

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

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

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

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

Meeting commenced: 7.13 pm

Meeting Concluded: 8.29 pm

**Present:**

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

**In attendance:** Cllr Victoria Granville (until 8.07 pm), Cllr Claire Shea, Town Clerk, Deputy Town Clerk & Responsible Finance Officer, and Senior Committee Clerk

**Members of Public in attendance: 0**

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

**26 - Apologies For Absence**

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

**27 - Requests For Dispensations**

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

**28 - Declarations Of Interest**

There were no declarations of interest.

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

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

## **30 - Finance Reports**

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

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

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

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

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

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

### **RESOLVED:**

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

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

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

**30.2** The Committee received and noted:

**Suppliers Accounts**

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

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

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

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

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

**Payroll Accounts**

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

**Petty Cash Accounts** for:

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

**30.3 - Hospitality and Gifts Register**

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

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

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

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

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

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

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

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

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

**3. Applications to the CIL Board**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**RESOLVED** to:

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

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

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

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

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

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

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

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

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

**RESOLVED** that:

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

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

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

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

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

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

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

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

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

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

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

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

**RESOLVED** that:

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

**42 - Flag Holders Policy**

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

**43 - Sevenoaks Town Team**

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

**44 - Community Asset Working Group**

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

**45 - Press Release**

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

There being no further business the Chair closed the Meeting.

Signed.....  
Chair

Dated .....