

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

**Held in the Council Chamber, Town Council Offices, TN13 3QG**

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

<https://youtube.com/live/JYdNgcXy0dQ>

Meeting commenced: 7:00 pm

Meeting Concluded: 8:01 pm

**Present:**

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

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

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

**Members of Public in attendance: 0**

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

**499 Apologies for Absence**

Apologies for absences were received and accepted as shown above.

**500 Dispensations:** There were no requests for dispensation.

**501 Declarations of Interest**

There were no declarations of interest.

**502 Minutes of Finance & Delivery Committee on 25<sup>th</sup> November 2024**

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

**503 Management Accounts to 31<sup>st</sup> December 2024**

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

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

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

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**503.2** The Committee received and noted:

**Suppliers Accounts**

- 1<sup>st</sup> to 31<sup>st</sup> December 2024, total gross invoices £155,671.49

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

- 1<sup>st</sup> to 31<sup>st</sup> December 2024, total £242,797.86

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

- 1<sup>st</sup> to 31<sup>st</sup> December 2024, total £0.00

**Payroll Accounts**

- 1<sup>st</sup> to 31<sup>st</sup> December 2024, total payments £99,939.46

**Petty Cash Accounts for:**

- 1<sup>st</sup> to 31<sup>st</sup> December 2024, total payments £214.43

**503.3 Hospitality and Gifts Register:**

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

**504 Management Accounts to 30<sup>th</sup> November 2024**

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

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

**RESOLVED:** to receive and accept the Responsible Finance Officer’s Report and Management Accounts 1<sup>st</sup> to 30<sup>th</sup> November 2024.

**504.2** The Committee received and noted:

**Suppliers Accounts**

- 1<sup>st</sup> to 31<sup>st</sup> November 2024, total gross invoices £47,422.50

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

- 1<sup>st</sup> to 31<sup>st</sup> November 2024, total £480,960.87

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

- 1<sup>st</sup> to 31<sup>st</sup> November 2024, total £0.00

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**Payroll Accounts**

- 1<sup>st</sup> to 31<sup>st</sup> November 2024, total payments £100,042.01

**Petty Cash Accounts** for:

- 1<sup>st</sup> to 31<sup>st</sup> November 2024, total payments £566.45

**505 Review of General and Earmarked Reserves**

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

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

**RESOLVED** that:

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

**506 Investment Report & Policy**

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

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

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

**RESOLVED:**

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

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

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

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

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#### 508 Town Council Offices: Replacement of Boiler

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

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

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

#### 509 Replacement of Vine Pavilion Skylights

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

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

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

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

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

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

#### 511 KCC Community Transport Grants

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

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

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

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**512 Revenue Estimates and Precept Proposal 2025 / 2026**

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

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

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

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

**513 Communications Working Group**

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

**RESOLVED:** To receive and note the minutes of the meeting of the Communications Working Group held on 27<sup>th</sup> November 2024

**514 Current Matters**

**RESOLVED:** To note the updates to current matters.

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

- NHS Recovery & Wellbeing College provision

There being no further business the Chair closed the Meeting.

Signed .....

Dated .....

Chair