</b>	<b>(362,121)</b>	<b>358,619</b>	<b>(3,502)</b>	<b>(362,121)</b>	<b>0</b>				
less Transfer to EMR	349,947	0	(349,947)	349,947	0	(349,947)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>8,672</b>	<b>(3,502)</b>	<b>(12,174)</b>	<b>8,672</b>	<b>(3,502)</b>	<b>(12,174)</b>	<b>0</b>				

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# **April 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  
 Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
<b>Planning &amp; Environment Committee</b>					
General	( 4,265)	( 3,322)	943	( 40,889)	
<b>Community &amp; Well Being</b>					
Youth Council	-	-	-	( 500)	

**April 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  
 Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
<b>Open Spaces</b>					
General	( 27,888)	( 23,862)	4,026	( 341,784)	Income is favourable due to the annual cricket invoice, I will adjust the phasing to take this into account. Grass seed is £672 over its annual budget in the first month, this is due to some works being undertaken but it is hoped that grant funding will be received to offset this from the football foundation. Fertiliser is at 83.7% of its budget for the same reason.
Cemetery	947	( 6,915)	( 7,862)	( 86,875)	Income is favourable.
Allotments	( 1,625)	( 535)	1,090	2,862	The invoices for this year will be issued in September.
Street lighting/ general	1,388	578	( 810)	( 15,555)	£2,850 has been received as income for In Bloom. The public clock expenditure is over budget because the clock was showing the wrong time and the contractor had to fix this.
Vine Grounds	( 2,585)	( 3,234)	( 649)	( 48,363)	There is an expenditure in special events for the Vegan Market - this has now been moved to the market nominal code.
<b>Café</b>					
Vine Café	( 1,609)	-	1,609	-	The position at April of last year was £1,182.
Bat & Ball Station	( 7,056)	( 2,997)	4,059	( 34,824)	The Gross Pay nominal is £5k above the budget because there is no budget for the Café. The pumps have been replaced with the boiler at the Station at a cost of £2,691.
<b>Finance &amp; Delivery</b>					
Establishments	( 82,623)	( 79,517)	3,106	( 749,932)	Insurance costs have increased at a higher rate than expected due to various claims, the insurance nominal code is £2,275 over budget. The computer software has spent 85% of its budget but I have moved some software that was being recorded under 6240/31.

**April 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  
 Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
General	( 3,488)	( 1,750)	1,738	( 37,625)	There has been no income yet as most income will be for the Christmas lights.
Council Offices	( 1,504)	( 3,888)	( 2,384)	( 42,944)	Income is favourable.
Bat & Ball Centre	12,329	( 1,168)	( 13,497)	( 17,812)	Income is £15k above budget, a good start to the financial year. The repairs and maintenance nominal is showing a £5,129 expenditure is month 1, £3k of this is for the replacement of the bike rack which is offset by the insurance monies.
Grants	( 6,440)	-	6,440	( 67,100)	
Property	2,423	555	( 1,868)	6,662	

**April 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  
 Comments in blue - the nominal is over budget

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	6,891	( 534)	( 7,425)	( 5,000)	The Business show income is positive.
Business Hub	730	66	( 664)	632	Income is positive - all pods are let with a waiting list of 2. 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 health & safety nominal is £817 overbudget due to the smoke detector battery replacement.
BID	-		-	-	
Sevenoaks Town Mayor	846	( 730)	( 1,576)	( 8,759)	
Youth Cafe	( 7,547)	( 5,564)	1,983	( 66,848)	Overall expenditure is £1,983 above budget year to date.
Markets	986	595	( 391)	9,507	Income is £1k above budget YTD.
Longspring Woods	-	-	-	-	
Precept	128,762	128,762	-	1,545,147	
<b>Revenue Surplus/ (Deficit) Total</b>	<b>8,673</b>	<b>( 3,460)</b>	<b>( 12,133)</b>	<b>-</b>	
Capital Infrastructure	-	-	-	-	
<b>Total inc Capital</b>	<b>8,673</b>	<b>( 3,460)</b>	<b>( 12,133)</b>	<b>-</b>	

## April 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  
                               Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	

### Summary by Committee:

Planning	( 4,265)	( 3,322)	943	( 40,889)
Community and Well Being	-	-	-	( 500)
Vine Café	( 1,609)	-	1,609	-
Bat Ball Station	( 7,056)	( 2,997)	4,059	( 34,824)
Finance & Delivery	( 107,160)	( 125,903)	( 18,743)	( 1,468,934)
Precept	128,762	128,762	-	1,545,147
Capital Infrastructure	-	-	-	-

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Sevenoaks Town Council

Statement of Fund Balances as at 30th April 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			16,237			
114,917	Current Account			1,348,819			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			8,262			
					1,385,767	54.40%	
	<u>HSBC</u>	A+	A-1				
51,598	Business money manager			52,637			1.94%
					52,637	2.07%	
	<u>Handelsbanken</u>	AA-	A-1+				
66,509	Deposit account			170			2.20%
269,802	35 day notice account			1,689			2.20%
					1,859	0.07%	
	<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	0.11%	
	<u>CCLA</u>						
575,000	Public Sector Deposit	AAA (Fitch only)		460,000			
					460,000	18.06%	4.30%
	<u>Virginmoney</u>						
1	Current account	BBB	A-2	1			
522,036	95 Day Notice			7,524			4.07%
					7,525	0.30%	
	Insignis Investments						
	Insignis Hub						
	Insignis Earmarked Fees			507			
	HSBC Tracker (31 Day Notice)	A+		259,590			4.20%
	Santander (90 Day Account)	A+		376,041			4.15%
					636,138	24.97%	
925	<u>Petty Cash</u>				596	0.02%	
	<u>Cashbook suspense</u>				0	0.00%	
1,705,027					2,547,376		

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

1,882,699  
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 30 April 2025

31 March 2025

31 March 2026

Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
(1,000)	Sale of fixed assets	(1,000)	0	(1,000)
<b>(1,000)</b>		<b>(1,000)</b>	<b>0</b>	<b>(1,000)</b>
	<b>Long Term Assets</b>			
<b>0</b>			<b>0</b>	
	<b>(1,000)</b>			<b>(1,000)</b>
	<b>Current Assets</b>			
32,579	Debtors	35,444		
36,201	SCC Bookings Debtors	35,983		
35,259	Vat Control	39,769		
199	Allotment Ledger	115		
26,096	Prepayments	7,176		
3,319	Stock	3,319		
150,662	Nat West - Current Account	1,348,819		
1,000	Payroll Account	1,000		
7,306	Mayors Charity Account	8,262		
1,000	House i/t Basement Youth Cafe	1,000		
10,449	Sevenoaks Town Partnership	10,449		
949	Petty Cash	596		
170	Handelsbanken Investment	170		
1,689	Handelsbanken Notice Account	1,689		
2,835	Nationwide Instant Saver	2,835		
14,946	Natwest Investment	16,237		
1	Virgin Money Current Account	1		
52,637	HSBC Investment	52,637		
21	Nationwide Sevenoaks Fund	21		
560,000	CCLA Public Sector Deposit	460,000		
7,524	Virgin Money 90 day Notice	7,524		
507	Insignis Earmarked Fees	507		
376,041	Santander (90 day Notice)	376,041		
259,590	HSBC Tracker (31 days Notice)	259,590		
<b>1,580,979</b>			<b>2,669,182</b>	
<b>1,579,979</b>	<b>Total Assets</b>			<b>2,668,182</b>



## Balance Sheet as at 30 April 2025

31 March 2025

31 March 2026

Current Liabilities		
0	Cash Book Suspense	19
35,882	Creditors	49,842
33,621	Accruals	113,095
0	Superannuation Due	5,139
52,470	Receipts in Advance	682,890
3,904	Receipt in Advance-Cemetery	3,904
7,923	Damage Deposit	8,518
485	Key Deposit	493
6,320	QH Allotment Key deposits	6,290
727	BV Allotment key deposits	727
141,331		870,915
1,438,648	Total Assets Less Current Liabilities	1,797,267
Long Term Liabilities		
0		0
1,438,648	Total Assets Less Long Term Liabilities	1,797,267
Represented By		
533,015	Revenue Reserve	541,687
905,633	Earmarked Reserves	1,255,580
1,438,648		1,797,267

The above statement represents fairly the financial position of the authority as at 30 April 2025 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

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

Signed :  
Responsible  
Financial  
Officer

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

**Earmarked Reserves**

Account	Opening Balance	Net Transfers	Closing Balance
312 Temp Staff Reserve	4,000.00		4,000.00
313 Youth Council Reserve	1,875.37		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	47,053.06		47,053.06
317 Street Lighting Reserve	10,723.26		10,723.26
319 Stag winding-up reserves	12,000.00		12,000.00
320 Planning Fees Reserve	2,500.00		2,500.00
321 Youth Activities Reserve	1,268.75		1,268.75
328 Non-annual commitments reserve	11,035.00		11,035.00
329 Staff training reserve	2,890.00		2,890.00
331 20 MPH Reserve	21,489.00		21,489.00
334 Energy Saving - TC Offices	6,780.26		6,780.26
339 Capital Receipts Quaker Hall	59,244.68		59,244.68
340 Capital Receipts Reserve	395,409.22		395,409.22
346 Vehicle/machinery replacement	51,616.00		51,616.00
348 B&B Ctr Maintenance Reserve	10,578.00		10,578.00
360 CIL Earmarked reserve	171,239.17	349,947.00	521,186.17
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	5,457.99		5,457.99
	<b>905,632.90</b>	<b>349,947.00</b>	<b>1,255,579.90</b>

# **Sevenoaks Town Council**

## **Income and Expenditure Account for Year Ended 31 March 2026**

31 March 2025		31 March 2026
	<b>Operating Income</b>	
39,547	O/ Spaces & Leisure - General	9,800
82,397	O/ Spaces & Leisure - Cemetery	14,586
9,281	O/ Spaces & Leisure- Allotment	0
19,489	Open Spaces-Street Lighting/Ge	2,850
42,089	O/ Spaces & Leisure-Vine Cafe	3,229
14,470	O/Spaces & Leisure-Vine Ground	1,000
62,368	F& G P - Bat & Ball Station	4,976
103,189	F & G P - Establishments	4,236
10,535	F & G P - General	100
11,841	F & G P - Council Offices	2,556
118,516	F & G P - Bat & Ball Centre	29,110
6,424	F & G P - Property	2,423
16,213	Town Team	7,350
27,817	Business Hub	2,718
13,117	Sevenoaks Town Mayor	1,316
31,840	Youth Cafe	658
60,466	Markets	5,410
300	Longspring Woods	0
1,437,614	Precept	128,762
261,200	Capital Infrastructure Budget	349,947
<b>2,368,712</b>	<b>Total Income</b>	<b>571,027</b>
	<b>Running Costs</b>	
38,346	Planning - General	4,265
331,976	O/ Spaces & Leisure - General	37,688
163,769	O/ Spaces & Leisure - Cemetery	13,639
12,800	O/ Spaces & Leisure- Allotment	1,625
28,923	Open Spaces-Street Lighting/Ge	1,462
71,388	O/ Spaces & Leisure-Vine Cafe	4,838
69,886	O/Spaces & Leisure-Vine Ground	3,585
139,756	F& G P - Bat & Ball Station	12,032
781,877	F & G P - Establishments	86,859
46,934	F & G P - General	3,588
55,587	F & G P - Council Offices	4,060
146,872	F & G P - Bat & Ball Centre	16,781
73,742	F & G P - Grants	6,440
14	F & G P - Property	0
17,999	Town Team	459
25,176	Business Hub	1,988
18,300	Sevenoaks Town Mayor	470
18,677	BID	0
89,761	Youth Cafe	8,205
35,246	Markets	4,423
419,356	Capital Infrastructure Budget	0
<b>2,586,385</b>	<b>Total Expenditure</b>	<b>212,408</b>

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**Sevenoaks Town Council****Income and Expenditure Account for Year Ended 31 March 2026**

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31 March 2025		31 March 2026
	<b>General Fund Analysis</b>	
514,992	Opening Balance	533,015
2,368,712	Plus : Income for Year	571,027
<hr/>		<hr/>
2,883,704		1,104,042
2,586,385	Less : Expenditure for Year	212,408
<hr/>		<hr/>
297,319		891,634
(235,696)	Transfers TO / FROM Reserves	349,947
<hr/>		<hr/>
<b>533,015</b>	<b>Closing Balance</b>	<b>541,687</b>
<hr/>		<hr/>

## Purchase Ledger for Month No 1

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/04/2025	1611487	37587	ALL GREEN	ALL04	531.95	106.39	638.34	6869	32	531.95	Plates, tumblers & jugs
18/04/2025	1333	37588	ALL EXTERIOR CLEANIN	ALL007	3,450.00	690.00	4,140.00	5410	36	3,450.00	Bike shelter repair
15/04/2025	15/4/25	37556	BANKLINE	BANKL01	96.50	0.00	96.50	6975	31	96.50	Bank chg
12/04/2025	SI-2456	37599	BAT & BALL SPORTS	BAT001	9.17	1.83	11.00	6900	50	9.17	shuttlecocks
03/04/2025	37088988	37533	BIDFOOD	BID001	216.10	8.67	224.77	6500	28	216.10	goods for resale
25/04/2025	37563883	37608	BIDFOOD	BID001	191.08	0.00	191.08	6500	28	191.08	goods for resale
17/04/2025	77967055	37562	BIDFOOD	BID001	193.84	31.77	225.61	6500	28	193.84	goods for resale
15/04/2025	296	37568	BLUE FLAMINGO	BLUE001	350.00	0.00	350.00	6869	32	350.00	VE Day band
01/04/2025	0205211	37500	BOOKER	BOOK001	151.01	5.29	156.30	6010	28	15.99	cleaning eq
								6505	28	10.47	consumables
								6500	28	124.55	goods for resale
30/04/2025	241938	37716	BOURNE SPORT	BOU002	107.00	21.40	128.40	5120	21	107.00	Surrey loam 25kg
01/04/2025	252029033	37512	BP FUEL	BPF001	131.12	26.23	157.35	5700	21	131.12	fuel
01/04/2025	252029034	37513	BP FUEL	BPF001	7.27	0.00	7.27	5700	21	7.27	fuel
08/04/2025	252033316	37571	BP FUEL	BPF001	60.89	12.17	73.06	5700	22	60.89	fuel
08/04/2025	252033317	37573	BP FUEL	BPF001	7.82	0.00	7.82	5700	21	7.82	fuel
15/04/2025	252034763	37548	BP FUEL	BPF001	182.70	36.54	219.24	5700	21	182.70	fuel
15/04/2025	252034764	37547	BP FUEL	BPF001	7.82	0.00	7.82	5700	21	7.82	fuel
23/04/2025	252036945	37572	BP FUEL	BPF001	60.98	12.20	73.18	5700	21	60.98	fuel
23/04/2025	252036946	37574	BP FUEL	BPF001	7.80	0.00	7.80	5700	21	7.80	fuel
29/04/2025	252038394	37621	BP FUEL	BPF001	90.15	18.03	108.18	5700	21	90.15	fuel
29/04/2025	252038395	37622	BP FUEL	BPF001	10.53	0.00	10.53	5700	21	10.53	fuel
30/04/2025	252043578	37655	BP FUEL	BPF001	66.69	13.34	80.03	5700	21	66.69	fuel
30/04/2025	252043579	37656	BP FUEL	BPF001	19.79	0.00	19.79	5700	21	19.79	fuel
10/04/2025	SVO/375835	37546	BREWERS	BREW001	77.32	15.46	92.78	5410	29	62.91	paint equip
								5410	21	14.41	paint equip
17/04/2025	806894222	37637	BRITISH GAS	BRI001	204.15	40.83	244.98	6012	30	204.15	gas chg 22/3-16/4
22/04/2025	811675095	37661	BRITISH GAS	BRIT007	179.04	8.95	187.99	6012	33	179.04	gas chg 15/3-14/4

## Purchase Ledger for Month No 1

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/04/2025	805306183	37585	BRITISH GAS	BRIT008	156.28	7.81	164.09	6012	36	156.28	gas chg 12/3-11/4
07/04/2025	155289	37560	CONNECTAPHONE	CON001	560.98	112.20	673.18	6101	50	50.98	March telephone chg
								6101	22	50.98	March telephone chg
								6101	28	50.98	March telephone chg
								6101	30	50.98	March telephone chg
								6101	36	51.23	March telephone chg
								6101	31	305.83	March telephone chg
30/04/2025	INV525116	37667	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Apr glass collection
30/04/2025	INV5241336	37714	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Apr glass collection
24/04/2025	#0101	37630	DIGITAL TIMES	DIG003	100.00	0.00	100.00	6460	21	100.00	Grounds Supervisor Job Ad
28/04/2025	932282	37623	ERNEST DOE	DOE001	550.00	110.00	660.00	5500	22	550.00	Honda mower
29/04/2025	932349	37624	ERNEST DOE	DOE001	229.98	46.00	275.98	5500	36	229.98	battery x 2
29/04/2025	932350	37625	ERNEST DOE	DOE001	431.65	86.33	517.98	5525	21	40.83	maint eq
								5500	22	390.82	battery
28/04/2025	INV-07820	37602	EC SAFETY SOLUTIONS	ECS001	490.00	98.00	588.00	6922	21	294.00	COSHH Awareness course
								6922	22	122.50	COSHH Awareness course
								6922	31	73.50	COSHH Awareness course
02/04/2025	000022879995	37538	EDF ENERGY	EDF002	1,259.25	251.85	1,511.10	6011	36	1,259.25	Mar electric chg
03/04/2025	000022914634	37536	EDF ENERGY	EDF003	57.61	2.88	60.49	6011	60	57.61	Mar electric chg
03/04/2025	000022912884	37535	EDF ENERGY	EDF004	977.68	195.54	1,173.22	6011	41	977.68	Mar electric chg
16/04/2025	000023092423	37635	EDF ENERGY	EDF005	623.06	31.15	654.21	6011	28	623.06	Electric chg 7/1-31/3
16/04/2025	000023092202	37634	EDF ENERGY	EDF007	569.97	28.50	598.47	5020	29	569.97	electric chg 7/1-31/3
03/04/2025	000022916050	37534	EDF ENERGY	EDF009	576.93	115.38	692.31	6011	22	576.93	Mar electric chg
01/04/2025	000022821689	37537	EDF ENERGY	EDF011	960.00	192.01	1,152.01	6011	30	960.00	Mar electric chg
24/04/2025	000023133205	37636	EDF ENERGY	EDF012	4,452.98	890.59	5,343.57	6011	21	4,452.98	Electric chg 14/1-13/4
02/04/2025	14128320	37501	ELITE	EFS001	92.04	0.00	92.04	6500	30	92.04	goods for resale
29/04/2025	14134674	37638	ELITE	EFS001	81.82	0.00	81.82	6500	30	81.82	goods for resale
16/04/2025	INV-0542	37650	EGM	EGM001	103.06	20.61	123.67	6952	50	103.06	staff uniform
10/04/2025	INV-48486	37554	EJPFIREPROTECT	EJPFIRE001	62.00	12.40	74.40	6922	41	62.00	Hub alarm call out

## Purchase Ledger for Month No 1

## 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
28/04/2025	INV-48555	37615	EJPFIREPROTECT	EJPFIRE001	932.00	186.40	1,118.40	6922	41	932.00	Smoke detector battery replace
30/04/2025	SV401585	37653	ELS	ELS001	30.00	6.00	36.00	5110	21	30.00	light bulbs
30/04/2025	118175	37660	ATLAS FM/EMPRISE SVS	EMP001	635.42	127.08	762.50	6932	22	635.42	Apr lock up chg
30/04/2025	118176	37659	ATLAS FM/EMPRISE SVS	EMP001	1,589.40	317.88	1,907.28	5311	21	1,589.40	Apr lock up chg Pontoise
30/04/2025	118177	37658	ATLAS FM/EMPRISE SVS	EMP001	1,060.20	212.04	1,272.24	5311	21	1,060.20	Apr lock up chg H.St
01/04/2025	4159366	37493	EVERFLOW WATER	EVE002	125.54	0.00	125.54	6002	23	90.30	water chg 19/3-18/4
								5025	21	-493.76	water chg 19/3-18/4
								6014	33	174.14	water chg 19/3-18/4
								6014	36	78.65	water chg 19/3-18/4
								6014	30	54.92	water chg 19/3-18/4
								6014	21	34.34	water chg 19/3-18/4
								6014	28	53.51	water chg 19/3-18/4
								6014	29	34.33	water chg 19/3-18/4
02/04/2025	4162467	37492	EVERFLOW WATER	EVE002	653.82	0.00	653.82	6002	23	97.12	water chg 19/4-18/5
								5025	21	10.65	water chg 19/4-18/5
								6014	33	185.02	water chg 19/4-18/5
								6014	36	48.34	water chg 19/4-18/5
								6014	30	29.01	water chg 19/4-18/5
								6014	21	26.26	water chg 19/4-18/5
								6014	28	124.40	water chg 19/4-18/5
								6014	29	32.20	water chg 19/4-18/5
23/04/2025	4237849	37590	EVERFLOW WATER	EVE002	618.42	0.00	618.42	6002	23	100.09	water chg 19/5-18/6
								5025	21	11.02	water chg 19/5-18/6
								6014	33	189.89	water chg 19/5-18/6
								6014	36	-17.79	water chg 19/5-18/6
								6014	30	29.16	water chg 19/5-18/6
								6014	21	29.26	water chg 19/5-18/6

## Purchase Ledger for Month No 1

## 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	28	133.43	water chg 19/5-18/6
								6014	29	36.87	water chg 19/5-18/6
								6014	23	106.49	water chg 19/5-18/6
01/04/2025	CASV211599	37514	EXPRESS FACTORS	EXPR001	27.51	5.50	33.01	5525	21	27.51	bulbs, oil
17/04/2025	0063/05189704	37652	FAIRALLS	FAIR001	15.71	3.14	18.85	5410	21	15.71	maint equip
07/04/2025	FIL1171	37616	FILMBANK	FILM001	146.67	29.33	176.00	6635	50	146.67	PVSL 25/26
22/04/2025	SI251344	37576	FLEET LINE	FLEE001	1,300.00	260.00	1,560.00	5110	21	1,300.00	pitchmarker 500L
03/04/2025	I037274	37507	FORGE GARAGE	FORG001	107.74	21.55	129.29	5550	21	107.74	GU14 XKZ service
24/04/2025	I037443	37578	FORGE GARAGE	FORG001	304.77	51.96	356.73	5550	21	304.77	GY19BYV Service
09/04/2025	166600	37523	FOUR JAYS LIMITED	FOU003	70.83	14.17	85.00	6869	32	70.83	Deposit for Event Toilets
17/04/2025	INV572015	37579	GAZA TIMBER	GAZA001	39.88	7.97	47.85	5410	22	4.52	maint equip
								5525	21	26.77	maint equip
								5500	21	8.59	maint equip
01/04/2025	20	37516	GET UP AND CO	GET001	100.00	0.00	100.00	6320	50	100.00	H.B L3 Enrolment fee
17/04/2025	227	37563	GLENN BALL	GLE001	1,064.32	0.00	1,064.32	5025	21	1,064.32	Architect expenses
23/04/2025	176977	37575	GODFREYS	GOD001	7.90	1.58	9.48	5410	21	7.90	marker spray
23/04/2025	05/230578	37569	GREENHAM	GREE001	89.88	17.98	107.86	6330	22	44.94	Sun cream
								6330	21	44.94	Sun cream
07/04/2025	9978	37519	GRAHAM TAYLOR ENGRAV	GTE001	117.00	0.00	117.00	6410	31	117.00	2 Engraved awards
16/04/2025	96492	37544	HERBERT & WARD	HAW001	140.00	12.60	152.60	6500	28	77.00	coffee
								6505	28	63.00	consumables
17/04/2025	96558	37543	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	Apr coffee machine rental
23/04/2025	26549	37567	HELIOCENTRIX	HELI001	587.43	117.49	704.92	6240	31	587.43	Laptop for C.E.M
30/04/2025	26639	37604	HELIOCENTRIX	HELI001	2,082.97	416.59	2,499.56	6240	31	1,795.52	Apr IT support chg
								6242	31	287.45	Apr IT support chg
30/04/2025	TC557	37651	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.40	Apr wifi chg
								6101	22	11.48	Apr wifi chg
								6105	41	141.50	Apr wifi chg
								6105	22	10.00	Apr wifi chg



## Purchase Ledger for Month No 1

## 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
								6105	21	28.69	Apr wifi chg
								6105	50	32.82	Apr wifi chg
14/03/2025	INV-054863	37605	HGS	HGS001	71.65	14.34	85.99	6013	36	71.65	cleaning eq
24/04/2025	INV-056307	37606	HGS	HGS001	148.41	29.68	178.09	6013	36	148.41	cleaning eq
25/04/2025	INV-056375	37607	HGS	HGS001	13.29	2.66	15.95	6013	36	13.29	cleaning eq
13/04/2025	0588741	37589	HOLLYBUSH LAUNDRY	HOL002	72.00	0.00	72.00	6013	36	72.00	tablecloth laundry
01/04/2025	INV-13545	37494	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	Planning tracker support
04/04/2025	4/4/25	37540	ICCM	ICCM001	110.00	0.00	110.00	6730	22	110.00	A.C ICCM subs 2025/26
01/04/2025	4306/2025/26	37511	ICCM	ICCM001	105.00	0.00	105.00	6730	21	105.00	ICCM subs 2025/26
01/04/2025	33473	37700	INSTITUTE OF GROUNDS	INST001	184.07	11.93	196.00	6730	21	184.07	Grounds Management subs 25/26
25/03/2025	25/3/25	37644	INVICTA INSURANCE	INV003	6,308.20	0.00	6,308.20	6020	31	6,308.20	Fleet Insurance 25/26
30/04/2025	0001314953	37640	JAMES BUCKLAND LTD	JBU001	98.80	0.00	98.80	6500	30	98.80	goods for resale
01/04/2025	9487	37419	KALC	KALC	1,870.00	374.00	2,244.00	6730	31	1,870.00	KALC subs 2025/26
04/04/2025	74566	37505	KCC KCS	KCC003	23.73	4.75	28.48	6200	31	14.75	stationery
								6900	31	8.98	batteries
04/04/2025	74567	37504	KCC KCS	KCC003	99.40	19.88	119.28	6010	33	99.40	cleaning eq
04/04/2025	74568	37508	KCC KCS	KCC003	60.62	12.12	72.74	6935	21	15.80	cleaning eq
								6013	21	44.82	cleaning eq
10/04/2025	75788	37558	KCC KCS	KCC003	89.76	17.95	107.71	6330	22	20.15	first aid equip
								6330	21	69.61	first aid equip
11/04/2025	75940	37528	KCC KCS	KCC003	110.73	22.15	132.88	6010	33	105.98	cleaning eq
								6200	31	4.75	stationery
16/04/2025	76523	37552	KCC KCS	KCC003	68.55	13.71	82.26	6869	32	47.57	Event equip
								6200	31	20.98	stationery
16/04/2025	76643	37551	KCC KCS	KCC003	17.99	0.00	17.99	6330	31	17.99	tea bags
24/04/2025	78117	37598	KCC KCS	KCC003	32.99	6.60	39.59	6200	31	32.99	stationery
24/04/2025	78118	37597	KCC KCS	KCC003	35.10	7.02	42.12	6010	41	35.10	cleaning equip
25/04/2025	78716	37584	KCC KCS	KCC003	54.50	10.90	65.40	6330	31	6.95	cling film
								6010	33	47.55	cleaning equip

## Purchase Ledger for Month No 1

## 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
30/04/2025	80799	37633	KCC KCS	KCC003	47.18	9.44	56.62	6869	32	47.18	Events equipment
06/04/2025	23022633	37490	KENT BOILER REPAIRS	KEN004	180.00	36.00	216.00	5410	28	180.00	boiler call out chg
06/04/2025	23022634	37489	KENT BOILER REPAIRS	KEN004	220.00	44.00	264.00	5410	30	220.00	boiler call out chg
27/04/2025	23022678	37632	KENT BOILER REPAIRS	KEN004	2,471.20	494.24	2,965.44	5410	30	2,471.20	Pump replacement
01/04/2025	8548894	37517	KFF	KFF001	92.87	13.01	105.88	6500	30	92.87	Goods for resale
01/04/2025	8548895	37520	KFF	KFF001	11.90	2.38	14.28	6500	30	11.90	Goods for resale
10/04/2025	8557316	37527	KFF	KFF001	119.82	0.00	119.82	6500	30	119.82	goods for resale
22/04/2025	8565165	37586	KFF	KFF001	89.30	3.54	92.84	6500	30	89.30	goods for resale
28/04/2025	8571546	37639	KFF	KFF001	102.64	4.07	106.71	6500	30	82.30	goods for resale
								6505	30	20.34	consumables
17/04/2025	757956	37577	LISTER WILDER	LIST002	1,264.64	252.93	1,517.57	5525	21	1,264.64	Deep slitter tines x 55
25/04/2025	INV-0210	37583	MAMMOTH SIGNS AND GR	MAM001	230.00	46.00	276.00	5500	29	230.00	Vine bandstand sign
07/04/2025	426901/0	37549	NATIONAL LEAFLET CO	NAT010	1,235.39	246.45	1,481.84	6210	31	1,235.39	Town Crier delivery chg
28/04/2025	UKSPS00163003	37631	NEXUDUS SL	NEX001	99.28	19.86	119.14	6900	41	99.28	Hub booking chg May
01/04/2025	30926331	37495	NISBETS	NIS001	729.90	145.98	875.88	6922	36	729.90	10 cable covers
03/04/2025	SI-9220	37506	NLA MEDIA	NLA001	344.50	68.90	413.40	6730	31	344.50	NLA subs 2025/26
22/04/2025	0001/00198485	37629	OBM	OBM001	69.72	13.94	83.66	5010	21	69.72	maint equip
11/04/2025	63895	37530	ONE STOP	ONE001	86.80	17.36	104.16	5500	31	86.80	Flagpole base
28/04/2025	28/APR25/GEO	37646	ONECARD	ONE002	2,871.63	272.97	3,144.60	6500	50	44.77	Goods for resale
								6500	50	38.74	Goods for resale
								6500	30	124.37	Goods for resale
								6500	28	69.20	Goods for resale
								6500	28	3.75	Goods for resale
								6500	28	-2.00	Goods for resale
								6500	50	39.63	Goods for resale
								6500	50	49.67	Goods for resale
								6500	30	61.58	Goods for resale
								6500	50	-1.49	Goods for resale
								6500	28	64.98	Goods for resale

Purchase Ledger for Month No 1

Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	28	6.87	Goods for resale
								6500	28	-1.80	Goods for resale
								6500	30	77.92	Goods for resale
								6500	28	63.66	Goods for resale
								6500	28	67.41	Goods for resale
								6500	50	78.52	Goods for resale
								6500	50	16.40	Goods for resale
								6500	30	65.47	Goods for resale
								6500	28	69.13	Goods for resale
								6500	28	17.91	Goods for resale
								6500	30	-2.15	Goods for resale
								6500	28	-3.60	Goods for resale
								6500	50	23.14	Goods for resale
								6500	50	25.12	Goods for resale
								6500	50	45.52	Goods for resale
								6500	50	11.98	Goods for resale
								6013	30	3.00	Cleaning equip
								6013	36	24.16	Polishing pads
								5500	36	208.95	Tressle table trolley
								5500	50	19.11	bike locks
								6240	31	10.83	Software design subs
								6240	11	20.22	Adobe subscription
								6240	31	65.49	Adobe subscription
								6240	31	80.88	Adobe subscription
								6240	31	27.37	Adobe subscription
								6010	50	2.00	Cleaning equip
								6010	28	4.79	Cleaning equip
								6010	28	3.23	Cleaning equip
								6010	50	2.92	Cleaning equip

## Purchase Ledger for Month No 1

## 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
								6010	28	5.58	Cleaning equip
								6010	28	3.33	Cleaning equip
								6200	50	7.04	stationery
								6200	50	3.50	stationery
								6200	31	16.66	stationery
								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
								6869	32	72.92	Bracelets for the Climate Fair
								6869	32	375.48	100 name badges
								6869	32	72.00	Antibacterial cutlery
								6869	32	6.95	Antibacterial cutlery
								6869	32	12.56	Arts and crafts
								6869	32	7.91	Arts and crafts
								6869	32	-7.91	Arts and crafts
								6869	32	25.48	Arts and crafts
								6869	32	15.95	Arts and crafts
								6869	32	4.57	Arts and crafts
								5410	21	42.18	3 packs of Gorilla tape
								5410	22	86.00	shelving unit
								6241	50	12.00	website maintenance
								6505	28	2.46	consumables
								6505	50	1.17	consumables
								6922	36	149.95	2 First Aid kits
								5550	21	347.50	GK19 BYV Vehicle tax
								6101	31	16.67	Town Clerk ipad
								6101	22	8.34	AC mobile
								6323	40	12.00	Business Show advertising

## Purchase Ledger for Month No 1

## 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
28/04/2025	28/APR25/LIN	37645	ONECARD	ONE002	972.57	135.75	1,108.32	6323	40	12.00	Business Show advertising
								6630	11	19.53	Survey subscription
								6710	31	30.00	Asset transfer webinar
								6730	31	10.21	Town Crier Delivery subs
								6730	31	276.00	ATCM Event Cllr.G
								6730	31	259.80	Zoom Subs 25/26
								6730	31	348.46	ATCM conference hotel
								6900	31	17.75	payment made in error
08/04/2025	2502	37531	OXENHILL	OXEN001	50.00	0.00	50.00	6900	31	0.84	payment made in error
								6865	26	9.98	plants
								6500	30	50.00	books for resale
								6865	26	69.00	Plants
								5340	21	164.00	Plants
								6460	30	19.00	Parish Business listing
								5330	21	720.00	fertiizer
								5320	21	429.00	fertiizer
25/04/2025	14358	37627	PARKERS	PARK001	3,372.48	171.60	3,544.08	5330	21	2,514.48	fertiizer
								5320	21	858.00	fertiizer
								6630	45	360.00	BID photography
								7204	42	270.00	Knole Tour catering
								6002	23	295.00	skip hire
								5525	30	23.18	till maint chg
								5525	28	31.76	till maint chg
								6300	31	454.00	Software support maint 2025/26
01/04/2025	SM32509	37509	RIALTAS	RIAL001	454.00	90.80	544.80	6300	31	3,891.00	Software maint 5 users 2025/26
								5025	21	923.85	St Johns toilet refurbishment
								6320	31	425.30	Staff sexual harassment course
								6635	50	250.00	Crime radio subs 2025/26
								6630	31	500.00	DPO services 25/26
24/04/2025	6	37582	RIVERSIDE CON.	RIVE001	923.85	184.77	1,108.62	6300	31	454.00	Software support maint 2025/26
								6300	31	3,891.00	Software maint 5 users 2025/26
								5025	21	923.85	St Johns toilet refurbishment
								6320	31	425.30	Staff sexual harassment course
								6635	50	250.00	Crime radio subs 2025/26
								6630	31	500.00	DPO services 25/26
18/04/2025	SEVENOAKSTC18	37565	RYANSWAY HR CONSULTA	RYA002	425.30	85.06	510.36	6320	31	425.30	Staff sexual harassment course
								6635	50	250.00	Crime radio subs 2025/26
								6630	31	500.00	DPO services 25/26
01/04/2025	SEV/020/25	37502	SAFER SEVENOAKS	SAFE004	250.00	0.00	250.00	6635	50	250.00	Crime radio subs 2025/26
								6630	31	500.00	DPO services 25/26
29/04/2025	M3421	37643	SATSWANA	SAT001	500.00	100.00	600.00	6630	31	500.00	DPO services 25/26

## Purchase Ledger for Month No 1

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/04/2025	2003294920	37559	SCREWFIX	SCREW001	65.48	13.09	78.57	5500	21	36.32	padlock
								6952	21	29.16	trousers
17/04/2025	2003684138	37626	SCREWFIX	SCREW001	79.06	15.81	94.87	5410	22	37.49	Maint equip
								5410	33	41.57	Maint equip
23/04/2025	2003771004	37657	SCREWFIX	SCREW001	8.32	1.67	9.99	5110	21	8.32	lock
10/04/2025	2096514	37532	SDC	SDC001	2,674.42	0.00	2,674.42	5421	60	1,485.79	Apr market rent
								5420	60	1,188.63	Apr market rent
24/04/2025	2096612	37594	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 24/3-20/4
24/04/2025	2096696	37591	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 24/3-20/4
24/04/2025	2096697	37592	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 24/3-20/4
24/04/2025	2096698	37593	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 24/3-20/4
24/04/2025	2096705	37595	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection 24/3-20/4
24/04/2025	2096706	37596	SDC	SDC001	80.60	0.00	80.60	6935	28	80.60	bin collection 24/3-20/4
25/04/2025	2096984	37581	SDC	SDC001	600.00	0.00	600.00	6889	31	600.00	garden waste sacks
28/04/2025	PSI000039	37614	SEEMP	SEEMP001	400.00	80.00	480.00	6730	31	400.00	SSE Subscription 25/26
28/04/2025	5776	37654	SGE	SGE001	7.84	1.57	9.41	5010	29	7.84	power socket
24/04/2025	37354	37566	SIGNS OF THE TIMES	SIGN001	1,955.00	391.00	2,346.00	6869	32	1,955.00	5 Memorial plaques
11/04/2025	0000136405	37555	SMITH OF DERBY	SMIT003	1,040.00	208.00	1,248.00	6861	26	1,040.00	Old Market clock repair
28/04/2025	INV-2786	37666	SOLUTIONS ON STAGE	SOL001	1,649.38	329.88	1,979.26	5410	36	1,649.38	Remedial works
09/04/2025	9/4/25	37522	SEVENOAKS SUMMER	SSF001	5,000.00	0.00	5,000.00	7502	38	5,000.00	Sevenoaks Summer Fest grant
15/04/2025	12750	37545	STREETMASTER	STREE001	237.00	47.40	284.40	5525	21	237.00	4 bin liners
24/04/2025	46814	37570	TELESHORE UK	TELE003	253.90	50.78	304.68	6500	22	141.90	6 caskets
								5500	22	112.00	headstone covers
07/04/2025	7/4/25	37487	TOWN CRIER	TOW001	40.80	0.00	40.80	6869	29	40.80	Town Crier Vegan Market
08/04/2025	7OAKS25041	37515	TRAIL TALE	TRA002	150.00	30.00	180.00	6730	40	150.00	Town Trail subs 2025/26
30/04/2025	INV-6329	37620	TREE ABILITY	TREE001	232.00	46.40	278.40	5070	21	232.00	Tree work
06/04/2025	MARCH	37488	V.C HANDYMAN	VCH001	1,050.00	210.00	1,260.00	6001	60	1,050.00	March market set up chg
30/04/2025	162192	37619	WETTON CLEANING SERV	WET001	1,402.14	280.43	1,682.57	6013	30	280.43	Apr clean & lock up chg
								5026	21	280.43	Apr clean & lock up chg

## Purchase Ledger for Month No 1

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								5020	29	841.28	Apr clean & lock up chg
30/04/2025	162193	37618	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5026	21	4.31	Apr hygiene units clean
								5020	29	12.95	Apr hygiene units clean
30/04/2025	162194	37617	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5025	21	737.00	Apr clean & lock up chg
30/04/2025	361098015	37665	WORLDPAY	WOR001	99.01	10.45	109.46	6976	30	99.01	Apr card trans chg
30/04/2025	361198192	37662	WORLDPAY	WOR001	63.62	10.52	74.14	6976	31	63.62	Apr card trans chg
30/04/2025	361264572	37663	WORLDPAY	WOR001	143.68	0.04	143.72	6976	31	143.68	Apr card trans chg
30/04/2025	361361421	37664	WORLDPAY	WOR001	125.32	13.43	138.75	6976	28	125.32	Apr card trans chg
01/04/2025	WM12530032	37503	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Apr card trans chg
01/04/2025	SINV082270	37499	WORKNEST	WOR002	4,017.00	803.40	4,820.40	6922	31	4,017.00	Worknest subs 2025/26
01/04/2025	SINV082469	37498	WORKNEST	WOR002	944.25	19.00	963.25	6020	31	944.25	HR Insurance 2025/26
01/04/2025	02471904	37496	YU ENERGY	YUE001	24.92	1.25	26.17	6862	26	24.92	electric chg March
01/04/2025	02471905	37529	YU ENERGY	YUE001	7.13	0.36	7.49	6862	26	7.13	Mar electric chg
01/04/2025	02471906	37497	YU ENERGY	YUE001	311.06	62.21	373.27	6862	26	311.06	electric chg March
TOTAL INVOICES					88,125.72	11,915.96	100,041.68			88,125.72	

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## List of Payments made between 01/04/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2025	Sevenoaks District Council	DD02/APR25	848.00		Apr Business rates chg
01/04/2025	Sevenoaks District Council	DD02/APR25	-848.00		Apr Business rates chg
01/04/2025	Sevenoaks District Council	DD2/APR25	851.00		Apr Business rates chg
01/04/2025	Sevenoaks District Council	DD03/APR25	2,886.00		Apr Business rates chg
01/04/2025	Sevenoaks District Council	DD04/APR25	646.00		Apr Business rates chg
01/04/2025	Sevenoaks District Council	DD05/APR25	70.03		Apr Business rates chg
01/04/2025	Sevenoaks District Council	DD06/APR25	161.70		Apr Business rates chg
01/04/2025	Sevenoaks District Council	DD07/APR25	136.94		Apr Business rates chg
01/04/2025	Reach PLC	DD01/APR25	14.08		Apr Sev Chronicle subs
01/04/2025	BP Fuel	DD08	7.78		fuel
01/04/2025	HM Land Registry	DD09	21.00		Portal Register View
02/04/2025	British Gas - Community Centre	DD10	264.84		gas chg 12/2-11/3
03/04/2025	BACS P/L Pymnt Page 6922	BACS Pymnt	18,301.59		BACS P/L Pymnt Page 6922
03/04/2025	BACS P/L Pymnt Page 6938	BACS Pymnt	64.78		BACS P/L Pymnt Page 6938
03/04/2025	Nexodus S.L	DD11	119.76		Apr Hub booking chg
03/04/2025	BACS P/L Pymnt Page 6953	BACS Pymnt	-1,337.58		BACS P/L Pymnt Page 6953
04/04/2025	NATWEST ONE CARD	DD12	3,551.83		March Onecard Lin
07/04/2025	BACS P/L Pymnt Page 6934	BACS Pymnt	6,308.20		BACS P/L Pymnt Page 6934
08/04/2025	YU ENERGY	DD13	26.17		electric chg March
08/04/2025	YU ENERGY	DD14	7.49		Mar electric chg
08/04/2025	YU ENERGY	DD15	373.27		electric chg March
08/04/2025	BP Fuel	DD16	164.62		fuel
08/04/2025	British Gas - Offices	DD17	276.24		gas chg 15/2-14/3
10/04/2025	BACS P/L Pymnt Page 6925	BACS Pymnt	24,317.80		BACS P/L Pymnt Page 6925
10/04/2025	S.H	BACS10/4	30.00		Allot key refund
11/04/2025	Petty Cash	001993	264.39		petty cash top up
15/04/2025	NatWest Bankline	bln	96.50		Bank chg
15/04/2025	BP Fuel	DD18	80.88		fuel
15/04/2025	British Gas - B&B St	DD19	327.16		gas chg 22/2-21/3
16/04/2025	BACS P/L Pymnt Page 6929	BACS Pymnt	18,427.23		BACS P/L Pymnt Page 6929
17/04/2025	Connectaphone	DD20	673.18		March telephone chg
22/04/2025	Reposs Ltd	DD21	38.11		till maint chg
22/04/2025	Reposs Ltd	DD22	27.82		till maint chg
22/04/2025	WorldPay	DD23	11.94		Apr card trans chg
22/04/2025	BP Fuel	DD24	227.06		fuel
22/04/2025	EDF ENERGY - B&B Station	DD25	1,152.01		Mar electric chg
23/04/2025	WorldPay	DD26	104.94		Mar card trans chg
23/04/2025	WorldPay	DD27	68.73		Mar card trans chg
23/04/2025	WorldPay	DD28	85.34		Mar card trans chg
23/04/2025	WorldPay	DD29	34.49		Mar card trans chg
23/04/2025	EDF Energy - Bat and Ball Cent	DD31	1,511.10		Mar electric chg
23/04/2025	The Countryside Charity	DD30	60.00		The Countryside Charity subs
24/04/2025	EDF ENERGY - Cemetery	DD32	692.31		Mar electric chg
24/04/2025	EDF Energy - Business Hub	DD33	1,173.22		Mar electric chg
24/04/2025	EDF Energy - High Street Marke	DD34	60.49		Mar electric chg
25/04/2025	BACS P/L Pymnt Page 6932	BACS Pymnt	6,689.03		BACS P/L Pymnt Page 6932
25/04/2025	BACS P/L Pymnt Page 6954	BACS Pymnt	1,481.84		BACS P/L Pymnt Page 6954

## List of Payments made between 01/04/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/04/2025	Payroll A/c	BACS25/4	65,304.53		April '25 Salaries Tfr
28/04/2025	Country Style Recycling	DD35	114.22		March glass collection
28/04/2025	Payroll A/c	BACS28/4	35,263.99		April '25 HMRC/KCC Tfr
29/04/2025	EMAP Publishing Ltd	DD36	396.00		Local Government Chronicle sub
30/04/2025	BP Fuel	DD37	80.98		fuel
Total Payments			<u>191,711.03</u>		

Receipts for Month 1				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00
	Banked: 25/04/2025	65,304.53					
BACS25/4	Nat West - Current Account	65,304.53			201		65,304.53 April '25 Salaries Tfr
	Banked: 28/04/2025	35,263.99					
BACS28/4	Nat West - Current Account	35,263.99			201		35,263.99 April '25 HMRC/KCC Tfr
Total Receipts for Month		100,568.52	0.00	0.00			100,568.52
Cashbook Totals		101,568.52	0.00	0.00			101,568.52

Payments for Month 1				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/04/2025	Employees	BACS25/4	65,144.53			520		65,144.53	April '25 Net Wages payment
25/04/2025	Councillors	BACS25/4-	160.00			520		160.00	April '25 Allowances Payment
28/04/2025	HMRC/KCC	BACS28/4	35,263.99			515		23,322.27	April '25 HMRC Payment
						516	0	11,941.72	April '25 KCC Payment
Total Payments for Month			100,568.52	0.00	0.00			100,568.52	
Balance Carried Fwd			1,000.00						
Cashbook Totals			101,568.52	0.00	0.00			101,568.52	

Receipts for Month 1				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 :		948.63					948.63
Banked: 11/04/2025		264.39					
001993	Nat West - Current Account	264.39			201		264.39 petty cash top up
Total Receipts for Month		264.39	0.00	0.00			264.39
Cashbook Totals		<u>1,213.02</u>	<u>0.00</u>	<u>0.00</u>			<u>1,213.02</u>

## Payments for Month 1

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/04/2025	Open Spaces	1219	12.79			6330	21	12.79	Refreshments
02/04/2025	Cemetery	1220/A	42.93			6330	22	42.93	Refreshments
02/04/2025	Cemetery	1220/B	7.90		1.32	6330	22	6.58	Refreshments
02/04/2025	Cemetery	1220/C	35.00		5.83	6500	22	29.17	Engraving
02/04/2025	Cemetery	1220/D	1.99			6952	22	1.99	Boot laces
02/04/2025	Bat and Ball Centre	1221/A	25.78		4.30	5410	36	21.48	Maint equip
04/04/2025	Bat and Ball Centre	1221/B	1.25		0.21	6013	36	1.04	cleaning equip
04/04/2025	Establishments	1222	107.99			6410	31	107.99	Volunteers Rec expenses
09/04/2025	Open Spaces	1223/A	1.45			6330	21	1.45	Refreshments
09/04/2025	Open Spaces	1223/B	9.00		1.50	5410	21	7.50	key cut
09/04/2025	Open Spaces	1223/C	6.94		1.16	5500	21	5.78	Drain cleaner rod
11/04/2025	Vine Cafe	1224/A	29.99		5.00	5500	28	24.99	bin
11/04/2025	Vine Cafe	1224/B	26.65			6500	28	26.65	goods for resale
11/04/2025	Vine Cafe	1224/C	2.49			6010	28	2.49	cleaning equip
11/04/2025	Vine Cafe	1224/D	1.00		0.16	5410	28	0.84	maint equip
11/04/2025	Vine Cafe	1224/E	27.70		4.62	6500	28	23.08	goods for resale
11/04/2025	Vine Cafe	1224/F	1.00		0.16	6505	28	0.84	consumables
14/04/2025	Youth Cafe	1225/A	14.30			6500	50	14.30	goods for resale
14/04/2025	Youth Cafe	1225/B	4.40		0.73	6010	50	3.67	cleaning equip
14/04/2025	Youth Cafe	1225/C	15.98		2.66	5410	50	13.32	Lights
14/04/2025	Youth Cafe	1225/D	7.50			6900	50	7.50	Toys
16/04/2025	Establishments	1226	26.00			6330	31	26.00	Refreshments
16/04/2025	Establishments	1227	8.99			6330	31	8.99	Refreshments
22/04/2025	Bat and Ball Centre	1228/A	13.64			6330	36	13.64	Refreshments
22/04/2025	Bat and Ball Centre	1228/B	8.40			5410	36	8.40	Maint equip
22/04/2025	Establishments	1229	15.10			6330	31	15.10	Refreshments
30/04/2025	Bat and Ball Centre	1230/A	9.98		1.66	5340	36	8.32	plants
30/04/2025	Bat and Ball Centre	1230/B	35.96			5340	36	35.96	plants
30/04/2025	Vine Cafe	1231/A	52.78		8.80	6500	28	43.98	goods for resale
30/04/2025	Vine Cafe	1231/B	8.73			6500	28	8.73	goods for resale
30/04/2025	Vine Cafe	1231/C	47.07		7.85	6505	28	39.22	consumables
30/04/2025	Establishments	1232	6.63			6330	31	6.63	refreshments

Total Payments for Month

617.31

0.00

45.96

571.35

Balance Carried Fwd

595.71

Cashbook Totals

1,213.02

0.00

45.96

1,167.06

**Sevenoaks Town Council**  
**Finance & Delivery Committee – 9<sup>th</sup> June 2025**

**Sevenoaks Town Council – Land and Buildings**

Reference Number	Description	Owner	Date of Acquisition	Cost of Acquisition	Address	Freehold/ Leasehold	With / without buildings
STC1	Greatness Recreation Ground and Play Area	Sevenoaks Town Council	01/04/2007	Unknown	Seal Road Sevenoaks Kent	Freehold	Land
STC02	Vine Cricket Ground Pavilion	Sevenoaks Town Council	01/04/1974	Inherited	The Vine, Holly Bush Lane Sevenoaks, Kent TN13 3UH	Freehold	Building and Land
STC03	Tea Kiosk	Sevenoaks Town Council	01/04/1974	Inherited	The Vine, Holly Bush Lane Sevenoaks, Kent TN13 3UH	Freehold	Building
STC04	Vine Café	Sevenoaks Town Council	01/04/1974	Inherited	The Vine, Holly Bush Lane Sevenoaks, Kent TN13 3UH	Freehold	Building
STC05	Vine Toilets	Sevenoaks Town Council	01/04/1974	Inherited	The Vine, Holly Bush Lane Sevenoaks, Kent TN13 3UH	Freehold	Building
STC06	Land by RFC Building	Sevenoaks Town Council	01/04/1982	Unknown	Knole Paddock Sevenoaks Kent	Lease of Land	Building

**Sevenoaks Town Council**  
**Finance & Delivery Committee – 9<sup>th</sup> June 2025**

Reference Number	Description	Owner	Date of Acquisition	Cost of Acquisition	Address	Freehold/ Leasehold	With / without buildings
STC07	Raleys Field/ Car Park and Knole Paddock	Sevenoaks Town Council	01/04/1982	Unknown	Knole Paddock Sevenoaks Kent	Freehold	Land and Buildings
STC08	Town Council Offices	Sevenoaks Town Council	01/04/1974	Inherited	Bradbourne Vale Road Sevenoaks Kent TN13 3QG	Freehold	Building and Land
STC09	Sevenoaks Business Hub	Sevenoaks Town Council	31/03/2021	£335,200.00	Bradbourne Vale Road Sevenoaks Kent TN13 3QG	Freehold	Building
STC10	Garages – Block of Five	Sevenoaks Town Council	01/04/1974	Inherited	Greatness Park Cemetery Seal Road Sevenoaks Kent TN14 5AA	Freehold	Building and Land
STC11	Bat & Ball Centre	Sevenoaks Town Council	12/09/2015	£2,800,000	Bat and Ball Centre Cramptons Road Sevenoaks Kent	Freehold	Building and Land



**Sevenoaks Town Council  
Finance & Delivery Committee – 9<sup>th</sup> June 2025**

Reference Number	Description	Owner	Date of Acquisition	Cost of Acquisition	Address	Freehold/ Leasehold	With / without buildings
					TN14 5DN		
STC12	Stag Theatre and Cinema	Sevenoaks Town Council	23/12/2009	Unknown	Stag Theatre and Cinema London Road Sevenoaks Kent TN13 1ZZ	Leasehold	Land and Buildings
STC13	House in the Basement/ Youth Cafe	Sevenoaks Town Council	01/04/2017	Unknown	London Road, Sevenoaks Kent TN13 1ZZ	Leasehold	Building
STC14	St Johns Toilets	Sevenoaks Town Council	17/06/2013	Unknown	St John's Hill Sevenoaks Kent TN13 3QQ	Leasehold	Building
SCT15	Allotments – Bradbourne Vale Road	Sevenoaks Town Council	01/04/1974	Inherited	Bradbourne Vale Road Sevenoaks Kent TN13 3DL	Freehold	Land
STC16	Allotments and Allotment Building – Quaker Hall	Sevenoaks Town Council	01/04/1974	Inherited	Quaker Hall Road Sevenoaks Kent TN13 3UZ	Freehold	Land

**Sevenoaks Town Council**  
**Finance & Delivery Committee – 9<sup>th</sup> June 2025**

Reference Number	Description	Owner	Date of Acquisition	Cost of Acquisition	Address	Freehold/ Leasehold	With / without buildings
STC17	Brittains Common	Sevenoaks Town Council	18/07/2008	£30,000	Brittains Common Sevenoaks Kent	Freehold	Land
STC18	Judds Piece Woodland	Sevenoaks Town Council	01/04/1974	Inherited	Judds Piece Sevenoaks Kent	Freehold	Land
STC19	Middlings Wood	Sevenoaks Town Council	01/04/1985	Unknown	Middlings Wood Sevenoaks Kent	Freehold	Land
STC20	Mill Pond Wood	Sevenoaks Town Council	01/04/1974	Inherited	Millpond Wood Sevenoaks Kent	Freehold	Land
STC21	Rheinbach Gardens	Sevenoaks Town Council	Unknown	Unknown	Off St John's Hill Sevenoaks Kent	Freehold	Land
STC22	Sevenoaks Common	Sevenoaks Town Council	01/04/1974	Inherited	Sevenoaks Common Sevenoaks Kent	Freehold	Land

**Sevenoaks Town Council**  
**Finance & Delivery Committee – 9<sup>th</sup> June 2025**

Reference Number	Description	Owner	Date of Acquisition	Cost of Acquisition	Address	Freehold/ Leasehold	With / without buildings
STC23	Upper High Street Gardens	Sevenoaks Town Council	01/04/1974	Inherited	Off High Street Sevenoaks Kent	Freehold	Land
STC24	Woodside Road Open Space	Sevenoaks Town Council	01/04/1974	Inherited	Woodside Road Sevenoaks Kent	Freehold	Land
STC25	Buckhurst Lane Play Area	Sevenoaks Town Council	01/04/2015	Unknown	Buckhurst Lane Sevenoaks Kent	Leasehold	Land
STC26	Hillingdon Rise Play Area and Green	Sevenoaks Town Council	01/04/2006 and 15/07/2008	Unknown	Hillingdon Rise Sevenoaks Kent	Freehold	Land
STC27	Julians Meadow and Play Area	Sevenoaks Town Council	01/04/2006	Unknown	Julians Meadow Sevenoaks Kent	Freehold	Land
STC28	Mount Close Play Area and Open Space	Sevenoaks Town Council	01/04/1974	Inherited	Mount Close Sevenoaks Kent	Freehold	Land
STC29	Pontoise Close Play Area and Open Space	Sevenoaks Town Council	01/04/1974	Inherited	Pontoise Close Sevenoaks Kent	Freehold	Land

**Sevenoaks Town Council**  
**Finance & Delivery Committee – 9<sup>th</sup> June 2025**

Reference Number	Description	Owner	Date of Acquisition	Cost of Acquisition	Address	Freehold/ Leasehold	With / without buildings
STC30	Bat and Ball Station Building	Sevenoaks Town Council	01/04/2017	Unknown	Bat and Ball Station Bat and Ball Road Sevenoaks Kent	Leasehold	Land and Buildings
STC31	Jubilee Clock	Sevenoaks Town Council	1974	Unknown	High Street Sevenoaks Kent	Freehold	Clock
STC32	Warren Clock	Sevenoaks Town Council	Unknown	Unknown	Above Brewers	Freehold	Clock
STC33	Bethal Road Burial Ground	Sevenoaks Town Council	01/04/1974	Inherited	Burial Ground Bethal Road Sevenoaks	Freehold	Land
STC34	Brittains Lane Wood	Sevenoaks Town Council	01/04/1974	Inherited	Brittains Woods Sevenoaks Kent	Freehold	Land
STC35	Land at Letterbox Lane	Sevenoaks Town Council	24/04/1986	Unknown	Land at Letterbox Lane Sevenoaks Kent	Freehold	Land
STC36	Land at Littlewood	Sevenoaks Town Council	27/09/2005	Unknown	Land at Littlewood Sevenoaks	Freehold	Land

**Sevenoaks Town Council**  
**Finance & Delivery Committee – 9<sup>th</sup> June 2025**

Reference Number	Description	Owner	Date of Acquisition	Cost of Acquisition	Address	Freehold/Leasehold	With / without buildings
					Kent		
STC37	Land at Tonbridge Road	Sevenoaks Town Council	02/12/2002	Unknown	Land at Tonbridge Road Sevenoaks Kent	Freehold	Land
STC38	The Pound	Sevenoaks Town Council	01/04/1974	Inherited	Land at the Pound	Freehold	Land
STC39	The War Memorial	Sevenoaks Town Council	01/04/1974	Inherited	Dartford Road Sevenoaks Kent TN13 3TB	Freehold	Land and War Memorial
STC40	White Heart Beeches	Sevenoaks Town Council	01/04/1974	Inherited	White Heart Beaches Sevenoaks Kent	Freehold	Land
STC41	Greatness Park Cemetery, Chapel & Depot	Sevenoaks Town Council	01/04/1974	Inherited	Seal Road Sevenoaks Kent TN14 5AA	Freehold	Land and Buildings
STC42	Longspring Woods	Sevenoaks Town Council	22/07/2024	£185,000	Longspring Woods, Near Oak Lane, Sevenoaks, Kent	Freehold	Land

**Sevenoaks Town Council  
Finance & Delivery Committee – 9<sup>th</sup> June 2025**

**Leases**

<b>Reference Number</b>	<b>Description</b>	<b>Parties</b>	<b>Start Date</b>	<b>Contractual Term</b>	<b>End Date</b>	<b>Rent</b>
Legal01	Land, trading Centre and Garage, Quaker Hall Allotments	Sevenoaks Town Council Sevenoaks Allotment Holders Association Limited	15/10/2024	4 Years	30/09/2028	Peppercorn if demanded
Legal02	Storage Facilities at Sevenoaks Community Centre	Sevenoaks Town Council The Trustees of Sevenoaks Lions Club	20/04/2025		19/04/2030	£25 for the entire term of the lease
Legal03	Vine Pavilion and Tea Kiosk	Sevenoaks Town Council Guy Durdant Hollamby Robert Norman Golds And Keith Miller The Sevenoaks Vine Club		25 years from 23/09/2003	23/09/2028	£4,000 per annum
Legal04	The Stag Community Arts Centre	District Council of Sevenoaks	23/12/2009	25 years from 01/01/2010	01/01/2035	Peppercorn until 2015

**Sevenoaks Town Council  
Finance & Delivery Committee – 9<sup>th</sup> June 2025**

Reference Number	Description	Parties	Start Date	Contractual Term	End Date	Rent
		Sevenoaks Town Council				
Legal05	Tennis Club	Sevenoaks Town Council Graham Keith Burrell Paul Wilson Betty Stewart	04/03/1986	56 Years	04/03/2042	£473 per annum (Rent review March 2028)
Legal06	Pitch 1 Greatness Playing Fields	Sevenoaks Town Council Sevenoaks Football Club	18/05/2018	25 Years	17/05/2043	
Legal07	Rugby	Sevenoaks Town Club Sevenoaks Rugby Football Club	26/03/2021		24/12/2044	£3,750 per year
Legal08	Sevenoaks Day Nursery	Sevenoaks Town Council Sevenoaks Day Nursery CIO	10/02/2020		05/01/2045	Peppercorn per annum
Legal09	The Portacabin, Pitch 1 and Pitch 2	Sevenoaks Town Council Sevenoaks Town Junior	17 <sup>th</sup> July 2013	Tenancy at Will		£520 per annum

**Sevenoaks Town Council**  
**Finance & Delivery Committee – 9<sup>th</sup> June 2025**

Reference Number	Description	Parties	Start Date	Contractual Term	End Date	Rent
Legal09a	Pitch 1	Sevenoaks Town Council Sevenoaks Town FC	18/05/2018		17/05/2043	One Peppercorn
Legal10	The Pavilion	Sevenoaks Town Council Sevenoaks Town Junior	17th July 2013	Tenancy at Will		£1 per annum
Legal12	St John's Hill Toilets	The District Council of Sevenoaks Sevenoaks Town Council	9 July 2013	99 Years	01/04/3009	Peppercorn if demanded
Legal 13	Buckhurst Lane Play Area	Sackville Trustee Company Limited and Knole Estate Trustee Company Limited (1) Sevenoaks Town Council (2)	1 October 2015	10 Years	30/09/2025	£500 per annum



1 APRIL 2021

## **LTN 37 | FREEDOM OF INFORMATION**

### **What does the Freedom of Information Act 2000 do?**

1. S. 1 of the Freedom of Information Act 2000 (“the 2000 Act”) gives a general right of access to all types of recorded information held by public authorities. It also sets out exemptions from that right and places a number of obligations on public authorities. Local councils are subject to the 2000 Act. The Information Commissioner’s Office (ICO) is the regulator of the freedom of information regime. The ICO guidance on the 2000 Act is recommended to councils as an up-to-date source of information and guidance.

### **Who is covered by the Act?**

2. A detailed list of public authorities is contained in Schedule 1 of the 2000 Act. This includes local authorities (including local councils and parish meetings), Government departments, the Police and the House of Commons.
3. Schedule 1 also contains a long list of other public bodies ranging from various official advisory and expert committees to regulators. There is a provision in the 2000 Act for other authorities to be named at a later date and for organisations to be named as public authorities for relevant parts of their work.

### **What are the rights for requesters?**

4. S.1(1) of the 2000 Act gives applicants two related rights:
  - to be told whether the information exists, and
  - to receive the information.
5. The right to access information held by public authorities can be exercised by anyone, both natural and legal persons (e.g. a corporate body) worldwide. Applicants are able to exercise their right of access to the information held by public authorities. They are able to ask for information recorded both before and after the Act was passed, that is, it is fully retrospective. The 2000 Act is purpose and motive blind, meaning that

councils cannot refuse a request on the basis they do not agree with or like the reason for the request.

### **How can requests be made?**

6. Applicants are not required to mention the 2000 Act when making a request for information. However, the request must be in writing (including in email form), in a legible form and capable of being used for subsequent reference. Requests sent using pseudonyms are not validly made requests (e.g. Mr Santa Claus, North Pole Lane). Councils should give the benefit of doubt if unsure.

### **How do councils respond to requests?**

7. Before a public authority is required to respond, a request has to satisfy certain conditions, for example it must be in permanent form and must include sufficient information to enable the authority to identify the information requested (s.8 of the 2000 Act and see paragraph 6 above). Authorities do not have to comply with vexatious requests or repeated requests if the authority has recently responded to an identical or substantially similar request from the same person (s.14). The ICO has produced [guidance](#) on refusing requests. However public authorities are under a duty to provide advice and assistance to anyone making a request (s.16). The ICO has issued [guidance](#) on the duty.
8. Under s.12 of the 2000 Act an authority is not required to comply with a request if to do so means exceeding an appropriate cost limit as set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (the 2004 Regulations). This is £450 for local authorities, equivalent to 18 hours' work at £25 per hour regardless of actual hourly rates. Public authorities can only include certain activities when estimating whether responding to a request would breach the £450 cost limit. These are: establishing whether information is held, locating and retrieving information and extracting relevant information from the document containing it. Councils in such cases that refuse to disclose the requested information can discuss with the requester whether they would like to modify their request so as to reduce costs to below the £450 limit.
9. A charge may also be made for dealing with a request over the cost limit. The authority should however issue a refusal notice stating that it is relying on s.12 of the 2000 Act. A charge may also be made if disbursement costs

apply for dealing with a request that comes within the £450 limit e.g. printing and photocopying costs. A fees notice will be issued and it is the actual cost that can only be charged. The details of the charging regime are set out in ICO guidance on [fees that may be charged when the cost of compliance exceeds the appropriate limit](#) and [fees that may be charged when the cost of compliance does not exceed the appropriate limit](#).

10. In accordance with s.11 of the 2000 Act, where possible, information must be provided to the applicant in the manner requested, e.g. a requester may request a response by email, or the applicant may ask to inspect the record in person. Applicants are not entitled to information to which any of the exemptions in the 2000 Act applies. However, information covered by an exemption must still be released if it is in the public interest to do so - exemptions and the issue of public interest are considered in detail later in this note.
11. S.10 of the 2000 Act requires public authorities to respond to requests not covered by an exemption promptly but no later than 20 working days following its receipt. The first day starts the day after a valid request is received by the authority. The date on which a request is received is the day on which it arrives or, if this is not a working day, the first working day following its arrival. Non-working days include weekends and public holidays anywhere in the UK. Councils cannot rely on their staff being part-time and not seeing the request in terms of the clock starting. It is advisable for councils to have a central address/ contact point to which FOI requests can be made, e.g. an email address not linked to any individual and which is routinely monitored by the council. The “promptly” point is important to bear in mind as it is not just a case of waiting until the last day to respond and the ICO may not look favourably on such a delay.
12. A public authority may ask for further information which it reasonably requires in order to identify and locate the information requested. Where a public authority issues a fees notice (see paragraph 9 above) in order to comply with s.1 (1) of the 2000 Act, the applicant has three months to pay. If the payment is not made within this time, the public authority does not have to answer the request (s.9 (2) of the 2000 Act).
13. Where an authority decides not to release the information requested because it considers an exemption applies, it must give reasons for its decision and must inform the applicant if they have a right to complain to

the authority about the handling of the request (e.g. through a complaints or other procedure and give details of the procedure), or state that there is no procedure, and of their right to complain to the ICO (s.17 of the 2000 Act). In cases where an exemption applies, but an authority is then required to release the information because it determines it is in the public interest to do so, it must disclose the information requested within a reasonable timescale.

14. Councils must not delete information further to receiving a request, even when they believe they can do so in reliance of an exemption (e.g. s.22 of the 2000 Act - information intended for future publication).

### **What are the exemptions under the 2000 Act and what is the Public Interest?**

15. In the majority of cases where an exemption applies, to some or all of the information requested, the public authority has to consider whether it must override the exemption because it is in the public interest to release the information. The public interest test involves considering the circumstances of each particular case and the exemption that covers the information. The balance lies in favour of disclosure, in that information can only be withheld if the public interest in withholding it is greater than the public interest in releasing it.

### **The Exemptions**

16. Whilst the 2000 Act creates a general right of access to information held by public bodies, it then sets out specific exemptions where that right is either disapplied or qualified. The categories of exemption are described below.
17. Apart from vexatious or repeated requests, to which an authority need not respond, there are two general categories of exemptions - those where, even though an exemption exists, a public authority has a duty to consider whether disclosure is required in the public interest and those where there is no duty to consider the public interest.

### **A) Exemptions where the public interest test applies (“qualified exemptions”)**

18. The majority of exemptions fall into this category:

- s.22 Information intended for future publication;
- s.24 National security (other than information supplied by or relating to named security organisations, where the duty to disclose in the public interest does not arise);
- s.26 Defence;
- s.27 International relations;
- s.28 Relations within the United Kingdom;
- s.29 The economy;
- s.30 Investigations and proceedings conducted by public authorities;
- s.31 Law enforcement;
- s.33 Audit Functions;
- s.35 Formulation of government policy, etc;
- s.36 Prejudice to effective conduct of public affairs (except information held by the House of Commons or the House of Lords);
- s.37 Communications with Her Majesty, etc and honours;
- s.38 Health and Safety;
- s.39 Environmental information;
- s.40 Personal information of a third party (i.e. not data relating to the requester). An exemption will stand or fall on whether disclosure of the information to a member of the public would be unfair, taking into account all the circumstances involved, in particular how the information was obtained; the likely expectations of the data subject regarding the disclosure of the information; the effect which disclosure would have on the data subject; and the public interest in disclosure of the information. If disclosure of personal data to a member of the public would be unfair then the request is likely to need to be refused under the 2000 Act insofar as it relates to that personal data.
- s.42 Legal Professional Privilege – (communications between a lawyer and their client);
- s.43 Commercial interests.

To establish that the information falls within the terms of a qualified exemption, it is necessary to consider whether the public interest nevertheless requires that the information should be released. The central

question to consider is whether the public interest in withholding the information outweighs the public interest in disclosing the information.

19. Where a public authority considers that the public interest in withholding the information requested outweighs the public interest in releasing it, the authority must inform the applicant of its reasons, unless to do so would mean releasing the exempt information. The powers of the ICO in respect of disclosures in the public interest are considered later in this note.

## **B) The Absolute Exemptions**

20. There are exemptions where, if the exemption applies, it is not necessary to go on to consider disclosure in the public interest:

- s.21 Information accessible to applicant by other means;
- s.23 Information supplied by, or relating to, bodies dealing with security matters;
- s.32 Court records etc;
- s.34 Parliamentary privilege;
- s.36 Prejudice to effective conduct of public affairs (only applies to information held by House of Commons or House of Lords);
- s.40 Personal information - where the applicant is the subject of the information, the applicant already has the right of subject access under the Data Protection Act 2018 (the 2018 Act); where the information concerns a third party and disclosure would breach one of the data protection principles or other conditions as set out in s.40 apply.
- s.41 Information provided in confidence;
- s.44 Prohibitions on disclosure where a disclosure is prohibited by an enactment or would constitute contempt of court;

## **What other responsibilities do public authorities have?**

### Publication Schemes

21. The 2000 Act places a duty on public authorities to adopt and maintain publication schemes which must be approved by the ICO. Such schemes must set out:

- the types of information the authority publishes,
- the manner in which the information is published, and



- details of any charges.

22. Once approved, it will be up to the authority to decide how to publish its scheme. S.19 of the 2000 Act requires public authorities to review publication schemes periodically. In deciding what information should be included in the scheme, public authorities must have regard to the public interest in allowing access to information and the public interest in the publication of reasons for decisions made by the authority. Schemes may either be designated for particular bodies or may be generic. A model publication scheme applies to local councils and parish meetings without a separate parish council.

23. Information is exempt from the 2000 Act if it is accessible to the applicant by other means (see s.21 of the 2000 Act). Where information is already accessible because it is covered by the authority's publication scheme, the authority will not then be required to provide the information in response to an individual request.

### **Codes of Practice**

24. The Government issues a Code of Practice under s.45 of the 2000 Act. This provides guidance to public authorities on the discharge of their functions and responsibilities under Part I (Access to information held by public authorities) of the 2000 Act. The latest 2018 code of Practice.

25. The Information Commissioner also has a statutory duty to promote good practice by public authorities, including following this Code of Practice. The Commissioner can issue practice recommendations where he or she considers that public authorities have not conformed with the guidance set out in the Code. The Commissioner can also refer to non-compliance with the Code in decision and enforcement notices.

### **What does the ICO do?**

26. The ICO is an independent regulator and the Information Commissioner is a public official reporting directly to Parliament. In respect of the 2000 Act, the Commissioner has a duty to:

- approve / revoke publication schemes;
- promote good practice;
- promote public authorities' compliance with the 2000 Act;

- disseminate information and give advice about the 2000 Act;
- assess, with the consent of a public authority, whether a public authority is following good practice; and
- report annually to Parliament.

## **Enforcement**

27. A person who has made a request for information may apply to the ICO for a decision as to whether the request has been dealt with by the public authority according to the 2000 Act. In response the ICO may serve a decision notice on the public authority and applicant setting out any steps which the public authority is required to take in order to comply with their duties (s.50 of the 2000 Act). The Commissioner also has the power to serve information notices and enforcement notices on public authorities (s.51 and s.52 of the 2000 Act).

28. In certain circumstances when notices are served, for example, on a government department, or a public authority specifically designated by the Secretary of State, the ICO can issue a decision or enforcement notice requiring disclosure of information in the public interest. However, this may be subject to an executive override. In such a case the public authority has 20 days from receipt of the notice to obtain a signed certificate from a Cabinet Minister overriding the ICO's notice (s.53 of the 2000 Act).

## **Appeals**

29. There is no right of appeal against the Ministerial Certificate although it may be possible to mount a Judicial Review claim against the minister in respect of it. Decision, information and enforcement notices may be appealed to the independent Information Tribunal (s.57 of the 2000 Act). When serving a notice of any kind, the Information Commissioner must at the same time explain the appeals mechanism.

30. Where a notice has been served earlier, the complainant or the public authority may appeal to the Information Tribunal which may uphold, overturn or vary the notice (s.58 of the 2000 Act).

## **What is the relationship between freedom of information and data protection?**

31. The 2000 Act extends access rights set out under the 2018 Act (incorporating the UK GDPR). A request by an individual for information



about themselves will be exempt under the 2000 Act and will continue to be handled as a subject access request under the 2018 Act. In certain circumstances such a request may involve the release of associated third party information.

32. Where an applicant specifically requests information about a third party, the request falls within the remit of the 2000 Act (see paragraph 20 above. However, the authority must apply the data protection principles (see Legal Topic Note 38) when considering the disclosure of information relating to living individuals. An authority must not release third party information, if to do so would mean breaching one of the above principles.

### **What other advice and guidance is available for local councils?**

33. Individual enquiries in aspect of the 2000 Act can be addressed to the ICO via their helpline (0303 123 1113) or chat function on their [website](#). The postal address is Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

LTN	Title	Relevance
38	Data Protection	Sets out the circumstances in which personal data should not be disclosed.
40	Local Councils' Documents and Records	Sets out the documentation councils should retain for legal and other purposes.

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To be adopted at Finance & Delivery Committee – 9<sup>th</sup> June 2025



## Publication Scheme

This page documents all the information that is available to you from Sevenoaks Town Council under the Freedom of Information publication scheme. You can find this information on [Home - Sevenoaks Town Council](#). Our publication scheme offers the following information.

Information to be published	How the information can be obtained
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.	Website
List of Council members and their responsibilities as well as a list of Council Committees  Details of any representation on local public bodies.	Website
Postal and email address  Contact details for Town Clerk and Council members  Where possible, provide named contacts including contact phone numbers and email addresses.	Website
Location of main Council office and accessibility details	Website
Staffing structure	Website.
<b>Class 2 – What we spend and how we spend it.</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Hard Copy and E-mail (for electronically available documents) and website.
Statement of accounts and internal audit report in the format included in the Annual Return form.	Website
Finalised budget	Website
Precept	Website

**To be adopted at Finance & Delivery Committee – 9<sup>th</sup> June 2025**

Borrowing Approval letter	Website
All items of expenditure over £100.	Website
Financial Standing Orders and Regulations	Website
Grants given and received	Website
List of current contracts awarded and value of contract	Website
Members' allowances and expenses	Website
<b>Class 3 – What our priorities are and how we are doing.</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	Website
Annual governance statement in format included in the Annual Return form.	Website
Parish Plan.	Website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website
Quality Status	Website
Local charters drawn up in accordance with DLUHC's guidelines.	Website
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg health & safety impact assessment, equality impact assessment) as appropriate and relevant.	Hard Copy or email for electronic documents.
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Website
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website
Agendas of meetings (as above)	Website
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure.	Website
Reports presented to council meetings – exclude material that is properly considered to be exempt from	Website

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disclosure.	
Responses to consultation papers	Hard Copy and Email
Responses to planning applications	Hard Copy and Email.
Bye-laws	Hard Copy and Email
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Website
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy, Email and Website
Record management, personal data and access to information policies.  Include information security policies, Records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies.	Website
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing	

**To be adopted at Finance & Delivery Committee – 9<sup>th</sup> June 2025**

access provisions will suffice)	
Assets register, including details of public land and building asset	Hard Copy and Email
Disclosure log indicating the information that has been provided in response to FOIA and EIR requests. These are recommended as good practice	Hard Copy and Email
Register of members' interests	Website
Register of gifts and hospitality	Website
<b>Class 7 – The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	
Allotments	Website
Burial grounds and closed churchyards.	Website
Community Centre and Village Hall	Website
Parks, playing fields and recreational facilities	Website
Seating, litter bins, clocks, memorials and lighting	Hard Copy and Email
Bus shelters	Hard Copy and Email
Markets	Website
Public Conveniences	Website
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website

**Schedule of Charges**

Type of Charge	Description	Basis of Charge
Disbursement Charge	Photocopying sheet black and white @ £0.00920 per sheet	£0.10
	Photocopying sheet colour @ £0.04598 per sheet	£0.10

**To be adopted at Finance & Delivery Committee – 9<sup>th</sup> June 2025**

**Fees and Charges**

Upon request one paper copy of each document will be photocopied and posted free of charge to residents of Sevenoaks Town.

For non-residents documents will be photocopied at £0.10 per page and charged normal rate of postage.

**Our offices**

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

Tel: 01732 459953

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

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To be re-adopted at Finance & Delivery Committee – 9<sup>th</sup> June 2025



## Information & Data Protection Policy

### Introduction

In order to conduct its business, services and duties, Sevenoaks Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Sevenoaks Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our Quality Policy and ICT Policy which will ensure information considerations are central to the ethos of the organisation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

### Protecting Confidential or Sensitive Information

Sevenoaks Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25<sup>th</sup> May 2018 and like the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.

**The policy is based on the premise that Personal Data must be:**

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

**Data Protection Terminology**

**Data subject** - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

**Personal data** - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

**Sensitive personal data** - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

**Data controller** - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

**Data processor** - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

**Processing information or data** - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Sevenoaks Town Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

**The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:**

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual

- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

**Who is responsible for protecting a person's personal data?**

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk)
- Phone: 01732 459953
- Correspondence: The Town Clerk, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG

The Town Council has also appointed an external Data Protection Officer to ensure compliance with Data Protection legislation who may be contacted at: Satswana Ltd, Pembroke House, St Christopher's Place, Farnborough, Hampshire GU14 ONH.

**Diversity Monitoring**

Sevenoaks Town Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

**Information provided to us**

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Sevenoaks Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal

information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

### **The Councils Right to Process Information**

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

### **Information Security**

The Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

### **Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

### **Rights of a Data Subject**

**Access to Information:** an individual has the right to request access to the information we have on them. They can do this by contacting our Town Clerk or Data Protection Officer:

**Information Correction:** If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Town Clerk.

**Information Deletion:** If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town Clerk.

**Right to Object:** If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk or Data Protection Officer.

The Town Council does not use automated decision making or profiling of individual personal data.

**Complaints:** If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk, Data Protection Officer or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

### **Making Information Available**

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

### **Disclosure Information**

The Council will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

### **Data Transparency**

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

**Demand led:** new technologies and publication of data should support transparency and accountability

**Open:** the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

**Timely:** data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Sevenoaks Town Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Adopted by Council: Sevenoaks Town Council

Review Date: June 2025

**To be re-adopted at  
Finance & Delivery Committee – 9<sup>th</sup> June 2025**



**Neighbourhood Plan Privacy Notice**

When you attend a consultation event or return a survey or consultation document, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to the Neighbourhood Plan.

Your personal information will not be shared with any third party.

**When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

**The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

**Information Security**

Sevenoaks Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Sevenoaks Town Council at any time).

**Children**

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

**Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: The Town Clerk, Sevenoaks Town Council, Council



Offices, Bradbourne Vale Road, Sevenoaks TN13 3QG. Email: townclerk@sevenoakstown.gov.uk

### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: The Town Clerk, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks TN13 3QG. Email: townclerk@sevenoakstown.gov.uk

### **Information Deletion**

If you wish Sevenoaks Town Council to delete the information about you please contact: The Town Clerk, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks TN13 3QG. Email: townclerk@sevenoakstown.gov.uk

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact The Town Clerk, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks TN13 3QG. Email: townclerk@sevenoakstown.gov.uk to object.

### **Rights Related to Automated Decision Making and Profiling**

Sevenoaks Town Council does not use any form of automated decision making or the profiling of individual personal data.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Sevenoaks Town Council Data Information Officer: The Town Clerk, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks TN13 3QG. Email: [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

**Summary:** In accordance with the law, Sevenoaks Town Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Sevenoaks Town Council do not use profiling, we do not sell or pass your data to third parties. Sevenoaks Town Council do not use your data for purposes other than those specified. Sevenoaks Town Council make sure your data is stored securely. Sevenoaks Town Council delete all information deemed to be no longer necessary. Sevenoaks Town Council constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

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**Privacy Notice**

**When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

**The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

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You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: The Town Clerk at the address on this document or via [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk) to request this.

### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: The Town Clerk at the address on this document or via [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk) to request this.

### **Information Deletion**

If you wish Sevenoaks Town Council to delete the information about you please contact: The Town Clerk at the address on this document or via [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk) to request this.

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact (The Town Clerk at the address on this document or via [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk) to request this.

### **Rights Related to Automated Decision Making and Profiling**

Sevenoaks Town Council does not use any form of automated decision making or the profiling of individual personal data.

**Conclusion:** In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Data Information Officer: The Town Clerk at the address on this document or via [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk) to request this and or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

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## **Privacy Policy - Youth**

This policy had been created in order to comply with the new General Data Protection Regulations (GDPR) which came into force on 25<sup>th</sup> May 2018 and supersedes the existing Data Protection Act 1998.

### **Your personal data – what is it?**

“Personal data” is any information about a living individual, which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data, which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other local legislation relating to personal data and rights such as the Human Rights Act.

### **Council Information**

This Privacy Policy is provided to you by Sevenoaks Town Council, which is the data controller for your data. The council’s address is: Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG.

### **Policy**

Our policy explains the reasons why we might ask for your personal data. It will cover three main areas. What data we collect from you and why; how we keep it safe and process it in accordance with the law, including who has access to it besides Sevenoaks town Council and what we are doing to protect your rights as a data subject, and how you can exercise those rights.

### **The Personal Data We Collect**

Your personal data is collected for several reasons. These include:-

- Named contacts in organisations that will enable us to deliver HitB Youth Café, Sevenoaks Youth Council and activities workplace or school based programmes, or allow us to carry out business transactions.
- Details of people wanting to participate in our projects.
- Details of young people wishing to participate in our organised events.
- Names of parents/ guardians of young people, required for safeguarding purposes.
- Names of those wishing to be informed of activities.
- Details of people providing or contributing to our activities.

### **Why We Hold Personal Data**

Several activities require us to process personal data. These include:-

- Delivering activities or programmes.
- Internal record keeping.

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- Sending you information we believe you will find interesting, using the email address you have provided.

**How We Keep Personal Data Secure**

Sevenoaks Town Council takes data security extremely seriously. We have therefore implemented appropriate digital, managerial, and physical procedures to ensure your data is not lost, stolen, damaged or disclosed to any unauthorised person or organisation.

**Who Sees Personal Data**

The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):-

- Suppliers, contractors, local authorities, activity providers, workplaces and schools. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software.
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.
- Advertising on social media.

**How We Will Uphold Your Rights as a Data Subject**

We will do our best to keep the data we hold accurate. However, if you spot any errors in the data we hold on you, please let us know and we will rectify them.

Our promise to you, is to never use your personal data for anything we have not already told you about. Unless obliged to do so by law, we won't share your data with anyone other than the organisations we have told you about. We will never use your data for any form of profiling or automated decision making.

You can ask to see what personal data we hold on you at any time. If you gave us your consent to process your data, you can withdraw that consent. You can also request that we delete it, or tell us not to use it for some of the purposes described in this policy. Where applicable, we can provide your data to you in a portable digital format.

**Your rights and your personal data**

You have the following rights with respect to your personal data:-

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- The right to access personal data we hold on you.
- The right to correct and update the personal data we hold on you.
- The right to have your personal data erased.
- The right to object to processing of your personal data or to restrict it to certain purposes only.
- The right to data portability.
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.

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- The right to lodge a complaint with the Information Commissioner’s Office. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**Additional Notes**

To help us inform the community of activities in the region, we may include links from our website to the website of other organisations. Please note that we cannot be responsible for either the contents of these websites or their data protection measures. Our privacy policy does not cover information to you provide to these website. We, therefore, recommend you exercise caution and review the privacy policies of the sites in question before submitting your personal data to them.

Our website may collect tracking data from your computer or device. To find out more about this – including how to prevent such tracking – please see our Cookie Policy.

**Further Processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**Changes to this Policy**

We keep this Privacy Policy under regular review and we will place any updates on [www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk).

**Contact Details**

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at: Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG.

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**Social Media and Electronic Communication Policy**

The use of digital and social media and electronic communication enables the Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page, Twitter account, Instagram, and uses email to communicate (full list of current digital communication at end of policy). The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

The Council's social media accounts intend to provide information and updates regarding activities and opportunities within our Town and promote our community positively.

**Communications from the Council will meet the following criteria:**

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information;
- If it is official Council business it will be moderated by either the Town Clerk or delegated member of personnel;
- Social media will not be used for the dissemination of any party political advertising;
- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated;
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted;
- Share freely and be generous with official Council posts but be aware of copyright laws; be accurate and give credit where credit is due;
- Stay on topic;
- Refrain from using the Council's Facebook page or Twitter site for commercial purposes or to advertise, market or sell products.

The sites are not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging

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themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via social media will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the Council's Clerk and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on social media not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the social media page. The Council may post a statement that '*A post breaching the Council's Social Media Policy has been removed*'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

**Sevenoaks Town Council Website**

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council reserves the right to remove any or all of a local group's information from the web site if it feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

**Sevenoaks Town Council email**

The Town Clerk and officers of the Council have their own council email address (Town Clerk is [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk)).



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The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

The Town Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Town Clerk, and/or otherwise will always be copied to the Town Clerk. All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence. Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Town Clerk. NB any emails copied to the Town Clerk become official and will be subject to The Freedom of Information Act. These procedures will ensure that a complete and proper record of all correspondence is kept.

All email accounts (including councillors) with a sevenoakstown.gov.uk address are subject to The Freedom of Information Act.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

**SMS (texting) and all App Based or Social Media Messaging Systems**

Members and the Town Council officers may use SMS, App Based or social media messaging systems as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

**Video Conferencing**

If this medium is used to communicate, please note that this policy also applies to the use of video conferencing.

**Internal communication and access to information within the Town Council**

The Town Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

**Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council**

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e., to avoid use of the 'Reply to All' option, if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

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**Digital Communication Methods used by Sevenoaks Town Council, as at May 2024**

Email e.g., Press Releases

Websites:

- Sevenoaks Town Council
- Bat & Ball Station
- Town Team
- STNP (Sevenoaks Town Neighbourhood Plan)
- Sevenoaks Youth Council
- House in the Basement Youth Cafe

Facebook:

- Sevenoaks Town Council
- Bat & Ball Station
- Town Team
- House in the Basement Youth Café
- Bat & Ball Station Café

Instagram:

- House in the Basement Youth Café
- Bat & Ball Station Café

Tik Tok

- House in the Basement Youth Café

QR Codes on posters, flyers, and documents

Surveys/Feedback

Mailchimp

Information Screens x 4

YouTube of Meetings

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**Accessibility Statement**

This website is run by Sevenoaks Town Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

AbilityNet has advice on making your device easier to use if you have a disability.

**How accessible is this website?**

- We know some parts of this website aren't fully accessible:
- you can't modify the line height or spacing of text
- some PDF documents aren't fully accessible to screen reader software
- you can't skip to the main content when using a screen reader
- there's a limit to how far you can magnify the map on our 'contact us' page

**What to do if you can't access parts of this website**

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording for example, please use the details [on our contact us page](#). We'll consider your request and get back to you in 15 working days.

**Reporting accessibility problems with this website**

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting accessibility requirements, contact the clerk.

**Enforcement procedure**

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we

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respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

**Contact Us**

Clerk, Linda Larter

Post: Sevenoaks Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent,  
TN13 3QG

In Person: Monday - Thursday: 8:45am to 5:00pm and Friday: 8:45am to 4:30pm at  
the above address.

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

Phone: 01732 459953

**Technical information about this website's accessibility**

Sevenoaks Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is currently partially compliant with the [Web Content Accessibility Guidelines version 2.1.2](#) AA standard, due to the non-compliances listed below.

**Non-accessible content**

The content listed below is non-accessible for the following reasons.

**Non-compliance with the accessibility regulations**

- There may be pages with read more / click here links. [See WCAG 2.4 Success Criterion 4.4 \(Link Purpose \(In Context\)\)](#)
- There may be some pages where HTML isn't perfectly formed, such as stray end tags. [See WCAG 2.1 success criterion 4.1.1 \(Parsing\)](#).
- Many of our older PDFs and Word documents don't meet accessibility standards - for example, they may not be structured so they're accessible to a screen reader. [See WCAG 2.1 success criterion 4.1.2 \(name, role value\)](#).
- Some images on the website pages may not have a text alternative, so the information on them isn't available to people using a screen reader. [See WCAG 2.1 success criterion 1.1.1 \(non-text content\)](#). When we publish new content, we'll make sure our use of images meets accessibility standards.

**Disproportionate Burden**

Not applicable.

**Content that's not within the scope of the accessibility regulations**

Not applicable.

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**How we tested this website**

This website was tested both manually and automatically prior to the writing of ~~this~~  
the original statement. The tests were carried out by Vision ICT Ltd.

This statement was prepared September 2019. It was last reviewed May 20254.

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## Sevenoaks Town Council Equality and Diversity Policy

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## **Our commitment**

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

## **The law**

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

## **Types of unlawful discrimination**

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared

with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

### **Equal opportunities in employment**

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

#### Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.



### Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

### Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

### **Dignity at work**

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

### **People not employed by the council**

Council Members will promote good relations between communities in communications and address negative stereotyping of any groups.

The Council will encourage council members to demonstrate personal leadership in equality and inclusion and provide them with appropriate training and development opportunities.

The Council will promote and encourage diversity among election candidates to aim for the Council to have representative membership that reflects the local community they support.

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

## **Training**

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise awareness of all staff/ members engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

## **Your responsibilities**

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

## **Grievances**

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

## **Monitoring and review**

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law, and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

This is a non-contractual procedure which will be reviewed from time to time.

**To be re-adopted at  
Finance & Delivery Committee – 9<sup>th</sup> June 2025**



## **Training, Learning and Development Policy**

### **Introduction**

This document forms the Council's Training, Learning and Development Policy. It sets out:

- The Council's commitment to training.
- The identification of training needs.

The objectives of this policy are to:

- Encourage Members and Officers to undertake appropriate training.
- Allocate training in a fair manner.
- Ensure that all training is evaluated to assess its value.

### **Commitment to Training**

Sevenoaks Town Council is committed to the ongoing training and development of all Members and Officers to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the Town.

Training and development will be achieved by including a realistic financial allocation for training in the annual budget, as well as taking advantage of any relevant partnership or inhouse provision available.

The process of development is as follows:-

- Training needs should be identified by considering the overall objectives of the Council, as well as individual requirements.
- Planning and organising training to meet those needs.
- Evaluate the effectiveness of training.

### **The Identification of Training Needs**

- Officers will be asked to identify their development needs with advice from their line manager during their personal development meetings, or regular meeting with their line manager.
- The Town Council will also provide information about training courses, induction programmes and development opportunities to all staff.
- Some topic based training will be provided at the regular six weekly staff meetings.
- Mentoring is also provided by experienced staff.

**To be re-adopted at  
Finance & Delivery Committee – 9<sup>th</sup> June 2025**

Other circumstances may also present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling.
- Changes in legislation.
- Changes in systems.
- New or revised qualifications become available.
- Accidents.
- Introduction of new equipment.
- Devolved services.
- Awards criteria.

### **Financial Assistance**

It is important to note that all supported training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources and staff attending approved training events are paid at their normal rates.

### **Town Councillors**

- On being elected all councillors will be provided with a book of relevant information relating ~~etto~~ the governance of the Town Council.
- Newly elected councillors will be provided with the opportunity of attending a general training session relating to local councils normally provided by the County Association.
- The newly elected councillors will be invited to an induction event arranged by the Chief Executive/ Town Clerk.
- All councillors will be provided with the opportunity to attend Code of Conduct training, normally provided by the Monitoring Officer.
- All councillors will be provided with the opportunity to attend topic based training e.g. planning normally provided by the County Association or District Council.
- All councillors will be provided with the information and or relevant training relating to new legislation relating to the sector.

**To be re-adopted at**  
**Finance & Delivery Committee – 9<sup>th</sup> June 2025**



## **Value for Money Policy**

### **Introduction**

Value for Money (VFM) is defined as the relationship between **economy**, **efficiency** and **effectiveness** (“3E’s”). Achieving VFM means achieving a balance between all three: relatively low costs, high productivity, and valued outcomes.

The Council recognises its duty of Best Value and its responsibility to achieve VFM in service delivery. It will seek to incorporate VFM principles in delivering services by taking account of **costs**, **quality** of services and the local **context**.

### **VFM Principles**

The principles of VFM comprise of Effectiveness, Efficiency, and Economy. The Audit Commission defines these as:

- **Effectiveness** – assesses the impact of spend by reviewing outcomes. For demand-led services, it reviews whether demand is being managed effectively.
- **Efficiency** – assess productivity – how much you get out for what you put in. It covers the efficiency of the service model, for example, where there is a choice, are services used that are most efficient, with the best outcomes.
- **Economy** – assesses the resources used to provide a service. Obtains wherever three quotations for the provision of a contract.

### **Putting the principles into Action**

To demonstrate VFM, the Council will seek to achieve the optimum balance between the above principles and strive for continuous improvement in all aspects of service delivery by the following means:-

#### **a) Identifying Local Needs and Priorities**

We will:

- Ensure that community needs and priorities are reflected in our plans and strategies;
- Involve stakeholders through the use of user satisfaction surveys and other customer feedback;

**To be re-adopted at**

**Finance & Delivery Committee – 9<sup>th</sup> June 2025**

- Identify priorities to meet the needs of our community, both as an individual service provider and a partner.

**b) Security Resources at the Appropriate Price Having Regard to the Level of Quality Required.**

We do:

- Implement our Procurement to secure the most advantageous combination of price and quality;
- Consult, and work in partnership with, as appropriate, other public and private sector service providers;
- Use all appropriate methods to achieve economies, including e-procurement, joint working, shared services and market testing;
- Strive to attract external funding to supplement our own resources where appropriate.

**c) Allocating Resources in Accordance with Agreed Aims**

We will:

- Allocate our resources in line with the Council's priorities, plans and strategies.
- Continuously seek to identify opportunities for increased efficiency without adversely affecting service quality.

**d) Reviewing Service Delivery to Ensure Good Practice is Adopted and to Secure Continuous Improvement**

- Adopt working practices, independently and in partnership – to support the drive for increased efficiency and effectiveness, including promoting the use of electronic service delivery and working with other service providers as appropriate.
- Challenge our own performance by a variety of methods.
- To consider the STC Green Community Investment Plan when making decisions in relation to carbon emissions, locality of contractor etc.

**e) Consider the Social Value**

We will:

- Where projects, or ongoing expenditure, are aimed at creating community value they will be managed in ways which ensure that the intended value is delivered or improved on. This may not always be measurable in financial terms, but the criteria for value will be set out. The same is true for projects which have climate or environmental impacts.

**To be re-adopted at  
Finance & Delivery Committee – 9<sup>th</sup> June 2025**



**Safeguarding of Vulnerable Adults Policy & Procedure**

**Safeguarding Adults Policy Statement**

This policy will enable Sevenoaks Town Council to demonstrate its commitment to keeping safe the vulnerable adults who use its services.

Sevenoaks Town Council acknowledges that it has a duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that staff, volunteers, service users and carers and Councillors can work to prevent abuse and know what to do in the event of abuse.

**The Policy Statement and Procedures have been produced in order to enable the  
Sevenoaks Town Council to**

- Promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- To ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the abuse is supported.
- To stop abuse occurring.

**The Policy and Procedures relate to the safeguarding of vulnerable adults.**

**Vulnerable adults are defined as**

- People aged 18 or over
- Who are receiving or may need community care services because of learning, physical or mental disability, age or illness.
- Who are or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

**In order to implement the Policy Sevenoaks Town Council will work**

**To be re-adopted at  
Finance & Delivery Committee – 9<sup>th</sup> June 2025**

- To promote the freedom and dignity of the person who has or is experiencing abuse.
- To promote the rights of all people to live free from abuse and coercion.
- To ensure the safety and well being of people who do not have the capacity to decide how they want to respond to abuse they are experiencing.
- To manage services in a way which promotes safety and prevents abuse.
- Recruit staff and volunteers safely, ensuring all necessary checks are made.
- Provide effective management for staff and volunteers through supervision, support and training.

**Sevenoaks Town Council will**

- Ensure that all senior management, staff and volunteers are familiar with this policy and procedures.
- Will work with other agencies where necessary in line with this policy.
- Will act confidentially and will usually gain permission from service users before sharing information about them with another agency.
- Will pass information to an adult social services department where necessary.
- Will inform service users that, where a person is in danger, or a crime has been committed then a decision may be taken to pass information to another agency without the service users permission.
- Will endeavour to keep up to date with national developments relating to preventing abuse and for the welfare of adults.
- Will ensure that the Safeguarding Officer (s) understands their responsibility to refer incidents of adult abuse to the relevant statutory agencies e.g. police or adult social services.



**To be re-adopted at  
Finance & Delivery Committee – 9<sup>th</sup> June 2025**

**The Designated Named Person for Safeguarding Adults in Sevenoaks Town Council is:**

Linda Larter   Town Clerk   01732 459953   [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk)

**1. Introduction**

Sevenoaks Town Council provides a range of services which may be used by vulnerable adults. This policy has been designed to ensure the welfare and protection of any adult who accesses services provided by Sevenoaks Town Council. The procedures recognise that adult abuse can be a difficult subject for workers and volunteers to deal with. It is believed that the protection of vulnerable adults from harm and abuse is everybody's responsibility, and the aim of these procedures is to ensure that staff, councillors and volunteers act appropriately in response to any concern about adult abuse.

**2. Preventing Abuse**

Sevenoaks Town Council is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within its services it offers and that all those involved with Sevenoaks Town Council will be treated with respect.

Therefore, this policy also needs to be considered in conjunction with the following:

- Sevenoaks Town Council Employee Handbook
- Sevenoaks Town Council Volunteer Policy
- Sevenoaks Town Council Equality Policy
- Sevenoaks Town Council Whistle blowing Policy
- Sevenoaks Town Council's Data Protection Policies

Sevenoaks Town Council is committed to safer recruitment policies and practices for paid staff and volunteers. This will include Disclosure and Barring Service checks for staff and volunteers for appropriate roles. Also ensuring references are taken up and adequate training on Safeguarding Adults is provided for staff and volunteers.

Sevenoaks Town Council will work within the current legal framework for reporting staff or volunteers that are abusers.

Service users will be encouraged to become involved with the running of the town council facilities. This policy will be placed on Sevenoaks Town Council website for all users of the town council's facilities to view.

**3. Recognising the signs and symptoms of abuse**

"Abuse is a violation of an individual's human and civil rights by any other person or persons" (No Secrets: Department of Health, 2000)

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Abuse includes:

- Physical abuse including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint.
- Sexual abuse including rape, indecent assault, inappropriate touching and exposure to pornographic material.
- Psychological or emotional abuse including belittling, name calling, threats of harm, intimidation, isolation.
- Financial or material abuse including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits.
- Neglect and acts of omission including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs.
- Discriminatory abuse including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment.
- Institutional or organisational abuse including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment.
- Lack of self-care to an extent that it threatens personal health and safety, such as not taking prescribed medication or not eating properly. Neglecting to care for one's personal hygiene, or surroundings, inability or unwillingness to manage one's personal affairs.

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who sue the same services as the person experiencing abuse.

#### **4. Working with vulnerable adults – specific guidelines for volunteers and staff**

Risk assessments should be performed before anyone works with vulnerable adults. Sevenoaks Town Council has public liability insurance for this and other services.

Assignments or activities involving vulnerable adults should be supervised by someone competent in planning for the age group and ability of the participants.

Volunteers should avoid working alone with a vulnerable adult wherever possible.

Staff and volunteers should not enter into any social or other non-work related arrangements with a vulnerable adult they are working with.

The exchange of gifts is not appropriate and could be considered as a bribe or inducement and give rise to allegations of improper conduct.

**To be re-adopted at  
Finance & Delivery Committee – 9<sup>th</sup> June 2025**

Physical contact is not acceptable unless it is to prevent accident or injury or provide medical assistance. The consent of the affected person and, where appropriate, consent from those with caring responsibility should be obtained before treatment is given.

**5. Responding to people who have experienced or are experiencing abuse**

Sevenoaks Town Council recognises that it has a duty to act on reports or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy. The following advice is given to anyone witnessing or receiving a disclosure of abuse from the individual concerned:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told / witnessed as soon as possible.
- Remain calm and do not show shock or disbelief.
- Tell that the information will be treated seriously.
- Don't start to investigate or ask detailed or probing questions.
- Don't promise to keep it a secret.

**If you witness abuse or abuse had just taken place the priorities will be:**

- To call an ambulance if required.
- To call the police if a crime has been committed.
- To preserve evidence.
- To keep yourself, staff, volunteers and service users safe.
- To inform the Town Clerk as the Designated Named Person in Sevenoaks Town Council.

All situations of abuse or alleged abuse must be reported to the Town Clerk or Deputy Town Clerk who will record the incident and save the document in a protected manner.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, the Designated Named Person or their deputy will make a referral (alert) to the adult social care team with the local authority relevant to the individual.

If the individual experiencing abuse does not have the capacity to consent, a referral will be made without that person's consent, in their best interests.

If staff, councillors or volunteers feels unable to raise this concern with the Designated Named Person (Town Clerk) then concerns can be raised directly with an adult social care department.

**To be re-adopted at  
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The Designated Named Person will take advice from the appropriate adult social care department (local to the at risk individual) and / or other advice giving organisations such as the police.

**Steps taken by Sevenoaks Town Council when abuse is reported.**

1. Incident is reported to the Designated Named Person (Town Clerk) or their Deputy either verbally, email or in writing.
2. The Designated Named Person or their Deputy will contact adult social services team responsible for the individual and complete a referral form provided by social services if required.
3. The Designated Named Person or their Deputy will implement any actions recommended by the authorities supporting the case. In most cases no further action will be required by Sevenoaks Town Council.

**6. Managing allegations made against members of staff or volunteers.**

Sevenoaks Town Council will ensure that any allegations made against members of staff will be dealt with swiftly.

Where a member of staff or volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role, or any other role within the council, whilst the investigation is undertaken. The Town Clerk has delegated powers in these circumstances to suspend whilst investigation takes place if necessary.

The Designated Named Person will liaise with the relevant adult social care team to discuss the best course of action and to ensure that the Sevenoaks Town Council's disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

Sevenoaks Town Council has a Whistle Blowing Policy within its Employee Handbook and staff will be supported using this policy.

**To be re-adopted at  
Finance & Delivery Committee – 9<sup>th</sup> June 2025**

**7. Recording and managing confidential information**

Sevenoaks Town Council is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults issues should be shared only with those who need to know. Sevenoaks Town Council has a Privacy Policy.

All allegations / concerns will be recorded in a protected manner within the town council's filing system. Access to the file will be restricted to the Town Clerk and Deputy Town Clerk.

The information will be factual and not based on opinions, including a record of what the person has said, what has been seen, and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection regulations.

**8. Disclosure and Barring Service (DBS) checks**

The Disclosure and Barring Service identifies certain activities as regulated. An employee involved in regulated activity with vulnerable adults will be subject to a DBS check.

Sevenoaks Town Council uses the DBS checking service to help assess the suitability of applicants for relevant positions of trust.

Sevenoaks Town Council complies with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

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**Sevenoaks Town Council  
Finance & Delivery Committee – 9<sup>th</sup> June 2025**

**Sevenoaks Town Council Bank Signatories**

At the Finance & Delivery Committee held on 10<sup>th</sup> June 2024, the following was agreed:

**150 Bank Signatories**

*In the light of the review of the Committee structure adopted at this year's Annual Town Council meeting held on 13<sup>th</sup> May 2024, it was proposed that the bank signatories be updated to reflect the new Committee structure.*

**RESOLVED:** *That arrangements be made for the following current elected Councillors to be added as Sevenoaks Town Council bank signatories:*

- *The Mayor & Deputy Mayor*
- *Chair & Vice-Chair of the Finance & Delivery Committee*
- *Chair & Vice-Chair of the Community and Wellbeing Committee*

As part of the review of the Committee structure adopted at this year's Annual Town Council meeting held on 13<sup>th</sup> May 2025, the Community & Wellbeing Committee was replaced by the Community & Wellbeing Working Group.

It is therefore proposed to update the bank signatories to reflect the new Committee structure by:

- removing the Chair & Vice-Chair of the Community & Wellbeing Committee as bank signatories
- adding the Chair & Vice Chair of the Community Asset (Open Spaces) Committee as bank signatories.

**RECOMMENDATION:**

- 1) That arrangements be made to remove the Chair & Vice-Chair of the Community Wellbeing Committee as bank signatories and to add the Chair & Vice-Chair of the Community Asset (Open Spaces) Committee as bank signatories
- 2) That the following current elected Councillors to be confirmed as Sevenoaks Town Council bank signatories:
  - The Mayor & Deputy Mayor
  - Chair & Vice-Chair of the Finance & Delivery Committee
  - Chair & Vice-Chair of the Community Asset (Open Spaces) Committee

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**Sevenoaks Town Council**  
**Finance & Delivery Committee - 9<sup>th</sup> June 2025**

### **Repairs and New Surface at Vine Gardens**

The area surrounding the ponds and pergola on the Vine Gardens (356 square metres) is currently ‘crazy paving’ slabs. The area was worked on with repointing and new slabs as necessary were installed by grounds staff over fifteen years ago, this took up a considerable amount of their time as the works were fitted in between other daily tasks.

The slabs are now tired and in parts starting to break down particularly in the concrete masonry. They also create a time consuming ongoing problem of requiring weeding and overall are not aesthetically complimentary to the Vine Gardens.



The Town Council has for some time been looking to address the problems mentioned above by resurfacing the area. £10,000 of CIL has been earmarked for this purpose.

The following various options for resurfacing the area have been considered:

Ref	Product	Cost	Comments
1	Repairs to Crazy Paving	£39,872	Remove old loose pointing and repoint using resin based premixed mortar, reset any loose paving as found.  5 year guarantee and 10 year Brett product guarantee.
2	Replace with Sandstone Slabs	£56,800	Dig existing area as necessary. Lay type 1 mot where needed and compact. Lay concrete mix base. Lay approximately 356 square metres grey sandstone slabs on full mortar bed. Hand point using wet sand and cement mix. Clear away all

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			<p>waste and surplus materials to leave site clean and tidy.</p> <p>5 year guarantee and 10 year Brett product guarantee.</p>
3	<p>Ultra Recycle Bound Resin</p> <p>Product made from 3000 recycled plastic straws in every square metre. (100,000 for Vine Gardens)</p> <p>Similar aesthetic to bonded gravel used on other paving and steps to Café on the Vine.</p>	£23,130	<p>Installation of Oltco's Permeable Ultra Recycle Bound Surface. Nominal depth 20mm. anti slip aluminium oxide applied.</p> <p>Edging and drain cover. Replacement recessed drain cover and frame.</p> <p>Preparatory work – recess development at block edges for resin feathering / installation.</p> <p>10 year guarantee</p> <p>Can have patch repairs if needed e.g. tree root problems.</p>

**RECOMMENDATION**

- i) To install Ultra Recycle Bound Resin to Vine Gardens around the pond and pergola area at a cost of £23,130 to reduce ongoing maintenance, provide aesthetically pleasing and anti-slip surface.
- ii) Budget £10,000 from current CIL reserves. £13,130 from future CIL income (currently predicted for September 2025 @ £53,399).
- iii) If possible, to have installation take place prior to Britain in Bloom judging.

**Sevenoaks Town Council  
Finance & Delivery Committee – 9<sup>th</sup> June 2025**

**RECOMMENDATION FROM PLANNING & ENVIRONMENT COMMITTEE**

At its' meeting held on 2<sup>nd</sup> June 2025, the Planning & Environment Committee considered a request from Sevenoaks Primary School for the section of Bradbourne Road opposite their rear entrance to be included in the corner protection project to install double yellow lines at various corner locations in Sevenoaks.

**“MINUTE 107d - CORNER PROTECTIONS: REQUEST TO ADD SEVENOAKS PRIMARY SCHOOL LOCATION**

- a) The Committee received reminder that Sevenoaks Town Council has committed £6,959 towards the pursuit of double yellow lines being introduced on various road corners in Sevenoaks, and received an additional request from Sevenoaks Primary School for the section of Bradbourne Road opposite their rear entrance to be added to the list of proposed locations.
- b) Cllr Shea provided background information to the above request, highlighting the hindrance caused by cars parking opposite the rear entrance to Sevenoaks Primary School, both to children crossing the road as well as the swimming coach not being able to access this entrance during peak hours. The potential solution of car parking restrictions had been considered as part of the St John's Hill Area Masterplan Stakeholder discussions, but not considered for inclusion in the corner protections project due to the location not being on a corner.
- c) It was noted that adding this location would incur an increase in cost, starting at £100 for the additional lining location and with the potential to increase depending on whether any road closures as well as surfacing are needed prior to painting.
- d) It was **RESOLVED** that a recommendation be made to the Finance & Delivery Committee, requesting that a further £100 be added to the budget for corner protection locations to allow for the rear of Sevenoaks Primary School to be included, with note that the cost of delivering yellow lines at **each** location could rise significantly depending on the need for road closures or surfacing works.
- e) It was noted that informal consultation on the proposed locations would be undertaken by the Town Council on conclusion of the draft Town Centre Masterplan consultation, after which a legal Traffic Regulation Order and formal consultation will be pursued.”

**RECOMMENDATION:** Finance & Delivery Committee is asked to consider adding £100 to the budget for corner protection locations to allow for the rear of Sevenoaks Primary School to be included, with note that the cost of delivering yellow lines at **each** location could rise significantly depending on the need for road closures or surfacing works.

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## Sevenoaks Town Team Minutes of the Executive Board Meeting

6:30pm: Wednesday 28<sup>th</sup> May 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	Apologies
CLlr Victoria Granville	Sevenoaks Town Council	Present
CLlr Libby Ancrum	Sevenoaks Town Council	Present
Linda Larter MBE	Sevenoaks Town Council	Present
Mike Reid	Town Team Facilitator	Present
CLlr Graham Clack	Sevenoaks District Council	Absent
CLlr Richard Streatfeild MBE	Kent County Council	Absent
CLlr Tony Clayton <b>Chair</b>	Sevenoaks Rail Travellers Association	Present
Austin Blackburn	Go Coach	Apologies
South Eastern	Jack Heidry	Absent
Andrew Eyre	Stag	Absent
Hannah Kay	Knole	Absent
Dawn Blee	Chamber of Commerce	Apologies
Steve Butler	Workman (Blighs)	Absent
Sevenoaks Chronicle	Vacant	Absent
Geraldine Tucker	Sevenoaks Society	Present
Shane Smith	Leisure Centre	Absent
Maxine Morgans, <b>V Chair</b>	Specsavers	Present
Elizabeth Dolding	Warners Solicitors	Present
Roberta Ware	Francis Jones Jewellers	Present
Avril Hunter	Redlands RA	Present
Elizabeth Purves	Hollybush RA	Apologies
Byron Brown	Bradbourne RA	Present
PC Nick Hubbard/ PC Tom Costin	Police	Present
CLlr Dr Marilyn Canet	Sevenoaks District Seniors Action Forum	Apologies
Richard Baxter	Drive RA	Present

**In attendance:** Dennis Glasspool

**1. Apologies for Absence**

Cllr Canet, Cllr Wightman, Austin Blackburn, Elizabeth Purves, Dawn Blee

**2. Declarations of Interest**

None

**3. Minutes**

To receive and approve the minutes of the Sevenoaks Town Team Executive Board meeting of 2<sup>nd</sup> April. All agreed, with no changes.

**4. Constitution of the Town Team Executive Board.**

Cllr Libby Ancrum has joined the Board

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

Cllr Clayton gave an update.

The Business Plan Steering Committee is working well, having now met four times. It is important for the Plan to bring benefit to a wide range of business types and this theme is being developed. So its really helpful to have two ambassadors, Nicki Rundle of Thackray Williams (who chaired the last Group meeting), and Jason Crow of Better Body Group moving the focus from STC to the business community.

Meeting minutes of the group are on the news page of [www.sevenaoksbid.co.uk](http://www.sevenaoksbid.co.uk).

The baseline audits have been completed and vetted by British BIDs who inform that they meet the requirements. The audits come from STC, STC, KCC and Kent Police.

It was stressed that STC has funded all the BID development work and therefore the importance of having a comprehensive and attractive plan to put to ballot.

**6. Pulse hubs**

Relevant to the wayfinding scheme which STC is hoping to have funded by a new application for CIL funding, a video was shown of a new development which brings together a wide range of information, services, communication and safety in on-street hubs, similar to traditional totems but with many more facilities.

This can be seen at [Home | Pulse Smart Hub](#).

The meeting agreed that the suppliers should be asked to consider a scheme personalised to Sevenoaks before asking for a full presentation.

**7. Britain in Bloom**

The volunteer clear up days will be 8<sup>th</sup> July and 5<sup>th</sup> August

The judging dates are:

Regional 11<sup>th</sup> July

National 12<sup>th</sup> August

The theme this year is “Celebrating Bugs”

Berry & Lamberts are sponsoring a Best Dressed Window competition

#### **8. Public Realm works**

In recent weeks the railings of Upper High Street Gardens and the Warners bench at the Post Office have been repainted.

Work will soon take place to wash and clean:

- The white bollards and railings in the area around the former Royal Oak Hotel
- The white lampposts and street furniture at The Vine
- The fountain and direction signs at HSBC
- Three cattle troughs
- The steps down to the House in the Basement (where the STC Bloom presentations take place)
- The public bench outside Soprano’s

The tea hut at the Vine will be repainted

Barclays Bank staff will also be cleaning the round bollards in the delivery area of Blighs car park.

#### **9. Town Centre Masterplan**

This will be softly launched at the Business Show with the full launch at the Sevenoaks Society “Community Open Day” on 28<sup>th</sup> June at the Stag.

#### **10. Sevenoaks Business Show**

This will take place on 13<sup>th</sup> June, and the stalls are all sold out. A request was made for volunteers to run the BID stand.

#### **11. Reports from Member’s Organisations**

##### **Specsavers**

The staff are working on two fundraising events in aid of Guide Dogs. On 7<sup>th</sup> June there will be a Quiz Night at the Bat & Ball Centre, and a sponsored parachute jump event is coming soon.

##### **Warners**

The business is actively looking to recruit.

**Bradbourne RA**

A comprehensive written report was submitted as follows:

**1. Bradbourne Lakes Park : Bradbourne-Rebourne SDC/NLHF restoration project**

Bradbourne Re-bourne Newsletter 4 Published by the Project Manager Lina Madsen

- Current project progress includes landscape, water, ecological, and tree, surveys accompanied with complimentary historical and archaeological surveys. Taking these results into account, the preparation of the planning application will follow and to secure the remaining NHLF Funds.
- The BRA is designated as a key partner with given responsibilities and actions.
- The BRA is seen as at the heart of the Bradbourne Lakes Regeneration and an example of effective volunteer community involvement, especially the BRA public events held annually at the park.
- In respect of lake 4 (locally known as the Model Boating Lake) steps are underway to set up a 'Sevenoaks Model Boat Club. This is being done with the help of the Crowborough Model Boat Club. Sevenoaks residents and the wider parishes are being encouraged and who are interested in Model Boating to identify themselves.
- Part of the project is to make Lake 4 More suitable for Model Boating by Clubs as well as members of the public to bring their own Boats on an ad-hoc basis
- Bradbourne Lakes and surrounding area is space rich in local Sevenoaks History and of ecological significance.
- The main objective of the project is restoring the Parks Lakes, structures, wildlife and surrounding landscape in a way that reflects its historical roots whilst enhancing it for up-to-date public use and expectations.

**2. Sevenoaks Primary School Charity Walk 20<sup>th</sup> May 2025**

The walk is to support funding of the Royal Marsden Cancer Charity

Bradbourne Lakes were part of the route with the pupils encouraged to create and wear costumes of their own making and as 'way out' as possible. Those watching the parade were not disappointed!!!

The Bradbourne Re-bourne Project manager and some BRA Members greeted the parade on its route round the park.

**3. Bradbourne Lakes Summer Festival**

The Project Manager and the BRA are planning an event celebrating the restoration programme as part of the public consultation process.

This is in the early stages of planning, but it is expected to include music, children's activities and the 'Design the playground competition'. July/August is the most favoured time frame.

**4. Name the Lake Competition**



This competition to name the 5 Bradbourne Lakes is ongoing and further suggestions are welcome. Many ideas have been suggested already. The deadline for entries is the 23/06/2025

#### **5. VE Day Celebrations**

The BRA organised a VE Day Street Party in the part of Betenson Avenue bordered by Lambarde Road and Robyns Way. The National rules for organising a street party were observed.

Despite the weather on the day the party was well supported with some residents moving their substantial garden furniture on to the Street! Groups of 10+ were not uncommon representing a significant part of the area.

A Bouncy Castle was hired by the BRA together with ride on toys and children's games. Much gratitude is owed to the BRA Committee Member, Pui Sang Jellett who with typical fortitude and bravery planned the day despite some doubt of resident support and the vagrancy of UK weather!!!

#### **Sevenoaks Society**

The Society and Town Team Chair have been concerned about the naming of the development of the former Royal Oak Hotel. The developer had in mind "Hanover House" which others felt was unsuitable. As there is an adjoining building called Royal Oak House this name cannot be used, and the simple "Royal Oak" was suggested to him.

There was a reminder about the Community Open Day on 28<sup>th</sup> June.

The sale of Blighs Meadow came into the conversation. This is held on a long lease from SDC and it was questioned whether STC is considering the potential for the asset transfer – which it is.

#### **Francis Jones**

Very busy

#### **Business Crime Reduction Partnership**

There have been three new "exclusions" since the last Board meeting.

Waitrose have withdrawn their security guard which is seen by the Partnership as a very negative move. He was one of the best reporters of shop crime.

#### **Police**

There has been a noticeable drop off in the use of the security radios, possibly due to the Waitrose guard having been withdrawn. It is felt that the smaller businesses are not reporting crime in the belief that the police will not be able to help.

The Town Team will write to all the locally represented national retailers to open discussions about the benefits seen in Sevenoaks in having their own security guards.

Chief Inspector Elizabeth Jones is now back covering our area. Two new officers will soon be covering Sevenoaks District and there will be some re-alignment of the areas covered by PCs Nick Hubbard and Tom Costin.

#### **Redlands RA**

All very quiet.

#### **STC**

Local Government re-organisation discussions are taking place and consideration is being given to property asset transfers.

The Tarmac site oast house feasibility study is due to be received soon.

An architect has been appointed to create a Masterplan for the updating of the Stag

A reminder that the Town Centre Masterplan will be launched at the Sevenoaks Society Community Open Day.

Confirmation on the progress of Britain in Bloom and the BID

News that the new Greatness Pavilion funding is substantially falling into place

A further “Desperate Journeys”, a refugee empathy experience event, is being planned and recommending that all visit as it is a real “eye-opener”. Refugee week is from 16<sup>th</sup> June.

**Meeting closed at 7.55pm**

#### **Date of next meetings**

23<sup>rd</sup> July  
17<sup>th</sup> September  
12<sup>th</sup> November – AGM  
21<sup>st</sup> January 2026