

Sevenoaks Town Council
Minutes of Finance & General Purposes Committee held on 23rd November 2020
Held via Zoom
Livestreamed on YouTube

Meeting commenced: 19:04

Meeting Concluded: 20:35

Present:

Cllr Keith Bonin	Present	Cllr Roderick Hogarth	Present
Cllr Nicholas Busvine OBE	Present	Cllr Tom Morris Brown	Present
Cllr Sue Camp (from 19:57)	Present	Cllr Robert Piper	Present
Cllr Dr Marilyn Canet	Present	Cllr Simon Raikes, Chairman	Present
Cllr Tony Clayton, Vice-Chairman	Present	Cllr Edward Waite (from 19:21)	Present
Cllr Andrew Eyre	Present		

In attendance: Cllr Granville-Baxter, Cllr Parry, Cllr Mrs Parry, Cllr Shea, Town Clerk, Responsible Financial Officer and Senior Committee Clerk

Representations received from Members of the Public: None

311. Apologies for Absence

There were no apologies for absence.

312. Dispensations

There were no requests for dispensations.

313. Declaration of Interests

Declarations of Interests were declared by the following Councillors in respect of the items shown:

- Cllr Raikes declared a pecuniary interest in respect of the Street Lighting Update (Agenda Item 10) which was submitted for noting only.
- Cllr Eyre declared a pecuniary interest in matters relating to the Stag Theatre: no discussion arose on this matter.
- Cllr Waite declared a non-pecuniary interest in the Draft Capital Programme 2021/22 (Agenda Item 7.3) in so far as it related to St Nicholas' Church, of which he was a member, and took no part in the discussion thereon.

314. Minutes of the Finance & General Purposes Committee on 14th September 2020

RESOLVED: To receive and sign the Minutes of the Finance and General Purposes Committee held on 14th September 2020 as a true record.

315. Finance Reports

315.1 Management Accounts 1st to 30th September and 1st to 31st October 2020

The Committee received and noted, for the periods 1st to 30th September and 1st to 31st October 2020, the Finance Officer's Report with Variance Analysis, Income and Expenditure, Working Capital Summary and Statement of Fund Balances, together with the:

- Suppliers Accounts 1st to 30th September and 1st to 31st October 2020, balance as at 31st October - £263,393.36
- Payroll Accounts 1st to 30th September and 1st to 31st October 2020, balance as at 31st October 2020 - £90,824.48
- Petty Cash Accounts 1st to 30th September and 1st to 31st October, balance as at 31st October 2020 - £821.70

It was noted that the year to date position at the end of October including Precept was a net deficit of £20,398. Adjusted for agreed Bat & Ball Management & Maintenance reserves movement (£32,572 YTD) the position was a surplus of £12,174 against adjusted budget surplus of £18,808, resulting in a year to date net adverse variance of £6,634.

It was also noted that the risk to income from the continuing impact of Covid-19 was being closely monitored: looking ahead to the end of year, assuming markets remained open at current level, that the Bat & Ball Centre opens as planned in December (at reduced capacity) and no further Lockdown, the expected adverse impact was c£25k.

Councillors congratulated the Town Clerk and Responsible Financial Officer on their good financial management during the current crisis.

RESOLVED: To accept the Management Accounts 1st to 30th September and 1st to 31st October 2020.

315.2 Conclusion of Audit, Year Ended 31st March 2020

The Committee noted the successful conclusion of the audit for 2019/20. The external auditors, PKF Littlejohn, had raised no matters of concern.

The Responsible Financial Officer was congratulated on the outcome, particularly as this was her first audit for the Town Council and during a particularly difficult year.

315.3 Hospitality and Gifts Register

Nothing to report.

316. Community Infrastructure Levy Payment October 2020

The Committee noted the payment of £27,712.24 received in October 2020 for the Town Council's portion of the Community Infrastructure Payment (CIL).

317. 2021/22 Draft Revenue Estimates and Rolling Capital Programme

317.1 Recommendation from the Open Spaces and Leisure Committee

The Committee received and noted the recommendation from the Open Spaces and Leisure Committee [*Minute 294, 09.11.2020 refers*] that the draft Revenue Budget 2021/22 and the Rolling Capital Programme Budget 2021/22, attached as Appendices E and F [to the OS&L Minutes], be adopted

317.2 Draft Revenue Estimates 2021/22

The Committee received and noted the report of the Responsible Financial Officer outlining the key assumptions in the preparation of the 2021/22 budget.

Prior to Covid-19 the Town Council had planned to undertake a 5-year financial review this Autumn. Given current challenges and uncertainties it was considered prudent to postpone the 5-year review for a year and to focus on a Resilience Plan.

RESOLVED: That the 5-Year financial review be postponed for a year and the Town Council focus on a Resilience Plan for 2021/22.

The Committee reviewed the Draft Revenue Estimates 2021/22. Councillors commented that, in the light of the current pandemic, it was a credit to the Town Clerk and Responsible Financial Officer that they had prepared a budget based on a 2% increase in the precept.

RESOLVED: That the Draft Revenue Estimates 2021/22 be approved in principle, subject to further review at the meeting of this Committee to be held on 18th January 2021/22.

317.3 Draft Capital Programme 2021/22

RESOLVED: That the Draft Capital Programme 2021/22 be approved in principle, subject to further review at the meeting of this Committee to be held on 18th January 2021/22.

317.4 Property Maintenance Programme 2021/22

RESOLVED: That the Draft Property Maintenance Programme 2021/22 be approved in principle, subject to further review at the meeting of this Committee to be held on 18th January 2021/22.

317.5 Charges 2021/22

The Committee reviewed proposed Town Council charges for 2021/22 based on an increase of 3%.

The recommendation from the Open Spaces and Leisure Committee [*Minute 293, OS&L 09.11.2020 refers*] proposing adoption of the draft charges in respect of General Charges, Cemetery Charges, Charges for Sports Facilities and the Charging

and Non-Charging Schedule for the MUGA at the Bat & Ball Centre, was received and noted.

It was agreed that a general review of the Cemetery costs be part of the 5-Year financial review referred to at Minute 317.2 above.

RESOLVED: That the proposed Town Council charges 2021/22 in relation to the following (attached as Appendices A to H) be adopted:

- A. Hire of the Council Chamber with effect from April 2021
- B. Charges for the Bat & Ball Centre with effect from December 2020
- C. Charges for the Bat & Ball Station with effect from April 2021
- D. Charges for the Business Hub with effect from April 2021
- E. General charges (effective dates as set out)
- F. Cemetery charges with effect from April 2021
- G. Charges for Sports Facilities with effect from April 2021
- H. Charges and non-charging schedule for the MUGA at Bat & Ball Centre with effect from December 2020

318. Sevenoaks District Council – Reopening High Streets Safely Campaign

The Committee received and noted details of the District Council's Reopening High Streets Safely Digital Campaign.

RESOLVED: that the Sevenoaks District Council's Reopening High Streets Safely Campaign be noted, recognising that it is complimentary and enhancing to campaigns currently in place.

319. Minutes of Sevenoaks Town Team Meetings

The Minutes of the meeting of the Sevenoaks Town Team held on 17th September and of the AGM held on 7th October 2020 were received and noted.

320. Streetlighting Update

The update in relation to Streetlighting issues was noted.

321. Grant Applications from Local Community Groups

The Committee considered: a request to repurpose a grant awarded in March 2020 as a result of restrictions arising from Covid-19; and a grant aid request received. The balance of the Grant Aid Budget was noted.

In considering the grant application from West Kent Mind, it was agreed that in line with the Town Council's criteria that grants be provided for "services that will directly benefit the area and residents of Sevenoaks Town", a grant award could only be made proportionate to the number of Sevenoaks Town Residents participating in the project.

RESOLVED: That:

- 1) Approval be given for Citizens Advice North & West Kent to use the £500 grant originally awarded to deliver six community scam awareness sessions, for the printing of 4000 leaflets to be distributed to Sevenoaks Town residents and to Sevenoaks Town locations
- 2) A grant be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
61	West Kent Mind	Towards continuing provision of free Skiffle Music Group face-to-face, maintaining social distancing guidelines, through current uncertain period	£2,972.50	£900

322. Current Matters

The Committee received and noted the update on Current Matters.

323. Press Releases: None

There being no further business the Chairman closed the Meeting.

Signed

Dated

Chairman

Chamber

Increase in Rates: 3%

CHARGES	Details	Price	2021/22	% Increase
Monday - Sunday	9am – 5pm	£210.00	N/A	
Day time Sessions (Four hours or less)	Between 9am and 5.30pm	£110.00	N/A	
Evening Sessions (Four hours or less)	Between 6pm and 10pm	£130.00	N/A	
Chamber Hire - local organisation	Hourly charge	£35.00	£36.00	2.86%
Chamber Hire - local organisation	Hourly charge 6hrs +	N/A	£30.00	
Hourly Charge (Non-local Organisations)		£40.00	£41.00	2.50%
Set up costs (services of Caretaker)		£40.00	£40.00	0.00%
Unlimited Tea/Coffee	Per person/per session	£2.00	£2.00	0.00%

OTHER CHARGES	Details	Price	2021/22	% Increase
Photocopying				
Information retrieved from Council Files	First copy	£0.75	£0.75	33.3%
	Subsequent copies	£0.13	£0.13	-100.0%
Copying from caller's original	Per copy (black and white)	£0.13	£0.13	-100.0%
	Per copy (colour)	£0.25	£0.25	-100.0%
Signing Document		£15.00	£15.00	0.0%

All rates are inclusive of VAT

Chamber rates are being simplified for 2021/22 in line with other STC facilities.

Bat & Ball Centre

STARTING WEEKEND RATES		
Henry Garrett (A)	Hourly charge	£50.00
	Hourly charge 6hrs +	£45.00
John London (B)	Hourly charge	£45.00
	Hourly charge 6hrs +	£40.00
Meeting Room	Hourly charge	£30.00
	Hourly charge 6hrs +	£25.00
A+B	Hourly charge	£95.00
	Hourly charge 6hrs +	£85.00

STARTING MID WEEK HOURLY RATES		
Henry Garrett (A)	Mon-Fri 9:00am – 6:00pm	£40.00
	Mon-Fri 6:00pm – 11pm	£45.00
	Mon-Fri 6hrs+ hire	£35.00
John London (B)	Mon-Fri 9:00am – 6:00pm	£35.00
	Mon-Fri 6:00pm – 11pm	£40.00
	Mon-Fri 6hrs+ hire	£30.00
Meeting Room	Mon-Fri 9:00am – 6:00pm	£20.00
	Mon-Fri 6:00pm – 11pm	£25.00
	Mon-Fri 6hrs+ hire	£15.00
A+B	Mon-Fri 9:00am – 6:00pm	£75.00
	Mon-Fri 6:00pm – 11pm	£85.00
	Mon-Fri 6hrs+ hire	£65.00

Henry Garrett/ John London set up costs (Room layout/ table & chairs)	£40.00
Kitchen	£25.00
A1 poster bays - monthly charge per bay	£60.00
Tea Dance	£3.50
MUGA - per hour available for sports parties	£20.00

Notes

All rates are inclusive of VAT

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

Propose to keep starting rates static for 2021/22 rather than including an increase only a few months after opening

Refundable deposit per booking

£150

Refreshments/ Technical AV support are available - POA

Bat & Ball Station

Increase in Rates:

3%

WEEKEND RATES			2021/22 charge	% Increase
Booking Hall	Hourly charge	£40.00	£41.00	2.5%
	Hourly charge 6hrs +	£35.00	£36.00	2.9%
Luggage Room Hall	Hourly charge	£30.00	£31.00	3.3%
	Hourly charge 6hrs +	£25.00	£26.00	4.0%

MID WEEK HOURLY RATES			2021/22 charge	% Increase
Booking Hall	Mon-Fri 9:00am – 6:00pm	£30.00	£31.00	3.3%
	Mon-Fri 6:00pm – 10:30pm	£35.00	£36.00	2.9%
	Mon-Fri 6hrs+ hire	£25.00	£26.00	4.0%
Luggage Room Hall	Mon-Fri 9:00am – 6:00pm	£20.00	£21.00	5.0%
	Mon-Fri 6:00pm – 10:30pm	£25.00	£26.00	4.0%
	Mon-Fri 6hrs+ hire	£15.00	£15.00	0.0%

Booking Hall set up costs (Room layout/ table & chairs)

£40.00

£40.00

0.0%

Notes

All rates are inclusive of VAT

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

Refundable deposit per booking

£150

Refreshments/ Technical AV support are available - POA

Business Hub

STARTING Monthly charges		
Postal/ Business address	Postal/ business address. Storage for post until collected	£30.00
Hotdesking - 8 days	Access to hotdesk 8 days/ month	£120.00
Hotdesking - 20 days	Access to hotdesk 20 days/ month	£200.00
Dedicated desk	Unlimited access Dedicated desk 2 hours meeting room time/ month	£240.00
Private pod workspace	Unlimited access Dedicated desk in enclosed locable pod 2 hours meeting room time/ month	£290.00
Membership	One off charge	£20
Meeting room - members	Room seating 10 people Refreshment facilities Hourly charge	£15.00
Meeting room -non members	Room seating 10 people Refreshment facilities Hourly charge	£20.00

Notes

Opening hours Mon - Sat 9-8
All rates are inclusive of VAT

DRAFT GENERAL OPEN SPACES CHARGES FROM 1 APRIL 2021CHARGES GENERAL CATEGORIES

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
Rent to be calculated per m2 Normal size – 10 rods = 253m2	£4.15 per rod wef 29.09.2020 Total for 10 rod plot - £41.50 pa
	£00.18 per m2 wef 29.09.2021 Total 253m2 - £45.54 pa
Quakers Hall Allotments:	
Rent to be calculated per m2 Normal size – 10 rods = 253m2	£4.15 per rod wef 29.09.2020
	£00.18 per m2 wef 29.09.2021 Total 253m2 plot - £45.54 pa
Logs:	
Full Load	£125 £119.00
Half Load	£75 £72.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 2012 for 7 years. Lease renewed Sept 2020 for 25 years. Rent review every 5 years)	£3,750.00 Review Sept 2025
Sevenoaks Clarendon LTC (reviewed March 2014 for next 7 years. Main lease expires March 2042)	£412.00 per annum Review March 2021
Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5-year reviews. Reviewed Sept 2020. Lease expires 23 September 2028)	£3,500 per annum Review Sept 2025
Vine Cricket Ground (Licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
Pitch 1(Lease expires 27 April 2021)	£1 per annum
Pitch 2 & Pavilion (Lease commenced 1 April 2005 and expires 27 April 2021). Last reviewed 2015	£520 per annum

Cemetery

Increase in Rates:

3%

EXCLUSIVE RIGHTS OF BURIAL	Resident Current	Resident 2021/22	% Increase	Non Resident Current	Non Resident 2021/22
In a New Grave (For 75 years): Includes Certificate of Grant, entry in Register (all sites)					
Earth (Lawn section) Grave Site A	£715.00	£930.00	30.1%	£2,145.00	£2,790.00
Earth (Lawn section) Grave Site B	£575.00	£592.00	3.0%	£1,725.00	£1,776.00
Earth (Lawn section) Grave Site C	£425.00	£438.00	3.1%	£1,275.00	£1,314.00
Infants (non-viable foetuses, still born children, and under 5 years)	£22.00	£23.00	4.5%	£65.00	£69.00
<i>Outside spaces are surcharged 25%</i>					
Pre-purchase of Gravemarker	£65.00	£67.00	3.1%	£65.00	£67.00

INTERMENT FEES (Including grave digging)	Resident				
Infant's Grave (single depth grave in infant's section)	£150.00	£155.00	3.3%	£450.00	£465.00
Single depth in an adult grave (all ages)	£500.00	£515.00	3.0%	£1,500.00	£1,545.00
Double depth in an adult grave (all ages)	£670.00	£690.00	3.0%	£2,010.00	£2,070.00
<i>Surcharge for casket burials is double the above fees</i>					
Burials with coffins & caskets outside of normal dimensions	POA				
Interment of cremated remains within a Grave	£85.00	£88.00	3.5%	£240.00	£264.00

OTHER FEES	Resident				
Transfer of Exclusive Rights of Burial Grant (per document)	£70.00	£72.00	2.9%	£70.00	£72.00
To search Register of Burials per name (same family)	£35.00	£36.00	2.9%	£35.00	£36.00
Annual Grave Maintenance-Grass Grave	£100.00	£103.00	3.0%	£100.00	£103.00
Annual Grave Maintenance-Full Memorial	£140.00	£144.00	2.9%	£140.00	£144.00

Turfing of old graves (at client's request)	£70.00	£72.00	2.9%	£70.00	£72.00
Out-of-time burials (dependent upon availability & man-hours involved)	£155.00	£160.00	3.2%	£155.00	£160.00
Minimum fee					
Weekend surcharge-cremated remains burial	£155.00	£160.00	3.2%	£155.00	£160.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	£55.00	£57.00	3.6%	£55.00	£57.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	POA				

CHAPEL SERVICE	Resident				
Use of chapel (includes provision of music if required)	£155.00	£160.00	3.2%	£155.00	£160.00

MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)	Resident				
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	£165.00	£170.00	3.0%	£165.00	£170.00
Double headstones	£330.00	£340.00	3.0%	£330.00	£340.00
Additional inscriptions after first interment	£115.00	£118.00	2.6%	£115.00	£118.00
Tablets, scrolls, bird baths and books up to 15 inches in height	£125.00	£129.00	3.2%	£125.00	£129.00
To replace a memorial with similar or smaller memorial	£45.00	£46.00	2.2%	£45.00	£46.00
Memorial removal and disposal fee	£100.00	£103.00	3.0%	£100.00	£103.00

WALL OF REMEMBRANCE	Resident				
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	£130.00	£134.00	3.1%	£130.00	£134.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	£250.00	£258.00	3.2%	£750.00	£774.00
Additional inscription to existing plaque	£50.00	£52.00	4.0%	£50.00	£52.00

LAWN OF REMEMBRANCE	Resident				
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Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	£180.00	£185.00	2.8%	£540.00	£555.00
Interment of ashes (digging charge)	£85.00	£88.00	3.5%	£255.00	£264.00

BOOK OF REMEMBRANCE	Resident				
Memorial Roses (details entered in a Book of Remembrance)	£155.00	£160.00	3.2%	£155.00	£160.00

Infant charges under review in line with government guidance
All prices inclusive of VAT where applicable

Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved. RESIDENT A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

NON RESIDENT Any non parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances.

All invoicing must be settled in full prior to permission being given by the Council for any work to be carried out in the Cemetery.

Sports Charges

Increase in 3%

Sport	Hire Conditions		All Day	2021/22	% Increase
			(£)		
Cricket	Pitch Hire per game inclusive of use of pavilion facilities	Weekday games - Adults	£105.00	£108.00	2.86%
		Weekday games - Juniors	£70.00	£72.00	2.86%
		Weekend games - Adults	£125.00	£129.00	3.20%
		Weekend games - Juniors	£80.00	£82.00	2.50%
	Pitch Hire per game exclusive of use of pavilion facilities	Weekday games - Adults	£70.00	£72.00	2.86%
		Weekday games - Juniors	£46.00	£47.00	2.17%
		Weekend games - Adults	£95.00	£98.00	3.16%
		Weekend games - Juniors	£65.00	£67.00	3.08%

Sport	Hire Conditions		Afttrnn		
			(£)		
Cricket	Pitch Hire per game inclusive of use of pavilion facilities	Weekday games - Adults	£90.00	£93.00	3.33%
		Weekday games - Juniors	£60.00	£62.00	3.33%
		Weekend games - Adults	£110.00	£113.00	2.73%
		Weekend games - Juniors	£65.00	£67.00	3.08%
	Pitch Hire per game exclusive of use of pavilion facilities	Weekday games - Adults	£60.00	£62.00	3.33%
		Weekday games - Juniors	£41.00	£42.00	2.44%
		Weekend games - Adults	£75.00	£77.00	2.67%
		Weekend games - Juniors	£50.00	£52.00	4.00%

Sport	Hire Conditions		Evening		
			(£)		
		Weekday games - Adults	£75.00	£77.00	2.67%

Cricket	Pitch Hire per game inclusive of use of pavilion facilities	Weekday games - Juniors	£50.00	£52.00	4.00%
		Weekend games - Adults	£85.00	£88.00	3.53%
		Weekend games - Juniors	£55.00	£57.00	3.64%
	Pitch Hire per game exclusive of use of pavilion facilities	Weekday games - Adults	£46.00	£47.00	2.17%
		Weekday games - Juniors	£28.00	£29.00	3.57%
		Weekend games - Adults	£60.00	£62.00	3.33%
		Weekend games - Juniors	£40.00	£41.00	2.50%

Sport	Hire Conditions		Aftrnn		
			(£)		
Soccer	Pitch Hire per game inclusive of use of pavilion facilities	Weekday games - Adults	£80.00	£82.00	2.50%
		Weekday games - Juniors	£45.00	£46.00	2.22%
		Weekend games - Adults	£100.00	£103.00	3.00%
		Weekend games - Juniors	£55.00	£57.00	3.64%
	Pitch Hire per game exclusive of use of pavilion facilities	Weekday games - Adults	£55.00	£57.00	3.64%
		Weekday games - Juniors	£31.00	£32.00	3.23%
		Weekend games - Adults	£75.00	£77.00	2.67%
		Weekend games - Juniors	£37.00	£38.00	2.70%

Sport	Hire Conditions		Aftrnn		
			(£)		
Rugby	Pitch Hire per game inclusive of use of pavilion facilities	Weekday games - Adults	£110.00	£113.00	2.73%
		Weekday games - Juniors	£65.00	£67.00	3.08%
		Weekend games - Adults	£135.00	£139.00	2.96%
		Weekend games - Juniors	£85.00	£88.00	3.53%
	Pitch Hire per game exclusive of use of pavilion facilities	Weekday games - Adults	£75.00	£77.00	2.67%
		Weekday games - Juniors	£45.00	£46.00	2.22%
		Weekend games - Adults	£95.00	£98.00	3.16%
		Weekend games - Juniors	£65.00	£67.00	3.08%
		Mini Tournaments	£145.00	£149.00	2.76%
		Junior Training Areas	£40.00	£41.00	2.50%

		Mens Training per hour	£32.00	£33.00	3.13%
		Ladies Training per hour	£27.00	£28.00	3.70%
		Outside Rugby Clubs - normal fee plus	£32.00	£33.00	3.13%

Sport	Hire Conditions		Afrnn		
			(£)		
Additional Fees	Pavilion use for social purposes (inc. showers)	Per hour - Adults	£32.00	£33.00	3.13%
		Per hour - Juniors	£22.00	£23.00	4.55%
	Pavilion use for social purposes (exc. showers)	Per hour - Adults	£22.00	£23.00	4.55%
		Per hour - Juniors	£17.00	£18.00	5.88%
	Daily Rates	For Sevenoaks Organisations	£115.00	£118.00	2.61%
		For non-Sevenoaks Organisations	£140.00	£144.00	2.86%
	Fetes, Sports Meetings etc (one field plus pavilion)	Whole Day	£405.00	£417.00	2.96%
		Afternoon & Evening only	£215.00	£221.00	2.79%
	Junior Sports Meetings (7 hours)	Restricted Area	£110.00	£113.00	2.73%
		One Field & Pavilion	£205.00	£211.00	2.93%
		One Field	£170.00	£175.00	2.94%

Notes

All rates are inclusive of VAT

VAT exempt price is available to block bookings of 10 or more sessions to recognised sports bodies meeting relevant conditions – please enquire for form

MUGA at Bat & Ball Centre is also available for hire - please see separate schedule for details

Sevenoaks Town Council
Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre (v.4)

Appendix H - Charges and non-charging schedule for the MUGA

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

Charging for Pre-Booked:

Non-Commercial Junior	£5	Per hour Including VAT
Non- Commercial Adult	£10	Per hour Including VAT
Commercial	£25	Per hour Including VAT
Team Sports Adults	£25	Per hour Including VAT
Team Sports Juniors / Sports Parties	£20	Per hour Including VAT

Sevenoaks Town Council
Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre (v.4)

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