

30th November 2021



You are hereby summoned to attend a meeting of the **SEVENOAKS TOWN COUNCIL** to be held at the **Bat & Ball Centre**, Crampton's Road, Sevenoaks, TN14 5DN on **Monday 6th December 2021 at 7pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtu.be/g5YXxh5L3aQ> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the 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.

Prior to the commencement of the meeting there will be a presentation from students from Sevenoaks School.

AGENDA

PUBLIC QUESTIONS

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

1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	—
2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in	

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	discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	-
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	-
4	<u>MINUTES</u> To receive, adopt and sign the minutes of the meeting of the Sevenoaks Town Council held on 22 nd November 2021 as a true record.	Attached
5	<u>MINUTES OF COMMITTEES</u> Council is asked to consider and adopt the minutes of the following Committee meetings: <u>Planning Committee:</u> 29 th November 2021 <u>Finance & General Purposes Committee:</u> 22 nd November 2021	Copies previously circulated and available on request
6	<u>SEVENOAKS TOWN COUNCIL GREEN COMMUNITY INVESTMENT PLAN 2021</u> To consider for adoption the amended Green Community Investment Plan.	Attached
7	<u>COVID -19 EMERGENCY MEASURES FOR OPERATION OF SEVENOAKS TOWN COUNCIL</u> i) To accept Apologies for Absence in accordance with the Local Government Act 1972 s.85 (1) for long term absence due to being identified by Public Health as at increased risk of severe illness from coronavirus (COVID-19) ii) To accept Apologies for Absence in accordance with the Local Government Act 1972 s.85 (1) for long term absence due to the restrictions from coronavirus (COVID-19) preventing Council Meetings taking place. iii) To note the continued Pandemic Crisis Management Team to be operational if needed. The team to consist of Cllr	

	Busvine, Cllr Eyre, Cllr Parry (reserves Cllr Bonin, Cllr Hogarth), Cllr Dr Canet, Cllr Shea, Cllr Clayton (reserves Cllr Morris Brown, Cllr Camp), Town Clerk, Deputy Town Clerk, Responsible Financial Officer. iv) To agree emergency measures that if it was not possible to convene an in person meeting of the Council or Committee in reasonable time or where restrictions are in place, the Town Clerk (and Deputy Town Clerk) shall have the delegated authority under s.101 of the Local Government Act 1972 to make decisions on behalf of the Council where such a decision cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline. This will normally be carried out following an online advisory meeting or where possible by consultation with members by electronic means or telephone. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decision made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.	
8	<u>SEVENOAKS TOWN COUNCIL PRECEPT RECOMMENDATIONS FOR 2022 – 2023</u>	Attached
9	<u>MAYOR – ANNUAL PRESENTATION OF PAINTING TOWARDS THE COUNCIL'S COMMUNITY ART COLLECTION.</u>	
10	<u>MAYOR'S ENGAGEMENTS</u> To receive and note: a) the functions attended by the Mayor or her representative during November 2021. b) the forthcoming Civic Events being organised by the Mayor during 2021/2022 c) Presentation of Sevenoaks in Bloom Certificates	Attached Attached
11	<u>PRESS RELEASE</u> To consider any agenda item which would be appropriate for a press release.	

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Sevenoaks Town Council

Minutes of the Town Council Meeting held on 22nd November 2021 At Bat & Ball Centre, Crampton's Road, Sevenoaks

Livestreamed on YouTube <https://youtu.be/jrYr7UHr4W8>

Meeting Commenced: 8.07 p.m.

Meeting Concluded: 8.50 p.m.

Cllr Keith Bonin	Present		Cllr Nicholas Busvine	Present
Cllr Sue Camp	Present		Cllr Dr Marilyn Canet, Mayor	Present
Cllr Tony Clayton	Present		Cllr Andrew Eyre	Present
Cllr Victoria Granville-Baxter	Present		Cllr Roderick Hogarth	Present
Cllr Lise Michaelides	Present		Cllr Tom Morris Brown	Apologies
Cllr Rachel Parry, Deputy Mayor	Apologies		Cllr Richard Parry	Present
Cllr Robert Piper	Apologies		Cllr Simon Raikes	Present
Cllr Claire Shea	Present		Cllr Edward Waite	Apologies

In Attendance: Town Clerk via Zoom, Responsible Finance Officer, OSR Committee Clerk, KCC Cllr Streatfeild.

Representations received from Members of the Public

Kent County Councillor Richard Streatfeild addressed the meeting regarding the following matters:

- Adult Social Care Committee
- Unaccompanied Minors Landing in Kent
- Pressure on Health and Social Care system caused by pandemic
- Grant of £4000 to three local primary schools for Educational Psychologist support
- £2000 funding to Town Team for the cleaning of street furniture and future improvements within Sevenoaks Public Realm
- Croudace planning application on Brittain's Lane

At the commencement of the meeting, the Mayor read two letters to the Council:

1) The Society for Local Council Professionals

From Robert Smith, Chief Executive Officer:

"As Linda's term of office draws to a close, I write to express the Society's deepest gratitude to you and Sevenoaks Town Council for the support and accommodation you have given her in her term as President of the Society of Local Council Clerks. The time has not been without its challenges and certainly wasn't what she had planned, but it has, nonetheless, been an incredibly successful presidency and she has achieved a great deal not only in terms of the Society's aims but also in terms of raising the profile of some of the key issues facing the local council sector. Linda's contribution

Sevenoaks Town Council

has been significant and it's a reflection of the time, effort, and commitment she has put into the role.

I am only too aware that no Clerk can make such a contribution without the backing of the council so please accept our abiding thanks for enabling Linda to commit to the role and fulfil her responsibilities. We are hugely grateful to Linda but equally grateful to you and Sevenoaks Town Council."

The Committee praised the Town Clerk for her outstanding work.

2) Friends of Sevenoaks

Letter from Joachim Weiß, Chairman Freunde von Sevenoaks e. V.

"My name is Joachim Weiß, and I am pleased to be able to write you this letter today. 2,460 EUR from the fundraising campaign 'Rheinbach Flood Disaster Appeal' of the Friends of Rheinbach were officially handed over to our Mayor Ludger Banken and the town of Rheinbach on 4th November 2021.

According to the wish of the 'Friends of Rheinbach', the donation is to be made available to kindergartens and schools. Those were affected by the devastating storm on 14th July 2021 and lost personal school supplies, toys, books, and other important items.

In the area of our town, we only learned after days - due to the total power failure and loss of communications - of the extent of the enormous destruction outside our local area in the nearby Ahr Valley, in Bad Münstereifel and in numerous other municipalities in Nordrhein-Westfalen and Rheinland-Pfalz.

Both, as well the immediate commitment of the 'Friends of Rheinbach' as many donors from Sevenoaks we have experienced with great gratitude.

After general letters of thanks to the 'Friends of Rheinbach', I would like to say thank you personally for your generous donation also on behalf of all Freunde von Sevenoaks."

385. Apologies for Absence: as shown above.

386. Requests for Dispensations: none received.

387. Declarations of Interest: none received.

388. Minutes of the Town Council Meeting held on 13th September 2021

RESOLVED: to accept and sign the Minutes of the Sevenoaks Town Council Meeting held on 13th September 2021 as a true record.

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389. Minutes of Committees

Council was asked to consider and adopt the Minutes of Committees as follows:

389.1 Planning Committee

RESOLVED: To receive and adopt the minutes of the meetings of the Planning Committee held on 6th September, 20th September, 4th October, 18th October, and 1st November 2021 as true records.

389.2 Finance and General Purposes Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Finance & General Purposes Committee held on 13th September 2021 as a true record.

389.3. Youth Services Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Youth Services Committee held on 8th September and 3rd November 2021 as a true record.

389.4. Open Space & Leisure Committee

RESOLVED: To receive and adopt the minutes of the meeting of Open Spaces and Leisure Committee held on 27th September and 8th November 2021 as a true record.

389.5. Personnel Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Personnel Committee held on 25th October 2021 as a true record.

390. Sevenoaks District Town & Parish Charter 2021

To receive and consider the Sevenoaks District Town & Parish Charter 2021.

RESOLVED: To reply to the Sevenoaks District Council with the following comments:

- 1) At least one month should be available for consultation periods, ideally 6 – 8 weeks, because some local councils only meet monthly.
- 2) Make corrections of some grammatical errors within the document.
- 3) It was recommended that the following paragraph *In line with the current CIL Legislation, ensure the process of collecting CIL (Community Infrastructure Levy) and distributing due receipts is undertaken as efficiently as possible* be changed to *...distributing due receipts is undertaken efficiently and transparently.*
- 4) It was thought there should be more emphasis on listening to local councils and tiers of local government working together to better meet the needs of the community to ensure better delivery of service.
- 5) It was agreed that the Parish Charter should reflect the LGA Charter.

391. Sevenoaks Town Council's Green Initiative

391.1 Notes of the Meeting

RESOLVED: To accept the notes of the meeting of 6th November as a correct record.

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391.2. Sevenoaks Town Council's Green Community Investment Plan 2021

RESOLVED: That officers finalise the wording of the consultation document for approval at the Town Council Meeting on 6th December 2021.

392. Mayors Engagements

RESOLVED: To note and accept the reports relating to Mayoral activities.

393. Press Release

RESOLVED to:

- 1) To issue a press release announcing the completion of the Town Clerk's Presidency of the Society of Local County Clerks and the Society's gratitude for her outstanding effort and commitment in the role and her achievements in raising the profile of key issues facing the local council sector.
- 2) To issue a press release communicating the gratitude expressed by the community of Rheinbach for the donation provided by 'Friends of Rheinbach' in Sevenoaks toward the Rheinbach Flood Disaster Appeal and which will be allocated towards the replacement of school supplies, toys, and books.

There being no further business the Mayor closed the meeting.

Signed
Mayor

Dated

QR Code



Sevenoaks
TOWN council

DRAFT Green Community Investment Plan 2021

Extension to Community Investment Plan 2019 – 2023

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1. Summary

In November 2019 Sevenoaks Town Council (STC) resolved to make the following its Number 1 Priority:

- To recognise the Government and KCC declarations for aiming for Zero Carbon.
- To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation.

Unfortunately, the COVID-19 pandemic had disrupted some of the STC original plans from 2019. **However, STC has used the time to refocus its draft Neighbourhood Development Plan on climate and green issues, identifying policies which would contribute to a more sustainable town.**

At a meeting in November 2021, Councillors met to review STC's original 2019 climate change initiatives and considered additional and new proposals. It was agreed that STC should communicate more to the public about the practical local initiatives it was already undertaking and its plans for the future and that STC should take a local leadership role, providing information about simple measures that can be taken in helping the local community to Reduce, Reuse and Recycle to help the planet.

Friends of the Earth states: *"Parish and Town Councils may not be as powerful as local authorities, but they can 'do their bit' in addressing the climate and nature emergency and be a force for change."*

Impact: Community Carbon Calculator – provides the following information as at November 2021

Sevenoaks	
20.1t CO₂e* per-household consumption footprint (p.a.)	
EMISSIONS BREAKDOWN (t CO₂e)	
Consumption of goods and services	7.17
Housing	4.48
Food and diet	4.36

Travel	4.02
Waste	0.03
*CO2e stands for "carbon dioxide equivalent" and is a standard unit of measurement in carbon accounting. It expresses the impact of a number of different gases collectively as a common unit.	

For further information see the Impact calculator developed by Exeter University

<https://impact-tool.org.uk>

STC's overall aim is to put in place affordable and practical initiatives with long term green benefits for the local community and to **support and** encourage residents to pursue individually. Little steps together, reducing Sevenoaks carbon consumption footprint = big changes to the planet.

STC's Green Community Investment Plan (appendix to STC Community Investment Plan 2019 – 2023) brings together all of its climate change initiatives to publicise to and involve the local community and progress practical delivery under the following five themes:

- Theme 1 Buildings
- Theme 2 Transport & Movement
- Theme 3 Making Sevenoaks Greener
- Theme 4 Consumption
- Theme 5 Information & Access to information

2. STC Community Investment Plan 2019 - 2023

In 2014 Sevenoaks Town Council (STC) set out its first ambitious £4m Community Investment Plan to restore and improve community facilities. Building on the success of that Community Investment Plan the 2019 second document continued with the original 2014 plan and set out additional priorities for the next four years **which increased investment to £6.5m+, for further details see appendix.**

The STC 2021 Green Community Investment Plan moves away from primarily investing in community facilities and towards investing in the local environment and making Sevenoaks greener.

3. Theme 1 - Buildings

3.1 Sevenoaks Town Council's buildings and assets

STC when constructing new buildings will aim for them to be as



sustainable and eco-friendly as possible. Existing buildings to be more sustainable with reduced carbon footprint where practicable.

The new Bat & Ball Centre is as eco-friendly as possible.

- Rebuild instead of new build.
- Eco friendly and sustainable materials.
- Solar panels.
- Motion sensor lighting.
- Additional insulation.
- Improved heating and ventilation systems.



STC has agreed to research costs and practicalities for the following for its buildings:

- Solar panels.
- Motion sensor lighting.
- Additional insulation.
- Improved heating and ventilation systems.
- Energy audit for each building

3.2. Draft Sevenoaks Neighbourhood Development Plan

The Sevenoaks Neighbourhood Development Plan (NDP) can be viewed at sevenoaksndp.wordpress.com and is currently at draft stage in preparation for a referendum. Following a hoped-for successful referendum an Action and Implementation Plan would be the next step.

The NDP is based upon a vision and accompanying set of objectives. An important focus for the plan is to improve the health and well-being of the people that live within the NDP area. The plan also recognises the importance of addressing the nationally declared climate emergency **and supporting sustainability**.

The NDP draws upon the town's existing strengths, reflects the positive qualities identified by the local community and identifies **the following** number of challenges and opportunities.

Respond positively to climate change and encourage a more sustainable approach to both land use and lifestyle choices.	Deliver a sustainable expansion at Greatness, on land currently being worked to extract gravel by Tarmac Ltd (subject to release from Green Belt) in order to deliver new homes to meet local needs.
Enhance and preserve the town's heritage assets and special open spaces.	Unlock new opportunity for leisure, recreation, and community infrastructure – including a new watersports lake as part of this development.
Enhance the arrival experience into the town to create a more welcoming impression.	Grow the town's economy and support the creation of new jobs.

Enhance the town's network of roads, footpaths and cycling routes to improve connections and create a safer and more attractive environment for users.	Deliver new community assets including a new community centre at Bat & Ball and new health and education provision.
Improve access to, and better connect, the town's open spaces	Deliver enhanced recreational and sports facilities for the town.
Regenerate and revitalise the Northern Sevenoaks area around Bat & Ball Station	Enhance the town's thriving cultural scene.

Objective 14: to promote high quality development that enhances the town and consolidates vacant or underutilised land.

Objective 15: to deliver a range of new homes to meet local needs.

Objective 16: to provide homes that are energy efficient and minimise environmental impact.

3.3. Energy Audits for Buildings

STC will carry out Energy Audits for its buildings. It is noted that other Transition Towns (*Transition Towns is a voluntary movement focusing on benefits of Local Money, Local Skills, Local Power with the aim to improve the local climate*) had initiated Energy Audits for homes. STC will research further and signpost residents to such initiatives and provide practical cost effective solutions for residents to improve energy use in their own homes.

4. Theme 2 – Transport & Movement

4.1 Reducing cars / traffic particularly in relation to school traffic

The NDP is progressing to referendum and includes relevant proposals. It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan – see section 3.2. for further details.

4.2. Cycle Racks

New facilities to park 30 bikes have been installed at the Bat & Ball Centre. Previously also at Bat & Ball Station.

Plans are in place with KCC for the installation of cycle racks, which double as planters, in the town centre. Cycle planters will be installed at STC office / Business Hub site.



STC will consider opportunities to install cycle racks on the rest of its estate and public open spaces.

4.3 Increase safety for pedestrians and cyclists

The NDP is progressing to referendum and includes relevant proposals. It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan – see section 3.2. for further details.

4.4. Proposals for 20 mph, one way systems, and shared space

The NDP is progressing to referendum and includes relevant proposals. It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan – see section 3.2. for further details.

4.5. Encourage increased use of public transport – buses and trains – by having improved Facilities

STC wants to encourage increased use of public transport – buses and trains – by having improved facilities.

STC is committed to working with the Darent Valley Community Rail Partnership (DVCRP) to encourage more local sustainable travel. The DVCRP aims to

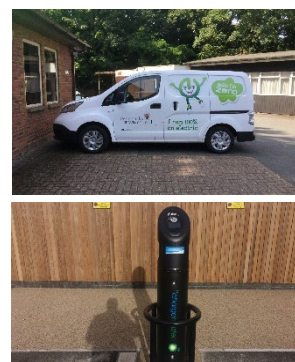
- Brings together six separate stations: Swanley, Eynsford, Shoreham, Otford, Bat & Ball and Sevenoaks
- Encourages passengers to visit local tourism attractions along the line
- Connecting communities to their railway and boosting local economy
- Working to improve station facilities, accessibility, and the natural environment
- Linking the use of the train to sustainable modes of transport e.g., walking and cycling
- Raising awareness of local heritage and culture including the artist Samuel Palmer

Subject to funding availability – STC considers proposals to increased bus usage is important. Building on the success of the introduction of the No 8 Bus and subject to funding availability STC would want the provision to move to a half hourly provision and available in the evening. STC would also support where possible other bus initiatives. STC provides the wooden bus shelters within the town.

4.6. Electric Vehicles & Charging Points

STC has purchased its first electric vehicle and will continue to invest in electrical vehicles and equipment where possible as it replaces its vehicles.

STC aims to install electric car charging points at its sites. Electric charging points have been installed at the Bat & Ball Centre and it is hoped will soon be installed at the STC Office / Business Hub site.



4.7. Car Club and Car Sharing

A Car Club operating similar to other towns should be supported by STC, potentially by grant funding, but not operated by STC.

4.8. Create liaison between individual schools' safety and travel schemes to reduce overall town congestion

STC are supportive of School Safety & Travel Schemes and will seek to arrange a meeting between schools to discuss these and review the overall school travel congestion.

4.9 Programme of installing QR codes on signposts identifying walking and cycling routes
STC will include and encourage other providers to provide information on signage to include walking and cycling routes – include QR codes where possible.

4.10 Continue to support Cycling Strategy for Sevenoaks
STC would continue wherever possible to work with SDC / KCC and other agencies to improve local cycling provision. STC would also support schemes that enables cycle renting.

4.11 Feasibility study for cycle path from Bat & Ball Station to Dunton Green Station
Within the Northern Sevenoaks Masterplan commissioned by STC was a proposal to link Bat & Ball Station and Dunton Green Station via a cycle path. STC believes there are potential benefits to current and new residents, commuting to London, commuting locally to schools **and for shopping and leisure**. STC want to continue to investigate the feasibility of this and will be obtain costs for a professional Feasibility Study.

STC will also lobby for the inclusion of the proposal in KCC / SDC Cycling Strategies / Movement Strategy / LC WIP and also liaise with Dunton Green Parish Council.

4.12 Encourage cycle path across Knole Estate
STC to liaise with and encourage Knole Estates to create a **leisure** cycle path across its land, **alongside the existing path/route from the main entrance gate to the rear gate at the junction of St Julian Road and Fawke Wood Road.**

4.13 Draft Sevenoaks Neighbourhood Development Plan
Objective 6: to work with the District Council, and Kent County Council, in consultation with neighbouring Parish Councils, to identify a long term strategic approach to transport in Sevenoaks to respond to and mitigate any impact of new development on the existing network.
Objective 7: to promote a co-ordinated approach to transport and movement that encourages use of sustainable transport modes, including walking and cycling, and reducing pollution levels, whilst ensuring that the centre is still accessible by car.

5 Theme 3 – Making Sevenoaks Greener

5.1 Trees (Noting: Right Tree – Right Place)
A particular feature of Sevenoaks is its trees. Sevenoaks is famed for its oaks but there are many other species and individual trees that are important to the character and ecology of the town.

STC maintains and manages more than 38 hectares of public open space of which approximately 26 hectares are covered in trees. STC wants to plant more trees and where possible fruit and nut trees.

In 2020 STC planted 790 trees and plans for 2021 are progressing with over 300 planned up to November. STC would keep a running total – clearly available for public to view e.g., on its website and linked to the national database.

Where there used to be tree lined avenues, STC will encourage the public via resident associations to plant trees in their front gardens (subject to KCC permission). STC will consider providing grants for trees to voluntary organisations and will support the Queen’s Jubilee Tree Canopy initiative.

When there is a need to fell trees STC will repurpose for posts and bollards where possible.

5.2. Adopt a Tree

In 2021 STC launched an Adopt a Tree in Sevenoaks project.

Why Adopt a Tree?

- Trees benefit the local environment
- Help improve air quality
- Provide homes for wildlife
- Food for insects
- are visually attractive

Where can the trees be planted?

There is a list available of land owned and maintained by Sevenoaks Town Council. These areas vary in size and many of the trees to be planted would be understorey trees and hedgerow bushes, but all of them would be extremely beneficial to the local environment.

Can I plant the tree myself?

If your tree is going to be planted in a Town Council park or open space, then you can come along and help with the planting. If your tree is going on a roadside verge, unfortunately you will not be able to help as safety guidelines must be followed when working on a public highway.

The Choice of Tree

It is important that the right tree is chosen for the right location to enhance its chance of flourishing. Native species will be chosen for the most part with an emphasis on fruit and nut trees. You are encouraged to water and nurture your tree and watch it grow over the years.

The Cost

Your tree can be planted at one of our parks and following the planting, you will receive a certificate with a picture of the newly planted tree and a plan showing its location. If you would like to be in the photograph, this can be arranged. Individual plaques are not provided, but if you would like to provide your own, we can attach to the stake. Standard tree - £100 (10/12 cm bare root wrapped tree). This price includes purchase of the tree, digging a hole for its roots, adding compost, installing an irrigation pipe, backfilling, mulching, and staking.

Planting

The best months for planting trees are December and January. So that we can plant new trees during this time, our deadline for applications is 30th September. This gives enough time to order the trees, agree and mark the final locations and organise planting.

Once the tree is planted Sevenoaks Town Council will be responsible for maintaining the tree. Please be aware that we cannot guarantee the lifetime of the tree, and we will not be able to replace any trees, which do not establish themselves. If the tree is near your home, you can increase its chances of survival by giving it water during periods of drought and hot weather. For queries, please email psl@sevenoakstown.gov.uk

- 5.3 Link Sevenoaks open spaces together with 'green routes'
 Via its NDP proposals STC will improve access to, and better connect, the town's open spaces

- 5.4 Give it a Grow project
 In 2020 the Mayor, Cllr Dr Canet launched the Give it a Grow project encouraging all residents to become involved in making Sevenoaks greener.



- 5.5. Sevenoaks in Bloom and STC Planting
 The annual Sevenoaks in Bloom garden competition plays a vital role in celebrating and directing focus onto the value of plants and their impact on the community and environment. This in turn transforms areas into better places to live, work and visit and help to make residents, businesses, and communities proud of their town. STC will continue with its edible gardening project. Including edible foods within planting in public open spaces and encouraging residents to pick and use. Planting will be chosen that encourages bees. STC are indebted to its many volunteers who participate in helping to make Sevenoaks in Bloom a success.

STC in its horticultural processes will minimise the use of fungicides and pesticides and create a Biodiversity Policy. Sustainable planting will also be used.

- 5.6 Sustainable boundaries
 STC is aware of the considerable environmental benefits to creating sustainable boundaries to properties e.g., hedging compared to fencing. STC will review its following policies for Planning Committee recommendations (it should be noted that STC does not make the final decision relating to planning applications, this is with Sevenoaks District Council, the Planning Authority):

- Sustainable boundaries e.g., hedging
- Porous front drives
- Trees – planting 2 for each 1 removed
- Signs – not internally illuminated – light pollution and energy.
- 1m boundary distance

- 5.7 Streetlighting to LED provision
 STC owns and maintains some of the streetlighting in Sevenoaks and has been putting in place a plan of conversion to LED.

Where floodlights are provided on STC land it will be planned to move to LED and decrease light pollution.

Christmas Lights will also be planned to move to LED.

5.8 Acquisition of Land

Very rarely, but occasionally land does come up for sale in Sevenoaks. STC will consider putting in place process and 'in principle' resolution to enable STC to obtain additional land if it could be used for community benefit e.g., additional woodland or community orchard.

5.9. Draft Sevenoaks Neighbourhood Development Plan

Objective 4: to recognise the significant contribution that trees and hedgerows make to the town's character and biodiversity.

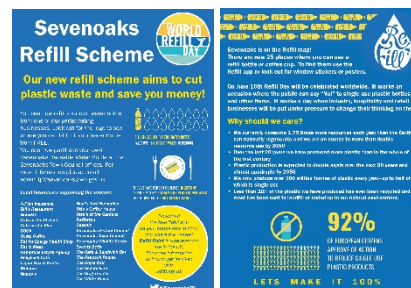
Objective 5: to protect, improve and enhance access to existing publicly accessible open spaces and create new publicly accessible open spaces and green infrastructure.

6 Theme 4 - Consumption

6.1 Promote Refill Scheme

STC will continue to promote the Refill Scheme encouraging people to use refillable bottles rather than plastic; install as many drinking water facilities as possible and encourage businesses to provide free drinking water.

STC will continue to lobby for drinking fountains to be provided at Railway Stations.



6.2. Sevenoaks Plastic Free Pledge

In response to the global problem of plastic pollution, Sevenoaks Town Council and Sevenoaks Youth Council have committed to phasing out single-use plastic across all its facilities. This also means it strongly encourages groups and organisations to find alternatives to single use plastic when using Town Council venues.



We recognise that crowded events such as fetes, parties etc real glasses can provide a safety hazard. In these circumstances STC encourages the use of sturdy plastic cups that can be cleaned and reused and ultimately can be recycled.

Where single use items are unavoidable, we encourage the public to provide genuine compostable alternatives, and take responsibility for their proper disposal.

STC will continue to campaign and support campaigns for reducing litter and encouraging more recycling.

STC will raise awareness of these matters to all users of its facilities.

STC would be participating in a recycling scheme for the banners for them to be used as flooring for horse stables, dumbbells, traffic cones, punch bags etc. It was also noted that they could be used on allotments to suppress weeds.

6.3. Installation of drinking fountains

Drinking water refill facilities have been installed at the new Bat & Ball Centre and Bat & Ball Station Café.

External drinking water refill facilities will be installed at The Vine Gardens and Greatness Recreation Ground during 2021 / 2022.

6.4. Enabling community initiatives for sustainable living e.g., Toy Library, Community Orchards, Community Cycle Workshops, Repair Café, promotion of alternative resources e.g., nappies.

STC will – where possible – support and develop community initiatives for sustainable living. STC will work with partners including KCC, SDC and Abacus to progress this provision.

6.5. Zero Waste Shop – research viability and support provision in Sevenoaks

STC would support the provision of a Scrapbox* facility, working to reduce waste. It was noted that a building and volunteers would be needed. STC to work with KCC, SDC and Abacus to try and progress a project.

Good example in Norwich: - The aim of Scrapbox is to educate people about the re-use of clean, safe Commercial and Industrial 'waste' as re-usable resources. Scrapbox collects from businesses waste materials such as 'overs', reject goods, ends of ranges etc. which would otherwise be thrown away and makes them available for art, craft, drama, technology and even recycling lessons. The project helps to delay resources being sent to landfill or incineration, which takes time and energy.

Organisations and individuals then pay affordable amounts for the resources they purchase for their projects. Particularly useful to groups who provide art, crafting, music, drama, and technology activities for communities such as schools, nurseries, care homes, crafting groups for the elderly and vulnerable plus community artists etc.

6.6. Food Waste

Sevenoaks currently operates a Foodsafe scheme where supermarkets and other businesses offer surplus, close to sell by date to voluntary organisations. STC will support this where possible.

6.7. Supporting Businesses

Via the Town Team which includes membership from Sevenoaks District Council, Chamber of Commerce, local stakeholders, and businesses there is an appetite to coordinate and support local businesses in progressing likeminded climate change initiatives. This could include commercial waste services, recycling, green electricity, carbon offsets. Sevenoaks doesn't currently have a BID (Business Improvement District), however there is much that can be learned from BIDs in other locations on such projects.

7. Theme 5 – Information & Access to Information

- 7.1 Signpost residents to existing schemes e.g., compost provision, energy audits
Bearing in mind that “Household consumption is responsible for more than 60% of global greenhouse gas emissions.” (Gale, 2020, *The Sustainable(ish) Living Guide*).
STC will research how to signpost residents to existing schemes, including subsidised compost bins. STC is aware that there is considerable information available from many sources and that sometimes public want this filtered and diluted to enable them to consider their own personal practical measures to make a difference to the climate change agenda.
- 7.2 Facilitate a Reduce, Reuse & Recycle programme of informal education events – sewing / mending; repairs; plant based home cooking; gardening
STC could facilitate a programme of informal education events – sewing / mending; repairs; home cooking; gardening etc, with the aim of Reduce, Reuse & Recycle
- 7.3. Information to enable residents to make practical and changes
STC will aim to increase communication to the public about the practical local initiatives it was already undertaking and its plans for the future and to take a local leadership role, providing information about simple measures that can be taken in helping the local community to Reduce, Reuse and Recycle to help the planet.

STC’s overall aim was to put in place affordable and practical initiatives with long term green benefits for the local community and to encourage residents to pursue individually. Little steps together = big changes to the planet.

STC will clearly identify its Green Initiatives and plans on its website and on social media however is also aware that not all its residents have easy access to or able to use ‘smart phones’, ‘apps’ and the ‘wider internet’ and will bear in mind methods of communication to avoid where possible ‘digital exclusion’.

8. Implementation

- 8.1. Produce Green Community Investment Plan and publicise widely
STC to create a ‘Green’ Community Investment Plan setting out aims and objectives – to be an appendix to the current 2019 – 2023 Community Investment Plan.
- The ‘Green’ Community Investment Plan to be heavily promoted providing information about STC aims and objectives and encouraging stakeholders, partner organisations, resident associations, community and voluntary groups, schools, and residents to work with STC on these and other initiatives they may have.
- 8.2 Create STC Green Grant Fund for voluntary organisations
STC to create Grant Fund (similar to Community Resilience Fund) to be able to provide grant funding for Green Initiatives e.g., planting trees.

8.3 Recruitment of Kickstart employee (government funded) to work on projects identified within the Green Community Investment Plan

STC to recruit additional resource / 6 month Kickstart employee (government funded) for administration relating to progressing projects identified within the Green Community Investment Plan aims and objectives.

8.4 Neighbourhood Development Plan (NDP) referendum if successful move to NDP Action Plan

The Sevenoaks Neighbourhood Development Plan (NDP) is currently at draft stage in preparation for a referendum. Following a hoped for successful referendum an Action and Implementation Plan would be the next step.

8.5 Review STC Planning Committee Recommendations policy

STC is aware of the considerable environmental benefits to creating sustainable boundaries to properties e.g., hedging compared to fencing. STC will review its following policies for Planning Committee recommendations (it should be noted that STC does not make the final decision relating to planning applications, this is with Sevenoaks District Council, the Planning Authority):

- Sustainable boundaries e.g., hedging
- Porous front drives
- Trees – planting 2 for each 1 removed
- Signs – not internally illuminated – light pollution and energy.
- 1m boundary distance

8.6 Agree procedure for appropriate Land Acquisition

STC will consider putting in place process and ‘in principle’ resolution to enable STC to obtain additional land if it could be used for community benefit e.g., additional woodland or community orchard.

8.7. Involve the next generation

The Youth in a Changing Climate Report 2021 from Groundwork indicates the following key findings:

- Young people do not need convincing about the threat posed by climate change; almost all young people feel that tackling climate change is important to them personally.
- Most young people want to be involved in climate action and feel that knowing more about local environmental activity would help them to do so.
- Young people are less confident in their knowledge about climate change; most feel that they do not learn enough about climate change in school, with documentaries and social media more likely to be their primary source of knowledge.

- The pandemic created a greater opportunity for some young people to explore nature and learn about climate change independently and by connecting with groups online, but also made it more difficult for some other young people to engage because of worries about work and health.

STC will continue to work with Sevenoaks Youth Council, local schools, local youth groups to encourage involvement in local community environment and climate change initiatives.

9. Where does the money come from?

Wherever possible Sevenoaks Town Council aims to provide community facilities at the lowest cost possible to reduce the burden on the tax payer. At the same time providing the facilities that the community wants and needs. This is often achieved by volunteers assisting in this for which the Town Council continues to remain grateful.

There are some facilities which are not commercially viable including maintenance of public open spaces and play areas, these do not generate income as they are free for public use.

Sevenoaks Town Council has a policy that wherever possible external funding should be sought initially for Capital Projects. External funding could be from grants, sponsorship, and Community Infrastructure Levy (CIL). The Sevenoaks Town Council has a good track record for obtaining external funding for projects.

Where does the £1,858,154, 2021 – 2022 Sevenoaks Town Council budget come from?

Annual Precept £1,239,898	Income from Services £557,482	Earmarked Reserves £60,774
67%	30%	3%
Of the budget comes from the domestic ratepayer's precept (council tax). The Town Council does not receive any portion of business rates or government grants.	Of the budget comes from fees and services such as community halls, sports pitches, markets, cemetery, and cafes.	Of the budget will be from Town Council's Earmarked Reserves. £41,075* supports Bat & Ball Station project during initial years of opening, and £39,700* funds the No 8 bus, offset by an increase of (£20,000) revenue reserves. External grant funds*

10. How can I make a comment or become involved?

Comments on the Green Community Investment Plan can be forwarded to the Town Clerk, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG. Alternatively emailed to townclerk@sevenoakstown.gov.uk

The Town Council **and its Committees meet most weeks**, and each meeting has a time allotted for the public to address Councillors. A schedule of meetings can be obtained from the website at www.sevenoakstown.gov.uk or by contacting the Town Council on 01732 459953 or emailing council@sevenoakstown.gov.uk

The Town Council will work with community, voluntary groups including Resident Associations and businesses which would like to make a contribution towards Greening Sevenoaks.

Sevenoaks Town Council wherever possible will include public participation in its projects and currently there are opportunities for the public to be involved via the following – please contact the offices if these are of interest to you:

- Friends Groups – Cemetery, Parks & Open Spaces, Bat & Ball Station
- Bat & Ball Centre / Bat & Ball Station User Group
- Sevenoaks Youth Council (11-18 Age)
- Sevenoaks in Bloom
- Give it a Grow campaign – using and learning gardening skills
- Sevenoaks Town Team
- Repair Café proposal – volunteers would be needed with sewing, woodwork etc repair skills

Appendix
Sevenoaks Town Council Community Investment Plan 2019 – 2023
Further information

In 2014 Sevenoaks Town Council (STC) set out its first ambitious £4m Community Investment Plan to restore and improve community facilities. Building on the success of that Community Investment Plan the 2019 second document continued with the original 2014 plan and set out additional priorities for the next four years **which increased investment to £6.5m+, for further details see appendix.**

The STC 2021 Green Community Investment Plan moves away from primarily investing in community facilities and towards investing in the local environment and making Sevenoaks greener.

STC remains mindful of the financial resources required to maintain current community facilities and meet the ambitions of its Community Investment Plan and also to be adaptable for future opportunities which benefit residents of the town.

The Community Investment Plan enables public and partner organisations to be aware and comment on the STC's long term plans. The Community Investment Plan and related strategies has also assisted STC in being successful in obtaining external funding for its capital projects.

It should be noted that capital projects are in addition to STC's provision and maintenance of community facilities, for a full list of these community facilities please see www.sevenoakstown.gov.uk. The capital projects are normally delivered 'in house' by professional staff supported by appropriate paid professionals e.g., architects, and quantity surveyors. The STC staff carry out these roles in addition to their 'day job' which is maintaining and administering community facilities. This creates real value for money but does mean the availability of all resources need to be considered when implementing ambitious plans.

Ref	Project	Funds Invested	Funded by	Status
1	Replacement of Raleys Gym – investment into new facilities at Sencio Leisure Centre	£95,000	Sale of Raleys	Completed
2	Replacement of Indoor Cricket School – funds provided to Sevenoaks District Council in s.106 agreement	£150,000	Sale of Raleys	Funds moved to SDC as part of s.106 agreement
3	Café on the Vine – restored historic building and brought back into useful community use.	£150,000	ICET grant and STC reserves.	Completed
4	New Play Area near the Town Centre – Buckhurst Play Area	£100,000	Sale of Raleys CETB grant	Completed

Draft Green Community Investment Plan 2021
Extension to Community Investment Plan 2019 – 2023

Agenda Item 6

5	Greatness Recreation Ground – new public toilet, fencing, additional benches and play equipment.	£50,000	CIL ICET grant	Completed
6	Multi Use Games Area (to replace tennis courts at Community Centre) awaiting construction of new centre	£100,000	Sale of Raleys	Completed
7	‘Free’ recreational facilities – additional play equipment at Kippington Meadow	£4,000	Kent County Council Cllr Crabtree Member grant.	Completed
8	Sports Strategy The Sports Strategy involving 40 local sports clubs has been completed and is an appendix to the Neighborhood Development Plan. 3G Football Pitch installed at Greatness 3G Rugby Pitch at Knole Paddock 3G Hockey Pitch at Hollybush (contribution)	£450,000 £500,000 £50,000	Sale of Raleys Sevenoaks Mayor’s Fund	Completed Planning Permission refused. Completed
9	Neighbourhood Development Plan Completed to draft stage awaiting Local Plan development. Masterplan for Northern Sevenoaks developed and supported by approximate 70% of local community. Provides plan for regeneration and investment in the area. No. 8 Bus – orbital bus route connecting residential areas to town centre. Winner of UK Community Bus 2018.	£100,000 £150,000	STC Budget KCC s.106 (Sainsbury development) and community transport fund.	Development Stage
10	Stag Community Arts Centre (STC has a 25-year lease) Capital investment including air handling system	£150,000	Sale of Raleys	Completed
11	Bat & Ball Centre Refurbishment and extension of old building	£2,750,000 (Core cost)	Sale of Raleys £1.2m CIL Public Works Loan Board	Completed
	Total capital investment into community facilities	£4,649,000		

Projects not included in 2014 original Community Investment Plan

Ref	Project	Funds Invested	Funded by	Status
13	Bat & Ball Station building refurbishment (25-year peppercorn lease)	£1,452,000	Heritage Lottery Fund CIL Railway Heritage Trust STC Budget	Completed
	New Access Ramp to Platform 1	£60,000	CIL	completed
	Cycle racks at station entrance.	£29,000	CIL	completed
	Cycle racks on community centre land adjacent to ramp.	£45,000	CIL	completed
	New Pedestrian Access to Otford Road	£35,000	CIL	awaiting KCC permission
	Additional capital investment into community facilities	£1,621,000		

2019 Community Investment Plan

14	Sevenoaks Business Hub	£265,400	STC Budget	Completed
15	Development of Darent Valley Community Rail Partnership	£3,000 p.a.	STC Budget	Completed

	2014 Capital Investment Plan into community facilities	£4,649,000		
	Additional total Capital Investment Plan into community facilities	£1,621,000		
	2019 Capital Investment Plan into community facilities	£268,400		
	Total Community Investment	£6,538,400		

Sevenoaks Town Council**PRECEPT RECOMMENDATION FOR 2022 – 2023**

It is a legal requirement to hold council meetings in person. The precept must be agreed at a council meeting. If covid restrictions are put in place to restrict gatherings, the council may find itself being unable to meet in the new year, and therefore unable to agree the 2022/23 precept.

In the light of this, it is considered prudent to decide on the 2022/23 precept at this council meeting.

The summary by cost centre and detailed breakdown by cost centre and account code are attached to this paper.

The suggested precept for 2022/23 is **£1,295,675**. This is a 4.5% increase to the 2021/22 precept. Based on current year Band D levels, this represents a cost of £134.28 per Band D per year, equating to £2.58 per week, and an 11p increase per week.

Final Band D numbers are expected from Sevenoaks District Council mid-December.

The precept is based on the Budget “B” presented at the Finance & General Purposes Committee on 22nd November 2021, with the following changes:

- Vine Café budget reduced so that STC subsidy is in line with 2021/22 budget - £7,314 reduction of precept.
- Vine Café 10% challenge added to improve custom and profitability - £2,591 reduction of precept.
- Interest increased to reflect pro-active approach to managing investment of funds and anticipated Bank of England base rate change - £10,000 reduction of precept.
- Remembrance Day budget increased to reflect ongoing requirement for security at events - £600 increase to precept.
- Contingency increased to £43,600 to reflect increasing Covid uncertainty and potential inflationary increases - £7,600 increase to precept (£36,000 contingency was included in Budget “B”).

The following Key Assumptions/ inclusions remain as per the precept draft presented to Finance & General Purposes Committee on 22nd November 2021:

- General inflation on costs	3% (CPI Oct 4.2% Sept 3.1% Aug 3.2%)
- Staff payrise in line with Real Living Wage rise	4.21%
- Employers' National Insurance increase (1/4/22)	1.25%
- Fees & income	3%
- Increase in general (revenue) reserves	£20,000
- PWLB repayments	£72,000

RECOMMENDATION

Sevenoaks Town Council is asked to agree the precept of £1,295,675 which is a 4.5% increase to the 2021/22 precept.

Based on current year Band D levels, this represents a cost of £134.28 per Band D per year, equating to £2.58 per week, and 11p increase per week.

Agenda 8.2 Draft Revenue Estimates					Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget	Budget "B"	Budget "C"	F v B	Budget "C" vs 2021/22 Budget
Sevenoaks Town Council					2018/19	2019/20	2020/21	2021/22	2021/22	Next 6 months	2021/22	2022/23	2022/23	2022/23		
2022/ 2023 DRAFT BUDGET																
FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY																
Vine Café	28	23,909	52,673	35,417	25,911				13,363	9,544	22,907	32,306	33,226	23,320	(3,005)	(2,591)
Bat & Ball Station Building	30	12,559	(1)	-	-				16,182	(16,182)	-	-	-	-	-	-
Central Services	31	611,051	544,242	494,952	662,243				288,840	341,936	630,776	660,017	665,727	663,327	(31,467)	1,084
General	32	30,753	28,006	29,962	30,210				3,941	23,115	27,056	30,917	30,917	31,517	(3,154)	1,307
Council Offices	33	45,018	40,681	67,228	37,700				35,697	26,575	62,273	56,832	57,306	57,306	24,572	19,606
Community Centre	36	(20,289)	(12,867)	(2,131)	(13,114)				(6,526)	(12,124)	(18,651)	(24,070)	(23,344)	(23,344)	(5,537)	(10,230)
Community Grants	38	55,584	50,685	169,753	57,436				38,772	19,659	58,431	57,720	57,720	57,720	995	284
Letting of Non-operational Property	39	(920)	(7,557)	(6,476)	(5,925)				(2,801)	(3,132)	(5,933)	(5,933)	(5,933)	(5,933)	(7)	(7)
Sevenoaks Town Partnership	40	6,314	5,643	5,000	5,000				793	4,207	5,000	5,000	5,000	5,000	0	-
Business Hub	41	-	2,635	2,927	(16,520)				4,181	(945)	3,237	(13,365)	(13,365)	(13,365)	19,757	3,155
Sevenoaks Town Mayor	42		4,708	266	8,147				1,752	6,395	8,147	8,391	8,391	8,391	-	244
Youth council	43	420	500	-	510				45	455	500	500	500	500	(10)	(10)
Youth Café	50	15,948	34,432	13,646	28,685				3,428	16,298	19,726	34,679	35,076	35,076	(8,959)	6,392
Markets	60	-	4,825	10,677	8,627				5,507	445	5,952	5,937	5,965	5,965	(2,675)	(2,661)
		780,347	748,605	821,220	828,909				403,174	416,246	819,420	848,931	857,187	845,481	(9,490)	16,572
% Mvmt on previous budget												2%	3%	2%		
OPEN SPACES & LEISURE COMMITTEE SUMMARY																
General	21	257,939	246,151	260,489	284,413				132,117	145,061	277,178	294,224	297,453	297,453	(7,235)	13,040
Greatness Cemetery	22	18,613	41,217	54,849	32,710				15,766	19,748	35,514	56,086	57,696	57,696	2,804	24,986
Allotments	23	(405)	2,818	345	1,934				(2,530)	4,338	1,808	1,001	1,085	1,085	(127)	(849)
Street Lighting and General	26	19,878	33,029	16,586	21,111				17,254	3,214	20,468	21,082	21,082	21,082	(643)	(29)
Vine Grounds	29	22,142	21,492	26,593	21,966				13,183	11,895	25,078	24,243	24,405	24,405	3,112	2,439
		318,167	344,706	358,862	362,134				175,791	184,255	360,045	396,637	401,721	401,721	(2,088)	39,587
% Mvmt on previous budget												10%	11%	11%		
REVENUE FUND SUMMARY																
Planning Committee	1	33,387	35,502	30,624	28,855				12,975	12,638	25,613	28,082	28,473	28,473	(3,243)	(383)
Open Spaces & Leisure Committee	2	318,167	344,706	358,862	362,134				175,791	184,255	360,045	396,637	401,721	401,721	(2,088)	39,587
Finance/General Purposes Committee	3	780,347	748,605	821,220	828,909				403,174	416,246	819,420	848,931	857,187	845,481	(9,490)	16,572
		1,131,901	1,128,813	1,210,707	1,219,898				591,939	613,138	1,205,077	1,273,650	1,287,380	1,275,675	(14,821)	55,777
Add: Appropriation to/(from) Balances																
Note: Movement from Reserves to offset loss income for Community Centre closure for 9 months																
Revenue Reserves Movement					20,000											
Lower contingency (Community centre contributing more)												20,000	20,000	20,000		
Precept		1,131,901	1,141,385	1,215,276	1,239,898				619,949	619,949	1,239,897	1,293,650	1,307,380	1,295,675		
% Mvmt on previous budget												4.3%	5.4%	4.5%		
(Surplus)/ deficit				(4,569)	(20,000)				(28,009)	(6,811)	(34,820)	(20,000)	(20,000)	(20,000)		

(Red Brackets) indicates Income, Surplus, or favourable position

						Pay 2.5%		Pay 4.21%		Pay 4.21%	
Agenda 8.2 Draft Revenue Estimates						YTD Actual	Forecast	Forecast	Budget	Budget "B"	Budget "C"
Sevenoaks Town Council						Next 6					
2022/ 2023 DRAFT BUDGET						months					
Ref.	2018/19	2019/20	2020/21	2021/22	2021/22	2021/22	2021/22	2021/22	2022/23	2022/23	2022/23
	£	£	£	£	£	£	£	£	£	£	£
PLANNING COMMITTEE (including Licensing) Cost Centre 11											
Gross Pay - Administration	4010	31,920	33,200	28,034	25,523	12,050	11,262	23,312	25,540	25,914	25,914
Employer Pension Contribution	4270			1,176	1,087	474	426	900	1,089	1,105	1,105
Computer/database	6240	334	1,322	902	920	397	523	920	948	948	948
Professional Fees	6630	983	345	59	1,020	54	54	108	111	111	111
Books and Periodicals	6720	-	299	-	306		-	0	-	-	-
Subscriptions	6730			455			373	373	395	395	395
Sevenoaks Conservation Council	7500	150	336		-			0	-	-	-
		33,387	35,502	30,624	28,855	12,975	12,638	25,613	28,082	28,473	28,473
% Mvmt on previous budget									-3%	-1%	-1%
OPEN SPACES - SPORTS PITCHES, PARKS ETC. Cost Centre 21											
Gross Pay	4010	147,537	167,650	173,040	182,290	91,019	86,118	177,137	186,579	189,608	189,608
Employers Pension Contribution	4270	8,466	9,853	10,234	12,172	5,308	5,112	10,420	12,298	12,498	12,498
Vine area Gen maintenance	5010					15	(15)	0			
Graffiti and gum removal	5013	13	57	-	1,020	54	813	867	893	893	893
Lr St Johns WCs (rates, cleaning, water, repairs)	5025	12,677	10,184	12,597	10,710	9,538	1,172	10,710	11,031	11,031	11,031
Greatness Rec WCs (rates, cleaning, water, repairs)	5026	2,327	2,751	3,593	3,060	1,393	1,667	3,060	3,152	3,152	3,152
Seats & Litter Bins (Exc Vine)	5050	2,685	3,663	1,250	2,836	2,661	175	2,836	2,921	2,921	2,921
Tree Sev Common	5060	2,645	3,031	3,052	3,774		4,340	4,340	4,470	4,470	4,470
Tree Safety Survey	5065	2,505	2,350	1,542	3,876	308	3,568	3,876	3,992	3,992	3,992
Woodlands	5070	3,200	6,841	4,125	3,366	3,617		3,617	3,726	3,726	3,726
Knole Paddock and Pavilion	5110	1,972	2,638	3,983	4,030	30	4,000	4,030	4,151	4,151	4,151
Knole Paddock Pitch and ground maintenance	5120	2,433	2,070	1,265	3,570	936	2,634	3,570	3,677	3,677	3,677
Misc. Open Spaces and play areas	5310	62,681	58,499	4,677	1,842	1,055	1,155	2,210	2,277	2,277	2,277
Security Open Spaces	5311			17,789	15,600	10,292	10,292	20,584	21,202	21,202	21,202
Play Area maintenance	5312			484				0	-	-	-
Skate Park maintenance	5316	2,550	602	2,575	2,627	300	2,327	2,627	2,706	2,706	2,706
Raleys car park	5317	521	494	531	510	486	24	510	525	525	525
Fertilisers	5320	134	615	820	1,224	134	845	979	1,009	1,009	1,009
Grass Seed	5330	885	2,143	2,052	2,142		2,142	2,142	2,206	2,206	2,206
Plants	5340	2,165	2,627	1,066	2,550	1,699	851	2,550	2,627	2,627	2,627
Repairs and general maintenance	5410	5,196	2,834	258	1,530	746	784	1,530	1,576	1,576	1,576
Capital refurbishments	5412				1,200		1,200	1,200	1,200	1,200	1,200
Equipment - Hired & New	5500	6,611	6,642	4,343	8,415	1,079	5,653	6,732	6,934	6,934	6,934
Equipment Maintenance (incl tractor)	5525	7,304	4,650	5,900	8,160	1,043	7,117	8,160	7,564	7,564	7,564
Vehicle expenses (incl vans)	5550	4,638	46,209	9,740	3,500	1,393	2,107	3,500	3,500	3,500	3,500
Vehicle replacement fund					12,500		12,500	12,500	16,000	16,000	16,000
Fuel	5700	6,170	4,492	3,250	6,324	2,427	2,632	5,059	5,211	5,211	5,211
Rent, Rates & Water	6000	(25)	463	764	1,224		1,000	1,000	1,030	1,030	1,030
Light Heat and Cleaning	6010	2,385	1,924	3,246	2,142	2,545		2,545	2,621	2,621	2,621
Telephone	6101	174	176	134	204	71	133	204	210	210	210
Mobile Telephone	6104	146	214	419	204	192	12	204	210	210	210
Printing & Stationery	6200					22	(22)		-	-	-
Staff Training	6320	3,470	2,861	3,000	3,060	1,885	1,175	3,060	3,152	3,152	3,152
Welfare/hospitality	6330	138	204	186	204	163	41	204	210	210	210
Subscriptions and professional fees	6730	282	-	141	204	141		141	145	145	145
Road Dues - Oakhill Rd/Woodside	6812	1,025	1,025	1,025	1,530		1,046	1,046	1,077	1,077	1,077
Bus Shelter Maintenance	6851	65	-	5,558	179		179	179	184	184	184
Sundry Expenses	6900	3	11	18	102	16	86	102	105	105	105
Health & Safety/ Risk Assessments	6922	795	1,911	1,315	1,581		1,581	1,581	1,628	1,628	1,628
Alarm maintenance	6930	764	668	732	755	122	633	755	778	778	778
CCTV Maintenance	6931	270	520	-	1,224	260	260	520	536	536	536
Waste collection - Dog bins	6934	3,167	2,621	2,621	2,856	1,310	1,310	2,620	2,699	2,699	2,699
Waste collection and disposal - Bins	6935	2,783	3,513	2,887	4,304	1,953	1,953	3,906	4,023	4,023	4,023
Protective clothing	6952	1,705	1,654	1,215	1,479	231	1,248	1,479	1,523	1,523	1,523
Letting and Hire of Facilities	1022	(33,732)	(23,775)	(11,946)	(31,827)	(6,363)	(23,872)	(30,236)	(33,179)	(33,179)	(33,179)
Raleys car park	1316	(1,468)	(1,525)	(42)	(1,803)	(1,475)		(1,475)	(1,750)	(1,750)	(1,750)
Grant Income	1350	(5,341)	(29,163)	(9,355)	-			-	-	-	-
Furlough grant income	1450			(4,995)			-	-	-	-	-
Income from other depts.	1470	(25)			-		-	-	-	-	-
Insurance Claims	1550		(940)		-		-	-	-	-	-
Log Sales	1850	(1,549)	(667)	(606)	(1,273)	(357)	(916)	(1,273)	(1,305)	(1,305)	(1,305)
Adopt a Tree	1853					(300)		(300)	-	-	-
Sundry Income	1990	(2,408)	(7,664)	(1,214)	(764)	(1,945)		(1,945)	(1,099)	(1,099)	(1,099)
		257,939	294,924	263,269	284,413	134,002	145,061	279,063	294,224	297,453	297,453
Movement to/ From EMR						(1,885)		(1,885)			
% Mvmt on previous budget									3.4%	4.6%	4.6%

Agenda 8.2 Draft Revenue Estimates		Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget	Budget "B"	Budget "C"
Sevenoaks Town Council							Next 6				
2022/ 2023 DRAFT BUDGET		2018/19	2019/20	2020/21	2021/22	2021/22	months	2021/22	2022/23	2022/23	2022/23
GREATNESS CEMETERY Cost Centre 22											
Gross Pay - Administration	4010	61,829	75,359	91,047	86,161	38,451	38,451	76,902	90,395	91,885	91,885
Employers Pension Contribution	4270	5,582	5,909	6,792	7,184	3,106	3,106	6,212	7,292	7,412	7,412
Cem - Chapel and Office	5210	1	43	232	210	187	23	210	216	216	216
Workshop/messroom maintenance	5230	1,057	405	445	179	346		346	356	356	356
Repairs & General Maint	5410	1,182	2,690	1,718	1,020	603	417	1,020	1,051	1,051	1,051
Capital refurbishments	5412				1,200		1,200	1,200	1,200	1,200	1,200
Equipment - Hired & New	5500	2,007	6,423	2,928	3,264	774	2,490	3,264	3,362	3,362	3,362
Equipment Maintenance	5525	3,748	4,817	4,590	2,550	2,133	927	3,060	3,152	3,152	3,152
Vehicle replacement fund							-	0	6,000	6,000	6,000
Fuel	5700	939	1,000	581	714	405	309	714	1,302	1,302	1,302
Rent, Rates and Water	6000	6,246	6,487	8,257	6,701	5,291	3,661	8,952	9,221	9,221	9,221
Light Heat & Cleaning	6010	1,599	1,443	2,785	1,265	569	696	1,265	1,303	1,303	1,303
Telephone	6101	492	579	806	765	419	346	765	788	788	788
Mobile Telephone	6104	100	58	8	122		122	122	126	126	126
Broadband wi-fi service	6105			200		200	200	400	412	412	412
Printing Postage and Stationery	6200	369	20	105	102		50	50	52	52	52
Computer - cemetery database	6240	328	942	3,449	408	324	84	408	420	420	420
Training	6320	460	2,000	2,000	2,040		2,040	2,040	2,101	2,101	2,101
Welfare/hospitality	6330	166	169	203	173	87	86	173	178	178	178
Goods for Resale	6500	-	270	8	204		204	204	210	210	210
Professional fees	6630	90	95	95	102		102	102	105	105	105
Bad debts	6650			44		4		4	-	-	-
Subscriptions	6730	90	95	95	102	95		95	98	98	98
Trees, Turf & Fertilisers	6802	1,772	3,096	1,899	3,060	1,086	1,974	3,060	3,152	3,152	3,152
Roads, Paths and Boundaries	6822	1,595	756	972	714	250	464	714	735	735	735
Lawn/ Wall of Remembrance	6832	-	446	306	102	49	53	102	105	105	105
Sundry expenses	6900	88	35	9	51		51	51	53	53	53
Health & Safety/ Risk Assessment	6922	467	1,311	-	2,270		2,270	2,270	2,338	2,338	2,338
Alarm Maintenance	6930	719	741	602	816	815	1	816	840	840	840
Cemetery security	6932	4,452	4,681	4,684	4,692	2,428	2,428	4,856	5,002	5,002	5,002
Waste collection and disposal	6935	1,071	1,459	1,490	1,255	636	636	1,272	1,310	1,310	1,310
Protective Clothing	6952	435	773	885	765	266	499	765	788	788	788
Cemetery Income	1700	(78,271)	(77,784)	(76,576)	(95,481)	(42,758)	(43,142)	(85,900)	(87,577)	(87,577)	(87,577)
Furlough grant income	1450			(4,177)				-	-	-	-
Insurance Claims	1550		(3,101)	(1,458)	-		(0)	(0)	-	-	-
Other income	1990			(132)			-	-	-	-	-
		18,613	41,217	54,892	32,710	15,766	19,748	35,514	56,086	57,696	57,696
Movement to/ From EMR		-43.5					(204)	(204)			
% Mvmt on previous budget									71%	76%	76%
ALLOTMENTS Cost Centre 23											
Gross Pay - Administration	4010	4,062	5,177	5,037	6,496	2,315	2,315	4,630	5,232	5,313	5,313
Employers Pension Contribution	4270	-	254	267	260	150	150	300	209	213	213
General Maintenance	5410	1,113	4,403	1,870	1,224	413	811	1,224	1,261	1,261	1,261
Equipment-Hired & New	5500	195						0	-	-	-
Rent Rates & Water	6000	646	982	939	1,561	229	732	961	989	989	989
QH Allotment Costs	6002	682	734	649	714	2,324		2,324	1,735	1,735	1,735
Computer Software	6300					124		124	128	128	128
Subscriptions	6730			55			55	55	57	57	57
Health & Safety/ Legal Advice	6922	-		-	306		275	275	283	283	283
BV Rental Income	1010	(843)	(936)	(1,083)	(1,111)	(1,255)	-	(1,255)	(1,381)	(1,381)	(1,381)
QH Rental Income	1047	(6,260)	(6,331)	(7,388)	(7,516)	(6,829)		(6,829)	(7,512)	(7,512)	(7,512)
Insurance claims	1550		(1,465)				-	0			
		(405)	2,818	345	1,934	(2,530)	4,338	1,808	1,001	1,085	1,085
% Mvmt on previous budget									-48%	-44%	-44%
STREET LIGHTING AND GENERAL Cost Centre 26											
Public Clock Maintenance	6861	1,836	1,103	14,090	2,966	9	2,957	2,966	3,055	3,055	3,055
Street Lighting	6862	8,796	40,759	18,688	13,682	6,103	7,579	13,682	14,092	14,092	14,092
In Bloom Costs	6865	16,789	14,451	12,180	14,790	11,452	1,859	13,311	13,710	13,710	13,710
Street Lighting - recharges	1263/1480	(5,313)	(19,835)	(14,206)	(9,091)	89	(9,180)	(9,091)	(9,364)	(9,364)	(9,364)
In Bloom - Contributions	1990/1266	(2,230)	(650)	(500)	(1,236)	(400)		(400)	(412)	(412)	(412)
		19,878	35,829	30,252	21,111	17,254	3,214	20,468	21,082	21,082	21,082
Movement to/From EMR		(2,800)									
% Mvmt on previous budget									0%	0%	0%

Agenda 8.2 Draft Revenue Estimates					Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget	Budget "B"	Budget "C"
Sevenoaks Town Council										Next 6				
2022/ 2023 DRAFT BUDGET					2018/19	2019/20	2020/21	2021/22	2021/22	months	2021/22	2022/23	2022/23	2022/23
CENTRAL SERVICES -VINE CAFÉ Cost Centre 28														
Gross pay - general	4010	43,921	52,313	66,868	51,746	36,363	20,516	56,879	57,693	58,571	58,071			
Employers Pension Contribution - general	4270	1,124	691	1,071	2,070	825	550	1,375	2,752	2,794	2,294			
Repairs & General Maintenance	5410	346	97	1,085	510	1,263		1,263	1,301	1,301	1,301			
Equipment Hired & New	5500	2,071	4,384	600	1,836	813	542	1,355	1,396	1,396	1,396			
Equipment Maintenance	5525	653	1,410	50	510	1,172		1,172	1,207	1,207	1,207			
Rent, rates & water	6000	2,010	717	1,409	1,224	679	453	1,132	1,166	1,166	1,166			
Light, heat & cleaning	6010	1,871	2,399	3,838	1,632	3,653	2,435	6,088	4,271	4,271	4,271			
Telephone/broadband	6101	-	305	345	315	138	138	276	284	284	284			
Printing & Stationery	6200	307	48	82	31	72	48	120	124	124	124			
Postage & Courier	6210	60	14	138	163	22	15	37	38	38	38			
Computer/Database/WPs	6240	-	666	556	153	115		115	118	118	118			
Staff Training	6320	320	-	290	306		306	306	315	315	315			
Welfare/ Hospitality	6330					21		21	22	22	22			
Staff Uniforms	6340					54		54	56	56	56			
Publicity	6460	253	-	-	255		128	128	131	131	131			
Goods for Resale	6500	18,805	16,064	22,906	20,600	15,272	6,507	21,779	22,433	22,433	27,437			
Café consumables	6505			3,992	3,718	2,148	915	3,063	3,155	3,155	3,859			
Copyright Fees/Royalties	6533	-	307	-	326			0		-	-			
Professional Fees Licensing	6635	431	130	178	153	192	199	391	403	403	403			
Sundry Expenses	6900	179	134	46	210	307		307	316	316	316			
Health & Safety/ Legal Advice	6922	54	245	2,202	510	1,672	395	2,067	2,129	2,129	2,129			
Alarm Maintenance	6930	813	708	654	525	95	430	525	541	541	541			
Vine CafeWaste collection and disposal	6935	1,012	944	865	2,101	804	876	1,680	1,730	1,730	1,730			
Vine Café Credit card charges	6976	755	725	736	578	665	283	948	977	977	1,195			
Sale of Goods	1211	(49,403)	(29,627)	(62,382)	(63,561)	(45,263)	(19,286)	(64,549)	(66,486)	(66,486)	(81,317)			
Events Management	1212	(1,673)		-	-		-	-	-	-	-			
Furlough grant income	1450			(10,112)		(217)	-	(217)		-	-			
Kickstart funding	1451						(5,906)	(5,906)	(3,765)	(3,765)	(3,765)			
Other income	1990					(7,502)		(7,502)		-	-			
					23,909	52,673	35,417	25,911	13,363	9,544	22,907	32,306	33,226	23,320
% Mvmt on previous budget												25%	28%	-10%

Trf Management & Maintenance Plan

Agenda 8.2 Draft Revenue Estimates		Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget	Budget "B"	Budget "C"
Sevenoaks Town Council							Next 6				
2022/ 2023 DRAFT BUDGET		2018/19	2019/20	2020/21	2021/22	2021/22	months	2021/22	2022/23	2022/23	2022/23
CENTRAL SERVICES Cost Centre 31											
Gross Pay - Administration	4010	297,414	303,060	286,009	291,664	149,999	149,970	299,969	309,418	314,524	314,524
Employers Pension Contribution	4270	29,527	32,250	30,156	33,570	15,491	15,258	30,749	36,519	37,122	37,122
Pension Contribution - Deficiency	4271	70,000	71,000	77,000	77,000	40,000	40,000	80,000	83,000	83,000	83,000
Equipment Hired and New	5500	5,338	2,701	413	2,550	829	829	1,658	1,708	1,708	1,708
Insurance Cost	6020	15,212	16,724	17,299	20,400	12,096	6,400	18,496	19,051	19,051	19,051
Telephone	6101	6,004	5,882	5,512	5,865	1,981	3,249	5,230	5,333	5,333	5,333
Facsimile Costs	6103	-	-	-	102			-	-	-	-
Printing & Stationery	6200	14,353	15,044	11,779	17,340	6,367	6,367	12,734	13,116	13,116	13,116
Postage and Courier	6210	5,495	5,705	4,822	5,253	3,132	3,132	6,264	6,452	6,452	6,452
Computer/Database/WP's	6240	24,351	17,566	23,847	13,658	8,018	6,894	14,912	15,359	15,359	15,359
Website costs	6241	2,495	2,041	935	2,040	275		275	283	283	283
IT infrastructure development	6242	1,973	7,824	10,614	8,160	5,411	5,586	10,997	11,327	11,327	11,327
Office Furniture/ Machinery	6281	469	4,093	50	765			-	-	-	-
Computer Software	6300	2,756	2,931	4,397	3,468	1,538	2,719	4,257	4,384	4,384	4,384
Recruitment costs	6315	4,710	4,608	-	2,040	358	1,682	2,040	2,000	2,000	2,000
Staff Training	6320	2,569	3,816	314	3,060	1,177	1,883	3,060	3,152	3,152	3,152
Investors in People	6321	790	1,160	824	840		840	840	865	865	865
Welfare / Hospitality	6330	2,065	2,533	805	2,040	1,331	1,399	2,730	2,812	2,812	2,812
Civic Expenses/Annual Reception/Xmas Council	6410	1,614	1,439	-	1,785		1,785	1,785	1,839	1,839	1,839
Gifts/Hospitality	6415	501	1,234	-	408	824	412	1,236	1,273	1,273	1,273
Annual Parish Meeting	6420	-	-	8	102		102	102	105	105	105
Honours Board, Badges, Insignia	6421	200	412	750	255	745		745	767	767	767
Members' Expenses and Allowces.	6435	2,526	4,000	2,354	4,202		4,202	4,202	4,328	4,328	4,328
Press Notices	6440	1,288	790	-	1,530			-	-	-	-
Bye Laws	6450	-		-	102			-	-	-	-
Publicity/Democratic notices	6460	4,965	914	3,006	2,550	490	2,060	2,550	2,627	2,627	2,627
Banner Costs	6461	2,225	1,725	716	1,576		1,026	1,026	1,057	1,057	1,057
Audit Fees - Internal and external	6610	3,780	4,720	5,180	4,957	3,295	1,508	4,803	4,947	4,947	4,947
Quality Parish	6611			300	-		300	300	300	300	300
Legal Expenses	6620	339	1,750	5,171	3,060		2,420	2,420	2,493	2,493	2,493
Professional Fees	6630		16,650	-	-		-	-	-	-	-
Professional Fees Licensing	6635	1,420	1,331	1,361	1,530	225	1,140	1,365	1,406	1,406	1,406
Bad Debts	6650	125	37	-	-		-	-	-	-	-
Conference Fees & Expenses	6710	2,141	2,061	100	2,346	140	280	420	2,164	2,164	2,164
Books and Periodicals	6720	383	249	146	388		259	259	267	267	267
Subscriptions	6730	3,393	4,326	4,714	5,253	4,007	1,099	5,106	5,259	5,259	5,259
Special Events	6868				-		4,328	4,328	-	-	-
Waste Sacks Exp	6889	1,914	2,028	1,612	2,040	1,904	1,904	3,808	3,922	3,922	3,922
Sundry Expenses	6900	619	372	(659)	510	(123)	633	510	525	525	525
Health & Safety/risk assessments	6922	3,165	4,750	3,814	3,264	4,605		4,605	4,743	4,743	4,743
CCTV Maintenance	6931			130	-			-	-	-	-
Waste Bins disposal	6935			9		26	(26)	-	-	-	-
Bank Charges	6975	1,876	2,005	1,576	1,581	635	635	1,270	1,308	1,308	1,308
Credit card charges	6976	732	454	813	714	974	528	1,502	1,547	1,547	1,547
Election Expenses	7010	3,000	11,298	5,000	5,100		5,100	5,100	5,253	5,253	5,253
Contingency (Development Costs)	7611	108,330	-	-	67,403		33,702	33,702	36,000	36,000	43,600
Loan Repayment	7617		21,661	71,602	72,000	35,801	35,801	71,603	71,603	71,603	71,603
Loan charges	8000		20,520	(188)				-	-	-	-
Stag Reserve	7614	1,000	-	1,000	1,020		1,000	1,000	1,000	1,000	1,000
Interest on deposits	1115	(12,844)	(25,045)	(2,931)	(4,060)	(179)	(179)	(358)	(369)	(369)	(10,369)
Banner income	1231	(3,753)	(4,499)	(135)	(4,922)	(990)	(990)	(1,980)	(2,039)	(2,039)	(2,039)
Town Crier advertising	1232			(450)		(350)		(350)	(361)	(361)	(361)
Grant income	1350	(500)		-	-	(4,328)		(4,328)	-	-	-
Furlough grant income	1450			(12,318)				-	-	-	-
Kickstart funding	1451					(4,965)	(1,412)	(6,377)	(2,823)	(2,823)	(2,823)
Waste Sacks Income	1889	(2,110)	(2,190)	(756)	(2,163)	(1,888)	(1,888)	(3,776)	(3,889)	(3,889)	(3,889)
Sundry Income	1990	(799)	(140)	(149)	(103)	(13)		(13)	(13)	(13)	(13)
		611,051	571,792	566,553	662,243	288,840	341,936	630,776	660,017	665,727	663,327
% Mvmt on previous budget									0%	1%	0%
Transfer from EMR			(27,551)	(71,601)							

Agenda 8.2 Draft Revenue Estimates		Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget	Budget "B"	Budget "C"
Sevenoaks Town Council							Next 6				
2022/ 2023 DRAFT BUDGET		2018/19	2019/20	2020/21	2021/22	2021/22	months	2021/22	2022/23	2022/23	2022/23
F&GP - GENERAL Cost Centre 32											
Christmas Lights Switch On	6490	29,318	24,621	24,439	26,520	30	26,490	26,520	27,316	27,316	27,316
Remembrance Day/Civic Services	6491	3,059	2,643	3,200	3,060	435	2,625	3,060	3,152	3,152	3,752
No 8 bus costs	6495	39,400	53,633	6,731	40,384			-	-	-	-
Events	6869	7,166	11,039	2,300	6,630	3,476		3,476	6,630	6,630	6,630
Sundry Income	6900					1,036		1,036	-	-	-
Contributions to Christmas Lights Switch On	1490	(8,790)	(6,765)	-	(6,000)		(6,000)	(6,000)	(6,180)	(6,180)	(6,180)
No 8 bus income	1495	(39,400)	(13,929)	(114)	(684)			-	-	-	-
Sundry Income	1990	-	(3,532)	23	-		-	-	-	-	-
		30,753	67,710	36,579	69,910	4,977	23,115	28,092	30,917	30,917	31,517
Movement from EMR			(39,704)	(6,617)	(39,700)	(1,036)		(1,036)			
% Mvmt on previous budget									2%	2%	4%
COUNCIL OFFICES Cost Centre 33											
Gross pay	4010	14,469	20,020	29,745	13,384	13,036	13,656	26,692	27,662	28,123	28,123
Employers Pension Contribution	4270	344	940	1,512	803	688	732	1,420	769	781	781
Property Maintenance	5011			5,200				-			
Repairs & Gen. Maintenance	5410	2,636	2,565	190	2,162	3,715	1,234	4,949	2,542	2,542	2,542
Equipment hired and New	5500		205				-	-		-	-
Rent and rates	6000	33,141	26,141	27,029	25,877	14,273	11,703	25,976	26,756	26,756	26,756
Light Heat & Cleaning	6010	4,971	7,200	5,802	6,492	2,735	3,757	6,492	6,492	6,492	6,492
Furnishings furniture equipment	6281				2,927	10,983	-	10,983		-	-
Catering Expenses	6510	-		11	102			-	102	102	102
Sundry Expenses	6900	106	107	243	102	123		123	102	102	102
Health & Safety/Risk Assessments	6922	75	245	3,967	306	473		473	306	306	306
Alarm Maintenance	6930	758	1,296	696	1,428	848		848	873	873	873
Waste Bin Disposal	6935	832	1,556	947	1,112	641	143	784	808	808	808
Letting and Hire of Facilities	1022	(12,314)	(14,206)	(504)	(16,995)	(2,167)	(4,650)	(6,817)	(9,579)	(9,579)	(9,579)
Sales of Goods	1211		(126)	-	-		-	-	-	-	-
Furlough grant income	1450			(2,411)			-	-			
Other Income	1990		(5,263)				-	-			
		45,018	40,681	72,428	37,700	45,348	26,575	71,923	56,832	57,306	57,306
Movement from EMR				(5,200)		(9,650)		(9,650)			
% Mvmt on previous budget									51%	52%	52%
COMMUNITY CENTRE Cost Centre 36											
Gross Pay	4010	31,309	7,863	3,349	35,425	15,156	25,560	40,716	42,209	42,899	42,899
Employers Pension Contribution	4270	1,475	655	117	2,006	635	1,128	1,763	2,224	2,260	2,260
Flashpark	5318		387	120	500	144	327	471	485	485	485
Plants	5340					176		176	181	181	181
Buildings Repairs & Maint.	5410	1,994	254	393		337		337	347	347	347
Equipment Hired and New	5500			114	1,000	1,260		1,260	1,298	1,298	1,298
Rates and water	6000	7,345	5,671	6,740	7,540	1,264	3,048	4,312	6,986	6,986	6,986
Electricity	6011	2,635	2,864	9,719	2,295	2,930	4,395	7,325	7,545	7,545	7,545
Gas	6012	1,850	2,273	(68)	2,135	639	1,200	1,839	1,894	1,894	1,894
Cleaning (Incl. Materials)	6013	573	-	188	625	386	386	772	795	795	795
Telephone	6101	479	434	892	545	252	282	534	581	581	581
Mobile Phone	6104	67	83	58		67	180	247	371	371	371
Printing and Stationery	6200	233		-	255	145	100	245	255	255	255
Computers	6240	41		-	-	572	-	572		-	-
Furnishings, Furniture & Equipment	6281	174		-	-		-	-		-	-
Welfare/ Hospitality	6330			247		5,656	192	5,848	396	396	396
Publicity/Democratic notices	6460	-		323	500	455	45	500	515	515	515
Refreshments For Resale	6520	517	97	-	670	390	1,200	1,590	2,472	2,472	2,472
Copyright Fees/Royalties	6533	28		-	665			-		-	-
Professional fees - licensing	6635	180	180	370	180	490		490	505	505	505
Grounds Maintenance	6842	-		-	7,900	239	239	478	492	492	492
Sundry Expenses	6900	50		747		197	197	394	406	406	406
Health & Safety/ Risk assessments	6922	(828)		-	465	505		505	520	520	520
Alarm Maintenance	6930	456	877	380	2,500	870		870	896	896	896
CCTV Maintenance	6931	300		-	320		320	320	330	330	330
Waste Disposal	6935	1,348	1,432	(111)	1,620	487	487	974	1,003	1,003	1,003
Healthcare Services	6939	948		-	1,090			-		-	-
Protective clothing	6952					161	161	322	332	332	332
Letting and Hire of Facilities	1022	(74,259)	(9,306)	(18,225)	(78,500)	(28,695)	(39,307)	(68,002)	(89,968)	(89,968)	(89,968)
Linen and Table hire	1032					(142)	(142)	(284)	(284)	(284)	(284)
Grant income	1350			-		(567)	-	(567)		-	-
Outdoor Activities	1445			-		(662)	-	(662)	(662)	(662)	(662)
Furlough Grant Income	1450			(1,166)		(1,071)		(1,071)		-	-
Kickstart	1451						(4,066)	(4,066)	(1,433)	(1,433)	(1,433)
Indoor Activities	1457	2,796	(632)	-	(2,850)	(578)	(2,380)	(2,958)	(4,760)	(4,760)	(4,760)
Other Income	1990			(6,319)		(2,088)	(5,677)	(7,765)		-	-
		(20,289)	13,133	(2,131)	(13,114)	(390)	(12,124)	(12,515)	(24,070)	(23,344)	(23,344)
% Mvmt on previous budget									84%	78%	78%
Transfer from EMR			(26,000)			-6136		(6,136)			

Agenda 8.2 Draft Revenue Estimates						Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget	Budget "B"	Budget "C"
Sevenoaks Town Council											Next 6				
2022/ 2023 DRAFT BUDGET						2018/19	2019/20	2020/21	2021/22	2021/22	months	2021/22	2022/23	2022/23	2022/23
COMMUNITY GRANTS Cost Centre 38															
Grant subsidies for SCC	6937	819	98	-	255					967	2,417	3,384	4,833	4,833	4,833
Grant subsidies for Council Chamber	6938	1,545	1,304	29	1,020					105	225	330	1,000	1,000	1,000
Local Organisations and Youth Grants	7500	17,850	9,307	6,220	12,830					5,700	7,130	12,830	12,000	12,000	12,000
Sevenoaks Summer Festival	7502	5,000	5,000	-	5,100						5,000	5,000	5,000	5,000	5,000
Community Resilience Fund	7503		2,780	5,504	2,724					2,000		2,000	-	-	-
Twinning Support	7520	500	500	-	1,020						1,000	1,000	1,000	1,000	1,000
Youth Outreach	7550/7552	2,870	4,696	-	3,887						3,887	3,887	3,887	3,887	3,887
Stag Community Arts Centre	7556	27,000	27,000	152,000	27,540					27,000		27,000	27,000	27,000	27,000
Community Rail Partnership				6,000	3,060					3,000		3,000	3,000	3,000	3,000
		55,584	50,685	169,753	57,436					38,772	19,659	58,431	57,720	57,720	57,720
% Mvmt on previous budget													0%	0%	0%
Transfer from EMR												-			
LETTING OF NON-OPERATIONAL PROPERTY Cost Centre 39															
SCC ground rents, wayleaves	1046	(1,500)	(2,742)	(375)	-						-	-	-	-	-
Open Spaces rents and wayleaves	1469	5,456	(4,815)	(6,100)	(5,925)					(2,815)	(3,117)	(5,933)	(5,933)	(5,933)	(5,933)
		(920)	(7,557)	(6,476)	(5,925)					(2,801)	(3,132)	(5,933)	(5,933)	(5,933)	(5,933)
% Mvmt on previous budget													0%	0%	0%
SEVENOAKS TOWN PARTNERSHIP Cost Centre 40															
Telephone	6101	13		-	102						102	102	105	105	105
Printing & Stationery	6200	35		-	102						102	102	105	105	105
Computer/Database and other costs	6240	1,449	3,224	784	510					392	392	784	808	808	808
Website costs	6241									267		267	275	275	275
Information Screens	6244	1,070	1,275	1,275	1,530					1,275		1,275	1,313	1,313	1,313
Business Awards	6322	7,154	7,711	-	7,880						7,880	7,880	8,116	8,116	8,116
Business Show	6323	1,538	1,480	-	2,321					1,886	1,018	2,904	2,992	2,992	2,992
Goods for resale	6500		1,367	-	-						-	-	-	-	-
Conference Fees & Exps	6710	495	190	-	714						714	714	735	735	735
Subscriptions	6730			545	-					545		545	561	561	561
Special Events	6869	135		-	-						-	-	-	-	-
Sundry expenses	6900	1,696	751	1,207	612					727		727	749	749	749
Christmas gift guide expenses	7607			450	-						-	-	-	-	-
Friends of Bat & Ball	7608	80		-	1,020						1,020	1,020	1,051	1,051	1,051
Wellbeing Show	7616	1,073	1,644	-	2,550							-	2,627	2,627	2,627
Business Awards	1206	(6,328)	(6,098)	-	(7,210)						(7,210)	(7,210)	(7,426)	(7,426)	(7,426)
Business Show	1207	(2,730)	(3,280)	-	(3,090)					(4,300)	50	(4,250)	(4,377)	(4,377)	(4,377)
Wellbeing Show Income	1209	(2,890)	(1,670)	-	(3,090)							-	(3,183)	(3,183)	(3,183)
Other income	1990	(1,477)	(939)	200	-						-	-	-	-	-
Movement in STC reinvestment funds	7000/40	2,936		538	1,049						139	139	549	549	549
Vintage Bus Expenses	7609	6,393		-	-						-	-	-	-	-
Vintage Bus income	1435	(5,641)	(13)	-	-						-	-	-	-	-
		6,314	5,643	5,000	5,000					793	4,207	5,000	5,000	5,000	5,000
% Mvmt on previous budget													0%	0%	0%
BUSINESS HUB Cost Centre 41															
Gross pay	4010				-					1,403	3,876	5,279	5,152	5,152	5,152
Employers Pension Contribution	4270				-						-	-	206	206	206
Repairs & Gen. Maintenance	5410				6,000					319	80	399	822	822	822
Equipment Hired & New	5500									32	96	128	264	264	264
Rent & Rates	6000		2,038	2,071	4,000					1,243	1,243	2,486	2,561	2,561	2,561
Light Heat & Cleaning	6010		22	-	20,000					913	696	1,609	1,657	1,657	1,657
Electricity	6011		576	592								-	-	-	-
Cleaning (inc. materials)	6013				10,000							-	-	-	-
Telephone & Broadband	6101			35	2,000					454	105	559	-	-	-
Broadband wifi	6105									849	425	1,274	1,749	1,749	1,749
Printing & Stationery	6200				12,000					518		518	500	500	500
Website costs	6241									133		133	133	133	133
Sales commission	6511									140	650	790	2,599	2,599	2,599
Legal expenses	6620									750		750	-	-	-
Sundry Expenses	6900				-					139	673	812	1,236	1,236	1,236
Alarm Maintenance	6930			230	-					278		278	286	286	286
Bank charges	6975									2		2	-	-	-
Credit card charges	6976									8	112	120	401	401	401
Hire of Facilities	1022				(28,840)						(500)	(500)	(1,738)	(1,738)	(1,738)
Provision of postal/Business address	1025				(960)						-	-	-	-	-
Hot desking facility	1026				(8,000)					(238)	(1,650)	(1,888)	(7,357)	(7,357)	(7,357)
Dedicated Desk x 12	1027				(17,280)						-	-	(4,944)	(4,944)	(4,944)
Office pod					(11,600)					(1,160)	(4,350)	(5,510)	(11,948)	(11,948)	(11,948)
Chamber of Commerce					(3,840)					(1,600)	(2,400)	(4,000)	(4,944)	(4,944)	(4,944)
		-	2,635	2,927	(16,520)					4,181	(945)	3,237	(13,365)	(13,365)	(13,365)
% Mvmt on previous budget													-19%	-19%	-19%

Agenda 8.2 Draft Revenue Estimates		Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget	Budget "B"	Budget "C"
Sevenoaks Town Council							Next 6				
2022/ 2023 DRAFT BUDGET		2018/19	2019/20	2020/21	2021/22	2021/22	months	2021/22	2022/23	2022/23	2022/23
Sevenoaks Town Mayor 42											
Mayors Allowance 2021/22	6433	5,200	5,360	266	5636	1823	3813	5,636	5,805	5,805	5,805
Mayors Car Allowance 2021/22	6434	2,340	(652)	-	2511	0	2511	2,511	2,586	2,586	2,586
Fundraising	1500					(71)	71	-			
		7540	4708	266	8,147	1,752	6,395	8,147	8,391	8,391	8,391
% Mvmt on previous budget									3%	3%	3%
Youth Council 43											
Youth Council support	7555	420	500	-	510	45	455	500	500	500	500
		420	500	-	510	45	455	500	500	500	500
% Mvmt on previous budget									-2%	-2%	-2%
YOUTH CAFÉ Cost Centre 50											
Gross Pay	4010	24,546	31,474	35,400	26,041	15,629	15,114	30,743	31,189	31,572	31,572
Employers Pension Contribution	4270	287	690	973	1,042	379	342	721	1,248	1,263	1,263
Repairs and General Maintenance	5410	1,220	3,977	344	1,020	419	419	838	863	863	863
Cleaning	6010	(456)	161	977	510	30		30	31	31	31
Telephone	6101	525	601	587	571	228	228	456	470	470	470
Printing & Stationery	6200	477	107	5	510		300	300	309	309	309
Computer/Database/WPS	6240	1,031	400	200	765	196	196	392	404	404	404
Furnishings, furniture/Eqpt	6281	831	1,248	21	510		479	479	493	493	493
Staff Training	6320	265	20	120	408		200	200	206	206	206
Welfare/Hospitality	6330				-	30	-	30	31	31	31
Staff Uniforms	6340	50	146	-	204		100	100	103	103	103
Publicity/Democratic notices	6460	364	-	-	510		120	120	124	124	124
Goods for resale	6500	1,084	2,867	142	1,734	138	209	347	358	358	358
Professional fees licensing	6635	260	397	293	408	278		278	286	286	286
Bad debts	6650			44				-	-	-	-
Subscriptions	6730			7	-			-	-	-	-
Sundry Expenses	6900	239	176	-	153	245		245	252	252	252
Health & Safety/Legal Advice	6922	8	132	1,217	408	1,015		1,015	870	870	870
Letting and Hire of Facilities	1022	(3,148)	(2,200)	-	(3,740)	(950)	(1,100)	(2,050)	(2,200)	(2,200)	(2,200)
Sale of Goods	1211	(1,635)	(1,841)	(58)	(2,369)	(38)	(309)	(347)	(358)	(358)	(358)
Grant Income	1350	(10,000)	(3,922)					-	-	-	-
Furlough grant income	1450			(26,625)		(4,165)		(4,165)	-	-	-
Other Income	1990				-	(5)	-	(5)	-	-	-
		15,948	34,432	13,646	28,685	13,428	16,298	29,726	34,679	35,076	35,076
% Mvmt on previous budget									21%	22%	22%
Transfer from EMR						(10,000)		(10,000)			
MARKETS Cost Centre 60											
Gross Pay	4010	2,202	1,785	2,118	1,704	1,293	780	2,073	1,703	1,731	1,731
Employers Pension Contribution	4270			-	-		-	-	-	-	-
Repairs & general maintenance	5410	262	66	159	102	35	67	102	105	105	105
Saturday Market Charges	5420	14,083	14,266	14,466	14,988	7,359	7,215	14,574	15,011	15,011	15,011
Wednesday Market Charges	5421	25,539	26,285	26,464	27,301	13,272	13,272	26,545	27,341	27,341	27,341
Vine Farmers Market	5422						-	-	-	-	-
Pop up Market	5425	-		-	449	7,794		7,794	-	-	-
Equipment new and hired	5500				-		-	-	-	-	-
Blighs market	6001	11,218	10,858	7,218	14,299	5,605	5,605	11,211	11,547	11,547	11,547
Light, Heat & Cleaning	6010	169	310	260	510	63	63	126	130	130	130
Publicity/Democratic notices	6460	1,178	1,315	-	2,040			-	-	-	-
Professional fees licensing	6635					180		180	185	185	185
Bad debts	6650			100				-	-	-	-
Subscriptions	6730			57	-		72	72	74	74	74
Sundry Expenses	6900	(132)		-	-		-	-	-	-	-
Rental Income Sat Market	1017	(22,774)	(21,397)	(17,383)	(23,130)	(8,862)	(8,862)	(17,724)	(17,724)	(17,724)	(17,724)
Rental Income Weds Market	1018	(10,766)	(8,134)	(10,563)	(14,187)	(7,268)	(7,268)	(14,536)	(14,536)	(14,536)	(14,536)
Rental Income Blighs Market	1019	(14,258)	(13,505)	(12,220)	(15,450)	(7,400)	(7,400)	(14,800)	(14,800)	(14,800)	(14,800)
Vine Farmers Market Income	1021				-		-	-	-	-	-
Rental Income Pop up Market	1028					(770)		(770)	-	-	-
Christmas Market							(3,100)	(3,100)	(3,100)	(3,100)	(3,100)
Other income	1990	(6,721)			-		-	-	-	-	-
Movement in general reinvestment fund	7000	-	(7,026)	-			-	-			
		-	4,825	10,677	8,627	11,302	445	11,747	5,937	5,965	5,965
% Mvmt on previous budget									-31%	-31%	-31%
Movement from EMR						(5,795)		(5,795)			

Events Accepted/Attended – 2021/2022

Mayor: Councillor Dr Marilyn Canet

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 1.30	12 May	Visit to Trinity School – Creation Care ‘Growing Hope’ Garden	Mayor & Cllr Michaelides
Fri 6.00	14 May	Les Amis de Sevenoaks and the Friends of Pontoise – Zoom Meeting	Mayor
Mon 2.15	24 May	War Graves Week – Lay crosses at Greatness Cemetery	Mayor & Cllr Granville Baxter
Sun 2.30	30 May	Joint Open Day at Sevenoaks Bowls Club	Mayor
Sun 7.45	30 May	Concert Major to Minor live at the Stag	Mayor & Jill Webster
Sat 10.00	5 June	Vegan Market in Buckhurst Lane Car Park	Mayor
Tues 4.00	8 June	Opening of the Business Hub	Mayor
Thurs 2.00	10 June	Visit to Lady Boswell’s Primary School	Mayor
Thurs 4.15	10 June	Celebrate Steph Harrison’s achievement of walking 100 miles for Breast Cancer Now	Mayor
Thurs 5.45	10 June	Kent Armed Forces Briefing – Zoom meeting	Mayor
Sat 10.30	12 June	St Nicholas Church – Churches Count on Nature	Mayor
Mon 13.25	14 June	Visit to St Thomas’s Catholic Primary School to inform the children about the role of Mayor and the work of the Town Council	Mayor
Wed 10.00	16 June	Visit to Sevenoaks Primary School to see the Forest School, wildlife pond and allotment areas	Mayor
Thurs 1.00	17 June	Meeting with the Directors of Sevenoaks Bowls Club	Mayor
Fri 9.00	18 June	Visit to Sevenoaks School to see Y 11 Geography presentations	Mayor
Tues 11.50	22 June	Grand Opening of The Fish Shop	Mayor & Cllr Michaelides
Thurs 6.00	24 June	Disability at Work Zoom meeting	Deputy Mayor
Sun 10.00	27 June	Mayor of Dartford’s Civic Service	Deputy Mayor & Cllr Richard Parry
Wed 5.00	30 June	Age UK Retirement Reception for Gillian Shepherd-Coates	Deputy Mayor & Cllr Richard Parry
Sat 5.45	3 July	Chance to Dance performance at the Stag Theatre	Deputy Mayor & Cllr Richard Parry
Sat 7.30	3 July	Sevenoaks Music Club – Concert at Walthamstow Hall	Cllr. Simon Raikes & Mrs Christine Raikes

Day & Time	Date	Organisation & Event/Venue	Attending
Mon 11.00	5 July	NHS Social Care & Frontline Workers' Day – Raise the Flag on the Vine	Deputy Mayor
Mon 2.00	12 July	Opening of the 'Bee Hotel' at the Pound	Mayor
Thurs 9.30	15 July	Meet and Greet Judges – Sevenoaks in Bloom	Mayor
Sat 3.00	17 July	Chairman of Sevenoaks D C – Civic Service at St Luke's Church, Eardley Road	Mayor, Deputy Mayor & Cllr Richard Parry
Sat 7.30	17 July	The Lydian Orchestra Concert at St Peter & St Paul Church, Tonbridge	Mayor & Mr & Mrs Ken Clarke
Thurs 7.30	22 July	Mayor of Dartford – Evening at Eifes Turkish Restaurant	Mayor & Guest
Sun 9.00	25 July	Official Opening of the Bat and Ball Centre	Mayor
Wed 10.30	28 July	Mayor of Maidstone's Scenic Cruise	Mayor & Guest
Thurs 12.30	29 July	Unveiling of the National Railway Heritage Awards Plaque	Mayor
Thurs 1.30	29 July	Chairman SDC – From Commune to Consummate at St Julians lu8b	Mayor & Guest
Sun s.00	1 Aug	Mayor of Ashford – Civic Service	Deputy Mayor & Cllr Richard Parry
Wed 12.00	4 Aug	Tour of Wildernes House and Lunch in Pavilion Restaurant	Mayor
Sat 7.00	7 Aug	Mayor of Bexley – Charity Appeal Launch BBQ	Mayor & Guest
Thurs 7.00	12 Aug	Mayor of Dartford – Come and Meet the Mayor	Mayor & Guest
Fri 11.00	13 Aug	Peppercorn Rent Ceremony	Mayor
Tues 11.00	17 Aug	Free Family Fun Day at Greatness Recreation Ground	Mayor
Wed 2.00	18 Aug	Lady Mayoress of Canterbury – Afternoon Tea at Tower House	Mayor & Guest
Fri 3.00	20 Aug	Mayor Sandwich – Garden Party	Mayor & Guest
Thurs 12.00	26 Aug	Boxing 4 Parkinson's & Dementia Road Show at the Vine Gardens	Mayor
Thurs 2.00	26 Aug	Greatness Recreation Ground – Alice in Wonderland	Mayor
Fri 6.00	27 Aug	Mayor of Swanley – 1812 Night	Mayor & Guest
Sun 2.00	29 Aug	Chairman of Tandridge District Council – Reception, Tea with Music	Mayor & Guest
Mon 3.00	30 Aug	Live on the Vine – West End Stars- Magical Musicals	Mayor
Fri 10.00	3 Sept	Merchant Navy Day – Flag Raising ceremony at the Vine Flagpole	Mayor
Fri 12.00	3 Sept	Non Visible Disability Initiative at Rochester Cathedral	Mayor
Sun 12.00	5 Sept	Mayor of Tenterden – Civic Service	Deputy Mayor & Cllr. Richard Parry
Sat 6.00	11 Sept	Annual General Meeting of Sevenoaks District scout Council	Mayor
Wed 2.30	15 Sept	Tea Dance at the Bat and Ball Centre	Mayor
Tues 10.00	21 Sept	Wildernes Golf Club – Present Awards	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 9.45	22 Sept	Sevenoaks Business Show at the Bat and Ball Centre	Mayor
Sat 2.30	25 Sept	Open the Sevenoaks Literary Festival at the Kippington Centre	Mayor
Sat 3.45	25 Sept	Celebrate the completion of the new building and the work of Jean Sowten BEM over the last 30 years	Mayor
Mon 10.00	27 Sept	Opening of the Bug Hotel at the Bat and Ball Centre with children from the Sevenoaks Day Nursery	Mayor
Wed 7.30	29 Sept	Sevenoaks Counselling – Annual Open Meeting	Mayor
Thur 10.30	30 Sept	Visit to Rockdale and tour of their garden	Mayor
Sat 2.00	2 Oct	Alumnae Reunion	Mayor
Thur 11.00	7 Oct	Sevenoaks District Seniors Action Forum – Silver Day Celebrations	Mayor
Thur 12.30	7 Oct	Chairman SDC – Visit to Eagle Heights	Deputy Mayor & Councillor Richard Parry
Fri 11.00	8 Oct	Justice Service for the County of Kent at Rochester Cathedral	Mayor & Linda Larter
Fri 5.00	8 Oct	Greatness Recreation Ground Consultation	Mayor
Tues 7.30	12 Oct	Presentation for Sevenoaks Soroptimists at Rockdale	Mayor
Wed 1.30	13 Oct	Chairman SDC – Visit to Coblands Garden Centre	Mayor & Mrs Gail Clark
Fri 6.30	15 Oct	Penny Wood Tours In Bloom Awards at the Bat and Ball Centre	Mayor
Sun 4.00	17 Oct	Sevenoaks Symphony Orchestra – Concert at the Stag Theatre	Mayor
Wed 10.00	20 Oct	Chamber of Commerce Annual General Meeting via Zoom	Mayor
Thur 12.00	21 Oct	Join the Soroptimists at the Vine for the dedication of their tree planted for their Centenary year	Mayor
Thur 7.00	21 Oct	Join the Mayor of Tunbridge Wells at the Simla Cuisine restaurant, Paddock Wood.	Mayor
Fri 10.15	22 Oct	Mayor of Ashford – visit to the Big Cat Sanctuary	Mayor & Guest
Sat 10.00	30 Oct	Placing of Poppies on the Vine Railings in commemoration of the end of WW! In 2018	Mayor
Sat 6.30	30 Oct	Kentish Opera performance of The Pirates of Penzance at the Stag Theatre	Mayor
Sun 1.00	31 Oct	Judging the Halloween Fancy Dress Competition at The Vine	Mayor
Sun 8.00	31 Oct	Elaine Delmar concert at Walthamstow Hall School	Mayor
Wed 2.00	3 Nov	M S Society social gathering in the John London Hall at the Bat & Ball Centre	Mayor
Wed 6.00	3 Nov	Welcome the newly Elected Youth Councillors to their first meeting	Mayor
Thurs 7.00	4 Nov	SDC Chairman's convivial evening at the Bricklayers Arms, Chipstead.	Mayor & guest

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 5.30	6 Nov	Sevenoaks Round Table Fireworks - Lead the procession from the High Street to the Venue	Mayor
Wed 7.30	10 Nov	Sevenoaks Society - Annual General Meeting via Zoom	Mayor
Thur 10.50	11 Nov	Armistice Day – Lay Crosses on the War Graves at Greatness Cemetery	Mayor
Sat 10.30	13 Nov	Vegan Market in the Vine Gardens	Mayor
Sun 10.30	14 Nov	Remembrance Day Service and Parade at the Vine War Memorial	Mayor
Sun 2.00	14 Nov	Remembrance Day Service and Parade at the War Memorial, St Mary's Church, Swanley.	Mayor
Thur 7.00	18 Nov	Mayor of Gravesham – Charity Chinese Meal	Mayor & Guest
Fri 7.00	19 Nov	Mayor of Tonbridge & Malling - Quiz Night	Deputy Mayor & Cllr Parry
Sat 7.00	20 Nov	Lions Club of Sevenoaks – Dinner at Wildernesse Golf Club	Mayor & Guest
Tues 2.00	23 Nov	Mayor of Maidstone – Tour and Gin Tasting at Maidstone Distillery	Deputy Mayor & Cllr Parry
Mon 4.00	22 Nov	Dorothy Parrott Trustees Meeting in the Chamber	Mayor & Deputy Mayor
Mon 7.00	22 Nov	Town Council Meeting	Mayor
Tues 2.00	23 Nov	Mayor of Maidstone – Guided Tour of The Maidstone Distillery and Gin Tasting	Deputy Mayor & Cllr Richard Parry
Wed 1.15	24 Nov	Unveiling of Hope, the Lego Suffragette at the Stag	Deputy Mayor & Cllr Richard Parry
Wed 2.00	24 Nov	Mayor of Faversham – Visit to the newly opened Kent Police Museum and afternoon tea	Mayor & Guest
Wed 7.00	24 Nov	Mayor of Tunbridge Wells – Another Munch and Mingle at the Black Horse in Pembury.	Mayor & Guest
Fri 6.00	26 Nov	Christmas Lights Switch-on	Mayor & Cllrs
Sat 7.30	27 Nov	Sevenoaks Philharmonic Choir - Concert at St Nicholas Church	Mayor
Wed 11.00	1 Dec	National Tree Week Plant/Dedicate 5th Oak Tree in a group on Sevenoaks Common close to Letter Box Lane	Mayor
Sun 12.30	5 Dec	Mayor of Tenterden – Christmas Lunch at the Montalbano restaurant Tenterden	Mayor & Guest
Mon 7.00	6 Dec	Town Council Christmas Meeting	Mayor



2021 – 2022

The Mayor of Sevenoaks Councillor Dr Merilyn Canet Provisional Dates for Mayoral Events

May/June 2021 26 th June Armed Forces Day	July 2021 5 th July NHS & Frontline Workers Day	August 2021
September 2021 3 rd September Merchant Navy Day 14 th September Bowls Match	October 2021	November 2021 11 th November Armistice Day 14 th November Remembrance Day Tree Planting
December 2021	January 2022 Staff Fundraising Lunch	February 2022 12 th February Quiz Night
March 2022 14 th March Commonwealth Day	April 2022 20 th April Tour of Knole House	May 2022 4 th May Luncheon at Chevening