Sevenoaks Town Council

Tuesday 15th July 2025

You are hereby summoned to attend a meeting of the **Finance & Delivery Committee** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 21st July 2025 at the conclusion of the Town Council meeting which commences at 7pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note, proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: https://youtube.com/live/Umpdn1ltDRQand 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.

Committee Members:

Cllr Nigel Wightman **(Chair)**	Cllr Catherine Daniell (Deputy Leader)
Cllr Claire Shea **(Leader & Vice-Chair)**	Cllr Dr Peter Dixon
Cllr Libby Ancrum	Cllr David Skinner OBE
Cllr Tony Clayton (Mayor)	

Quorum minimum of three members

PUBLIC QUESTIONS

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

AGENDA

1	**APOLOGIES FOR ABSENCE**

	To receive and note apologies for absence.
2	**REQUESTS FOR DISPENSATIONS** To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).
3	**DECLARATIONS OF INTEREST** To receive any declarations of interest from members in respect of any items of business included in this report.
4	**MINUTES OF FINANCE & DELIVERY COMMITTEE** (Pages 5 to 11) To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 9th June 2025 as a true record.
5	**FINANCE REPORTS - MAY 2025** To receive and consider the Responsible Finance Officer's reports.
5.1	**Statement of Accounts** (Pages 13 to 46) To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 31st May 2025, including: Appendix 1 - Income and Expenditure by cost centre (Page 15) Appendix 2 – Variance Analysis (Page38) Appendix 3 – Fund Balances (Page41) Appendix 4 – Statutory Balance Sheet (Page 42) Appendix 5 – Earmarked Reserves (Page 44) Appendix 6 - Operating Income & Expenditure (Page 45)
5.2	**Suppliers' Accounts** (Pages 47 to56) To authorise payment of the accounts listed in the schedules for the period • 1st to 31st May 2025
5.3	**List of Payments** (Pages 57 to 58) To note list of payments for: • Sevenoaks Town Council Nat West Account: 1st to 31st May 2025 • Mayor's Charity Account: 1st to 31st May 2025 - None
5.4	**Payroll Account** (Pages 59 to 60) To confirm payments from the account listed in the schedules for period: • 1st to 31st May 2025

5.5	**Petty Cash Account** (Pages 61 to 62) To confirm payments from the account listed in the schedules for the period • 1st to 31st May 2025
6	**FINANCE REPORTS - JUNE 2025** To receive and consider the Responsible Finance Officer's reports.
6.1	**Statement of Accounts** (Pages 63 to 98) To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 30th June 2025, including: Appendix 1 - Income and Expenditure by cost centre (Page 66) Appendix 2 – Variance Analysis (Page 88) Appendix 3 – Fund Balances (Page 93) Appendix 4 – Statutory Balance Sheet (Page 95) Appendix 5 – Earmarked Reserves (Page 96) Appendix 6 - Operating Income & Expenditure (Page 97)
6.2	**Supplier's Accounts** (Pages 99 to 107) To authorise payment of the accounts listed in the schedules for the period • 1st to 30th June 2025
6.3	**List of Payments** (Pages 109 to 110) To note list of payments for: • Sevenoaks Town Council Nat West Account: 1st to 30th June 2025 • Mayor's Charity Account: 1st to 30th June 2025 - None
6.4	**Payroll Account** (Pages 111 to 112) To confirm payments from the account listed in the schedules for period: • 1st to 30th June 2025
6.5	**Petty Cash Account** (Pages 113 to 114) To confirm payments from the account listed in the schedules for the period • 1st to 30th June 2025
6.6	**Hospitality & Gift Register**

To receive and note Hospitality or Gifts received by Councillors or staff for the period 1st May to 30th June 2025:

Date of Offer	To	Accepted / Declined	From	For	Estimated Value
6.5.25	Town Clerk	Accepted	Association of Democratic Service Officers	Invitation to Annual Conference, Awards Dinner, and Accommodation in Liverpool 11th & 12 September 2025.	£400
17.06.25	Town Clerk	Declined	Summer Festival	2 tickets to Sackville Theatre Show on 30th June.	£

7 **RECOMMENDATION FROM COMMUNITY ASSETS (OPEN SPACES) COMMITTEE: ALLOTMENT RENTS** (Page 115)
To consider recommendation regarding allotment rents for 2025/2026.

8 **KENT PENSION FUND CONSULTATION: POOLING OF TOWN & PARISH COUNCILS** (Pages 117 to 123)
To consider Kent Pension Fund, Pooling of Town & Parish Councils - Formal Consultation, with deadline of 4th August 2025.

9 **LOCAL GOVERNMENT RE-ORGANISATION - TRANSFER OF ASSETS UPDATE** (Pages 125 to 131)
To consider update report on Local Government Re-Organisation – Transfer of Assets.

10 **REPAIRS AND HEALTH & SAFETY REQUIREMENTS FOR BUCKHURST PLAY AREA** (Pages 133 to 134)
To consider repairs required at Buckhurst Play Area.

11 **SEVENOAKS TOWN COUNCIL RISK ASSESSMENT** (Pages 135 to 139)
To review Sevenoaks Town Council's Risk Assessment.

12 **CURRENT MATTERS & PRIORITIES**
To receive and note list of:

a. Current Matters (Pages141 to 146)
b. Priorities of the Town Council (To Follow)

13 **PRESS RELEASE**
To consider any agenda item, which would be considered appropriate for a press release.

Sevenoaks Town Council

Minutes of the meeting of the Finance & Delivery Committee
Held on Monday 9th June 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/G-pc35bphUk

Meeting commenced: 7pm Meeting Concluded: 7.58pm

Present:

Committee Members

Cllr Nigel Wightman **(Chair)**	Present		Cllr Catherine Daniell (Deputy Leader)	Present
Cllr Claire Shea **(Leader & Vice-Chair)**	Present		Cllr Dr Peter Dixon	Present
Cllr Libby Ancrum	Present		Cllr David Skinner OBE	Present
Cllr Tony Clayton (Mayor)	Apologies			

In attendance: Cllr Dr Merilyn Canet (remote attendance), Town Clerk, Deputy Town Clerk and Responsible Finance Officer, Senior Committee Clerk, Planning Committee Clerk.

No Members of the Public were present.

PUBLIC QUESTIONS: None

112 - CHAIR & VICE-CHAIR
It was noted that at the Annual Council Meeting held on 12th May 2025, the following appointments were made:

- Chair: Cllr Nigel Wightman
- Vice-Chair: Cllr Claire Shea

113 - APOLOGIES FOR ABSENCE
To receive and accept apologies for absence as noted above.

114 - REQUESTS FOR DISPENSATIONS
No requests for dispensations were received.

115 - DECLARATIONS OF INTEREST
No declarations of interest of interest were received.

116 - MINUTES OF FINANCE & DELIVERY COMMITTEE

RESOLVED: To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 14th April 2025 as a true record.

117 - FINANCE REPORTS – YEAR END 2024/25

117.1 - Responsible Finance Officer's Reports to 31st March 2025

Statement of Accounts – to 31st March 2025
The Committee received and considered the Statement of Accounts, together with the Finance Officer's report for the month ended 31st March 2025, including Income and Expenditure by cost centre, Variance Analysis, Fund Balances, Statutory Balance Sheet, Earmarked Reserves and Operating Income and Expenditure, together with:

Supplier's Accounts
- 1st to 31st March 2025, total gross invoices £91,433.96

List of Payments
- Sevenoaks Town Council Nat West Account - 1st to 31st March 2025, total £205.970.07
- Mayor's Charity Account - 1st to 31st March 2025, total £1,482.30

Payroll Account
- 1st to 31st March 2025, total £104,165.90

Petty Cash Account
- 1st to 31st March 2025, total payments £416.60.

The 2024/25 budget had been built to deliver a surplus of £20,000 as part of the Town Council's strategy to increase its general reserves. It was noted that the year-end position at the end of March 2025 gave a revenue surplus of £39,512.

The Responsible Officer advised that a debt of £1,656 (previously reported to the Committee on 14.04.25) had now been paid in full.

RESOLVED that:
1) the Management Accounts for the Year Ended 31st March 2025 be received and accepted

2) £20,000 of the revenue surplus be moved to General Reserves, and £19,512 be moved to Earmarked Reserves for 2025/26 Contingency.

117.2 - Hospitality and Gifts Register
Noted that no Hospitality or Gifts had been received by Councillors or staff for the period 1st to 31st March 2025.

117.3 - Review of Internal Controls
The Committee received and considered:

i. Internal Audit Report for End of Year, Visit 4 (2024/25)

ii. Financial Regulations 2025/26 (adopted at Annual Town Council meeting on 12th May 2025)
iii. Statement of the System of Internal Control

The Committee congratulated the Responsible Finance Officer on the clear audit.

RESOLVED that the:
1) Internal Audit Report for End of Year, Visit 4 (2024/25), be received and accepted
2) Financial Regulations 2025/26, as approved at Annual Town Council meeting on 12th May 2025,) be received and noted
3) Statement of the System of Internal Control be approved and signed by the Chair of the Finance & Delivery Committee and the Responsible Finance Officer

117.4 - Annual Return for year ended 31st March 2025
The Committee received and considered the Annual Governance and Accountability Return, comprising:

- Annual Internal Audit Report 2024/25
- Annual Governance Statement 2024/25
- Accounting Statements 2024/25
- Supporting papers for submission to the External Auditors, including Notice of Public Rights of Inspection

It was noted that once the Annual Governance and Accountability Return documents had been approved and signed by the Town Council, they would be passed to the External Auditor for review.

The Committee reviewed and confirmed the Annual Governance Statement as follows:

1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Agreed
2.	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Agreed
3.	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Agreed
4.	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Agreed
5.	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Agreed

6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Agreed
7.	We took appropriate action on all matters raised in reports from internal and external audit.	Agreed
8.	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Agreed

RESOLVED:

1) That the Annual Governance Statement 2024/25 be approved and RECOMMENDED to the full Council meeting for adoption and signature by the Mayor and the Town Clerk;

2) That the Accounting Statements 2024/25, signed by the Responsible Finance Officer, be approved and RECOMMENDED to the full Council meeting for adoption and signature by the Mayor;

3) That the Annual Governance and Accountability Return 2024/25, including the Annual Governance Statement, Accounting Statements 2024/25, and supporting papers for submission to the External Auditors, be RECOMMENDED to the full Council meeting for adoption; and

4) That the approved accounts be made available for public inspection for 30 working days, from 11th June to 22nd July 2025 be RECOMMENDED to the full Council meeting for adoption.

118 - FINANCE REPORTS - APRIL 2025

118.1 - Statement of Accounts

The Committee received and considered the Statement of Accounts, together with the Responsible Finance Officer's Report for the month ended 30th April 2025, including Income and Expenditure by cost centre, Variance Analysis, Fund Balances, Statutory Balance Sheet, Earmarked Reserves and Operating Income and Expenditure.

It was noted that the year-to-date position at the end of April gave a revenue surplus of £8,672.

RESOLVED: That the Management Accounts for the Year Ended 30th April 2025 be received and accepted

118.2 – The Committee received and noted:

Suppliers' Accounts

- 1st to 30th April 2025, total gross invoices £88,125.72

List of Payments
- Sevenoaks Town Council Nat West Account: 1st to 30th April 2025, total £191,711.03
- Mayor’s Charity Account: 1st to 30th April 2025: None

Payroll Account
- 1st to 30th April 2025, total £100,568.52

Petty Cash Account
- 1st to 30th April 2025, total payments £617.31

118.3 - Hospitality and Gifts Register
Noted that no Hospitality or Gifts had been received by Councillors or staff for the period 1st to 30th April 2025.

119 - REVIEW OF FINANCIAL MATTERS IN ACCORDANCE WITH THE TOWN COUNCIL’S STANDING ORDERS
The Committee received and noted financial matters in accordance with the Town Council’s Standing Orders, adopted at Annual Council Meeting on 12th May 2025 *(Minute 82 refers*):

119.1 Inventory of Sevenoaks Town Council’s Land & Buildings

RESOLVED: that the inventory of land and building assets be received and noted.

119.2 Freedom of Information Procedure

RESOLVED that the Town Council procedure for handling requests made under the Freedom of Information Act 2000, including NALC Guidelines & Publication Scheme, be received and adopted.

119.3 Insurance Cover

RESOLVED: that arrangements for insurance in respect of all insurable risks, as approved at the Finance & Delivery Committee on 3rd March 2025 *(Minute 595),* be noted and confirmed.

119.4 Complaints Policy

RESOLVED: That the Town Council's Complaints Policy, as approved at the Finance & Delivery Committee on 3rd March 2025 *(Minute 599),* be noted and confirmed.

119.5 General Data Protection Regulation Policies [GDPR]

RESOLVED: To note that the Town Council continues to adopt GDPR practices as required by statute throughout all its day-to-day business, and readopts the following:
- Information and Data Policy

- Neighbourhood Plan Privacy Notice
- Privacy Notice
- Youth Privacy Notice
- Social Media & Electronic Communication Policy

120 - POLICY APPROVALS

RESOLVED: That the following policies be readopted:
- Accessibility Statement
- Equality & Diversity
- Training, Learning & Development
- Value for Money
- Safeguarding of Vulnerable Adults

121 - BANK SIGNATORIES

The Committee considered the amending of Sevenoaks Town Council's bank signatories in accordance with reviewed committee structure.

RESOLVED:
1) That arrangements be made to remove the Chair & Vice-Chair of the Community Wellbeing Committee as bank signatories and to add the Chair & Vice-Chair of the Community Asset (Open Spaces) Committee as bank signatories

2) That the following current elected Councillors to be confirmed as Sevenoaks Town Council bank signatories:

   - The Mayor & Deputy Mayor
   - Chair & Vice-Chair of the Finance & Delivery Committee
   - Chair & Vice-Chair of the Community Asset (Open Spaces) Committee

122 - VINE GARDENS: REPAIRS AND RESURFACE

Consideration was given to options to address issues with the crazy paving at Vine Gardens. It was noted that £10,000 of Community Infrastructure Levy (CIL) funding had been earmarked for this purpose and that further CIL funding would be required for the project.

It was noted that the proposed resin product comprised 3000 recycled plastic straws in every square metre, a total of 100,000 for Vine Gardens.

RESOLVED:
1) To install Ultra Recycle Bound Resin to Vine Gardens around the pond and pergola area at a cost of £23,130 to reduce ongoing maintenance and provide aesthetically pleasing and anti-slip surface.

2) Work to be funded from £10,000 earmarked in current CIL reserves and £13,130 from future CIL income (currently predicted for September 2025 at £69,803).

3) If possible, to have installation take place prior to Britain in Bloom judging.

123 - RECOMMENDATION FROM THE PLANNING & ENVIRONMENT COMMITTEE
The Committee considered the recommendation from the Planning & Environment Committee requesting additional £100 be approved for the corner protection project to include a section of Bradbourne Road, opposite the rear of Sevenoaks Primary School.
The Planning & Environment Committee had noted that adding this location would incur an increase in cost, starting at £100 for the additional lining, with the potential to increase depending on whether any road closures as well surfacing were needed prior to painting.

RESOLVED:

1) That £100 be added to the budget for corner protection locations to allow for a section of Bradbourne Road at the rear of Sevenoaks Primary School to be included

2) To note that the cost of delivering yellow lines at each location could rise significantly depending on the need for road closures or surfacing works.

124 - SEVENOAKS TOWN TEAM

RESOLVED: To receive and note the minutes of the Town Team meeting held on 28th May 2025.

125 - PRESS RELEASES

RESOLVED: That press releases be issued in respect of:

1) The Town Council's success in achieving a revenue surplus in the 2024/25 financial year, allowing funds to be transferred to General Reserves and Contingency
2) New surface Vine Gardens

126 - EXCLUSION OF PRESS & PUBLIC
RESOLVED that: under the Public Bodies (Admission of Meetings) Act 1960 the public and press be excluded for the following item by reason of the confidential nature of the business.

127 - LOCAL GOVERNMENT REORGANISATION & ASSETS
The Committee received and noted an update regarding the Expressions of Interest for a Community Asset Transfer submitted to Sevenoaks District Council

There being no further business the Chair closed the Meeting.
Signed ……………………………………….. Dated …………………………………..
Chair

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Sevenoaks Town Council
Finance Officer's Report
Financial report for the period ended 31st May 2025

1. Summary

The year-to-date position at the end of May gives a revenue surplus of £20,180.

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

- Open Spaces: The income is £3,180 above budget YTD due to the annual cricket invoice – phasing has been reapplied.
- Cemetery: Income is £5,194 above budget YTD.
- Bat and Ball Centre: Income is £22k above budget YTD.
- Establishments: Interest on deposits is approximately £2k under budget but this is updated quarterly with the investments so should catch up in June.
- Open Spaces: grass seed is £672 above its annual budget but it is hoped that grant funding will be received from the football foundation to offset this.
- Business Hub: The health & safety nominal code is £817 over the annual budget due to the replacement of the smoke detector batteries.

The following Appendices are attached in support of the summary information contained in this report
Appendix 1 - Income and Expenditure by cost centre
Appendix 2 – Variance Analysis
Appendix 3 – Fund Balances.
Appendix 4 – Statutory Balance Sheet
Appendix 5 – Ear Marked Reserves
Appendix 6 – Operating income and expenditure

2. Use of Contingency

Monies spent

No monies have been spent as at 31st May 2025.

3. Outstanding Debts

An outstanding debt of £5k for the drainage works on Sevenoaks Common, the money was being paid by Sevenoaks District Council through a grant but no monies have yet been received.

4. Statutory Balance Sheet

The total assets to end of May 2025 are £2,469,519, this is a decrease of £198,663 from April 2025. Revenue (general) reserves have decreased by £7.600 leaving a balance of £534,087.

Earmarked Reserves have decreased by £4,512 leaving a year to date balance of £1,251,067.

This includes:
1. Invoice 7 for the Masterplan totalling £3,313.
2. Public realm expenditure of £1,200 (Painting the railings at Upper High Street. Painting planter by Post Office).

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

5. Investments

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

- HSBC Bank Plc Tracker (4.2%) - £262,469.
- Santander 90 Day Notice (4.15%) - £379,636.

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2 **Cost Centre Report**

Code	Heading	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
11	Planning - General											
4010	Gross Pay	3,577	3,087	(490)	7,009	6,174	(835)	37,040		30,031	18.9%	
4270	Employers Pension Contribution	124	127	3	244	254	10	1,522		1,278	16.0%	
6240	Computer/ Data Base/WP's	50	57	7	120	114	(6)	800		680	15.0%	
6630	Professional Fees	19	0	(19)	38	0	(38)	922		884	4.2%	
6730	Subscriptions	0	51	51	625	102	(523)	615		(10)	101.6%	
	Planning - General :- Indirect Expenditure	**3,770**	**3,322**	**(448)**	**8,035**	**6,644**	**(1,391)**	**40,899**	**0**	**32,864**	**19.6%**	**0**
	Net Expenditure	**(3,770)**	**(3,322)**	**448**	**(8,035)**	**(6,644)**	**1,391**	**(40,899)**				
21	O/ Spaces & Leisure - General											
1022	Letting & Hire of Facilities	1,352	875	(477)	9,305	6,125	(3,180)	28,000			33.2%	
1030	Electricity recharge	0	0	0	0	0	0	3,800			0.0%	
1316	Raleys Car Park Permits	17	0	(17)	1,758	1,742	(16)	1,739			101.1%	
1853	Adopt a Tree income	0	0	0	0	0	0	102			0.0%	
1990	Other Income	0	0	0	105	46	(59)	276			37.9%	
	O/ Spaces & Leisure - General :- Income	**1,369**	**875**	**(494)**	**11,168**	**7,913**	**(3,255)**	**33,917**			**32.9%**	**0**
4010	Gross Pay	15,551	17,032	1,481	33,536	34,064	528	204,378		170,842	16.4%	
4011	Mileage	88	67	(21)	88	134	46	800		712	11.0%	
4270	Employers Pension Contribution	965	1,380	415	1,872	2,760	888	16,558		14,686	11.3%	
5010	Vine Area General Maintenance	95	0	(95)	165	0	(165)	0		(165)	0.0%	
5013	Graffiti Removal	0	0	0	0	0	0	1,000		1,000	0.0%	
5025	Lower St Johns Toilets	720	1,196	476	1,973	2,392	419	14,350		12,377	13.8%	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5026	Greatness Rec Convenience	285	265	(20)	569	530	(39)	3,177		2,608	17.9%	
5030	St Nicholas Burial Ground	80	0	(80)	80	0	(80)	102		22	78.0%	
5050	Seats And Litter Bins	0	0	0	0	0	0	2,357		2,357	0.0%	
5060	Sevenoaks Common	580	0	(580)	580	0	(580)	5,125		4,545	11.3%	
5065	Tree Safety Survey	0	0	0	0	0	0	4,100		4,100	0.0%	
5070	Other Woodlands	90	0	(90)	322	1,025	703	4,100		3,778	7.9%	
5110	Knole Paddock & Pavilion	0	0	0	1,338	0	(1,338)	3,587		2,249	37.3%	
5120	Knole Paddock Pitch & Grnd Mt	145	214	69	252	428	176	2,562		2,310	9.8%	
5310	Miscellaneous Open Spaces	38	442	405	38	884	847	5,300		5,263	0.7%	
5311	Security Open Spaces	2,738	2,333	(405)	5,388	4,666	(722)	28,000		22,612	19.2%	
5316	Skatepark Maintenance	8	510	502	8	510	502	2,050		2,042	0.4%	
5317	Raleys Car Park	0	0	0	0	0	0	439		439	0.0%	
5320	Fertilizers	0	510	510	1,287	510	(777)	1,537		250	83.7%	
5330	Grass Seed	0	0	0	3,234	0	(3,234)	2,562		(672)	126.2%	
5340	Plants	208	0	(208)	372	0	(372)	3,075		2,703	12.1%	
5410	Repairs & General Maintenance	42	154	112	130	308	178	1,845		1,715	7.0%	
5412	Capital Refurbishments	0	667	667	0	1,334	1,334	8,000		8,000	0.0%	
5500	Equipment Hired and New	17	598	581	67	1,196	1,129	7,175		7,108	0.9%	
5525	Equipment Maintenance	78	941	863	1,675	941	(734)	8,000		6,325	20.9%	
5550	Vehicle Expenses	965	1,003	38	1,725	2,006	281	12,037		10,312	14.3%	
5700	Fuel	204	504	300	796	1,008	212	6,047		5,251	13.2%	
6010	Light Heat & Cleaning	0	726	726	0	1,452	1,452	8,712		8,712	0.0%	
6011	Electricity	0	0	0	3,253	0	(3,253)	0		(3,253)	0.0%	
6013	Cleaning	85	51	(34)	130	102	(28)	615		485	21.1%	

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6014	Water	155	85	(70)	245	170	(75)	1,025		780	23.9%	
6101	Telephone	0	12	12	0	24	24	149		149	0.0%	
6104	Mobile Telephone	15	29	14	30	58	28	348		318	8.6%	
6105	Broadband wi-fi service	29	26	(3)	57	52	(5)	307		250	18.7%	
6320	Staff Training	0	0	0	555	0	(555)	3,075		2,520	18.0%	
6330	Welfare/Hospitality	0	53	53	129	106	(23)	640		511	20.1%	
6460	Publicity & Democratic notices	0	0	0	100	0	(100)	0		(100)	0.0%	
6635	Professional Fees Licensing	0	26	26	0	52	52	308		308	0.0%	
6730	Subscriptions	(105)	0	105	430	0	(430)	185		(245)	232.5%	
6812	Road Dues	0	0	0	0	0	0	1,128		1,128	0.0%	
6851	Bus Shelter Maintenance	0	17	17	0	34	34	205		205	0.0%	
6900	Sundry Expenses	0	7	7	0	14	14	82		82	0.0%	
6922	Health&Safety/Risk Assessments	0	0	0	294	0	(294)	1,700		1,406	17.3%	
6930	Alarm Maintenance	0	0	0	0	0	0	902		902	0.0%	
6931	CCTV Maintenance	0	0	0	0	0	0	615		615	0.0%	
6934	Waste Bin Collection-Dog Bins	0	0	0	0	0	0	3,075		3,075	0.0%	
6935	Waste Bin Disposal-Waste Bins	32	230	198	47	460	413	2,767		2,720	1.7%	
6952	Protective Clothing	0	133	133	29	266	237	1,600		1,571	1.8%	
	O/ Spaces & Leisure - General :- Indirect Expenditure	**23,107**	**29,211**	**6,104**	**60,795**	**57,486**	**(3,309)**	**375,701**	**0**	**314,906**	**16.2%**	**0**
	Net Income over Expenditure	**(21,738)**	**(28,336)**	**(6,598)**	**(49,627)**	**(49,573)**	**54**	**(341,784)**				

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
22	O/ Spaces & Leisure - Cemetery											
1700	Cemetery Income	3,608	6,500	2,892	18,194	13,000	(5,194)	78,000			23.3%	
	O/ Spaces & Leisure - Cemetery :- Income	**3,608**	**6,500**	**2,892**	**18,194**	**13,000**	**(5,194)**	**78,000**			**23.3%**	**0**
4010	Gross Pay	8,766	8,791	25	17,557	17,582	25	105,490		87,933	16.6%	
4011	Mileage	0	0	0	18	0	(18)	0		(18)	0.0%	
4270	Employers Pension Contribution	835	735	(100)	1,632	1,470	(162)	8,818		7,186	18.5%	
5210	Cemetery Chapel & Office	0	0	0	0	0	0	153		153	0.0%	
5230	Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	717		717	0.0%	
5410	Repairs & General Maintenance	0	102	102	128	204	76	1,230		1,102	10.4%	
5500	Equipment Hired and New	38	342	305	1,090	684	(406)	4,100		3,010	26.6%	
5525	Equipment Maintenance	325	750	425	325	1,500	1,175	9,000		8,675	3.6%	
5700	Fuel	45	102	57	106	204	98	1,230		1,124	8.6%	
6000	Rent & Rates	848	875	27	1,699	1,750	51	10,500		8,801	16.2%	
6011	Electricity	(357)	179	536	220	358	138	2,152		1,932	10.2%	
6013	Cleaning	82	200	118	82	200	118	1,025		943	8.0%	
6014	Water	253	94	(159)	253	188	(65)	1,127		874	22.5%	
6101	Telephone	71	68	(3)	142	136	(6)	820		678	17.3%	
6104	Mobile Telephone	0	2	2	0	4	4	26		26	0.0%	
6105	Broadband wi-fi service	10	13	3	20	26	6	154		134	13.0%	
6240	Computer/ Data Base/WP's	46	76	30	91	152	61	686		595	13.3%	
6320	Staff Training	0	0	0	0	0	0	1,537		1,537	0.0%	
6330	Welfare/Hospitality	0	26	26	115	52	(63)	307		192	37.3%	
6500	Goods for Resale	29	11	(18)	200	22	(178)	128		(72)	156.4%	

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6720	Books and Periodicals	0	0	0	0	0	0	52		52	0.0%	
6730	Subscriptions	105	0	(105)	215	205	(10)	205		(10)	104.9%	
6802	Trees Plants Turf & Fertilizer	24	0	(24)	24	0	(24)	3,000		2,976	0.8%	
6822	Roads Path & Boundaries	0	0	0	0	218	218	871		871	0.0%	
6832	Lawn/Wall of Remembrance	0	0	0	0	0	0	123		123	0.0%	
6922	Health&Safety/Risk Assessments	0	375	375	123	375	253	1,500		1,378	8.2%	
6930	Alarm Maintenance	519	145	(374)	519	290	(229)	1,742		1,223	29.8%	
6932	Cemetery Security	635	512	(123)	1,271	1,024	(247)	6,150		4,879	20.7%	
6935	Waste Bin Disposal-Waste Bins	0	111	111	81	222	141	1,332		1,251	6.1%	
6952	Protective Clothing	0	58	58	2	116	114	700		698	0.3%	
	O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	**12,275**	**13,567**	**1,292**	**25,914**	**26,982**	**1,068**	**164,875**	**0**	**138,961**	**15.7%**	**0**
	Net Income over Expenditure	**(8,666)**	**(7,067)**	**1,599**	**(7,719)**	**(13,982)**	**(6,263)**	**(86,875)**				
23	O/ Spaces & Leisure- Allotment											
1010	Rental Income	0	0	0	0	0	0	1,636			0.0%	
1047	QH Allotments Income	104	0	(104)	104	0	(104)	8,759			1.2%	
	O/ Spaces & Leisure- Allotment :- Income	**104**	**0**	**(104)**	**104**	**0**	**(104)**	**10,395**			**1.0%**	**0**
4010	Gross Pay	577	500	(77)	1,234	1,000	(234)	6,000		4,766	20.6%	
4270	Employers Pension Contribution	71	33	(38)	150	66	(84)	400		250	37.5%	
6002	QH Allotments Costs	4	0	(4)	587	0	(587)	0		(587)	0.0%	
6014	Water	4	0	(4)	311	0	(311)	973		662	32.0%	
6300	Computer Software	0	2	2	0	4	4	25		25	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6730	Subscriptions	0	0	0	0	0	0	62		62	0.0%	
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	73		73	0.0%	
	O/ Spaces & Leisure- Allotment :- Indirect Expenditure	**657**	**535**	**(122)**	**2,281**	**1,070**	**(1,211)**	**7,533**	**0**	**5,252**	**30.3%**	**0**
	Net Income over Expenditure	**(553)**	**(535)**	**18**	**(2,177)**	**(1,070)**	**1,107**	**2,862**				
26	Open Spaces-Street Lighting/Ge											
1480	Streetlighting income	0	0	0	0	0	0	9,000			0.0%	
1990	Other Income	0	250	250	0	500	500	1,000			0.0%	
1997	In Bloom Income	0	0	0	2,850	0	(2,850)	0			0.0%	
	Open Spaces-Street Lighting/Ge :- Income	**0**	**250**	**250**	**2,850**	**500**	**(2,350)**	**10,000**			**28.5%**	**0**
6861	Public Clock Maintenance	0	0	0	1,040	0	(1,040)	205		(835)	507.3%	
6862	Street Lighting	1,573	0	(1,573)	1,916	0	(1,916)	11,000		9,084	17.4%	
6865	In Bloom Costs	433	422	(11)	512	844	332	14,350		13,838	3.6%	
6869	Special Events	267	0	(267)	267	0	(267)	0		(267)	0.0%	
	Open Spaces-Street Lighting/Ge :- Indirect Expenditure	**2,273**	**422**	**(1,851)**	**3,735**	**844**	**(2,891)**	**25,555**	**0**	**21,820**	**14.6%**	**0**
	Net Income over Expenditure	**(2,273)**	**(172)**	**2,101**	**(885)**	**(344)**	**541**	**(15,555)**				
28	O/ Spaces & Leisure-Vine Cafe											
1211	Sale of Goods	6,529	0	(6,529)	9,758	0	(9,758)	0			0.0%	
	O/ Spaces & Leisure-Vine Cafe :- Income	**6,529**	**0**	**(6,529)**	**9,758**	**0**	**(9,758)**	**0**				**0**

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010	Gross Pay	2,873	0	(2,873)	5,091	0	(5,091)	0		(5,091)	0.0%	
4270	Employers Pension Contribution	140	0	(140)	259	0	(259)	0		(259)	0.0%	
5410	Repairs & General Maintenance	49	0	(49)	230	0	(230)	0		(230)	0.0%	
5500	Equipment Hired and New	158	0	(158)	183	0	(183)	0		(183)	0.0%	
5525	Equipment Maintenance	302	0	(302)	454	0	(454)	0		(454)	0.0%	
6000	Rent & Rates	74	0	(74)	144	0	(144)	0		(144)	0.0%	
6010	Light Heat & Cleaning	10	0	(10)	46	0	(46)	0		(46)	0.0%	
6011	Electricity	0	0	0	0	0	(0)	0		(0)	0.0%	
6014	Water	(2)	0	2	309	0	(309)	0		(309)	0.0%	
6101	Telephone	51	0	(51)	102	0	(102)	0		(102)	0.0%	
6200	Printing & Stationery	31	0	(31)	31	0	(31)	0		(31)	0.0%	
6330	Welfare/Hospitality	8	0	(8)	8	0	(8)	0		(8)	0.0%	
6500	Goods for Resale	1,639	0	(1,639)	2,900	0	(2,900)	0		(2,900)	0.0%	
6505	Cafe consumables	65	0	(65)	181	0	(181)	0		(181)	0.0%	
6922	Health&Safety/Risk Assessments	94	0	(94)	187	0	(187)	0		(187)	0.0%	
6935	Waste Bin Disposal-Waste Bins	0	0	0	81	0	(81)	0		(81)	0.0%	
6976	Credit card charges	0	0	0	125	0	(125)	0		(125)	0.0%	
	O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	**5,493**	**0**	**(5,493)**	**10,331**	**0**	**(10,331)**	**0**	**0**	**(10,331)**		**0**
	Net Income over Expenditure	**1,036**	**0**	**(1,036)**	**(574)**	**0**	**574**	**0**				
29	O/Spaces & Leisure-Vine Ground											
1208	Other Events Income	0	256	256	0	512	512	1,538			0.0%	
1805	Tea Kiosk Rental & Pavilion	0	0	0	1,000	897	(103)	3,587			27.9%	

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2 | **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1870	Vine Club Insurance Contrib.	0	0	0	0	0	0	382			0.0%	
	O/Spaces & Leisure-Vine Ground :- Income	**0**	**256**	**256**	**1,000**	**1,409**	**409**	**5,507**			**18.2%**	**0**
4010	Gross Pay	2,190	2,125	(65)	4,172	4,250	78	25,505		21,333	16.4%	
4270	Employers Pension Contribution	76	119	43	147	238	91	1,427		1,280	10.3%	
5010	Vine Area General Maintenance	419	214	(205)	427	428	1	2,565		2,138	16.6%	
5015	Vine Pavilion maintenance	0	205	205	0	205	205	205		205	0.0%	
5020	Vine Public Convenience	854	1,167	313	1,878	2,334	456	14,000		12,122	13.4%	
5410	Repairs & General Maintenance	0	68	68	63	136	73	820		757	7.7%	
5500	Equipment Hired and New	0	343	343	230	686	456	2,056		1,826	11.2%	
6014	Water	2	43	41	106	86	(20)	512		406	20.6%	
6635	Professional Fees Licensing	0	0	0	0	0	0	215		215	0.0%	
6868	Summer Concerts	600	0	(600)	600	0	(600)	3,690		3,090	16.3%	
6869	Special Events	(41)	0	41	0	143	143	143		143	0.0%	
6922	Health&Safety/Risk Assessments	0	83	83	0	166	166	1,000		1,000	0.0%	
6931	CCTV Maintenance	0	0	0	0	0	0	748		748	0.0%	
6935	Waste Bin Disposal-Waste Bins	0	82	82	64	164	100	984		920	6.5%	
	O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	**4,101**	**4,449**	**348**	**7,687**	**8,836**	**1,150**	**53,870**	**0**	**46,184**	**14.3%**	**0**
	Net Income over Expenditure	**(4,101)**	**(4,193)**	**(92)**	**(6,687)**	**(7,427)**	**(741)**	**(48,363)**				
30	F& G P - Bat & Ball Station											
1022	Letting & Hire of Facilities	1,725	1,333	(392)	3,385	2,666	(719)	16,000			21.2%	
1211	Sale of Goods	2,918	0	(2,918)	5,642	0	(5,642)	0			0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2 | **Cost Centre Report**

Code		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1213	Event catering	970	0	(970)	1,562	0	(1,562)	0			0.0%	
	F& G P - Bat & Ball Station :- Income	**5,613**	**1,333**	**(4,280)**	**10,590**	**2,666**	**(7,924)**	**16,000**			**66.2%**	**0**
4010	Gross Pay	6,504	1,720	(4,784)	13,480	3,440	(10,040)	20,637		7,157	65.3%	
4270	Employers Pension Contribution	206	86	(120)	424	172	(252)	1,040		616	40.8%	
5410	Repairs & General Maintenance	1,158	500	(658)	3,849	1,000	(2,849)	6,000		2,151	64.1%	
5500	Equipment Hired and New	10	85	75	10	170	160	1,025		1,015	1.0%	
5525	Equipment Maintenance	23	0	(23)	46	0	(46)	0		(46)	0.0%	
6000	Rent & Rates	141	125	(16)	278	250	(28)	1,500		1,222	18.5%	
6011	Electricity	893	708	(185)	893	1,416	523	8,500		7,607	10.5%	
6012	Gas	143	121	(22)	147	242	95	1,455		1,308	10.1%	
6013	Cleaning	331	299	(32)	614	598	(16)	3,587		2,973	17.1%	
6014	Water	7	125	118	120	250	130	1,500		1,380	8.0%	
6020	Insurance Cost	0	83	83	0	166	166	1,000		1,000	0.0%	
6101	Telephone	51	43	(8)	102	86	(16)	512		410	19.9%	
6200	Printing & Stationery	31	0	(31)	31	0	(31)	0		(31)	0.0%	
6241	Website Costs	0	34	34	0	68	68	410		410	0.0%	
6330	Welfare/Hospitality	97	0	(97)	195	0	(195)	0		(195)	0.0%	
6460	Publicity & Democratic notices	0	0	0	19	0	(19)	0		(19)	0.0%	
6500	Goods for Resale	1,234	0	(1,234)	2,280	0	(2,280)	0		(2,280)	0.0%	
6505	Cafe consumables	116	0	(116)	137	0	(137)	0		(137)	0.0%	
6635	Professional Fees Licensing	0	0	0	0	0	0	615		615	0.0%	
6869	Special Events	123	0	(123)	171	0	(171)	0		(171)	0.0%	
6922	Health&Safety/Risk Assessments	94	0	(94)	187	333	146	1,332		1,145	14.1%	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2

Cost Centre Report

Code	Description	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6930	Alarm Maintenance	0	0	0	0	0	0	717		717	0.0%	
6931	CCTV Maintenance	0	0	0	0	0	0	174		174	0.0%	
6935	Waste Bin Disposal-Waste Bins	30	68	38	141	136	(5)	820		679	17.2%	
6976	Credit card charges	0	0	0	99	0	(99)	0		(99)	0.0%	
	F& G P - Bat & Ball Station :- Indirect Expenditure	**11,193**	**3,997**	**(7,196)**	**23,225**	**8,327**	**(14,898)**	**50,824**	**0**	**27,599**	**45.7%**	**0**
	Net Income over Expenditure	**(5,580)**	**(2,664)**	**2,916**	**(12,635)**	**(5,661)**	**6,974**	**(34,824)**				
31	F & G P - Establishments											
1115	Interest on Deposits	3,521	4,167	646	6,253	8,334	2,081	50,000			12.5%	
1230	Roadside Advertising-Charities	60	34	(26)	120	68	(52)	416			28.8%	
1231	Banner Income	0	0	0	0	0	0	1,025			0.0%	
1232	Town Crier Advertising	0	250	250	600	250	(350)	1,000			60.0%	
1889	Waste Sacks Income	484	0	(484)	1,164	0	(1,164)	0			0.0%	
1990	Other Income	0	0	0	165	0	(165)	0			0.0%	
	F & G P - Establishments :- Income	**4,065**	**4,451**	**386**	**8,302**	**8,652**	**350**	**52,441**			**15.8%**	**0**
4010	Gross Pay	36,898	33,377	(3,521)	71,016	66,754	(4,262)	400,529		329,513	17.7%	
4011	Mileage	21	48	27	46	96	50	572		526	8.0%	
4012	Expenses	156	85	(71)	259	170	(89)	1,025		766	25.3%	
4270	Employers Pension Contribution	3,627	3,667	40	7,156	7,334	178	44,006		36,850	16.3%	
4271	Pension Deficiency	6,916	6,667	(249)	13,832	13,334	(498)	80,000		66,168	17.3%	
5500	Equipment Hired and New	628	85	(543)	715	170	(545)	1,025		310	69.8%	
6020	Insurance Cost	0	0	0	22,275	20,000	(2,275)	20,000		(2,275)	111.4%	

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6101	Telephone	464	469	5	928	938	10	5,627		4,699	16.5%	
6200	Printing & Stationery	5,953	1,583	(4,370)	6,044	3,166	(2,878)	19,000		12,956	31.8%	
6210	Postage & Courier	0	0	0	1,235	1,000	(235)	4,100		2,865	30.1%	
6240	Computer/ Data Base/WP's	1,957	2,000	43	4,340	4,000	(340)	24,000		19,660	18.1%	
6241	Website Costs	11	0	(11)	36	0	(36)	615		579	5.8%	
6242	I.T. Infrastructure	382	667	285	669	1,334	665	8,000		7,331	8.4%	
6300	Computer Software	503	148	(355)	5,339	4,148	(1,191)	5,637		298	94.7%	
6315	Recruitment Costs	0	167	167	0	334	334	2,000		2,000	0.0%	
6320	Staff Training	0	333	333	425	666	241	4,000		3,575	10.6%	
6321	Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330	Welfare/Hospitality	1,555	342	(1,213)	1,724	684	(1,040)	4,100		2,376	42.1%	
6410	Civic Exps/Annual Reception	527	1,152	625	752	1,152	400	2,152		1,400	34.9%	
6415	Gifts/hospitality	150	100	(50)	150	200	50	1,200		1,050	12.5%	
6421	Honour Bd. Badges & Insignia	95	29	(66)	95	58	(37)	350		255	27.1%	
6435	Members Expenses	0	0	0	0	0	0	3,587		3,587	0.0%	
6460	Publicity & Democratic notices	190	0	(190)	190	0	(190)	1,000		810	19.0%	
6461	Banner Costs	440	133	(307)	440	266	(174)	1,600		1,160	27.5%	
6610	Audit Fees	(1)	569	570	(1)	569	570	5,125		5,126	0.0%	
6620	Legal Expenses	0	0	0	0	1,025	1,025	2,050		2,050	0.0%	
6630	Professional Fees	0	0	0	500	0	(500)	0		(500)	0.0%	
6635	Professional Fees Licensing	0	0	0	0	0	0	1,000		1,000	0.0%	
6710	Conference Fees & Expenses	113	250	137	492	500	8	3,000		2,508	16.4%	
6720	Books and Periodicals	0	0	0	0	0	0	416		416	0.0%	
6730	Subscriptions	405	390	(15)	4,159	3,902	(257)	6,765		2,606	61.5%	

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6889	Waste Sacks	0	0	0	600	0	(600)	0		(600)	0.0%	
6900	Sundry Expenses	0	42	42	28	84	56	500		472	5.5%	
6922	Health&Safety/Risk Assessments	135	444	309	4,225	888	(3,337)	5,330		1,105	79.3%	
6975	Bank Charges	295	137	(158)	392	274	(118)	1,640		1,248	23.9%	
6976	Credit card charges	10	68	58	227	136	(91)	820		593	27.7%	
7010	Election Expenses	0	0	0	0	0	0	6,000		6,000	0.0%	
7611	Contingency provision	0	5,167	5,167	0	10,334	10,334	62,000		62,000	0.0%	
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	
7617	PWLB Loan Repayment	0	0	0	0	0	0	71,602		71,602	0.0%	
	F & G P - Establishments :- Indirect Expenditure	**61,429**	**58,119**	**(3,310)**	**148,288**	**143,516**	**(4,772)**	**802,373**	**0**	**654,085**	**18.5%**	**0**
	Net Income over Expenditure	**(57,364)**	**(53,668)**	**3,696**	**(139,986)**	**(134,864)**	**5,122**	**(749,932)**				
32	F & G P - General											
1490	Christmas Lights Switch On	0	0	0	100	0	(100)	6,000			1.7%	
	F & G P - General :- Income	**0**	**0**	**0**	**100**	**0**	**(100)**	**6,000**			**1.7%**	**0**
6490	Christmas Lights Switch On	0	0	0	0	0	0	28,000		28,000	0.0%	
6491	Remembrance Day/Civic Serv.	0	0	0	0	0	0	5,125		5,125	0.0%	
6869	Special Events	3,576	1,750	(1,826)	7,164	3,500	(3,664)	10,500		3,336	68.2%	
	F & G P - General :- Indirect Expenditure	**3,576**	**1,750**	**(1,826)**	**7,164**	**3,500**	**(3,664)**	**43,625**	**0**	**36,461**	**16.4%**	**0**
	Net Income over Expenditure	**(3,576)**	**(1,750)**	**1,826**	**(7,064)**	**(3,500)**	**3,564**	**(37,625)**				

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2

Cost Centre Report

Code	Description	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
33	F & G P - Council Offices											
1022	Letting & Hire of Facilities	731	875	144	3,287	1,750	(1,537)	10,500			31.3%	
	F & G P - Council Offices :- Income	**731**	**875**	**144**	**3,287**	**1,750**	**(1,537)**	**10,500**			**31.3%**	**0**
4010	Gross Pay	424	684	260	781	1,368	587	8,215		7,434	9.5%	
4270	Employers Pension Contribution	23	29	6	50	58	8	348		298	14.2%	
5410	Repairs & General Maintenance	66	60	(6)	108	120	12	717		609	15.1%	
6000	Rent & Rates	2,886	2,870	(16)	5,772	5,740	(32)	28,700		22,928	20.1%	
6010	Light Heat & Cleaning	0	292	292	253	584	331	3,500		3,247	7.2%	
6011	Electricity	0	333	333	0	666	666	4,000		4,000	0.0%	
6012	Gas	123	167	44	123	334	211	2,000		1,877	6.1%	
6014	Water	15	200	185	364	400	36	2,407		2,043	15.1%	
6104	Mobile Telephone	8	8	(0)	17	16	(1)	100		83	16.7%	
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	922		922	0.0%	
6930	Alarm Maintenance	0	0	0	0	0	0	1,000		1,000	0.0%	
6935	Waste Bin Disposal-Waste Bins	0	120	120	138	240	102	1,435		1,297	9.6%	
6952	Protective Clothing	0	0	0	0	0	0	100		100	0.0%	
	F & G P - Council Offices :- Indirect Expenditure	**3,545**	**4,763**	**1,218**	**7,606**	**9,526**	**1,920**	**53,444**	**0**	**45,838**	**14.2%**	**0**
	Net Income over Expenditure	**(2,814)**	**(3,888)**	**(1,074)**	**(4,318)**	**(7,776)**	**(3,458)**	**(42,944)**				
36	F & G P - Bat & Ball Centre											
1022	Letting & Hire of Facilities	16,054	9,583	(6,471)	41,275	19,166	(22,109)	115,000			35.9%	
1030	Electricity recharge	0	0	0	0	0	0	173			0.0%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1213	Event catering	0	33	33	104	66	(38)	400			26.0%	
1445	Outdoor Activities	0	42	42	0	84	84	500			0.0%	
1457	Indoor Activities	684	500	(184)	1,197	1,000	(197)	6,000			19.9%	
1550	Insurance Claims	0	0	0	3,200	0	(3,200)	0			0.0%	
1990	Other Income	25	0	(25)	97	0	(97)	0			0.0%	
	F & G P - Bat & Ball Centre :- Income	**16,762**	**10,158**	**(6,604)**	**45,872**	**20,316**	**(25,556)**	**122,073**			**37.6%**	**0**
4010	Gross Pay	10,238	7,596	(2,642)	18,393	15,192	(3,201)	91,154		72,761	20.2%	
4270	Employers Pension Contribution	337	296	(41)	575	592	17	3,552		2,977	16.2%	
5340	Plants	0	0	0	44	0	(44)	205		161	21.6%	
5410	Repairs & General Maintenance	0	0	0	5,129	0	(5,129)	6,000		871	85.5%	
5500	Equipment Hired and New	0	0	0	439	256	(183)	1,025		586	42.8%	
5525	Equipment Maintenance	18	0	(18)	18	0	(18)	0		(18)	0.0%	
6000	Rent & Rates	649	615	(34)	1,295	1,230	(65)	6,150		4,855	21.1%	
6011	Electricity	889	1,196	307	889	2,392	1,503	14,350		13,461	6.2%	
6012	Gas	129	0	(129)	285	452	167	1,808		1,523	15.8%	
6013	Cleaning	370	171	(199)	701	342	(359)	2,050		1,349	34.2%	
6014	Water	(114)	167	281	(5)	334	339	2,000		2,005	(0.3%)	
6101	Telephone	51	51	(0)	103	102	(1)	615		512	16.7%	
6104	Mobile Telephone	8	20	12	17	40	23	246		229	6.8%	
6240	Computer/ Data Base/WP's	0	34	34	0	68	68	410		410	0.0%	
6330	Welfare/Hospitality	45	43	(2)	103	86	(17)	512		409	20.1%	
6520	Refreshments for Resale	326	250	(76)	714	500	(214)	3,000		2,287	23.8%	
6635	Professional Fees Licensing	0	0	0	0	0	0	520		520	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6900	Sundry Expenses	0	0	0	0	0	0	52		52	0.0%	
6922	Health&Safety/Risk Assessments	133	0	(133)	1,145	0	(1,145)	2,500		1,355	45.8%	
6930	Alarm Maintenance	0	0	0	0	0	0	924		924	0.0%	
6931	CCTV Maintenance	0	0	0	0	0	0	410		410	0.0%	
6935	Waste Bin Disposal-Waste Bins	19	179	160	34	358	324	2,152		2,118	1.6%	
6952	Protective Clothing	0	0	0	0	0	0	250		250	0.0%	
	F & G P - Bat & Ball Centre :- Indirect Expenditure	**13,096**	**10,618**	**(2,478)**	**29,877**	**21,944**	**(7,933)**	**139,885**	**0**	**110,008**	**21.4%**	**0**
	Net Income over Expenditure	**3,666**	**(460)**	**(4,126)**	**15,996**	**(1,628)**	**(17,624)**	**(17,812)**				
38	F & G P - Grants											
7500	Local Organisations Grants	0	0	0	1,440	0	(1,440)	22,900		21,460	6.3%	
7502	Sevenoaks Summer Festival	0	5,000	5,000	5,000	5,000	0	5,000		0	100.0%	
7520	Twinning Support	0	0	0	0	0	0	1,000		1,000	0.0%	
7552	Youth Outreach	0	0	0	0	0	0	8,200		8,200	0.0%	
7556	Stag Community Arts Centre	0	0	0	0	0	0	27,000		27,000	0.0%	
7557	Community Rail Partnership	0	0	0	0	0	0	3,000		3,000	0.0%	
	F & G P - Grants :- Indirect Expenditure	**0**	**5,000**	**5,000**	**6,440**	**5,000**	**(1,440)**	**67,100**	**0**	**60,660**	**9.6%**	**0**
	Net Expenditure	**0**	**(5,000)**	**(5,000)**	**(6,440)**	**(5,000)**	**1,440**	**(67,100)**				
39	F & G P - Property											
1469	O/S Ground Rents & Wayleaves	0	555	555	2,423	1,110	(1,313)	6,662	3,700		91.9%	
	F & G P - Property :- Income	**0**	**555**	**555**	**2,423**	**1,110**	**(1,313)**	**6,662**			**36.4%**	**0**
	Net Income	**0**	**555**	**555**	**2,423**	**1,110**	**(1,313)**	**6,662**				

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
40	Town Team											
1206	Business Awards	0	0	0	1,150	0	(1,150)	7,450			15.4%	
1207	Business Show	525	0	(525)	6,725	0	(6,725)	5,000			134.5%	
	Town Team :- Income	**525**	**0**	**(525)**	**7,875**	**0**	**(7,875)**	**12,450**			**63.3%**	**0**
6101	Telephone	0	9	9	0	18	18	110		110	0.0%	
6200	Printing & Stationery	0	9	9	0	18	18	114		114	0.0%	
6240	Computer/ Data Base/WP's	0	70	70	0	140	140	847		847	0.0%	
6241	Website Costs	0	0	0	285	72	(213)	289		4	98.6%	
6244	Information Screens	0	0	0	0	0	0	1,000		1,000	0.0%	
6322	Business Awards	0	0	0	0	0	0	8,318		8,318	0.0%	
6323	Business Show	324	307	(17)	348	614	266	3,687		3,339	9.4%	
6461	Banner Costs	0	0	0	0	0	0	827		827	0.0%	
6730	Subscriptions	0	0	0	150	0	(150)	603		453	24.9%	
6900	Sundry Expenses	10	67	57	10	134	124	805		795	1.2%	
7000	Reinvestment	0	0	0	0	0	0	850		850	0.0%	
	Town Team :- Indirect Expenditure	**334**	**462**	**128**	**793**	**996**	**203**	**17,450**	**0**	**16,657**	**4.5%**	**0**
	Net Income over Expenditure	**191**	**(462)**	**(653)**	**7,082**	**(996)**	**(8,078)**	**(5,000)**				
41	Business Hub											
1022	Letting & Hire of Facilities	156	111	(45)	156	222	66	1,332			11.7%	
1026	Hot Desking Facility	408	444	36	689	888	199	5,330			12.9%	
1029	Office Pods	1,408	1,407	(1)	2,783	2,814	31	16,882			16.5%	

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Code		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1031	Chamber of Commerce	538	466	(72)	1,600	932	(668)	5,587			28.6%	
	Business Hub :- Income	**2,510**	**2,428**	**(82)**	**5,229**	**4,856**	**(373)**	**29,131**			**17.9%**	**0**
4010	Gross Pay	844	710	(134)	1,374	1,420	46	8,525		7,151	16.1%	
4270	Employers Pension Contribution	0	23	23	0	46	46	274		274	0.0%	
5410	Repairs & General Maintenance	550	31	(519)	550	51	(499)	307		(243)	179.3%	
5500	Equipment Hired and New	0	43	43	0	86	86	512		512	0.0%	
6000	Rent & Rates	165	200	35	327	400	73	2,000		1,673	16.3%	
6010	Light Heat & Cleaning	0	1,083	1,083	35	2,166	2,131	13,000		12,965	0.3%	
6011	Electricity	468	0	(468)	468	0	(468)	0		(468)	0.0%	
6105	Broadband wi-fi service	142	154	13	283	308	25	1,845		1,562	15.3%	
6900	Sundry Expenses	0	85	85	99	170	71	1,025		926	9.7%	
6922	Health&Safety/Risk Assessments	0	0	0	994	0	(994)	177		(817)	561.6%	
6930	Alarm Maintenance	260	156	(104)	260	156	(104)	312		52	83.3%	
6931	CCTV Maintenance	166	14	(152)	166	28	(138)	164		(2)	101.1%	
6976	Credit card charges	33	30	(3)	59	60	1	358		299	16.6%	
	Business Hub :- Indirect Expenditure	**2,628**	**2,529**	**(99)**	**4,616**	**4,891**	**275**	**28,499**	**0**	**23,883**	**16.2%**	**0**
	Net Income over Expenditure	**(117)**	**(101)**	**16**	**613**	**(35)**	**(648)**	**632**				
42	Sevenoaks Town Mayor											
1500	Fundraising	0	0	0	216	0	(216)	0			0.0%	
1754	Knole Tour Income	0	0	0	356	0	(356)	0			0.0%	
1755	Chevening Visit Income	395	0	(395)	1,139	0	(1,139)	0			0.0%	
	Sevenoaks Town Mayor :- Income	**395**	**0**	**(395)**	**1,711**	**0**	**(1,711)**	**0**				**0**

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6443	Mayors Allowance 2024/2025	(200)	(5,540)	(5,340)	0	(5,036)	(5,036)	0		0	0.0%	
6444	Mayors Car Allowance 2024/2025	148	(2,489)	(2,637)	148	(2,263)	(2,411)	0		(148)	0.0%	
6446	Mayors Allowance 2025/2026	396	6,044	5,648	396	6,044	5,648	6,044		5,648	6.6%	
6447	Mayors Car Allowance 2025/2026	0	2,715	2,715	0	2,715	2,715	2,715		2,715	0.0%	
7100	Mayoral Charity Donations	6,185	0	(6,185)	6,185	0	(6,185)	0		(6,185)	0.0%	
7204	Knole Tour Expenditure	196	0	(196)	466	0	(466)	0		(466)	0.0%	
7205	Chevening Visit Expenditure	2,416	0	(2,416)	2,416	0	(2,416)	0		(2,416)	0.0%	
	Sevenoaks Town Mayor :- Indirect Expenditure	**9,139**	**730**	**(8,409)**	**9,609**	**1,460**	**(8,149)**	**8,759**	**0**	**(850)**	**109.7%**	**0**
	Net Income over Expenditure	**(8,744)**	**(730)**	**8,014**	**(7,898)**	**(1,460)**	**6,438**	**(8,759)**				
43	Youth Council											
7555	Youth Council Support	0	0	0	0	0	0	500		500	0.0%	
	Youth Council :- Indirect Expenditure	**0**	**0**	**0**	**0**	**0**	**0**	**500**	**0**	**500**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**0**	**0**	**0**	**0**	**(500)**				
50	Youth Cafe											
1022	Letting & Hire of Facilities	408	333	(75)	702	666	(36)	4,000			17.6%	
1211	Sale of Goods	260	167	(93)	624	334	(290)	2,000			31.2%	
1350	Revenue Grant income	1,125	0	(1,125)	1,125	0	(1,125)	0			0.0%	
	Youth Cafe :- Income	**1,793**	**500**	**(1,293)**	**2,451**	**1,000**	**(1,451)**	**6,000**			**40.9%**	**0**
4010	Gross Pay	5,676	5,167	(509)	12,339	10,334	(2,005)	62,000		49,661	19.9%	

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270	Employers Pension Contribution	255	174	(81)	552	348	(204)	2,090		1,538	26.4%	
5410	Repairs & General Maintenance	220	85	(135)	234	170	(64)	1,025		791	22.8%	
5500	Equipment Hired and New	12	44	32	32	88	56	520		488	6.1%	
6010	Light Heat & Cleaning	79	17	(62)	88	34	(54)	205		117	42.7%	
6101	Telephone	51	60	9	102	120	18	717		615	14.2%	
6105	Broadband wi-fi service	33	0	(33)	66	0	(66)	400		334	16.4%	
6200	Printing & Stationery	0	17	17	11	34	23	205		194	5.1%	
6240	Computer/ Data Base/WP's	0	42	42	0	84	84	500		500	0.0%	
6241	Website Costs	12	0	(12)	24	0	(24)	205		181	11.7%	
6281	Furnishings,Furniture/Eqpt	0	0	0	0	0	0	515		515	0.0%	
6320	Staff Training	0	0	0	100	0	(100)	100		0	100.0%	
6330	Welfare/Hospitality	8	0	(8)	8	0	(8)	0		(8)	0.0%	
6340	Staff Uniforms	44	0	(44)	44	0	(44)	205		161	21.6%	
6500	Goods for Resale	265	171	(94)	652	342	(310)	2,050		1,398	31.8%	
6505	Cafe consumables	0	0	0	1	0	(1)	0		(1)	0.0%	
6635	Professional Fees Licensing	0	0	0	397	115	(282)	461		64	86.0%	
6900	Sundry Expenses	0	33	33	17	66	49	400		383	4.2%	
6922	Health&Safety/Risk Assessments	94	139	45	187	278	91	1,250		1,063	15.0%	
6952	Protective Clothing	0	0	0	103	0	(103)	0		(103)	0.0%	
	Youth Cafe :- Indirect Expenditure	**6,749**	**5,949**	**(800)**	**14,955**	**12,013**	**(2,942)**	**72,848**	**0**	**57,894**	**20.5%**	**0**
	Net Income over Expenditure	**(4,957)**	**(5,449)**	**(492)**	**(12,503)**	**(11,013)**	**1,490**	**(66,848)**				

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
60	Markets											
1017	Rental Income Sat Market	2,235	1,757	(478)	4,023	3,514	(509)	21,081			19.1%	
1018	Rental Income Wed Market	834	1,068	234	2,127	2,136	10	12,818			16.6%	
1019	Rental Income Blighs Market	2,139	1,581	(558)	3,988	3,162	(826)	18,974			21.0%	
1208	Other Events Income	0	0	0	480	0	(480)	0			0.0%	
	Markets :- Income	**5,208**	**4,406**	**(802)**	**10,618**	**8,812**	**(1,806)**	**52,873**			**20.1%**	**0**
4010	Gross Pay	178	178	(0)	357	356	(1)	2,139		1,782	16.7%	
5410	Repairs & General Maintenance	0	0	0	0	0	0	205		205	0.0%	
5420	Saturday market charges	1,486	1,231	(255)	2,674	2,769	95	16,000		13,326	16.7%	
5421	Wednesday Market charges	1,189	1,490	301	2,674	2,682	8	15,500		12,826	17.3%	
5424	Vegan Market Expenditure	41	0	(41)	41	0	(41)	0		(41)	0.0%	
6001	Blighs Market Charges	0	750	750	1,513	1,500	(13)	9,000		7,487	16.8%	
6010	Light Heat & Cleaning	0	0	0	0	51	51	205		205	0.0%	
6011	Electricity	33	0	(33)	91	0	(91)	0		(91)	0.0%	
6200	Printing & Stationery	20	0	(20)	20	0	(20)	0		(20)	0.0%	
6461	Banner Costs	156	0	(156)	156	0	(156)	0		(156)	0.0%	
6635	Professional Fees Licensing	0	0	0	0	0	0	205		205	0.0%	
6730	Subscriptions	0	0	0	0	102	102	102		102	0.0%	
	Markets :- Indirect Expenditure	**3,103**	**3,649**	**546**	**7,526**	**7,460**	**(66)**	**43,356**	**0**	**35,830**	**17.4%**	**0**
	Net Income over Expenditure	**2,105**	**757**	**(1,348)**	**3,092**	**1,352**	**(1,740)**	**9,517**				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 31/05/2025

Month No: 2 | **Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
70 Precept											
1995 Precept	128,762	128,762	(0)	257,525	257,524	(1)	1,545,147			16.7%	
Precept :- Income	**128,762**	**128,762**	**(0)**	**257,525**	**257,524**	**(1)**	**1,545,147**			**16.7%**	**0**
Net Income	**128,762**	**128,762**	**(0)**	**257,525**	**257,524**	**(1)**	**1,545,147**				
91 Capital Infrastructure Budget											
2012 CIL income allocation	0	0	0	349,947	0	(349,947)	0			0.0%	349,947
Capital Infrastructure Budget :- Income	**0**	**0**	**0**	**349,947**	**0**	**(349,947)**	**0**				**349,947**
9066 NDP	3,313	0	(3,313)	3,313	0	(3,313)	0		(3,313)	0.0%	3,313
9075 Public Realm	1,200	0	(1,200)	1,200	0	(1,200)	0		(1,200)	0.0%	1,200
Capital Infrastructure Budget :- Indirect Expenditure	**4,513**	**0**	**(4,513)**	**4,513**	**0**	**(4,513)**	**0**	**0**	**(4,513)**		**4,513**
Net Income over Expenditure	**(4,513)**	**0**	**4,513**	**345,434**	**0**	**(345,434)**	**0**				
8001 plus Transfer from EMR	4,513	0	(4,513)	4,513	0	(4,513)	0				
8002 less Transfer to EMR	0	0	0	349,947	0	(349,947)	0				
Movement to/(from) Gen Reserve	**0**	**0**	**0**	**0**	**0**	**(699,894)**	**0**				
Grand Totals:- Income	**177,975**	**161,349**	**(16,626)**	**749,002**	**329,508**	**(419,494)**	**1,997,096**			**37.5%**	
Expenditure	**170,980**	**149,072**	**(21,908)**	**383,388**	**320,495**	**(62,893)**	**1,997,096**	**0**	**1,613,708**	**19.2%**	
Net Income over Expenditure	**6,995**	**12,277**	**5,282**	**365,614**	**9,013**	**(356,601)**	**0**				
plus Transfer from EMR	**4,513**	**0**	**(4,513)**	**4,513**	**0**	**(4,513)**	0				
less Transfer to EMR	**0**	**0**	**0**	**349,947**	**0**	**(349,947)**	0				
Movement to/(from) Gen Reserve	**11,508**	**12,277**	**769**	**20,180**	**9,013**	**(11,167)**	**0**				

May 2025 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
Negative numbers in the variance column (shown in red and brackets) denote favourable variances
Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning & Environment Committee					
General	(8,035)	(6,644)	1,391	(40,889)	Subscriptions has reached its annual budget but most of the expenditure is at the beginning of the year.
Community & Well Being					
Youth Council	-	-	-	(500)	

May 2025 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
Negative numbers in the variance column (shown in red and brackets) denote favourable variances
Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Open Spaces					
General	(49,627)	(49,573)	54	(341,784)	Income is favourable due to the annual cricket invoice, this has now been rephased. Grass seed is £672over its annual budget, this is due to some works being undertaken but it is hoped that grant funding will be received to offset this from the football foundation. Fertiliser is at 83.7% of its budget for the same reason.
Cemetery	(7,719)	(13,982)	(6,263)	(86,875)	Income is favourable.
Allotments	(2,177)	(1,070)	1,107	2,862	The invoices for this year will be issued in September.
Street lighting/ general	(885)	(344)	541	(15,555)	£2,850 has been received as income for In Bloom. The public clock expenditure is over budget because the clock was showing the wrong time and the contractor had to fix this.
Vine Grounds	(6,687)	(7,427)	(740)	(48,363)	There is an expenditure in special events for the Vegan Market - this has now been moved to the market nominal code.
Café					
Vine Café	(574)	-	574	-	The position as at May of last year was a surplus of £303 against a deficit this year of £574. The income as at May of last year £9,846 against £9.758 this year.
Bat & Ball Station	(12,635)	(5,661)	6,974	(34,824)	Café income this year YTD is £7,204 against £8,523 last year. Booking income this year YTD is £3,385 against £5,672 last year. The Gross Pay nominal is £10k above the budget because there is no budget for the Café. The pumps have been replaced with the boiler at the Station at a cost of £2,691.
Finance & Delivery					
Establishments	(139,986)	(134,864)	5,122	(749,932)	Insurance costs have increased at a higher rate than expected due to various claims, the insurance nominal code is £2,275 over budget. The computer software has spent 85% of its budget but I have moved some software that was being recorded under 6240/31.

May 2025 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
Negative numbers in the variance column (shown in red and brackets) denote favourable variances
Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
General	(7,064)	(3,500)	3,564	(37,625)	There has been no income yet as most income will be for the Christmas lights.
Council Offices	(4,318)	(7,776)	(3,458)	(42,944)	Income is favourable.
Bat & Ball Centre	15,996	(1,628)	(17,624)	(17,812)	Income is £20k above budget, a good start to the financial year. The repairs and maintenance nominal is showing a £5,129 expenditure is month 1, £3k of this is for the replacement of the bike rack which is offset by the insurance monies.
Grants	(6,440)	-	6,440	(67,100)	
Property	2,423	1,110	(1,313)	6,662	

May 2025 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
Negative numbers in the variance column (shown in red and brackets) denote favourable variances
Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Town Team	7,082	(996)	(8,078)	(5,000)	The Business show income is positive with lots of sponsorship.
Business Hub	613	(35)	(648)	632	Income is positive - all pods are let with a waiting list of 2. There has been a few new members that have signed up in the last couple of months and a number of bookings for the meeting room. The repairs and general maintenance is £243 over its annual budget due to drainage work. The health & safety nominal is £817 overbudget due to the smoke detector battery replacement.
BID	-		-	-	
Sevenoaks Town Mayor	(7,898)	(1,460)	6,438	(8,759)	This includes the charity donations of the last Mayor.
Youth Cafe	(12,503)	(11,013)	1,490	(66,848)	The revenue grant income is for the Tesco grant received for free meals for kids during the school holiday this is being administered through HitB. Overall expenditure is £2,942 above budget year to date.
Markets	3,092	1,352	(1,740)	9,517	Income is £2k above budget YTD.
Longspring Woods	-	-	-	-	
Precept	257,525	257,524	(1)	1,545,147	
Revenue Surplus/ (Deficit) Total	**20,184**	**14,013**	**(6,171)**	**10**	
Capital Infrastructure	345,434	-	(345,434)	-	
Total inc Capital	20,184	14,013	(6,171)	10	

May 2025 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
Negative numbers in the variance column (shown in red and brackets) denote favourable variances
Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Summary by Committee:					
Planning	(8,035)	(6,644)	1,391	(40,889)	
Community and Well Being	-	-	-	(500)	
Vine Café	(574)	-	574	-	
Bat Ball Station	(12,635)	(5,661)	6,974	(34,824)	
Finance & Delivery	(216,098)	(231,206)	(15,108)	(1,468,924)	
Precept	257,525	257,524	(1)	1,545,147	
Capital Infrastructure	345,434	-	(345,434)	-	

Sevenoaks Town Council

Statement of Fund Balances as at 31st May 2025

£ (2024/25)			S&P Rating 31/10/2024 Long term	Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	National Westminster Bank		A+	A-1				
14,946		Business Reserve Account			17,811			
150,662		Current Account			738,506			1.46%
1,000		Payroll Account			1,000			
1,000		HITB Youth café			1,000			
10,449		Sevenoaks Town Partnership			10,449			
7,306		Mayors Charity Account			8,607			
						777,372	31.87%	
	HSBC		A+	A-1				
52,637		Business money manager			52,637			1.94%
						52,637	2.16%	
	Handelsbanken		AA-	A-1+				
170		Deposit account			170			2.20%
1,689		35 day notice account			1,689			2.20%
						1,859	0.08%	
	Nationwide		A+	A-1				
2,835		Instant Saver			2,835			0.00%
21		Sevenoaks Fund Instant Saver			21			2.20%
						2,855	0.12%	
	CCLA							
560,000		Public Sector Deposit	AAA (Fitch only)		960,000			
						960,000	39.36%	4.30%
	Virginmoney							
1		Current account	BBB	A-2	1			
7,524		95 Day Notice			7,524			4.07%
						7,525	0.31%	
	Insignis Investments							
		Insignis Hub						
507		Insignis Earmarked Fees			294			
259,590		HSBC Tracker (31 Day Notice)	A+		259,590			4.20%
376,041		Santander (90 Day Account)	A+		376,041			4.15%
						635,926	26.07%	
949	Petty Cash					767	0.03%	
	Cashbook suspense					0	0.00%	
1,447,327						2,438,941		

Instant access funds	1,773,960
Three months precept (equivalent to working capital)	342,519

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

Sevenoaks Town Council

Balance Sheet as at 31 May 2025

31 March 2025			31 March 2026		
Net Value		**Fixed Assets**	Cost of Asset	Depreciation	Net Value
(1,000)		Sale of fixed assets	(1,000)	0	(1,000)
(1,000)			**(1,000)**	**0**	**(1,000)**
		Long Term Assets			
0				**0**	
	(1,000)				**(1,000)**
		Current Assets			
32,579		Debtors	13,437		
36,201		SCC Bookings Debtors	20,768		
35,259		Vat Control	8,576		
199		Allotment Ledger	33		
26,096		Prepayments	6,129		
3,319		Stock	3,319		
150,662		Nat West - Current Account	717,543		
1,000		Payroll Account	1,000		
7,306		Mayors Charity Account	8,607		
1,000		House i/t Basement Youth Cafe	1,000		
10,449		Sevenoaks Town Partnership	10,449		
949		Petty Cash	1,046		
170		Handelsbanken Investment	170		
1,689		Handelsbanken Notice Account	1,689		
2,835		Nationwide Instant Saver	2,835		
14,946		Natwest Investment	17,811		
1		Virgin Money Current Account	1		
52,637		HSBC Investment	52,637		
21		Nationwide Sevenoaks Fund	21		
560,000		CCLA Public Sector Deposit	960,000		
7,524		Virgin Money 90 day Notice	7,524		
507		Insignis Earmarked Fees	294		
376,041		Santander (90 day Notice)	376,041		
259,590		HSBC Tracker (31 days Notice)	259,590		
1,580,979				**2,470,519**	
	1,579,979	**Total Assets**			**2,469,519**

Sevenoaks Town Council

Balance Sheet as at 31 May 2025

31 March 2025					31 March 2026
		Current Liabilities			
0		Cash Book Suspense	19		
35,882		Creditors	6,409		
33,621		Accruals	111,517		
52,470		Receipts in Advance	546,976		
3,904		Receipt in Advance-Cemetery	3,904		
7,923		Damage Deposit	7,813		
485		Key Deposit	501		
6,320		QH Allotment Key deposits	6,470		
727		BV Allotment key deposits	757		
141,331				**684,365**	
	1,438,648	**Total Assets Less Current Liabilities**			**1,785,154**
		Long Term Liabilities			
0				**0**	
	1,438,648	**Total Assets Less Long Term Liabilities**			**1,785,154**
		Represented By			
	533,015	Revenue Reserve			534,087
	905,633	Earmarked Reserves			1,251,067
	1,438,648				**1,785,154**

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

Signed :
Chairman ______________________________ Date : ____________________

Signed :
Responsible Financial Officer ______________________________ Date :____________________

Sevenoaks Town Council

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
312	Temp Staff Reserve	4,000.00		4,000.00
313	Youth Council Reserve	1,875.37		1,875.37
314	Council Offices Reserve	1,547.63		1,547.63
315	Pension Reserve	2,814.23		2,814.23
316	Rolling Cap Prog Rev Reserve	47,053.06		47,053.06
317	Street Lighting Reserve	10,723.26		10,723.26
319	Stag winding-up reserves	12,000.00		12,000.00
320	Planning Fees Reserve	2,500.00		2,500.00
321	Youth Activities Reserve	1,268.75		1,268.75
328	Non-annual commitments reserve	11,035.00		11,035.00
329	Staff training reserve	2,890.00		2,890.00
331	20 MPH Reserve	21,489.00		21,489.00
334	Energy Saving - TC Offices	6,780.26		6,780.26
339	Capital Receipts Quaker Hall	59,244.68		59,244.68
340	Capital Receipts Reserve	395,409.22		395,409.22
346	Vehicle/machinery replacement	51,616.00		51,616.00
348	B&B Ctr Maintenance Reserve	10,578.00		10,578.00
360	CIL Earmarked reserve	171,239.17	345,434.00	516,673.17
370	No 8 bus reserve	78,808.26		78,808.26
374	Mayor's Charity Reserve	7,303.02		7,303.02
376	Mayor's Regalia Reserve	5,457.99		5,457.99
		905,632.90	**345,434.00**	**1,251,066.90**

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31 March 2026

31 March 2025		31 March 2026
	Operating Income	
39,547	O/ Spaces & Leisure - General	11,168
82,397	O/ Spaces & Leisure - Cemetery	18,194
9,281	O/ Spaces & Leisure- Allotment	104
19,489	Open Spaces-Street Lighting/Ge	2,850
42,089	O/ Spaces & Leisure-Vine Cafe	9,758
14,470	O/Spaces & Leisure-Vine Ground	1,000
62,368	F& G P - Bat & Ball Station	10,590
103,189	F & G P - Establishments	8,302
10,535	F & G P - General	100
11,841	F & G P - Council Offices	3,287
118,516	F & G P - Bat & Ball Centre	45,872
6,424	F & G P - Property	2,423
16,213	Town Team	7,875
27,817	Business Hub	5,229
13,117	Sevenoaks Town Mayor	1,711
31,840	Youth Cafe	2,451
60,466	Markets	10,618
300	Longspring Woods	0
1,437,614	Precept	257,525
261,200	Capital Infrastructure Budget	349,947
2,368,712	Total Income	**749,002**
	Running Costs	
38,346	Planning - General	8,035
331,976	O/ Spaces & Leisure - General	60,795
163,769	O/ Spaces & Leisure - Cemetery	25,914
12,800	O/ Spaces & Leisure- Allotment	2,281
28,923	Open Spaces-Street Lighting/Ge	3,735
71,388	O/ Spaces & Leisure-Vine Cafe	10,331
69,886	O/Spaces & Leisure-Vine Ground	7,687
139,756	F& G P - Bat & Ball Station	23,225
781,877	F & G P - Establishments	148,288
46,934	F & G P - General	7,164
55,587	F & G P - Council Offices	7,606
146,872	F & G P - Bat & Ball Centre	29,877
73,742	F & G P - Grants	6,440
14	F & G P - Property	0
17,999	Town Team	793
25,176	Business Hub	4,616
18,300	Sevenoaks Town Mayor	9,609
18,677	BID	0
89,761	Youth Cafe	14,955
35,246	Markets	7,526
419,356	Capital Infrastructure Budget	4,513
2,586,385	Total Expenditure	**383,388**

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31 March 2026

31 March 2025		31 March 2026
	General Fund Analysis	
514,992	Opening Balance	533,015
2,368,712	Plus : Income for Year	749,002
2,883,704		1,282,017
2,586,385	Less : Expenditure for Year	383,388
297,319		898,629
(235,696)	Transfers TO / FROM Reserves	345,434
533,015	**Closing Balance**	**553,195**

Purchase Ledger for Month No 2 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
21/05/2025	1629962	37735	ALL GREEN	ALL04	19.41	3.88	23.29	6869	32	19.41	water pitcher
31/05/2025	3015	37807	ALTOOFFICE	ALTO001	251.12	50.22	301.34	6200	31	251.12	ink cartriges
15/05/2025	15/5/25	37758	BANKLINE	BANKL01	82.75	0.00	82.75	6975	31	82.75	Bank chg
22/05/2025	37956052	37729	BIDFOOD	BID001	179.33	10.97	190.30	6500	28	179.33	Goods for resale
06/05/2025	0598144	37649	BOOKER	BOOK001	287.30	15.13	302.43	6500	28	264.23	goods for resale
								6505	28	23.07	consumables
23/05/2025	1042770	37795	BOSTON SEEDS	BOS002	79.99	16.00	95.99	5340	21	79.99	Plants
07/05/2025	252045348	37689	BP FUEL	BPF001	44.94	8.99	53.93	5700	22	44.94	fuel
07/05/2025	252045349	37688	BP FUEL	BPF001	2.92	0.00	2.92	5700	21	2.92	fuel
13/05/2025	252046709	37717	BP FUEL	BPF001	5.36	0.00	5.36	5700	21	5.36	fuel
20/05/2025	252048880	37737	BP FUEL	BPF001	117.64	23.53	141.17	5700	21	117.64	fuel
20/05/2025	252048881	37738	BP FUEL	BPF001	10.36	0.00	10.36	5700	21	10.36	fuel
12/05/2025	SVO/376155	37741	BREWERS	BREW001	29.89	5.98	35.87	5410	28	29.89	maint equip
19/05/2025	SVO/376204	37774	BREWERS	BREW001	41.11	8.22	49.33	5010	21	41.11	paint equip
27/05/2025	813310092	37801	BRITISH GAS	BRI001	143.27	7.16	150.43	6012	30	143.27	gas chg 17/4-21/5
07/05/2025	11700574	37785	BRITISH BIDS	BRI004	198.00	39.60	237.60	6630	45	198.00	BID Ballot management
20/05/2025	806920932	37761	BRITISH GAS	BRIT007	122.85	6.14	128.99	6012	33	122.85	gas chg 15/4-14/5
14/05/2025	811696056	37748	BRITISH GAS	BRIT008	128.54	6.42	134.96	6012	36	128.54	gas chg 12/4-11/5
07/05/2025	6451	37673	CLEVER COOKS HIRE SE	CLE002	1,898.40	0.00	1,898.40	7205	42	1,898.40	Chevening catering
07/05/2025	155393	37669	CONNECTAPHONE	CON001	561.04	112.21	673.25	6101	50	50.98	Apr telephone chg
								6101	22	50.98	Apr telephone chg
								6101	28	50.98	Apr telephone chg
								6101	36	51.28	Apr telephone chg
								6101	30	50.98	Apr telephone chg
								6101	31	305.84	Apr telephone chg
20/05/2025	20/5/25	37724	MAYOR OF DARTFORD	DAR002	96.00	0.00	96.00	6446	42	96.00	Mayor & Guest Turkish Night
15/04/2025	0100	37790	DIGITAL TIMES	DIG003	100.00	0.00	100.00	6460	31	100.00	Job Ad for CEM vacancy
04/05/2025	15333	37692	STREETLIGHTS	DIR001	1,541.72	308.34	1,850.06	6862	26	1,541.72	Street Lighting maint chg 1/2

Purchase Ledger for Month No 2 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
02/05/2025	932556	37742	ERNEST DOE	DOE001	44.52	8.90	53.42	5525	36	17.65	maint equip
								5525	21	26.87	maint equip
23/05/2025	933595	37777	ERNEST DOE	DOE001	51.58	10.32	61.90	5525	21	51.58	maint equip
12/05/2025	986660	37713	ERNEST DOE	DOE001	260.00	52.00	312.00	5525	22	260.00	JCB service
02/05/2025	000023290549	37678	EDF ENERGY	EDF002	888.56	177.71	1,066.27	6011	36	888.56	Apr electric chg
06/05/2025	000023314583	37702	EDF ENERGY	EDF003	33.09	1.65	34.74	6011	60	33.09	Electric chg Apr
06/05/2025	000023314458	37701	EDF ENERGY	EDF004	468.02	93.61	561.63	6011	41	468.02	Electric chg Apr
01/05/2025	00002322446	37680	EDF ENERGY	EDF009	243.14	12.16	255.30	6011	22	243.14	Apr electric chg
01/05/2025	000023243440	37679	EDF ENERGY	EDF011	892.54	178.51	1,071.05	6011	30	892.54	Apr electric chg
08/05/2025	14136979	37675	ELITE	EFS001	131.03	0.00	131.03	6500	28	131.03	goods for resale
16/05/2025	14139052	37731	ELITE	EFS001	137.83	11.03	148.86	6500	30	137.83	Goods for resale
19/05/2025	14139609	37732	ELITE	EFS001	11.02	0.00	11.02	6500	30	11.02	Goods for resale
19/05/2025	18010858	37730	ELITE	EFS001	-25.78	0.00	-25.78	6500	30	-25.78	Goods for resale
20/05/2025	INV-0679	37831	EGM	EGM001	44.20	8.84	53.04	6340	50	44.20	staff uniform
23/05/2025	119987	37772	ATLAS FM/EMPRISE SVS	EMP001	635.42	127.08	762.50	6932	22	635.42	May lock up chg
23/05/2025	119988	37770	ATLAS FM/EMPRISE SVS	EMP001	1,642.38	328.48	1,970.86	5311	21	1,642.38	May lock up chg Pontoise
23/05/2025	119989	37771	ATLAS FM/EMPRISE SVS	EMP001	1,095.54	219.11	1,314.65	5311	21	1,095.54	May lock up chg H.Street
31/03/2025	569233	37794	EVERFLOW WATER	EVE002	-789.28	0.00	-789.28	6002	23	-90.31	Water credit 19/3-18/4
								5025	21	-77.33	Water credit 19/3-18/4
								6014	33	-174.14	Water credit 19/3-18/4
								6014	36	-146.08	Water credit 19/3-18/4
								6014	30	-22.11	Water credit 19/3-18/4
								6014	21	-15.17	Water credit 19/3-18/4
								6014	28	-130.70	Water credit 19/3-18/4
								6014	29	-34.33	Water credit 19/3-18/4
								6014	23	-99.11	Water credit 19/3-18/4
19/05/2025	4341330	37757	EVERFLOW WATER	EVE002	793.79	0.00	793.79	6002	23	94.36	water chg 19/6-18/7
								5025	21	10.65	water chg 19/6-18/7
								6014	33	189.33	water chg 19/6-18/7

Purchase Ledger for Month No 2 Order by Supplier A/c

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6014	36	31.77	water chg 19/6-18/7
								6014	30	29.01	water chg 19/6-18/7
								6014	21	169.87	water chg 19/6-18/7
								6014	28	128.71	water chg 19/6-18/7
								6014	29	36.51	water chg 19/6-18/7
								6014	23	103.58	water chg 19/6-18/7
01/05/2025	0063/00034132	37711	FAIRALLS	FAIR001	8.08	1.62	9.70	5316	21	8.08	screws
01/05/2025	0063/05214090	37712	FAIRALLS	FAIR001	26.04	5.21	31.25	6865	26	26.04	cobble bags x 3
06/05/2025	I037532	37685	FORGE GARAGE	FORG001	236.55	36.34	272.89	5550	21	236.55	GK20DZO Service
14/05/2025	29UK023-0007	37718	GEOXPHERE	GEO001	350.00	70.00	420.00	6730	31	350.00	Mapping software 2025-26
28/05/2025	180143	37775	GODFREYS	GOD001	67.48	13.49	80.97	5700	21	67.48	fuel
14/05/2025	419	37704	GRAHAM UPTON	GRAH001	50.00	0.00	50.00	5410	50	50.00	Mural touch up
06/05/2025	041	37648	GSP AGENCY	GSP001	750.00	0.00	750.00	6869	32	750.00	Performance fee Slug show
06/05/2025	SI-118	37647	HANDYMAN HICKS	HAN001	420.00	0.00	420.00	6900	40	420.00	Painting bench & railings
06/05/2025	SI-119	37694	HANDYMAN HICKS	HAN001	790.00	0.00	790.00	6900	40	790.00	H.St garden painting
14/05/2025	96877	37719	HERBERT & WARD	HAW001	117.00	7.00	124.00	6505	28	35.00	conumables
								6500	28	82.00	goods for resale
12/05/2025	96910	37705	HERBERT & WARD	HAW001	198.00	12.60	210.60	6500	30	135.00	goods for resale
								6505	30	63.00	consumables
22/05/2025	97087	37762	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	coffee machine rental May
31/05/2025	26940	37827	HELIOCENTRIX	HELI001	60.00	12.00	72.00	6240	31	60.00	keyboard respray
31/05/2025	26941	37809	HELIOCENTRIX	HELI001	17.49	3.50	20.99	6240	31	17.49	iPad case
31/05/2025	26973	37798	HELIOCENTRIX	HELI001	2,030.47	406.09	2,436.56	6240	31	1,648.58	May IT support chg
								6242	31	381.89	May IT support chg
31/05/2025	T3592	37808	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.40	May wifi chg
								6101	22	11.48	May wifi chg
								6105	41	141.50	May wifi chg
								6105	22	10.00	May wifi chg
								6105	21	28.69	May wifi chg

Purchase Ledger for Month No 2 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6105	50	32.82	May wifi chg
22/05/2025	INV-057368	37783	HGS	HGS001	94.02	18.83	112.85	6013	36	94.02	cleaning equip
06/05/2025	0588745	37676	HOLLYBUSH LAUNDRY	HOL002	48.00	0.00	48.00	6013	36	48.00	cleaning tablecloths
22/05/2025	0588746	37727	HOLLYBUSH LAUNDRY	HOL002	48.00	0.00	48.00	6013	36	48.00	tablecloth laundry
29/05/2025	0588747	37796	HOLLYBUSH LAUNDRY	HOL002	150.00	0.00	150.00	6013	36	150.00	tablecloth laundry
01/05/2025	INV-14409	37641	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	Planning tracker support
01/04/2025	4306A	37840	ICCM	ICCM001	105.00	0.00	105.00	6730	22	105.00	ICCM Subs 25/26
01/04/2025	4306REV	37839	ICCM	ICCM001	-105.00	0.00	-105.00	6730	21	-105.00	ICCM Subs 25/26
21/05/2025	0001317302	37733	JAMES BUCKLAND LTD	JBU001	64.99	0.00	64.99	6500	30	64.99	Goods for resale
06/05/2025	12456808073	37703	KALC	KALC	70.00	14.00	84.00	6710	31	70.00	Cllr.G attend planning meeting
20/05/2025	1008700	37750	KALL KWIK	KALL001	441.00	88.20	529.20	6323	40	285.00	Banner
								6461	60	156.00	Banner
20/05/2025	1008704	37778	KALL KWIK	KALL001	90.00	9.40	99.40	6460	31	90.00	Promo bus leaflets
20/05/2025	1008705	37749	KALL KWIK	KALL001	20.00	4.00	24.00	6200	60	20.00	market poster
20/05/2025	1008706	37751	KALL KWIK	KALL001	20.00	4.00	24.00	6865	26	20.00	Poster
28/05/2025	900213073	37767	KENT COUNTY COUNCIL	KCC002	579.00	115.80	694.80	6610	31	579.00	Fourth Audit visit
03/05/2025	83008	37686	KCC KCS	KCC003	113.58	22.72	136.30	6935	21	31.60	Cleaning equip
								6013	22	81.98	Cleaning equip
17/05/2025	89393	37756	KCC KCS	KCC003	81.78	16.36	98.14	6200	31	19.80	stationery
								6010	50	61.98	cleaning eq
24/05/2025	93094	37773	KCC KCS	KCC003	84.72	16.94	101.66	6013	21	84.72	cleaning equip
13/05/2025	23022706	37722	KENT BOILER REPAIRS	KEN004	240.00	48.00	288.00	5410	41	240.00	Drainage work
12/05/2025	8584688	37706	KFF	KFF001	167.53	7.08	174.61	6500	30	167.53	goods for resale
27/05/2025	8597978	37780	KFF	KFF001	29.94	0.00	29.94	6500	30	29.94	goods for resale
27/05/2025	8597979	37781	KFF	KFF001	96.84	0.00	96.84	6500	30	96.84	goods for resale
23/05/2025	1204455442	37800	KONICA MINOLTA	KMB001	747.53	149.51	897.04	6200	31	747.53	print chg 28/2-30/5
27/05/2025	1204483314	37799	KONICA MINOLTA	KMB001	220.35	44.07	264.42	6240	31	220.35	Bizhub C550i 31/5-30/8
08/05/2025	2025/207	37723	LISTENING ROOM	LIST001	275.00	0.00	275.00	7205	42	275.00	Chevening performance
15/05/2025	06338GR	37743	LOCUM LOCKS	LOC003	65.00	13.00	78.00	5525	22	65.00	lock repair

Purchase Ledger for Month No 2 Order by Supplier A/c

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
18/05/2025	2025/04	37721	MAGGIES FISH A CHIPS	MAG002	110.00	22.00	132.00	6869	32	110.00	VE Day Fish & Chips
22/05/2025	10451152059	37726	NALC	NALC001	43.37	8.67	52.04	6710	31	43.37	Standards conference L.L
09/05/2025	3184185	37720	NATIONAL TRUST	NAT006	195.83	39.17	235.00	7204	42	195.83	Knole House Tour
19/05/2025	428132	37765	NATIONAL LEAFLET CO	NAT010	3,960.00	0.00	3,960.00	6200	31	3,960.00	Town Crier print chg
21/05/2025	M-337407	37734	NEW HADEN PUMPS	NEW001	1,150.00	230.00	1,380.00	5410	30	1,150.00	Pump service
13/05/2025	31191092	37708	NISBETS	NIS001	101.16	20.23	121.39	6013	30	41.19	cleaning eq
								6505	30	49.48	consumables
								5500	30	10.49	pan
13/05/2025	31200129	37707	NISBETS	NIS001	8.37	1.67	10.04	6013	30	8.37	cleaning eq
16/05/2025	31218753	37759	NISBETS	NIS001	29.98	5.99	35.97	6013	36	29.98	cleaning eq
23/05/2025	31268031	37725	NISBETS	NIS001	30.37	6.07	36.44	5410	33	30.37	coffee filter, batteries
22/05/2025	000/00198484	37740	OBM	OBM001	27.04	5.41	32.45	5410	21	27.04	maint equip
30/05/2025	30/5/25	37784	BOB OGLEY	OGL001	75.00	0.00	75.00	6869	30	75.00	Forget Me Not talk
28/05/2025	28/MAY25/ANN	37768	ONECARD	ONE002	10.88	0.00	10.88	6241	31	10.88	Vine Cafe website domain
28/05/2025	28/MAY25/GEO	37782	ONECARD	ONE002	3,857.05	393.74	4,250.79	6500	30	96.22	Goods for resale
								6500	28	71.11	Goods for resale
								6500	28	87.99	Goods for resale
								6500	28	-1.10	Goods for resale
								6500	28	92.61	Goods for resale
								6500	28	2.50	Goods for resale
								6500	50	30.44	Goods for resale
								6500	50	29.92	Goods for resale
								6500	28	46.53	Goods for resale
								6500	28	53.33	Goods for resale
								6500	28	-3.60	Goods for resale
								6500	30	89.19	Goods for resale
								6500	28	58.40	Goods for resale
								6500	28	15.83	Goods for resale
								6500	50	32.11	Goods for resale

Purchase Ledger for Month No 2 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6500	50	8.12	Goods for resale
								6500	28	31.09	Goods for resale
								6500	28	18.62	Goods for resale
								6500	30	88.95	Goods for resale
								6500	28	69.95	Goods for resale
								6500	28	103.12	Goods for resale
								6500	50	43.36	Goods for resale
								6500	50	29.25	Goods for resale
								6500	28	19.49	Goods for resale
								6500	28	44.15	Goods for resale
								6500	30	173.42	Goods for resale
								6500	28	97.22	Goods for resale
								6500	28	75.49	Goods for resale
								6500	50	82.27	Goods for resale
								6500	50	10.00	Goods for resale
								6500	30	88.69	Goods for resale
								6500	30	-1.70	Goods for resale
								6013	30	0.82	Cleaning equip
								7205	42	1.85	Refreshments
								7205	42	6.00	Refreshments
								6010	28	1.16	Cleaning equip
								6010	50	4.32	Cleaning equip
								6010	50	8.23	Cleaning equip
								6010	28	5.41	Cleaning equip
								6010	50	1.54	Cleaning equip
								6010	28	1.16	Cleaning equip
								6010	28	0.99	Cleaning equip
								6010	50	2.92	Cleaning equip
								6505	28	2.42	consumables

Purchase Ledger for Month No 2 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6505	30	3.90	consumables
								6505	28	3.83	consumables
								6240	31	10.83	Software design subs
								5550	21	381.26	WH35 wheels x 8
								5550	21	347.50	GK20 DZO Road tax
								6104	21	6.67	O/S manager mobile
								6104	33	8.34	Caretaker mob
								6104	21	8.34	Town Warden mobile
								6104	36	8.34	KW mob
								5410	41	8.04	Hub key cut
								6323	40	12.00	Business Show advertising
								6323	40	3.17	Business Show advertising
								6323	40	12.00	Business Show advertising
								6323	40	12.00	Business Show advertising
								5500	28	43.32	cake tins
								5500	31	628.33	Dishwasher
								5500	28	48.77	Air fryer
								6410	31	51.56	Wine Mayors reception
								6241	50	12.00	website maintenance
								6922	31	134.75	7 Randon detectors
								5030	21	79.59	paving
								6200	28	20.62	till rolls
								6200	30	20.62	till rolls
								6200	28	10.39	credit card machine rolls
								6200	30	10.39	credit card machine rolls
								6730	31	30.00	Chatty Café subs 2025/26
								6300	31	195.69	Adobe subscription
								6101	22	8.34	AC mobile
								6101	31	16.67	Town Clerk ipad

Purchase Ledger for Month No 2 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
28/05/2025	28/MAY25/LIN	37769	ONECARD	ONE002	28.70	5.74	34.44	6630	11	18.86	Survey subscription
								6730	31	9.84	Town Crier delivery subs
07/05/2025	003791246	37695	PERFECT CUISINE CATE	PER001	332.50	0.00	332.50	6869	32	332.50	VE Day canapes
12/05/2025	003791247	37696	PERFECT CUISINE CATE	PER001	475.00	0.00	475.00	6410	31	475.00	Mayor Making Catering
01/05/2025	224945	37683	PREMIER ALARMS	PREM001	519.29	103.86	623.15	6930	22	519.29	Security System An renewal
01/05/2025	225131	37684	PREMIER ALARMS	PREM001	165.76	33.15	198.91	6930	41	165.76	Security System An renewal
01/05/2025	225186	37681	PREMIER ALARMS	PREM001	165.76	33.15	198.91	6931	41	165.76	CCTV System Annual renewal
07/05/2025	225224	37682	PREMIER ALARMS	PREM001	94.21	18.84	113.05	6930	41	94.21	Alarm batteries
06/05/2025	256522	37677	PROVENDER	PRO002	152.29	30.46	182.75	5410	50	152.29	plants
13/05/2025	257444	37715	PROVENDER	PRO002	65.84	13.16	79.00	5500	21	16.67	watering cans
								5500	22	25.00	watering cans
								6802	22	24.17	patio cleaner
14/05/2025	257539	37760	PROVENDER	PRO002	108.32	21.66	129.98	5010	21	54.16	compost
								6865	26	54.16	compost
15/05/2025	257730	37745	PROVENDER	PRO002	192.50	38.50	231.00	5010	29	192.50	paving slabs
15/05/2025	257734	37746	PROVENDER	PRO002	60.00	12.00	72.00	5500	22	12.50	watering cans
								6865	26	32.50	compost bin
								5410	21	15.00	cable ties
20/05/2025	258268	37744	PROVENDER	PRO002	136.67	27.33	164.00	5010	29	136.67	gravel bags
22/05/2025	258525	37747	PROVENDER	PRO002	128.25	25.65	153.90	5340	21	128.25	plants
29/05/2025	29/5/25	37766	QUEST 4 ENTERTAINMEN	QUE001	50.00	0.00	50.00	6869	32	50.00	Dinosaur Encounter 4/8/25
21/05/2025	91149	37753	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	Monthly till support
21/05/2025	91150	37752	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	Monthly till support
12/05/2025	12/5/25	37709	RIDING FOR THE DISAB	RID001	3,092.27	0.00	3,092.27	7100	42	3,092.27	Bradbourne RDA donation
06/05/2025	2097051	37693	SDC	SDC001	2,674.42	0.00	2,674.42	5421	60	1,188.63	May market rent chg
								5420	60	1,485.79	May market rent chg
09/05/2025	2097063	37671	SDC	SDC001	975.00	0.00	975.00	6200	31	975.00	Brochure of Paintings x 250
07/05/2025	INV-001561	37672	SEVENOAKS HOCKEY	SEV049	1,000.00	0.00	1,000.00	6869	32	1,000.00	Marquee Hire Bank Holiday
31/05/2025	579001690	37786	THE SEVENOAKS FLORIS	SEV052	233.33	46.67	280.00	7205	42	83.33	Flowers

Purchase Ledger for Month No 2 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6415	31	150.00	Flowers for Mayor
12/05/2025	12/5/25	37710	SEVENOAKS WELCOMES R	SEV064	3,092.26	0.00	3,092.26	7100	42	3,092.26	SWR donation
20/05/2025	20/5/25	37779	WATER CHOICE	SEWAT001	253.46	0.00	253.46	6014	22	253.46	Water chg 29/10/24-15/5/25
30/05/2025	89811	37806	SGE	SGE001	16.14	3.23	19.37	5410	28	16.14	maint equip
02/05/2025	#1535	37642	SG PLUMBING AND HEAT	SGP001	302.45	60.49	362.94	5410	41	302.45	Water temperature adjustment
06/05/2025	13596	37690	SJM 360 GROUP	SJM001	150.00	30.00	180.00	5525	28	150.00	AC maint chg
09/05/2025	3896	37668	SOUTHBLOOM	SSEB001	300.00	0.00	300.00	6865	26	300.00	In Bloom entry fee
23/05/2025	27/5/25	37763	SEVENOAKS SUMMER	SSF001	600.00	0.00	600.00	6869	29	600.00	Summer Concert arrangements
02/05/2025	12/5/25	37687	JS TAYLOR	TAYL001	90.00	0.00	90.00	5010	29	90.00	electrical work
06/05/2025	06/05/25	37691	TOWN CRIER	TOW001	40.80	0.00	40.80	6869	32	40.80	Rock painting Town Crier chg
12/05/2025	12/5/25	37670	TOWN CRIER	TOW001	51.00	0.00	51.00	6869	32	51.00	VE Day Town Crier fee
19/05/2025	INV-6363	37736	TREE ABILITY	TREE001	580.00	116.00	696.00	5060	21	580.00	Tree work
29/05/2025	INV-6390	37776	TREE ABILITY	TREE001	145.00	29.00	174.00	5120	21	145.00	Tree work
19/05/2025	INV6369	37739	TREE ABILITY	TREE001	90.00	18.00	108.00	5070	21	90.00	Tree work
30/05/2025	0891	37797	URBAN STUDIO	UIS001	3,312.50	662.50	3,975.00	9066	91	3,312.50	NDP consulancy fees
07/05/2025	2538	37674	ULTRALITE	ULTRA001	440.00	88.00	528.00	6461	31	440.00	Climate fair banner
14/05/2025	2540	37755	ULTRALITE	ULTRA001	50.00	10.00	60.00	5025	21	50.00	flagpole bracket removal
23/05/2025	2542	37754	ULTRALITE	ULTRA001	1,200.00	240.00	1,440.00	6869	32	1,200.00	Union Jack flags
16/05/2025	24172	37764	WEDDLE & CO	WEDD001	95.00	19.00	114.00	6421	31	95.00	Adding Mayor to noticeboard
31/05/2025	162687	37803	WETTON CLEANING SERV	WET001	1,402.14	280.43	1,682.57	6013	30	280.43	May clean & lock up chg
								5026	21	280.43	May clean & lock up chg
								5020	29	841.28	May clean & lock up chg
31/05/2025	162688	37804	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5026	21	4.31	May hygiene unit clean
								5020	29	12.95	May hygiene unit clean
31/05/2025	162689	37802	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5025	21	737.00	May clean & lock up chg
30/05/2025	0000828581	37805	WICKSTEED LEISURE	WICK001	37.50	7.50	45.00	5310	21	37.50	playground equip
01/05/2025	WM12544499	37612	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Apr card trans chg
01/05/2025	SINV083669	37613	WORKNEST	WOR002	1,495.00	299.00	1,794.00	6330	31	1,495.00	EAP - Year 2
01/05/2025	02554770	37610	YU ENERGY	YUE001	24.29	1.21	25.50	6862	26	24.29	Apr electric chg

Purchase Ledger for Month No 2 Order by Supplier A/c

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/05/2025	02554771	37609	YU ENERGY	YUE001	6.90	0.34	7.24	6862	26	6.90	Apr electric chg
01/05/2025	02554772	37611	YU ENERGY	YUE001	267.11	13.36	280.47	6869	26	267.11	Apr electric chg
				TOTAL INVOICES	56,974.51	6,276.30	63,250.81			56,974.51	

List of Payments made between 01/05/2025 and 31/05/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/05/2025	Petty Cash	001994	364.29		petty cash top up
01/05/2025	BACS P/L Pymnt Page 6935	BACS Pymnt	11,493.89		BACS P/L Pymnt Page 6935
01/05/2025	Sevenoaks District Council	DD03/MAY25	848.00		May Business Rates chg
01/05/2025	Sevenoaks District Council	DD04/MAY25	2,886.00		May Business Rates chg
01/05/2025	Sevenoaks District Council	DD05/MAY25	649.00		May Business Rates chg
01/05/2025	Sevenoaks District Council	DD06/MAY25	74.00		May Business Rates chg
01/05/2025	Sevenoaks District Council	DD07MAY25	165.00		May Business Rates chg
01/05/2025	Sevenoaks District Council	DD08/MAY25	141.00		May Business Rates chg
01/05/2025	Reach PLC	DD02/MAY25	14.73		May Sev Chronicle subs
01/05/2025	Everflow Water	DD01	608.50		Water credit 19/3-18/4
01/05/2025	Payroll A/c	DD1/5	5,138.65		April L&G Tfr
06/05/2025	BP Fuel	DD09	118.71		fuel
06/05/2025	NATWEST ONE CARD	DD10	4,252.92		April Onecard Geo
07/05/2025	Nexudus S.L	DD11	119.14		Hub booking chg May
07/05/2025	EDF Energy - Vine Gardens	DD12	598.47		electric chg 7/1-31/3
07/05/2025	BP Fuel	DD13	99.82		fuel
07/05/2025	British Gas - Community Centre	DD14	164.09		gas chg 12/3-11/4
07/05/2025	EDF Energy - Vine Cafe	DD15	654.21		Electric chg 7/1-31/3
07/05/2025	YU ENERGY	DD16	25.50		Apr electric chg
08/05/2025	YU ENERGY	DD17	7.24		Apr electric chg
08/05/2025	YU ENERGY	DD18	280.47		Apr electric chg
09/05/2025	BACS P/L Pymnt Page 6945	BACS Pymnt	20,502.36		BACS P/L Pymnt Page 6945
09/05/2025	Petty Cash	001995	246.72		petty cash top up
09/05/2025	British Gas - B&B St	DD19	244.98		gas chg 22/3-16/4
12/05/2025	British Gas - Offices	DD20	187.99		gas chg 15/3-14/4
14/05/2025	BP Fuel	DD21	56.85		fuel
15/05/2025	NatWest Bankline	bln	82.75		Bank chg
15/05/2025	Connectaphone	DD22	673.25		Apr telephone chg
15/05/2025	EDF ENERGY - Knole Paddock	DD23	4,601.39		Electric chg 14/1-13/4
15/05/2025	WorldPay	DD24	109.46		Apr card trans chg
16/05/2025	BACS P/L Pymnt Page 6956	BACS Pymnt	22,830.02		BACS P/L Pymnt Page 6956
16/05/2025	E.M	BACS16/5	30.00		Allot key refund
20/05/2025	WorldPay	DD25	138.75		Apr card trans chg
20/05/2025	WorldPay	DD26	74.14		Apr card trans chg
20/05/2025	WorldPay	DD27	143.72		Apr card trans chg
20/05/2025	WorldPay	DD28	11.94		Apr card trans chg
20/05/2025	BP Fuel	DD29	5.36		fuel
21/05/2025	BACS P/L Pymnt Page 6961	BACS Pymnt	11,256.93		BACS P/L Pymnt Page 6961
21/05/2025	BACS P/L Pymnt Page 6964	BACS Pymnt	96.00		BACS P/L Pymnt Page 6964
21/05/2025	Reposs Ltd	DD30	38.11		Monthly till support
21/05/2025	Reposs Ltd	DD31	27.82		Monthly till support
22/05/2025	EDF ENERGY - Cemetery	DD32	255.30		Apr electric chg
22/05/2025	EDF ENERGY - B&B Station	DD33	1,071.05		Apr electric chg
23/05/2025	EDF Energy - Bat and Ball Cent	DD34	1,066.27		Apr electric chg
23/05/2025	Payroll A/c	BACS23/5	67,195.92		May Salaries Tfr
27/05/2025	BP Fuel	DD35	151.53		fuel
27/05/2025	EDF Energy - Business Hub	DD36	561.63		Electric chg Apr

Continued on Page 2

List of Payments made between 01/05/2025 and 31/05/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
27/05/2025	EDF Energy - High Street Marke	DD37	34.74		Electric chg Apr
27/05/2025	Payroll A/c	BACS27/5	36,184.24		May HMRC/KCC Tfr
28/05/2025	Everflow Water	DD38	793.79		water chg 19/6-18/7
29/05/2025	Country Style Recycling	DD39	94.97		Apr glass collection
29/05/2025	Payroll A/c	DD29/5	5,347.32		May L&G Tfr
30/05/2025	BACS P/L Pymnt Page 6965	BACS Pymnt	10,497.89		BACS P/L Pymnt Page 6965
30/05/2025	CCLA Public Sector Deposit Fun	BACS30/5	500,000.00		CCLA Deposit
		Total Payments	713,316.82		

Receipts for Month 2 | Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		1,000.00					1,000.00	
	Banked: 01/05/2025	5,138.65							
DD1/5	Nat West - Current Account		5,138.65			201		5,138.65	April L&G Tfr
	Banked: 23/05/2025	67,195.92							
BACS23/5	Nat West - Current Account		67,195.92			201		67,195.92	May Salaries Tfr
	Banked: 27/05/2025	36,184.24							
BACS27/5	Nat West - Current Account		36,184.24			201		36,184.24	May HMRC/KCC Tfr
	Banked: 29/05/2025	5,347.32							
DD29/5	Nat West - Current Account		5,347.32			201		5,347.32	May L&G Tfr
	Total Receipts for Month	113,866.13		0.00	0.00			113,866.13	
	Cashbook Totals	114,866.13		0.00	0.00			114,866.13	

Continued on Page 2

Payments for Month 2 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/05/2025	Legal & General	DD1/5	5,138.65			516		5,138.65	April L&G Payment
23/05/2025	Councillors	BACS23/5	532.42			520		532.42	May Allowances Payment
23/05/2025	Employees	BACS23/5-	66,663.50			520		66,663.50	May Wages Payment
27/05/2025	HMRC/KCC	BACS27/5	36,184.24			515		24,097.25	May HMRC Payment
						516	0	12,086.99	May KCC Payment
29/05/2025	Legal & General	DD29/5	5,347.32			516		5,347.32	May L&G Payment
	Total Payments for Month		113,866.13	0.00	0.00			113,866.13	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		114,866.13	0.00	0.00			114,866.13	

Receipts for Month 2 | Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		595.71					595.71	
	Banked: 01/05/2025	364.29							
001994	Nat West - Current Account		364.29			201		364.29	petty cash top up
	Banked: 09/05/2025	246.72							
001995	Nat West - Current Account		246.72			201		246.72	petty cash top up
	Total Receipts for Month	611.01		0.00	0.00			611.01	
	Cashbook Totals	1,206.72		0.00	0.00			1,206.72	

Continued on Page 2

Payments for Month 2 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/05/2025	Vine Cafe	1233/A	67.63		11.28	5500	28	56.35	kitchen equip
01/05/2025	Vine Cafe	1233/B	9.16		1.53	6500	28	7.63	goods for resale
01/05/2025	Vine Cafe	1233/C	35.70			6500	28	35.70	goods for resale
01/05/2025	Vine Cafe	1233/D	1.50			6010	28	1.50	cleaning equip
02/05/2025	Bat and Ball Cafe	1234/A	79.34			6500	30	79.34	goods for resale
02/05/2025	Bat and Ball Cafe	1234/B	3.29		0.55	6500	30	2.74	goods for resale
07/05/2025	Cemetery	1235	20.00		3.33	6500	22	16.67	Engraving
07/05/2025	Establishments	1236/A	6.10			7205	42	6.10	refreshments
07/05/2025	Establishments	1236/B	2.00			6330	31	2.00	refreshments
08/05/2025	Establishments	1237	22.00			6869	32	22.00	bracelets for events
12/05/2025	Youth Cafe	1238/A	7.97			6330	50	7.97	Birthday cards
12/05/2025	Youth Cafe	1238/B	14.98		2.50	5500	50	12.48	bin
12/05/2025	Youth Cafe	1238/C	10.22			5410	50	10.22	seeds
12/05/2025	Youth Cafe	1238/D	9.34		1.56	5410	50	7.78	seeds
14/05/2025	Bat and Ball Station	1239/A	6.00		1.00	5410	30	5.00	maint equip
14/05/2025	Bat and Ball Station	1239/B	2.79			5410	30	2.79	maint equip
14/05/2025	Vine Cafe	1240/A	49.01			6500	28	49.01	goods for resale
14/05/2025	Vine Cafe	1240/B	9.16		1.53	6500	28	7.63	goods for resale
14/05/2025	Vine Cafe	1240/C	10.01		1.67	6330	28	8.34	fuel
14/05/2025	Vine Cafe	1240/D	4.00		0.66	5410	28	3.34	maint equip
14/05/2025	Vine Cafe	1240/E	0.84		0.14	6505	28	0.70	consumables
14/05/2025	Vine Cafe	1240/F	9.99			5500	28	9.99	kitchen equip
14/05/2025	Bat and Ball Station	1239/BREV	-0.03			5410	30	-0.03	maint equip
22/05/2025	Establishments	1241	1.65			6330	31	1.65	refreshments
22/05/2025	Cemetery	1242	14.95		2.49	6500	22	12.46	engraving
27/05/2025	Establishments	1243	36.00			5410	33	36.00	hoover repair
27/05/2025	Establishments	1244	6.15			6330	31	6.15	refreshments
	Total Payments for Month		439.75	0.00	28.24			411.51	
	Balance Carried Fwd		766.97						
	Cashbook Totals		1,206.72	0.00	28.24			1,178.48	

Sevenoaks Town Council
Finance Officer's Report
Financial report for the period ended 30th June 2025

1. Summary

The year-to-date position at the end of June gives a revenue surplus of £52,104. Please note that in the first quarter there is not too much of a deficit for the two cafes, this will increase in the second half of the year.

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

- Open Spaces: the income is £2,819 above budget YTD.
- Open Spaces: the grass seed nominal is £672 over its annual budget but this should be offset by grant funding from the Football Foundation.
- Cemetery: Income is £8,000 above budget YTD.
- Open Spaces Street Lighting: the public clock maintenance budget is £835 above budget due to fixing the clock this is expensive as they have to use a cherry picker.
- Bat and Ball Centre: Income is £25k above budget YTD.
- Establishments: Interest on deposits is approximately £3k over budget YTD.
- Business Hub: The health & safety nominal code is £817 over the annual budget due to the replacement of the smoke detector batteries.
- Business Hub: the repairs and maintenance budget is £1,383 over budget due to some drainage maintenance.

The following Appendices are attached in support of the summary information contained in this report
Appendix 1 - Income and Expenditure by cost centre
Appendix 2 – Variance Analysis
Appendix 3 – Fund Balances.
Appendix 4 – Statutory Balance Sheet
Appendix 5 – Ear Marked Reserves
Appendix 6 – Operating income and expenditure

2.0 Quarterly Net Comparisons

Cost Centre	June 2024 (Actual)	June 2025 (Actual)
Planning	-£10,740	-£11,256
Open Spaces & Leisure – General	-£64,233	-£75,239
Cemetery	-£7,951	-£12,966
Allotments	-£1,569	-£3,213
Street Lighting	-£8,407	-£1,620
Vine Café	-£1,847	£672

Vine Ground	-£7,304	-£8,265
Bat & Ball Station	-£12,739	-£16,595
Establishments	-£174,679	-£187,734
F&P General	-£3,654	-£4,290
F&P Council Offices	-£8,602	-£8,355
Bat & Ball Centre	£14,848	£17,465
Town Team	£1,686	£4,705
Business Hub	£2,076	-£455
HitB	-£8,100	-£17,914
Markets	£6,715	£2,834

2. Use of Contingency

Monies spent

No monies have been spent as at 30th June 2025.

3. Outstanding Debts

An outstanding debt of £5k for the drainage works on Sevenoaks Common, the money was being paid by Sevenoaks District Council through a grant but no monies have yet been received. This has been chased up with their finance department but there has been no response.

4. Statutory Balance Sheet

The total assets to end of June 2025 are £2,380,243, this is a decrease of £89,276 from May 2025. Revenue (general) reserves have increased by £31,520 leaving a balance of £565,607.

Earmarked Reserves have decreased by £4,399 leaving a year to date balance of £1,246,668.

This includes:

1. Invoice 8 for the Masterplan totalling £6k.
2. First payment for the flooring at the Vine totalling £11,565.
3. Purchase of memorial plaques at a cost of £1,955 from the public realm.
4. Deposit of £19,512 being the underspend from 2024/2025.

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

5. Fund Balances

The fund balances show that 60% was invested in the CCLA this was for a short period before it could be moved to the Insignis hub, we could not authorise the movement to Insignis due to annual leave.

6. Investments

The following investments have been made through the Insignis Portal:

- HSBC Bank Plc Tracker (4.2%) - £263,375.92.
- Santander 90 Day Notice (4.15%) - £380,933.42.
- Emirates NBD 3 month fixed term (4.18%) - £499,000.

7. Greatness Pavilion Project Progress Report

Funding Approvals

In June 2025, Sevenoaks Town Council (STC) and Sevenoaks Town Football Club (STFC) were pleased to receive confirmation of significant funding contributions toward the development of the new Football and Community Pavilion at Greatness Recreation Ground.

A grant of £759,100 was awarded by the Premier League, The FA, and the Government's Football Foundation to support the project.

An additional £150,000 was successfully secured through the Premier League Stadium Fund.

These contributions bring the total confirmed funding for the project to £1,784,100.

Project Development

Academy Consulting has prepared a draft Letter of Intent for issuance to the preferred contractor. This letter outlines the Council's intention—without legal obligation at this stage—to appoint the contractor to undertake the works in preparation for the execution of a JCT Contract.

CIL Funding Transfer

Sevenoaks Town Council has formally requested the transfer of Community Infrastructure Levy (CIL) funds amounting to £787,500 from Sevenoaks District Council (SDC). SDC has agreed to this transfer, and the funds are currently awaited.

8. Local Government Reorganisation

The business Plan for The Stag has now been submitted and the valuation from EIA Real Estate has been submitted.

Recommendation:
To note the cost of £5,950 exclusive of VAT for the valuation of The Stag.

Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
11	Planning - General											
4010	Gross Pay	2,991	3,087	96	10,000	9,261	(739)	37,040		27,040	27.0%	
4270	Employers Pension Contribution	105	127	22	348	381	33	1,522		1,174	22.9%	
6240	Computer/ Data Base/WP's	50	57	7	169	171	2	800		631	21.2%	
6630	Professional Fees	75	0	(75)	113	0	(113)	922		809	12.3%	
6730	Subscriptions	0	51	51	625	153	(472)	615		(10)	101.6%	
	Planning - General :- Indirect Expenditure	**3,221**	**3,322**	**101**	**11,256**	**9,966**	**(1,290)**	**40,899**	**0**	**29,643**	**27.5%**	**0**
	Net Expenditure	**(3,221)**	**(3,322)**	**(101)**	**(11,256)**	**(9,966)**	**1,290**	**(40,899)**				
21	O/ Spaces & Leisure - General											
1022	Letting & Hire of Facilities	514	875	361	9,819	7,000	(2,819)	28,000			35.1%	
1030	Electricity recharge	0	950	950	0	950	950	3,800			0.0%	
1316	Raleys Car Park Permits	8	0	(8)	1,767	1,742	(25)	1,739			101.6%	
1853	Adopt a Tree income	0	0	0	0	0	0	102			0.0%	
1990	Other Income	1,145	46	(1,099)	1,249	92	(1,157)	276			452.6%	
	O/ Spaces & Leisure - General :- Income	**1,667**	**1,871**	**204**	**12,835**	**9,784**	**(3,051)**	**33,917**			**37.8%**	**0**
4010	Gross Pay	17,989	17,032	(957)	51,525	51,096	(429)	204,378		152,853	25.2%	
4011	Mileage	125	67	(58)	213	201	(12)	800		587	26.6%	
4270	Employers Pension Contribution	1,030	1,380	350	2,902	4,140	1,238	16,558		13,656	17.5%	
5010	Vine Area General Maintenance	116	0	(116)	281	0	(281)	0		(281)	0.0%	
5013	Graffiti Removal	0	0	0	0	0	0	1,000		1,000	0.0%	
5025	Lower St Johns Toilets	11	1,196	1,185	1,984	3,588	1,604	14,350		12,366	13.8%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5026	Greatness Rec Convenience	0	265	265	569	795	226	3,177		2,608	17.9%	
5030	St Nicholas Burial Ground	28	0	(28)	107	0	(107)	102		(5)	105.2%	
5050	Seats And Litter Bins	0	589	589	0	589	589	2,357		2,357	0.0%	
5060	Sevenoaks Common	0	0	0	580	0	(580)	5,125		4,545	11.3%	
5065	Tree Safety Survey	0	4,100	4,100	0	4,100	4,100	4,100		4,100	0.0%	
5070	Other Woodlands	0	0	0	322	1,025	703	4,100		3,778	7.9%	
5110	Knole Paddock & Pavilion	477	359	(118)	1,815	359	(1,456)	3,587		1,772	50.6%	
5120	Knole Paddock Pitch & Grnd Mt	0	214	214	252	642	390	2,562		2,310	9.8%	
5310	Miscellaneous Open Spaces	1,820	442	(1,378)	1,858	1,326	(532)	5,300		3,443	35.0%	
5311	Security Open Spaces	3,136	2,333	(803)	8,523	6,999	(1,524)	28,000		19,477	30.4%	
5316	Skatepark Maintenance	0	510	510	8	1,020	1,012	2,050		2,042	0.4%	
5317	Raleys Car Park	0	440	440	0	440	440	439		439	0.0%	
5320	Fertilizers	9	510	501	1,296	1,020	(276)	1,537		241	84.3%	
5330	Grass Seed	0	0	0	3,234	0	(3,234)	2,562		(672)	126.2%	
5340	Plants	145	769	624	517	769	252	3,075		2,558	16.8%	
5410	Repairs & General Maintenance	14	154	140	144	462	318	1,845		1,701	7.8%	
5412	Capital Refurbishments	0	667	667	0	2,001	2,001	8,000		8,000	0.0%	
5500	Equipment Hired and New	26	598	572	93	1,794	1,701	7,175		7,082	1.3%	
5525	Equipment Maintenance	68	941	873	1,743	1,882	139	8,000		6,257	21.8%	
5550	Vehicle Expenses	39	1,003	964	1,764	3,009	1,245	12,037		10,273	14.7%	
5700	Fuel	527	504	(23)	1,323	1,512	189	6,047		4,724	21.9%	
6010	Light Heat & Cleaning	0	726	726	0	2,178	2,178	8,712		8,712	0.0%	
6011	Electricity	0	0	0	3,253	0	(3,253)	0		(3,253)	0.0%	
6013	Cleaning	57	51	(6)	187	153	(34)	615		428	30.3%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6014	Water	662	85	(577)	906	255	(651)	1,025		119	88.4%	
6016	Contractor Payments	270	0	(270)	270	0	(270)	0		(270)	0.0%	
6101	Telephone	0	12	12	0	36	36	149		149	0.0%	
6104	Mobile Telephone	0	29	29	30	87	57	348		318	8.6%	
6105	Broadband wi-fi service	29	26	(3)	86	78	(8)	307		221	28.0%	
6320	Staff Training	80	769	689	635	769	134	3,075		2,440	20.7%	
6330	Welfare/Hospitality	0	53	53	129	159	30	640		511	20.1%	
6460	Publicity & Democratic notices	0	0	0	100	0	(100)	0		(100)	0.0%	
6635	Professional Fees Licensing	0	26	26	0	78	78	308		308	0.0%	
6730	Subscriptions	0	185	185	430	185	(245)	185		(245)	232.5%	
6812	Road Dues	0	0	0	0	0	0	1,128		1,128	0.0%	
6851	Bus Shelter Maintenance	0	17	17	0	51	51	205		205	0.0%	
6900	Sundry Expenses	0	7	7	0	21	21	82		82	0.0%	
6922	Health&Safety/Risk Assessments	0	0	0	294	0	(294)	1,700		1,406	17.3%	
6930	Alarm Maintenance	0	0	0	0	0	0	902		902	0.0%	
6931	CCTV Maintenance	0	0	0	0	0	0	615		615	0.0%	
6934	Waste Bin Collection-Dog Bins	0	769	769	0	769	769	3,075		3,075	0.0%	
6935	Waste Bin Disposal-Waste Bins	322	230	(92)	369	690	321	2,767		2,398	13.3%	
6952	Protective Clothing	300	133	(167)	330	399	69	1,600		1,270	20.6%	
	O/ Spaces & Leisure - General :- Indirect Expenditure	**27,279**	**37,191**	**9,912**	**88,074**	**94,677**	**6,603**	**375,701**	**0**	**287,627**	**23.4%**	**0**
	Net Income over Expenditure	**(25,612)**	**(35,320)**	**(9,708)**	**(75,239)**	**(84,893)**	**(9,654)**	**(341,784)**				

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Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
22	O/ Spaces & Leisure - Cemetery											
1700	Cemetery Income	9,566	6,500	(3,066)	27,760	19,500	(8,260)	78,000			35.6%	
	O/ Spaces & Leisure - Cemetery :- Income	**9,566**	**6,500**	**(3,066)**	**27,760**	**19,500**	**(8,260)**	**78,000**			**35.6%**	**0**
4010	Gross Pay	8,714	8,791	77	26,271	26,373	102	105,490		79,219	24.9%	
4011	Mileage	19	0	(19)	37	0	(37)	0		(37)	0.0%	
4270	Employers Pension Contribution	808	735	(73)	2,441	2,205	(236)	8,818		6,377	27.7%	
5210	Cemetery Chapel & Office	0	0	0	0	0	0	153		153	0.0%	
5230	Cemetery Wshop/Messroom Mtce	0	179	179	0	179	179	717		717	0.0%	
5410	Repairs & General Maintenance	2,520	102	(2,418)	2,648	306	(2,342)	1,230		(1,418)	215.3%	
5500	Equipment Hired and New	0	342	342	1,090	1,026	(64)	4,100		3,010	26.6%	
5525	Equipment Maintenance	841	750	(91)	1,166	2,250	1,084	9,000		7,834	13.0%	
5700	Fuel	62	102	40	168	306	138	1,230		1,062	13.6%	
6000	Rent & Rates	848	875	27	2,547	2,625	78	10,500		7,953	24.3%	
6011	Electricity	217	179	(38)	437	537	100	2,152		1,715	20.3%	
6013	Cleaning	0	200	200	82	400	318	1,025		943	8.0%	
6014	Water	(200)	94	294	53	282	229	1,127		1,074	4.7%	
6101	Telephone	62	68	6	204	204	(0)	820		616	24.9%	
6104	Mobile Telephone	0	2	2	0	6	6	26		26	0.0%	
6105	Broadband wi-fi service	10	13	3	30	39	9	154		124	19.5%	
6240	Computer/ Data Base/WP's	46	76	30	137	228	91	686		549	19.9%	
6320	Staff Training	0	384	384	0	384	384	1,537		1,537	0.0%	
6330	Welfare/Hospitality	0	26	26	115	78	(37)	307		192	37.3%	
6500	Goods for Resale	0	11	11	200	33	(167)	128		(72)	156.4%	

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Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 **Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6720 Books and Periodicals	0	0	0	0	0	0	52		52	0.0%	
6730 Subscriptions	0	0	0	215	205	(10)	205		(10)	104.9%	
6802 Trees Plants Turf & Fertilizer	27	750	723	51	750	699	3,000		2,949	1.7%	
6822 Roads Path & Boundaries	0	0	0	0	218	218	871		871	0.0%	
6832 Lawn/Wall of Remembrance	0	31	31	0	31	31	123		123	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	123	375	253	1,500		1,378	8.2%	
6930 Alarm Maintenance	42	145	103	561	435	(126)	1,742		1,181	32.2%	
6932 Cemetery Security	635	512	(123)	1,906	1,536	(370)	6,150		4,244	31.0%	
6935 Waste Bin Disposal-Waste Bins	161	111	(50)	242	333	91	1,332		1,090	18.2%	
6952 Protective Clothing	0	58	58	2	174	172	700		698	0.3%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	**14,812**	**14,536**	**(276)**	**40,726**	**41,518**	**792**	**164,875**	**0**	**124,149**	**24.7%**	**0**
Net Income over Expenditure	**(5,246)**	**(8,036)**	**(2,790)**	**(12,966)**	**(22,018)**	**(9,052)**	**(86,875)**				
23 O/ Spaces & Leisure- Allotment											
1010 Rental Income	0	0	0	0	0	0	1,636			0.0%	
1047 QH Allotments Income	11	0	(11)	115	0	(115)	8,759			1.3%	
O/ Spaces & Leisure- Allotment :- Income	**11**	**0**	**(11)**	**115**	**0**	**(115)**	**10,395**			**1.1%**	**0**
4010 Gross Pay	522	500	(22)	1,756	1,500	(256)	6,000		4,244	29.3%	
4270 Employers Pension Contribution	77	33	(44)	227	99	(128)	400		173	56.7%	
6002 QH Allotments Costs	344	0	(344)	930	0	(930)	0		(930)	0.0%	
6014 Water	104	243	139	415	243	(172)	973		558	42.6%	
6300 Computer Software	0	2	2	0	6	6	25		25	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 | **Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6730 Subscriptions	0	0	0	0	0	0	62		62	0.0%	
6922 Health&Safety/Risk Assessments	0	73	73	0	73	73	73		73	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	**1,047**	**851**	**(196)**	**3,328**	**1,921**	**(1,407)**	**7,533**	**0**	**4,205**	**44.2%**	**0**
Net Income over Expenditure	**(1,036)**	**(851)**	**185**	**(3,213)**	**(1,921)**	**1,292**	**2,862**				
26 Open Spaces-Street Lighting/Ge											
1480 Streetlighting income	0	0	0	0	0	0	9,000			0.0%	
1990 Other Income	0	250	250	0	750	750	1,000			0.0%	
1997 In Bloom Income	0	0	0	2,850	0	(2,850)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	**0**	**250**	**250**	**2,850**	**750**	**(2,100)**	**10,000**			**28.5%**	**0**
6861 Public Clock Maintenance	0	0	0	1,040	0	(1,040)	205		(835)	507.3%	
6862 Street Lighting	552	0	(552)	2,468	0	(2,468)	11,000		8,532	22.4%	
6865 In Bloom Costs	450	2,954	2,504	962	3,798	2,836	14,350		13,388	6.7%	
6869 Special Events	(267)	0	267	0	0	0	0		0	0.0%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	**735**	**2,954**	**2,219**	**4,470**	**3,798**	**(672)**	**25,555**	**0**	**21,085**	**17.5%**	**0**
Net Income over Expenditure	**(735)**	**(2,704)**	**(1,969)**	**(1,620)**	**(3,048)**	**(1,428)**	**(15,555)**				
28 O/ Spaces & Leisure-Vine Cafe											
1211 Sale of Goods	6,674	0	(6,674)	16,431	0	(16,431)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	**6,674**	**0**	**(6,674)**	**16,431**	**0**	**(16,431)**	**0**				**0**

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010	Gross Pay	3,061	0	(3,061)	8,152	0	(8,152)	0		(8,152)	0.0%	
4270	Employers Pension Contribution	157	0	(157)	415	0	(415)	0		(415)	0.0%	
5410	Repairs & General Maintenance	0	0	0	230	0	(230)	0		(230)	0.0%	
5500	Equipment Hired and New	608	0	(608)	791	0	(791)	0		(791)	0.0%	
5525	Equipment Maintenance	402	0	(402)	855	0	(855)	0		(855)	0.0%	
6000	Rent & Rates	74	0	(74)	218	0	(218)	0		(218)	0.0%	
6010	Light Heat & Cleaning	0	0	0	46	0	(46)	0		(46)	0.0%	
6011	Electricity	0	0	0	0	0	(0)	0		(0)	0.0%	
6014	Water	(134)	0	134	175	0	(175)	0		(175)	0.0%	
6101	Telephone	51	0	(51)	153	0	(153)	0		(153)	0.0%	
6200	Printing & Stationery	0	0	0	31	0	(31)	0		(31)	0.0%	
6330	Welfare/Hospitality	0	0	0	8	0	(8)	0		(8)	0.0%	
6500	Goods for Resale	761	0	(761)	3,661	0	(3,661)	0		(3,661)	0.0%	
6505	Cafe consumables	85	0	(85)	266	0	(266)	0		(266)	0.0%	
6922	Health&Safety/Risk Assessments	94	0	(94)	281	0	(281)	0		(281)	0.0%	
6935	Waste Bin Disposal-Waste Bins	71	0	(71)	152	0	(152)	0		(152)	0.0%	
6976	Credit card charges	199	0	(199)	324	0	(324)	0		(324)	0.0%	
	O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	**5,428**	**0**	**(5,428)**	**15,759**	**0**	**(15,759)**	**0**	**0**	**(15,759)**		**0**
	Net Income over Expenditure	**1,246**	**0**	**(1,246)**	**672**	**0**	**(672)**	**0**				

29 O/Spaces & Leisure-Vine Ground

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1208	Other Events Income	0	256	256	0	768	768	1,538			0.0%	
1805	Tea Kiosk Rental & Pavilion	1,000	0	(1,000)	2,000	897	(1,103)	3,587			55.8%	

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Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1870	Vine Club Insurance Contrib.	666	382	(284)	666	382	(284)	382			174.3%	
	O/Spaces & Leisure-Vine Ground :- Income	**1,666**	**638**	**(1,028)**	**2,666**	**2,047**	**(619)**	**5,507**			**48.4%**	**0**
4010	Gross Pay	2,153	2,125	(28)	6,325	6,375	50	25,505		19,180	24.8%	
4270	Employers Pension Contribution	75	119	44	222	357	135	1,427		1,205	15.5%	
5010	Vine Area General Maintenance	150	214	64	577	642	65	2,565		1,988	22.5%	
5015	Vine Pavilion maintenance	0	0	0	0	205	205	205		205	0.0%	
5020	Vine Public Convenience	5	1,167	1,162	1,883	3,501	1,618	14,000		12,117	13.5%	
5410	Repairs & General Maintenance	0	68	68	63	204	141	820		757	7.7%	
5500	Equipment Hired and New	0	343	343	230	1,029	799	2,056		1,826	11.2%	
6014	Water	2	43	41	107	129	22	512		405	20.9%	
6635	Professional Fees Licensing	70	15	(55)	70	15	(55)	215		145	32.6%	
6868	Summer Concerts	725	0	(725)	1,325	0	(1,325)	3,690		2,365	35.9%	
6869	Special Events	0	0	0	0	143	143	143		143	0.0%	
6922	Health&Safety/Risk Assessments	0	83	83	0	249	249	1,000		1,000	0.0%	
6931	CCTV Maintenance	0	0	0	0	0	0	748		748	0.0%	
6935	Waste Bin Disposal-Waste Bins	64	82	18	128	246	118	984		856	13.0%	
	O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	**3,244**	**4,259**	**1,015**	**10,930**	**13,095**	**2,165**	**53,870**	**0**	**42,940**	**20.3%**	**0**
	Net Income over Expenditure	**(1,578)**	**(3,621)**	**(2,043)**	**(8,265)**	**(11,048)**	**(2,783)**	**(48,363)**				
30	F& G P - Bat & Ball Station											
1022	Letting & Hire of Facilities	1,486	1,333	(153)	4,871	3,999	(872)	16,000			30.4%	
1211	Sale of Goods	2,685	0	(2,685)	8,327	0	(8,327)	0			0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 | **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1213	Event catering	1,082	0	(1,082)	2,645	0	(2,645)	0			0.0%	
	F& G P - Bat & Ball Station :- Income	**5,253**	**1,333**	**(3,920)**	**15,842**	**3,999**	**(11,843)**	**16,000**			**99.0%**	**0**
4010	Gross Pay	6,881	1,720	(5,161)	20,361	5,160	(15,201)	20,637		276	98.7%	
4270	Employers Pension Contribution	209	86	(123)	633	258	(375)	1,040		407	60.8%	
5410	Repairs & General Maintenance	44	500	456	3,893	1,500	(2,393)	6,000		2,107	64.9%	
5500	Equipment Hired and New	0	85	85	10	255	245	1,025		1,015	1.0%	
5525	Equipment Maintenance	243	0	(243)	290	0	(290)	0		(290)	0.0%	
6000	Rent & Rates	141	125	(16)	419	375	(44)	1,500		1,081	27.9%	
6011	Electricity	(201)	708	909	692	2,124	1,432	8,500		7,808	8.1%	
6012	Gas	96	121	26	243	363	120	1,455		1,212	16.7%	
6013	Cleaning	10	299	289	624	897	273	3,587		2,963	17.4%	
6014	Water	29	125	96	149	375	226	1,500		1,351	9.9%	
6020	Insurance Cost	0	83	83	0	249	249	1,000		1,000	0.0%	
6101	Telephone	51	43	(8)	153	129	(24)	512		359	29.9%	
6200	Printing & Stationery	0	0	0	31	0	(31)	0		(31)	0.0%	
6241	Website Costs	285	34	(251)	285	102	(183)	410		125	69.5%	
6330	Welfare/Hospitality	97	0	(97)	292	0	(292)	0		(292)	0.0%	
6460	Publicity & Democratic notices	0	0	0	19	0	(19)	0		(19)	0.0%	
6500	Goods for Resale	912	0	(912)	3,193	0	(3,193)	0		(3,193)	0.0%	
6505	Cafe consumables	0	0	0	137	0	(137)	0		(137)	0.0%	
6635	Professional Fees Licensing	0	0	0	0	0	0	615		615	0.0%	
6869	Special Events	32	0	(32)	203	0	(203)	0		(203)	0.0%	
6922	Health&Safety/Risk Assessments	94	0	(94)	281	333	52	1,332		1,051	21.1%	

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Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 **Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6930 Alarm Maintenance	0	0	0	0	0	0	717		717	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	174		174	0.0%	
6935 Waste Bin Disposal-Waste Bins	192	68	(124)	333	204	(129)	820		487	40.6%	
6976 Credit card charges	98	0	(98)	197	0	(197)	0		(197)	0.0%	
F& G P - Bat & Ball Station :- Indirect Expenditure	**9,213**	**3,997**	**(5,216)**	**32,437**	**12,324**	**(20,113)**	**50,824**	**0**	**18,387**	**63.8%**	**0**
Net Income over Expenditure	**(3,960)**	**(2,664)**	**1,296**	**(16,595)**	**(8,325)**	**8,270**	**(34,824)**				
31 F & G P - Establishments											
1115 Interest on Deposits	9,479	4,167	(5,312)	15,732	12,501	(3,231)	50,000			31.5%	
1230 Roadside Advertising-Charities	60	34	(26)	180	102	(78)	416			43.3%	
1231 Banner Income	0	0	0	0	0	0	1,025			0.0%	
1232 Town Crier Advertising	200	0	(200)	800	250	(550)	1,000			80.0%	
1889 Waste Sacks Income	790	0	(790)	1,954	0	(1,954)	0			0.0%	
1990 Other Income	0	0	0	165	0	(165)	0			0.0%	
F & G P - Establishments :- Income	**10,529**	**4,201**	**(6,328)**	**18,831**	**12,853**	**(5,978)**	**52,441**			**35.9%**	**0**
4010 Gross Pay	36,963	33,377	(3,586)	107,979	100,131	(7,848)	400,529		292,550	27.0%	
4011 Mileage	0	48	48	46	144	98	572		526	8.0%	
4012 Expenses	65	85	20	324	255	(69)	1,025		701	31.6%	
4270 Employers Pension Contribution	3,633	3,667	34	10,790	11,001	211	44,006		33,216	24.5%	
4271 Pension Deficiency	6,931	6,667	(264)	20,763	20,001	(762)	80,000		59,237	26.0%	
5500 Equipment Hired and New	2,302	85	(2,217)	3,018	255	(2,763)	1,025		(1,993)	294.4%	
6020 Insurance Cost	0	0	0	22,275	20,000	(2,275)	20,000		(2,275)	111.4%	

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Month No: 3

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6101	Telephone	447	469	22	1,375	1,407	32	5,627		4,252	24.4%	
6200	Printing & Stationery	373	1,583	1,210	6,416	4,749	(1,667)	19,000		12,584	33.8%	
6210	Postage & Courier	1,236	0	(1,236)	2,472	1,000	(1,472)	4,100		1,628	60.3%	
6240	Computer/ Data Base/WP's	1,945	2,000	55	6,285	6,000	(285)	24,000		17,715	26.2%	
6241	Website Costs	335	415	80	371	415	44	615		244	60.3%	
6242	I.T. Infrastructure	283	667	384	953	2,001	1,049	8,000		7,048	11.9%	
6300	Computer Software	307	148	(159)	5,646	4,296	(1,350)	5,637		(9)	100.2%	
6315	Recruitment Costs	0	167	167	0	501	501	2,000		2,000	0.0%	
6320	Staff Training	642	333	(309)	1,067	999	(68)	4,000		2,933	26.7%	
6321	Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330	Welfare/Hospitality	103	342	239	1,827	1,026	(801)	4,100		2,273	44.6%	
6410	Civic Exps/Annual Reception	158	0	(158)	909	1,152	243	2,152		1,243	42.2%	
6415	Gifts/hospitality	55	100	45	205	300	95	1,200		995	17.1%	
6421	Honour Bd. Badges & Insignia	0	29	29	95	87	(8)	350		255	27.1%	
6435	Members Expenses	0	0	0	0	0	0	3,587		3,587	0.0%	
6460	Publicity & Democratic notices	0	250	250	190	250	60	1,000		810	19.0%	
6461	Banner Costs	220	133	(87)	660	399	(261)	1,600		940	41.3%	
6610	Audit Fees	0	569	569	(1)	1,138	1,139	5,125		5,126	0.0%	
6620	Legal Expenses	0	0	0	0	1,025	1,025	2,050		2,050	0.0%	
6630	Professional Fees	0	0	0	500	0	(500)	0		(500)	0.0%	
6635	Professional Fees Licensing	0	250	250	0	250	250	1,000		1,000	0.0%	
6710	Conference Fees & Expenses	341	250	(91)	833	750	(83)	3,000		2,167	27.8%	
6720	Books and Periodicals	0	0	0	0	0	0	416		416	0.0%	
6730	Subscriptions	1,158	130	(1,028)	5,318	4,032	(1,286)	6,765		1,447	78.6%	

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Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 **Cost Centre Report**

Code	Description	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6889	Waste Sacks	0	0	0	600	0	(600)	0		(600)	0.0%	
6900	Sundry Expenses	0	42	42	28	126	98	500		472	5.5%	
6922	Health&Safety/Risk Assessments	0	444	444	4,225	1,332	(2,893)	5,330		1,105	79.3%	
6952	Protective Clothing	447	0	(447)	447	0	(447)	0		(447)	0.0%	
6975	Bank Charges	184	137	(47)	576	411	(165)	1,640		1,064	35.1%	
6976	Credit card charges	148	68	(80)	375	204	(171)	820		445	45.8%	
7010	Election Expenses	0	0	0	0	0	0	6,000		6,000	0.0%	
7611	Contingency provision	0	5,167	5,167	0	15,501	15,501	62,000		62,000	0.0%	
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	
7617	PWLB Loan Repayment	0	0	0	0	0	0	71,602		71,602	0.0%	
	F & G P - Establishments :- Indirect Expenditure	**58,277**	**57,622**	**(655)**	**206,565**	**201,138**	**(5,427)**	**802,373**	**0**	**595,808**	**25.7%**	**0**
	Net Income over Expenditure	**(47,748)**	**(53,421)**	**(5,673)**	**(187,734)**	**(188,285)**	**(551)**	**(749,932)**				
32	F & G P - General											
1208	Other Events Income	290	0	(290)	290	0	(290)	0			0.0%	
1490	Christmas Lights Switch On	0	0	0	100	0	(100)	6,000			1.7%	
	F & G P - General :- Income	**290**	**0**	**(290)**	**390**	**0**	**(390)**	**6,000**			**6.5%**	**0**
6490	Christmas Lights Switch On	0	0	0	0	0	0	28,000		28,000	0.0%	
6491	Remembrance Day/Civic Serv.	180	0	(180)	180	0	(180)	5,125		4,945	3.5%	
6869	Special Events	(709)	1,750	2,459	6,455	5,250	(1,205)	10,500		4,045	61.5%	1,955
	F & G P - General :- Indirect Expenditure	**(529)**	**1,750**	**2,279**	**6,635**	**5,250**	**(1,385)**	**43,625**	**0**	**36,990**	**15.2%**	**1,955**
	Net Income over Expenditure	**819**	**(1,750)**	**(2,569)**	**(6,245)**	**(5,250)**	**995**	**(37,625)**				
8001	plus Transfer from EMR	1,955	0	(1,955)	1,955	0	(1,955)	0				
	Movement to/(from) Gen Reserve	**2,774**	**(1,750)**	**(4,524)**	**(4,290)**	**(5,250)**	**(960)**	**(37,625)**				

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Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
33	F & G P - Council Offices											
1022	Letting & Hire of Facilities	873	875	2	4,160	2,625	(1,535)	10,500			39.6%	
	F & G P - Council Offices :- Income	**873**	**875**	**2**	**4,160**	**2,625**	**(1,535)**	**10,500**			**39.6%**	**0**
4010	Gross Pay	334	684	350	1,115	2,052	937	8,215		7,100	13.6%	
4270	Employers Pension Contribution	22	29	7	72	87	15	348		276	20.7%	
5410	Repairs & General Maintenance	0	60	60	108	180	72	717		609	15.1%	
6000	Rent & Rates	2,886	2,870	(16)	8,658	8,610	(48)	28,700		20,042	30.2%	
6010	Light Heat & Cleaning	65	292	227	318	876	558	3,500		3,182	9.1%	
6011	Electricity	0	333	333	0	999	999	4,000		4,000	0.0%	
6012	Gas	97	167	70	220	501	281	2,000		1,780	11.0%	
6014	Water	684	200	(484)	1,049	600	(449)	2,407		1,358	43.6%	
6104	Mobile Telephone	0	8	8	17	24	7	100		83	16.7%	
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	922		922	0.0%	
6930	Alarm Maintenance	689	800	111	689	800	111	1,000		311	68.9%	
6935	Waste Bin Disposal-Waste Bins	131	120	(11)	269	360	91	1,435		1,166	18.8%	
6952	Protective Clothing	0	0	0	0	0	0	100		100	0.0%	
	F & G P - Council Offices :- Indirect Expenditure	**4,910**	**5,563**	**653**	**12,515**	**15,089**	**2,574**	**53,444**	**0**	**40,929**	**23.4%**	**0**
	Net Income over Expenditure	**(4,037)**	**(4,688)**	**(651)**	**(8,355)**	**(12,464)**	**(4,109)**	**(42,944)**				
36	F & G P - Bat & Ball Centre											
1022	Letting & Hire of Facilities	13,010	9,583	(3,427)	54,284	28,749	(25,535)	115,000			47.2%	
1030	Electricity recharge	0	43	43	0	43	43	173			0.0%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1213	Event catering	0	33	33	104	99	(5)	400			26.0%	
1445	Outdoor Activities	23	42	19	23	126	103	500			4.6%	
1457	Indoor Activities	536	500	(36)	1,733	1,500	(233)	6,000			28.9%	
1550	Insurance Claims	0	0	0	3,200	0	(3,200)	0			0.0%	
1990	Other Income	0	0	0	97	0	(97)	0			0.0%	
	F & G P - Bat & Ball Centre :- Income	**13,568**	**10,201**	**(3,367)**	**59,440**	**30,517**	**(28,923)**	**122,073**			**48.7%**	**0**
4010	Gross Pay	7,265	7,596	331	25,658	22,788	(2,870)	91,154		65,496	28.1%	
4270	Employers Pension Contribution	205	296	91	780	888	108	3,552		2,772	21.9%	
5340	Plants	0	0	0	44	0	(44)	205		161	21.6%	
5410	Repairs & General Maintenance	1,030	1,500	470	6,159	1,500	(4,659)	6,000		(159)	102.6%	
5500	Equipment Hired and New	1,079	0	(1,079)	1,518	256	(1,262)	1,025		(493)	148.1%	
5525	Equipment Maintenance	0	0	0	18	0	(18)	0		(18)	0.0%	
6000	Rent & Rates	649	615	(34)	1,944	1,845	(99)	6,150		4,206	31.6%	
6011	Electricity	439	1,196	757	1,327	3,588	2,261	14,350		13,023	9.2%	
6012	Gas	161	0	(161)	446	452	6	1,808		1,362	24.7%	
6013	Cleaning	298	171	(127)	998	513	(485)	2,050		1,052	48.7%	
6014	Water	35	167	132	30	501	471	2,000		1,970	1.5%	
6101	Telephone	51	51	(0)	154	153	(1)	615		461	25.0%	
6104	Mobile Telephone	0	20	20	17	60	43	246		229	6.8%	
6240	Computer/ Data Base/WP's	0	34	34	0	102	102	410		410	0.0%	
6330	Welfare/Hospitality	47	43	(4)	150	129	(21)	512		362	29.4%	
6520	Refreshments for Resale	322	250	(72)	1,036	750	(286)	3,000		1,965	34.5%	
6635	Professional Fees Licensing	180	260	80	180	260	80	520		340	34.6%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6900 Sundry Expenses	0	0	0	0	0	0	52		52	0.0%	
6922 Health&Safety/Risk Assessments	133	0	(133)	1,278	0	(1,278)	2,500		1,222	51.1%	
6930 Alarm Maintenance	0	0	0	0	0	0	924		924	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	410		410	0.0%	
6935 Waste Bin Disposal-Waste Bins	206	179	(27)	240	537	297	2,152		1,912	11.1%	
6952 Protective Clothing	0	0	0	0	0	0	250		250	0.0%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	**12,099**	**12,378**	**279**	**41,976**	**34,322**	**(7,654)**	**139,885**	**0**	**97,909**	**30.0%**	**0**
Net Income over Expenditure	**1,469**	**(2,177)**	**(3,646)**	**17,465**	**(3,805)**	**(21,270)**	**(17,812)**				
38 F & G P - Grants											
7500 Local Organisations Grants	0	0	0	1,440	0	(1,440)	22,900		21,460	6.3%	
7502 Sevenoaks Summer Festival	0	0	0	5,000	5,000	0	5,000		0	100.0%	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	0.0%	
7552 Youth Outreach	538	0	(538)	538	0	(538)	8,200		7,663	6.6%	
7556 Stag Community Arts Centre	0	27,000	27,000	0	27,000	27,000	27,000		27,000	0.0%	
7557 Community Rail Partnership	0	0	0	0	0	0	3,000		3,000	0.0%	
F & G P - Grants :- Indirect Expenditure	**538**	**27,000**	**26,463**	**6,978**	**32,000**	**25,023**	**67,100**	**0**	**60,123**	**10.4%**	**0**
Net Expenditure	**(538)**	**(27,000)**	**(26,463)**	**(6,978)**	**(32,000)**	**(25,023)**	**(67,100)**				
39 F & G P - Property											
1469 O/S Ground Rents & Wayleaves	938	555	(383)	3,360	1,665	(1,695)	6,662	3,700		106.0%	
F & G P - Property :- Income	**938**	**555**	**(383)**	**3,360**	**1,665**	**(1,695)**	**6,662**			**50.4%**	**0**
Net Income	**938**	**555**	**(383)**	**3,360**	**1,665**	**(1,695)**	**6,662**				

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Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 | **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
40	Town Team											
1206	Business Awards	650	0	(650)	1,800	0	(1,800)	7,450			24.2%	
1207	Business Show	0	5,000	5,000	6,725	5,000	(1,725)	5,000			134.5%	
	Town Team :- Income	**650**	**5,000**	**4,350**	**8,525**	**5,000**	**(3,525)**	**12,450**			**68.5%**	**0**
6101	Telephone	0	9	9	0	27	27	110		110	0.0%	
6200	Printing & Stationery	0	9	9	0	27	27	114		114	0.0%	
6240	Computer/ Data Base/WP's	0	70	70	0	210	210	847		847	0.0%	
6241	Website Costs	0	0	0	285	72	(213)	289		4	98.6%	
6244	Information Screens	120	250	130	120	250	130	1,000		880	12.0%	
6322	Business Awards	0	0	0	0	0	0	8,318		8,318	0.0%	
6323	Business Show	2,607	307	(2,300)	2,955	921	(2,034)	3,687		732	80.2%	
6325	Holly Party Expense	300	0	(300)	300	0	(300)	0		(300)	0.0%	
6461	Banner Costs	0	207	207	0	207	207	827		827	0.0%	
6730	Subscriptions	0	0	0	150	0	(150)	603		453	24.9%	
6900	Sundry Expenses	0	67	67	10	201	191	805		795	1.2%	
7000	Reinvestment	0	0	0	0	0	0	850		850	0.0%	
	Town Team :- Indirect Expenditure	**3,027**	**919**	**(2,108)**	**3,820**	**1,915**	**(1,905)**	**17,450**	**0**	**13,630**	**21.9%**	**0**
	Net Income over Expenditure	**(2,377)**	**4,081**	**6,458**	**4,705**	**3,085**	**(1,620)**	**(5,000)**				
41	Business Hub											
1022	Letting & Hire of Facilities	63	111	49	219	333	114	1,332			16.4%	
1026	Hot Desking Facility	607	444	(163)	1,296	1,332	36	5,330			24.3%	

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Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1029	Office Pods	1,127	1,407	280	3,910	4,221	311	16,882			23.2%	
1031	Chamber of Commerce	0	466	466	1,600	1,398	(202)	5,587			28.6%	
	Business Hub :- Income	**1,796**	**2,428**	**632**	**7,024**	**7,284**	**260**	**29,131**			**24.1%**	**0**
4010	Gross Pay	876	710	(166)	2,250	2,130	(120)	8,525		6,275	26.4%	
4270	Employers Pension Contribution	0	23	23	0	69	69	274		274	0.0%	
5410	Repairs & General Maintenance	1,140	20	(1,120)	1,690	71	(1,619)	307		(1,383)	550.6%	
5500	Equipment Hired and New	0	43	43	0	129	129	512		512	0.0%	
6000	Rent & Rates	165	200	35	492	600	108	2,000		1,508	24.6%	
6010	Light Heat & Cleaning	0	1,083	1,083	35	3,249	3,214	13,000		12,965	0.3%	
6011	Electricity	312	0	(312)	780	0	(780)	0		(780)	0.0%	
6105	Broadband wi-fi service	142	154	13	425	462	38	1,845		1,421	23.0%	
6900	Sundry Expenses	199	85	(114)	299	255	(44)	1,025		726	29.1%	
6922	Health&Safety/Risk Assessments	0	0	0	994	0	(994)	177		(817)	561.6%	
6930	Alarm Maintenance	0	156	156	260	312	52	312		52	83.3%	
6931	CCTV Maintenance	0	14	14	166	42	(124)	164		(2)	101.1%	
6976	Credit card charges	30	30	0	89	90	1	358		269	24.9%	
	Business Hub :- Indirect Expenditure	**2,863**	**2,518**	**(345)**	**7,479**	**7,409**	**(70)**	**28,499**	**0**	**21,020**	**26.2%**	**0**
	Net Income over Expenditure	**(1,068)**	**(90)**	**978**	**(455)**	**(125)**	**330**	**632**				
42	Sevenoaks Town Mayor											
1500	Fundraising	0	0	0	216	0	(216)	0			0.0%	
1754	Knole Tour Income	0	0	0	356	0	(356)	0			0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 **Cost Centre Report**

Code		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1755	Chevening Visit Income	0	0	0	1,139	0	(1,139)	0			0.0%	
	Sevenoaks Town Mayor :- Income	**0**	**0**	**0**	**1,711**	**0**	**(1,711)**	**0**				**0**
6444	Mayors Car Allowance 2024/2025	(148)	226	374	(0)	(2,037)	(2,037)	0		0	0.0%	
6446	Mayors Allowance 2025/2026	590	0	(590)	986	6,044	5,058	6,044		5,058	16.3%	
6447	Mayors Car Allowance 2025/2026	0	0	0	0	2,715	2,715	2,715		2,715	0.0%	
7100	Mayoral Charity Donations	0	0	0	6,185	0	(6,185)	0		(6,185)	0.0%	
7204	Knole Tour Expenditure	0	0	0	466	0	(466)	0		(466)	0.0%	
7205	Chevening Visit Expenditure	0	0	0	2,416	0	(2,416)	0		(2,416)	0.0%	
	Sevenoaks Town Mayor :- Indirect Expenditure	**442**	**226**	**(216)**	**10,051**	**6,722**	**(3,329)**	**8,759**	**0**	**(1,292)**	**114.8%**	**0**
	Net Income over Expenditure	**(442)**	**(226)**	**216**	**(8,340)**	**(6,722)**	**1,618**	**(8,759)**				
43	Youth Council											
7555	Youth Council Support	0	0	0	0	0	0	500		500	0.0%	
	Youth Council :- Indirect Expenditure	**0**	**0**	**0**	**0**	**0**	**0**	**500**	**0**	**500**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**0**	**0**	**0**	**0**	**(500)**				
50	Youth Cafe											
1022	Letting & Hire of Facilities	558	333	(225)	1,260	999	(261)	4,000			31.5%	
1211	Sale of Goods	322	167	(155)	946	501	(445)	2,000			47.3%	
1350	Revenue Grant income	0	0	0	1,125	0	(1,125)	0			0.0%	
	Youth Cafe :- Income	**880**	**500**	**(380)**	**3,331**	**1,500**	**(1,831)**	**6,000**			**55.5%**	**0**

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Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010	Gross Pay	4,903	5,167	264	17,242	15,501	(1,741)	62,000		44,758	27.8%	
4270	Employers Pension Contribution	206	174	(32)	758	522	(236)	2,090		1,332	36.3%	
5410	Repairs & General Maintenance	522	85	(437)	756	255	(501)	1,025		269	73.7%	
5500	Equipment Hired and New	80	44	(36)	112	132	20	520		408	21.5%	
6010	Light Heat & Cleaning	34	17	(17)	122	51	(71)	205		83	59.3%	
6101	Telephone	51	60	9	153	180	27	717		564	21.3%	
6105	Broadband wi-fi service	33	0	(33)	98	0	(98)	400		302	24.6%	
6200	Printing & Stationery	11	17	6	21	51	30	205		184	10.4%	
6240	Computer/ Data Base/WP's	0	42	42	0	126	126	500		500	0.0%	
6241	Website Costs	0	0	0	24	0	(24)	205		181	11.7%	
6281	Furnishings,Furniture/Eqpt	0	129	129	0	129	129	515		515	0.0%	
6320	Staff Training	80	0	(80)	180	0	(180)	100		(80)	180.2%	
6330	Welfare/Hospitality	23	0	(23)	31	0	(31)	0		(31)	0.0%	
6340	Staff Uniforms	0	51	51	44	51	7	205		161	21.6%	
6500	Goods for Resale	95	171	76	746	513	(233)	2,050		1,304	36.4%	
6505	Cafe consumables	0	0	0	1	0	(1)	0		(1)	0.0%	
6635	Professional Fees Licensing	101	0	(101)	498	115	(383)	461		(37)	108.0%	
6900	Sundry Expenses	0	33	33	17	99	82	400		383	4.2%	
6922	Health&Safety/Risk Assessments	152	139	(13)	339	417	78	1,250		911	27.1%	
6952	Protective Clothing	0	0	0	103	0	(103)	0		(103)	0.0%	
	Youth Cafe :- Indirect Expenditure	**6,290**	**6,129**	**(161)**	**21,245**	**18,142**	**(3,103)**	**72,848**	**0**	**51,603**	**29.2%**	**0**
	Net Income over Expenditure	**(5,410)**	**(5,629)**	**(219)**	**(17,914)**	**(16,642)**	**1,272**	**(66,848)**				

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
60	Markets											
1017	Rental Income Sat Market	1,788	1,757	(31)	5,811	5,271	(540)	21,081			27.6%	
1018	Rental Income Wed Market	834	1,068	234	2,961	3,204	244	12,818			23.1%	
1019	Rental Income Blighs Market	1,707	1,581	(126)	5,695	4,743	(952)	18,974			30.0%	
1208	Other Events Income	0	0	0	480	0	(480)	0			0.0%	
	Markets :- Income	**4,329**	**4,406**	**77**	**14,947**	**13,218**	**(1,729)**	**52,873**			**28.3%**	**0**
4010	Gross Pay	178	178	(0)	535	534	(1)	2,139		1,604	25.0%	
5410	Repairs & General Maintenance	0	51	51	0	51	51	205		205	0.0%	
5420	Saturday market charges	1,189	1,231	42	3,863	4,000	137	16,000		12,137	24.1%	
5421	Wednesday Market charges	1,189	1,192	3	3,863	3,874	11	15,500		11,637	24.9%	
5424	Vegan Market Expenditure	0	0	0	41	0	(41)	0		(41)	0.0%	
6001	Blighs Market Charges	1,997	750	(1,247)	3,509	2,250	(1,259)	9,000		5,491	39.0%	
6010	Light Heat & Cleaning	0	0	0	0	51	51	205		205	0.0%	
6011	Electricity	34	0	(34)	125	0	(125)	0		(125)	0.0%	
6200	Printing & Stationery	0	0	0	20	0	(20)	0		(20)	0.0%	
6461	Banner Costs	0	0	0	156	0	(156)	0		(156)	0.0%	
6635	Professional Fees Licensing	0	0	0	0	0	0	205		205	0.0%	
6730	Subscriptions	0	0	0	0	102	102	102		102	0.0%	
	Markets :- Indirect Expenditure	**4,587**	**3,402**	**(1,185)**	**12,112**	**10,862**	**(1,250)**	**43,356**	**0**	**31,244**	**27.9%**	**0**
	Net Income over Expenditure	**(258)**	**1,004**	**1,262**	**2,834**	**2,356**	**(478)**	**9,517**				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
70	Precept											
1995	Precept	128,762	128,762	(0)	386,287	386,286	(1)	1,545,147			25.0%	
	Precept :- Income	**128,762**	**128,762**	**(0)**	**386,287**	**386,286**	**(1)**	**1,545,147**			**25.0%**	**0**
	Net Income	**128,762**	**128,762**	**(0)**	**386,287**	**386,286**	**(1)**	**1,545,147**				
91	Capital Infrastructure Budget											
2012	CIL income allocation	0	0	0	349,947	0	(349,947)	0			0.0%	349,947
	Capital Infrastructure Budget :- Income	**0**	**0**	**0**	**349,947**	**0**	**(349,947)**	**0**				**349,947**
9053	Vine Area	11,565	0	(11,565)	11,565	0	(11,565)	0		(11,565)	0.0%	11,565
9066	NDP	6,000	0	(6,000)	9,313	0	(9,313)	0		(9,313)	0.0%	9,313
9075	Public Realm	3,390	0	(3,390)	4,590	0	(4,590)	0		(4,590)	0.0%	4,590
9077	QS & EA Fees - Greatness Pav	1,000	0	(1,000)	1,000	0	(1,000)	0		(1,000)	0.0%	1,000
	Capital Infrastructure Budget :- Indirect Expenditure	**21,955**	**0**	**(21,955)**	**26,468**	**0**	**(26,468)**	**0**	**0**	**(26,468)**		**26,468**
	Net Income over Expenditure	**(21,955)**	**0**	**21,955**	**323,479**	**0**	**(323,479)**	**0**				
8001	plus Transfer from EMR	21,955	0	(21,955)	26,468	0	(26,468)	0				
8002	less Transfer to EMR	0	0	0	349,947	0	(349,947)	0				
	Movement to/(from) Gen Reserve	**0**	**0**	**0**	**0**	**0**	**(699,894)**	**0**				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 14/07/2025

Month No: 3 **Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	187,450	167,520	(19,930)	936,453	497,028	(439,425)	1,997,096			46.9%	
Expenditure	179,436	184,617	5,181	562,824	510,148	(52,676)	1,997,096	0	1,434,272	28.2%	
Net Income over Expenditure	8,014	(17,097)	(25,111)	373,628	(13,120)	(386,748)	0				
plus Transfer from EMR	23,910	0	(23,910)	28,423	0	(28,423)	0				
less Transfer to EMR	0	0	0	349,947	0	(349,947)	0				
Movement to/(from) Gen Reserve	31,924	(17,097)	(49,021)	52,104	(13,120)	(65,224)	0				

June 2025 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
Negative numbers in the variance column (shown in red and brackets) denote favourable variances
Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning & Environment Committee					
General	(11,256)	(9,966)	1,290	(40,889)	Subscriptions has reached its annual budget but most of the expenditure is at the beginning of the year.
Community & Well Being					
Youth Council	-	-	-	(500)	

June 2025 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
Negative numbers in the variance column (shown in red and brackets) denote favourable variances
Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Open Spaces					
General	(75,239)	(84,893)	(9,654)	(341,784)	Income is favourable due to the annual cricket invoice, this has now been rephased. St Nicholas Burial Ground has reached its annual budget due to some paving maintenance works. Grass seed is £672 over its annual budget, this is due to some works being undertaken but it is hoped that grant funding will be received to offset this from the football foundation. Fertiliser is at 84% of its budget for the same reason. Subscriptions is £245 over the annual budget due paying two subs for the Institute of Groundsmanship.
Cemetery	(12,966)	(22,018)	(9,052)	(86,875)	Income is favourable - £8k above budget year to date. The repairs and general maintenance budget is already £1,418 over its annual budget but this is due to emergency lighting being installed at the chapel and the mess room, this was a recommendation of the fire risk assessment.
Allotments	(3,213)	(1,921)	1,292	2,862	The invoices for this year will be issued in September.
Street lighting/ general	(1,620)	(3,048)	(1,428)	(15,555)	£2,850 has been received as income for In Bloom. The public clock expenditure is £835 over budget because the clock was showing the wrong time and this was rectified.
Vine Grounds	(8,265)	(11,048)	(2,783)	(48,363)	All the nominals are roughly where they should be.
Café					
Vine Café	672	-	(672)	-	The position as at June of last year was a deficit of £1,847 against a surplus this year of £672. The income as at June of last year £16,367 against £16,431 this year.
Bat & Ball Station	(16,595)	(8,325)	8,270	(34,824)	Café income this year YTD is £10,972 against £13,526 last year. Booking income this year YTD is £4,871 against £7,268 last year. The Gross Pay nominal is £15k above the budget because there is no budget for the Café. The pumps have been replaced with the boiler at the Station at a cost of £2,691.
Finance & Delivery					

June 2025 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
Negative numbers in the variance column (shown in red and brackets) denote favourable variances
Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Establishments	(187,734)	(188,285)	(551)	(749,932)	The income from interest on deposits is £3k above the budget figure year to date. Insurance costs have increased at a higher rate than expected due to various claims, the insurance nominal code is £2,275 over budget. The computer software has spent its annual budget but I have moved some software that was being recorded under 6240/31 - I will vire between the three different IT nominals. The equipment hired and new budget is £1,993 over its annual budget due to £1,565 spent on a new noticeboard and £628 on a dishwasher for the council offices.
General	(4,290)	(5,250)	(960)	(37,625)	There has been no income yet as most income will be for the Christmas lights.
Council Offices	(8,355)	(12,464)	(4,109)	(42,944)	Income is favourable - £1,535 above budget year to date.
Bat & Ball Centre	17,465	(3,805)	(21,270)	(17,812)	Income is £25k above budget year to date. The repairs and maintenance nominal is showing a £5,129 expenditure is month 1, £3k of this is for the replacement of the bike rack which is offset by the insurance monies. The equipment hired and new nominal is £493 over the annual budget due to the purchase of a bench for £1,079 but thisis offset.
Grants	(6,978)	-	6,978	(67,100)	
Property	3,360	1,656	(1,704)	6,662	

June 2025 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
Negative numbers in the variance column (shown in red and brackets) denote favourable variances
Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Town Team	4,705	3,085	(1,620)	(5,000)	The Business show income is positive with lots of sponsorship.
Business Hub	(455)	(125)	330	632	Income is a little under the budget year to date (£200) - there has been a bit of a reshuffle a hirer has left leaving the large room at the back available, this has been taken by a pod user and a hot desker has moved into the pod, this leaves one pod available. The repairs and general maintenance is £1,383 over its annual budget due to drainage and rectification works, there were two tears in the lino due to tree roots. Some emergency lighting has also been put on the outside of the building as requested in the fire risk assessment. The health & safety nominal is £817 overbudget due to the smoke detector battery replacement.
BID	-		-	-	
Sevenoaks Town Mayor	(8,340)	(6,722)	1,618	(8,759)	This includes the charity donations of the last Mayor.
Youth Cafe	(17,914)	(16,642)	1,272	(66,848)	The revenue grant income is for the Tesco grant received for free meals for kids during the school holiday this is being administered through HitB. Overall expenditure is £1,272 above budget year to date.
Markets	2,834	2,356	(478)	9,517	Income is £1k above budget YTD.
Precept	386,287	386,287	-	1,545,147	
Revenue Surplus/ (Deficit) Total	**52,104**	**18,872**	**(33,232)**	**10**	
Capital Infrastructure	323,479	-	(323,479)	-	
Total inc Capital	52,104	18,872	(33,232)	10	

Summary by Committee:

June 2025 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
Negative numbers in the variance column (shown in red and brackets) denote favourable variances
Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning	(11,256)	(9,966)	1,290	(40,889)	
Community and Well Being	-	-	-	(500)	
Vine Café	672	-	(672)	-	
Bat Ball Station	(16,595)	(8,325)	8,270	(34,824)	
Finance & Delivery	(307,005)	(349,124)	(42,119)	(1,468,924)	
Precept	386,287	386,287	-	1,545,147	
Capital Infrastructure	323,479	-	(323,479)	-	

Sevenoaks Town Council

Statement of Fund Balances as at 30th June 2025

£ (2024/25)			S&P Rating 31/10/2024 Long term	Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	National Westminster Bank		A+	A-1				
14,946		Business Reserve Account			19,274			
150,662		Current Account			106,040			1.46%
1,000		Payroll Account			1,000			
1,000		HITB Youth café			1,000			
10,449		Sevenoaks Town Partnership			10,449			
7,306		Mayors Charity Account			8,607			
						146,369	6.32%	
	HSBC		A+	A-1				
52,637		Business money manager			52,865			1.94%
						52,865	2.28%	
	Handelsbanken		AA-	A-1+				
170		Deposit account			171			2.20%
1,689		35 day notice account			1,695			2.20%
						1,866	0.08%	
	Nationwide		A+	A-1				
2,835		Instant Saver			2,835			0.00%
21		Sevenoaks Fund Instant Saver			21			2.20%
						2,855	0.12%	
	CCLA							
560,000		Public Sector Deposit	AAA (Fitch only)		1,460,000			
						1,460,000	63.06%	4.30%
	Virginmoney							
1		Current account	BBB	A-2	1			
7,524		95 Day Notice			7,563			4.07%
						7,564	0.33%	
	Insignis Investments							
		Insignis Hub			6,896			
507		Insignis Earmarked Fees			294			
259,590		HSBC Tracker (31 Day Notice)	A+		259,590			4.20%
376,041		Santander (90 Day Account)	A+		376,041			4.15%
						642,821	27.77%	
949	Petty Cash					815	0.04%	
	Cashbook suspense					0	0.00%	
1,447,327						2,315,156		

Instant access funds	1,643,185
Three months precept (equivalent to working capital)	342,519

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

Sevenoaks Town Council

Balance Sheet as at 30 June 2025

31 March 2025			31 March 2026		
Net Value		**Fixed Assets**	Cost of Asset	Depreciation	Net Value
(1,000)		Sale of fixed assets	(1,000)	0	(1,000)
(1,000)			**(1,000)**	**0**	**(1,000)**
		Long Term Assets			
0				**0**	
	(1,000)				**(1,000)**
		Current Assets			
32,579		Debtors	20,247		
36,201		SCC Bookings Debtors	24,544		
35,259		Vat Control	11,833		
199		Allotment Ledger	74		
26,096		Prepayments	5,072		
3,319		Stock	3,319		
150,662		Nat West - Current Account	106,040		
1,000		Payroll Account	1,000		
7,306		Mayors Charity Account	8,607		
1,000		House i/t Basement Youth Cafe	1,000		
10,449		Sevenoaks Town Partnership	10,449		
949		Petty Cash	815		
170		Handelsbanken Investment	171		
1,689		Handelsbanken Notice Account	1,695		
2,835		Nationwide Instant Saver	2,835		
14,946		Natwest Investment	19,274		
0		Insignis Hub	6,896		
1		Virgin Money Current Account	1		
52,637		HSBC Investment	52,865		
21		Nationwide Sevenoaks Fund	21		
560,000		CCLA Public Sector Deposit	1,460,000		
7,524		Virgin Money 90 day Notice	7,563		
507		Insignis Earmarked Fees	294		
376,041		Santander (90 day Notice)	376,041		
259,590		HSBC Tracker (31 days Notice)	259,590		
1,580,979				**2,380,243**	
	1,579,979	**Total Assets**			**2,379,243**

Sevenoaks Town Council

Balance Sheet as at 30 June 2025

31 March 2025					31 March 2026
		Current Liabilities			
0		Cash Book Suspense	19		
35,882		Creditors	23,685		
33,621		Accruals	105,916		
0		Superannuation Due	5,231		
52,470		Receipts in Advance	412,686		
3,904		Receipt in Advance-Cemetery	3,690		
7,923		Damage Deposit	7,966		
485		Key Deposit	518		
6,320		QH Allotment Key deposits	6,500		
727		BV Allotment key deposits	757		
141,331				**566,967**	
	1,438,648	**Total Assets Less Current Liabilities**			**1,812,276**
		Long Term Liabilities			
0				**0**	
	1,438,648	**Total Assets Less Long Term Liabilities**			**1,812,276**
		Represented By			
	533,015	Revenue Reserve			565,607
	905,633	Earmarked Reserves			1,246,669
	1,438,648				**1,812,276**

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

Signed :
Chairman ____________________ Date : ____________________

Signed :
Responsible Financial Officer ____________________ Date : ____________________

Sevenoaks Town Council

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
312	Temp Staff Reserve	4,000.00		4,000.00
313	Youth Council Reserve	1,875.37		1,875.37
314	Council Offices Reserve	1,547.63		1,547.63
315	Pension Reserve	2,814.23		2,814.23
316	Rolling Cap Prog Rev Reserve	47,053.06		47,053.06
317	Street Lighting Reserve	10,723.26		10,723.26
319	Stag winding-up reserves	12,000.00		12,000.00
320	Planning Fees Reserve	2,500.00		2,500.00
321	Youth Activities Reserve	1,268.75		1,268.75
324	Contingency Reserve	0.00	19,512.00	19,512.00
328	Non-annual commitments reserve	11,035.00		11,035.00
329	Staff training reserve	2,890.00		2,890.00
331	20 MPH Reserve	21,489.00		21,489.00
334	Energy Saving - TC Offices	6,780.26		6,780.26
338	Greatness Pavilion Project	0.00	86,500.00	86,500.00
339	Capital Receipts Quaker Hall	59,244.68		59,244.68
340	Capital Receipts Reserve	395,409.22		395,409.22
346	Vehicle/machinery replacement	51,616.00		51,616.00
348	B&B Ctr Maintenance Reserve	10,578.00		10,578.00
360	CIL Earmarked reserve	171,239.17	235,024.00	406,263.17
370	No 8 bus reserve	78,808.26		78,808.26
374	Mayor's Charity Reserve	7,303.02		7,303.02
376	Mayor's Regalia Reserve	5,457.99		5,457.99
		905,632.90	**341,036.00**	**1,246,668.90**

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31 March 2026

31 March 2025		31 March 2026
	Operating Income	
39,547	O/ Spaces & Leisure - General	12,835
82,397	O/ Spaces & Leisure - Cemetery	27,760
9,281	O/ Spaces & Leisure- Allotment	115
19,489	Open Spaces-Street Lighting/Ge	2,850
42,089	O/ Spaces & Leisure-Vine Cafe	16,431
14,470	O/Spaces & Leisure-Vine Ground	2,666
62,368	F& G P - Bat & Ball Station	15,842
103,189	F & G P - Establishments	18,831
10,535	F & G P - General	390
11,841	F & G P - Council Offices	4,160
118,516	F & G P - Bat & Ball Centre	59,440
6,424	F & G P - Property	3,360
16,213	Town Team	8,525
27,817	Business Hub	7,024
13,117	Sevenoaks Town Mayor	1,711
31,840	Youth Cafe	3,331
60,466	Markets	14,947
300	Longspring Woods	0
1,437,614	Precept	386,287
261,200	Capital Infrastructure Budget	349,947
2,368,712	Total Income	**936,453**
	Running Costs	
38,346	Planning - General	11,256
331,976	O/ Spaces & Leisure - General	88,074
163,769	O/ Spaces & Leisure - Cemetery	40,726
12,800	O/ Spaces & Leisure- Allotment	3,328
28,923	Open Spaces-Street Lighting/Ge	4,470
71,388	O/ Spaces & Leisure-Vine Cafe	15,759
69,886	O/Spaces & Leisure-Vine Ground	10,930
139,756	F& G P - Bat & Ball Station	32,437
781,877	F & G P - Establishments	206,565
46,934	F & G P - General	6,635
55,587	F & G P - Council Offices	12,515
146,872	F & G P - Bat & Ball Centre	41,976
73,742	F & G P - Grants	6,978
14	F & G P - Property	0
17,999	Town Team	3,820
25,176	Business Hub	7,479
18,300	Sevenoaks Town Mayor	10,051
18,677	BID	0
89,761	Youth Cafe	21,245
35,246	Markets	12,112
419,356	Capital Infrastructure Budget	26,468
2,586,385	Total Expenditure	**562,824**

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31 March 2026

31 March 2025		31 March 2026
	General Fund Analysis	
514,992	Opening Balance	533,015
2,368,712	Plus : Income for Year	936,453
2,883,704		1,469,468
2,586,385	Less : Expenditure for Year	562,824
297,319		906,643
(235,696)	Transfers TO / FROM Reserves	341,036
533,015	**Closing Balance**	**565,607**

Purchase Ledger for Month No 3 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
30/06/2025	10821	37966	ADADEMY CONSULTING	ACA001	1,000.00	200.00	1,200.00	9077	91	1,000.00	QS fees & Employers Agent fees
19/05/2025	7190	37792	AMBERTEC	AMB001	880.00	176.00	1,056.00	5410	36	880.00	EICR Report
08/06/2025	001A	37852	ANTHONY CHARLES WILL	ANT001	120.00	0.00	120.00	6244	40	120.00	Screens qrtly fee
06/06/2025	25229	37812	ATCM	ATCM01	645.00	129.00	774.00	6730	31	645.00	ATCM membership 25/26
16/06/2025	16/6	37919	BANKLINE	BANKL01	108.85	0.00	108.85	6975	31	108.85	bank chg
05/06/2025	38200816	37826	BIDFOOD	BID001	195.33	9.73	205.06	6500	28	195.33	goods for resale
12/06/2025	38331490	37847	BIDFOOD	BID001	125.73	0.00	125.73	6500	28	125.73	goods for resale
28/05/2025	252050459	37873	BP FUEL	BPF001	18.48	0.00	18.48	5700	21	18.48	fuel
31/05/2025	252055719	37870	BP FUEL	BPF001	41.37	8.27	49.64	5700	21	41.37	fuel
31/05/2025	252055720	37871	BP FUEL	BPF001	12.00	0.00	12.00	5700	21	12.00	fuel
10/06/2025	252057735	37874	BP FUEL	BPF001	78.86	15.78	94.64	5700	22	10.73	fuel
								5700	21	68.13	fuel
10/06/2025	252057736	37872	BP FUEL	BPF001	10.23	0.00	10.23	5700	21	10.23	fuel
17/06/2025	252059193	37939	BP FUEL	BPF001	187.07	37.42	224.49	5700	21	187.07	fuel
17/06/2025	252059194	37938	BP FUEL	BPF001	9.72	0.00	9.72	5700	21	9.72	fuel
24/06/2025	252061411	37907	BP FUEL	BPF001	219.59	43.92	263.51	5700	22	51.24	fuel
								5700	21	168.35	fuel
24/06/2025	252061412	37906	BP FUEL	BPF001	11.46	0.00	11.46	5700	21	11.46	fuel
31/05/2025	SVO/376414	37849	BREWERS	BREW001	31.98	6.40	38.38	5410	50	31.98	maint equip
10/06/2025	SVO/376512	37936	BREWERS	BREW001	27.73	5.55	33.28	5340	21	18.99	maint equip
								5500	21	8.74	tub
27/06/2025	810171128	37952	BRITISH GAS	BRI001	95.50	4.77	100.27	6012	30	95.50	Gas chg 22/5-21/6
10/06/2025	3274	37837	BRILLIANT BUSINESS	BRI005	600.00	120.00	720.00	6323	40	600.00	Photography & Videography
20/06/2025	810165222	37915	BRITISH GAS	BRIT007	97.10	4.85	101.95	6012	33	97.10	gas chg 15/5-14/6
17/06/2025	800772962	37940	BRITISH GAS	BRIT008	161.48	8.07	169.55	6012	36	161.48	gas chg 12/5-11/6
05/06/2025	0000333644	37879	BROXAP	BROX001	1,079.00	215.80	1,294.80	5500	36	1,079.00	seat with engraving
16/06/2025	INV-062526-SOC	37944	CFIX	COM005	250.00	0.00	250.00	5525	28	250.00	water softener
05/06/2025	155495	37848	CONNECTAPHONE	CON001	561.15	112.23	673.38	6101	50	50.98	May telephone chg

Purchase Ledger for Month No 3 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6101	22	50.98	May telephone chg
								6101	28	50.98	May telephone chg
								6101	36	51.39	May telephone chg
								6101	30	50.98	May telephone chg
								6101	31	305.84	May telephone chg
31/05/2025	INV534131	37850	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	May glass collection
31/05/2025	INV534132	37877	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	May glass collection
25/06/2025	3/7	37894	MAYOR OF DARTFORD	DAR002	64.00	0.00	64.00	6446	42	64.00	Chinese meal at Peking Garden
16/06/2025	16/6	37884	BEATRIZ M DAY	DAY002	270.38	0.00	270.38	6016	21	270.38	gardening work
03/06/2025	934150	37869	ERNEST DOE	DOE001	784.97	157.00	941.97	5525	22	784.97	maint equip
20/06/2025	934974	37935	ERNEST DOE	DOE001	55.70	11.14	66.84	5525	22	55.70	maint equip
11/06/2025	INV-07954	37832	EC SAFETY SOLUTIONS	ECS001	801.90	160.38	962.28	6320	50	80.19	First Aid training
								6320	21	80.19	First Aid training
								6320	31	641.52	First Aid training
03/06/2025	000023659614	37863	EDF ENERGY	EDF002	579.51	115.90	695.41	6011	36	579.51	May electric chg
04/06/2025	000023694617	37865	EDF ENERGY	EDF003	34.14	1.71	35.85	6011	60	34.14	May electric chg
04/06/2025	000023694518	37866	EDF ENERGY	EDF004	312.06	15.60	327.66	6011	41	312.06	May electric chg
04/06/2025	000023699387	37864	EDF ENERGY	EDF009	122.18	6.11	128.29	6011	22	122.18	May electric chg
30/06/2025	00023992068	37959	EDF ENERGY	EDF009	95.10	4.76	99.86	6011	22	95.10	June electric chg
04/06/2025	000023700085	37867	EDF ENERGY	EDF011	654.66	130.93	785.59	6011	30	654.66	May electric chg
12/06/2025	14145685	37844	ELITE	EFS001	94.62	2.82	97.44	6500	30	94.62	goods for resale
13/06/2025	18011346	37910	ELITE	EFS001	-19.85	0.00	-19.85	6500	30	-19.85	goods for resale
03/06/2025	INV-0713	37818	EGM	EGM001	446.55	89.31	535.86	6952	31	446.55	staff uniform
17/06/2025	INV-0752	37883	EGM	EGM001	135.34	27.07	162.41	6952	21	135.34	staff uniform
01/06/2025	121332	37880	ATLAS FM/EMPRISE SVS	EMP001	635.42	127.08	762.50	6932	22	635.42	June lock up chg
01/06/2025	121333	37881	ATLAS FM/EMPRISE SVS	EMP001	1,589.40	317.88	1,907.28	5311	21	1,589.40	June lock up chg Pontoise
01/06/2025	121334	37882	ATLAS FM/EMPRISE SVS	EMP001	1,060.20	212.04	1,272.24	5311	21	1,060.20	June lock up chg H.Street
19/06/2025	4438574	37942	EVERFLOW WATER	EVE002	1,492.35	0.00	1,492.35	6002	23	100.09	water chg 19/7-18/8
								5025	21	11.02	water chg 19/7-18/8

Purchase Ledger for Month No 3 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6014	33	684.36	water chg 19/7-18/8
								6014	36	34.68	water chg 19/7-18/8
								6014	30	29.16	water chg 19/7-18/8
								6014	21	661.69	water chg 19/7-18/8
								6014	28	-133.98	water chg 19/7-18/8
								6014	29	1.61	water chg 19/7-18/8
								6014	23	103.72	water chg 19/7-18/8
12/06/2025	CASV225457	37868	EXPRESS FACTORS	EXPR001	39.08	7.82	46.90	5550	21	39.08	maint equip
02/06/2025	3958/449/12	37821	FLASHPARK	FLASH001	486.00	97.20	583.20	5311	21	486.00	Flash park sign rental
11/06/2025	11/6/25	37838	MRS L FOLEY	FOL004	80.00	0.00	80.00	5500	50	80.00	Craft equip
27/05/2025	INV574655	37885	GAZA TIMBER	GAZA001	41.46	8.29	49.75	5410	21	13.79	maint equip
								5030	21	27.67	maint equip
25/06/2025	INV-022620	37943	GLORIOUS GAZEBOS	GLOR001	179.87	35.98	215.85	6491	32	179.87	Marquee hire deposit
16/06/2025	0364717	37889	GM COACHWORK	GMC001	4,166.67	833.33	5,000.00	9050	91	4,166.67	Minibus deposit
20/05/2025	1567	37793	HARRY STEBBING WORKS	HAR001	1,565.00	313.00	1,878.00	5500	31	1,565.00	STC Noticeboard
06/06/2025	97340	37846	HERBERT & WARD	HAW001	220.00	44.00	264.00	5525	30	220.00	coffee machine service
18/06/2025	97498	37909	HERBERT & WARD	HAW001	167.00	17.00	184.00	6500	28	82.00	goods for resale
								6505	28	85.00	consumables
20/06/2025	97542	37911	HERBERT & WARD	HAW001	135.00	0.00	135.00	6500	30	135.00	goods for resale
24/06/2025	97612	37927	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	June coffee machine rental
30/06/2025	27192	37957	HELIOCENTRIX	HELI001	60.00	12.00	72.00	6241	31	60.00	Domain name renewal
30/06/2025	27342	37958	HELIOCENTRIX	HELI001	2,017.09	403.42	2,420.51	6240	31	1,733.93	IT support chg June
								6242	31	283.16	IT support chg June
30/06/2025	27465	37960	HELIOCENTRIX	HELI001	180.00	36.00	216.00	6240	31	180.00	Cloudfare annual licence
30/06/2025	T3627	37963	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.40	June wifi chg
								6101	22	11.48	June wifi chg
								6105	41	141.50	June wifi chg
								6105	22	10.00	June wifi chg
								6105	21	28.69	June wifi chg

Purchase Ledger for Month No 3 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6105	50	32.82	June wifi chg
27/06/2025	INV-058783	37965	HGS	HGS001	110.46	22.11	132.57	6013	36	110.46	cleaning eq
26/06/2025	2007793830	37899	HM LAND REGISTRY	HML001	56.00	0.00	56.00	6630	11	56.00	Title plan view
19/06/2025	0019451	37912	HOLLYBUSH LAUNDRY	HOL002	186.00	0.00	186.00	6013	36	186.00	cleaning eq
01/06/2025	INV-15257	37789	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
11/06/2025	0001319415	37845	JAMES BUCKLAND LTD	JBU001	89.84	0.00	89.84	6500	30	89.84	goods for resale
23/06/2025	STC-250623	37891	JONAHS WAIL	JOWA001	300.00	0.00	300.00	6325	40	300.00	Holly Party Band deposit
11/06/2025	INV-0320	37841	J S RESIN	JSR001	11,565.00	2,313.00	13,878.00	9053	91	11,565.00	Vine Resurfacing work
28/05/2025	93631	37862	KCC KCS	KCC003	72.69	14.54	87.23	6200	31	72.69	stationery
12/06/2025	100687	37861	KCC KCS	KCC003	56.92	11.38	68.30	6010	33	56.92	cleaning equip
19/06/2025	105066	37933	KCC KCS	KCC003	56.99	11.40	68.39	6013	21	56.99	cleaning eq
19/06/2025	105067	37941	KCC KCS	KCC003	110.48	22.10	132.58	6200	31	110.48	stationery
19/06/2025	23022781	37892	KENT BOILER REPAIRS	KEN004	600.00	120.00	720.00	5410	41	600.00	Drainage works
02/06/2025	8603703	37824	KFF	KFF001	81.39	1.44	82.83	6500	30	81.39	goods for resale
05/06/2025	8606904	37823	KFF	KFF001	156.51	2.71	159.22	6500	30	156.51	goods for resale
23/06/2025	8624840	37908	KFF	KFF001	236.94	0.00	236.94	6500	30	236.94	goods for resale
09/06/2025	147641	37878	LANDSCAPE SUPPLY CO	LAND001	156.92	31.39	188.31	5525	21	55.36	maint equip
								6952	21	101.56	clothing
30/06/2025	06404GR	37955	LOCUM LOCKS	LOC003	243.62	48.72	292.34	6002	23	243.62	2 abloy padlocks
25/06/2025	25/6	37893	MAYOR OF MAIDSTONE	MAI001	40.00	0.00	40.00	6446	42	40.00	Allington Castle 9th July
06/06/2025	10/6/25	37829	MAINLY SAX	MAIN001	325.00	0.00	325.00	6868	29	325.00	Bandstand Concert performance
06/06/2025	INV-0230	37875	MAMMOTH SIGNS AND GR	MAM001	570.00	114.00	684.00	5310	21	570.00	2 no fly tipping signs
06/06/2025	228226	37810	MANAGED TECHNOLOGY	MAN002	185.36	37.08	222.44	6200	31	185.36	print chg
27/06/2025	229757	37897	MANAGED TECHNOLOGY	MAN002	31.35	6.27	37.62	6240	31	31.35	printer support 18/6-17/9
03/06/2025	10266ABA	37834	M & C ELECTRICAL	MCE001	390.00	78.00	468.00	5110	21	390.00	Electrical work
09/06/2025	10266ABB	37833	M & C ELECTRICAL	MCE001	75.00	15.00	90.00	5110	21	75.00	Electrical work
25/06/2025	INV-MCR2781	37916	MICHAELS CIVIC ROBES	MCR001	157.50	31.50	189.00	6410	31	157.50	Mayoral Jabot
24/06/2025	24/6	37888	MIKE REID	MIK001	66.29	11.08	77.37	6323	40	66.29	Refreshments
10/06/2025	458	37835	M S PAVING	MSP001	1,100.00	220.00	1,320.00	5310	21	1,100.00	Paving work

Purchase Ledger for Month No 3 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								Nominal Ledger Analysis			
01/04/2025	M149	37918	NABMA	NABMA001	484.00	0.00	484.00	6730	31	484.00	NABMA sub 2025/26
09/06/2025	428127/0	37947	NATIONAL LEAFLET CO	NAT010	1,236.48	246.67	1,483.15	6210	31	1,236.48	Town Crier delivery chg
09/06/2025	23/6	37851	NEREO	NER001	101.00	6.00	107.00	6635	50	101.00	DBS checks
28/05/2025	UKSPS00165371	37855	NEXUDUS SL	NEX001	99.84	19.97	119.81	6900	41	99.84	Hub booking chg
28/06/2025	UKSPS00167797	37954	NEXUDUS SL	NEX001	99.60	19.92	119.52	6900	41	99.60	Hub booking chg
17/06/2025	0001/00202214	37934	OBM	OBM001	28.58	5.72	34.30	5110	21	11.59	maint equip
								5500	21	16.99	pruner
19/06/2025	0001/00202408	37904	OBM	OBM001	21.96	4.39	26.35	5010	21	21.96	maint eq
23/06/2025	0001/00202572	37900	OBM	OBM001	43.92	8.78	52.70	5010	21	43.92	maint equip
24/06/2025	0001/00202678	37901	OBM	OBM001	50.40	10.08	60.48	5010	21	50.40	maint equip
28/06/2025	28/JUN25/LIN	37949	ONECARD	ONE002	1,898.21	251.49	2,149.70	6415	31	54.98	R.G sympathy flowers
								6865	26	62.42	Outdoor cushions
								6865	26	87.47	Flower lego
								6865	26	7.49	Flower lego
								6865	26	12.06	Plant markers
								6630	11	18.77	Survey subscription
								6730	31	9.67	Town Crier delivery subs
								6730	31	5.04	Town Crier delivery subs
								6330	31	0.90	Refreshments
								6330	31	12.92	Refreshments
								6200	31	4.17	stationery
								6010	33	8.32	Leather cleaner
								6010	50	18.33	Cleaning equip
								6710	31	178.40	Conference trian ticket
								6710	31	22.90	Conference meal
								6710	31	18.65	Conference trian ticket
								6710	31	11.04	Conference meal
								6710	31	13.95	Conference trian ticket
								6710	31	19.05	Conference meal

Purchase Ledger for Month No 3 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6710	31	25.00	NALC conference Taxi
								6710	31	39.20	NALC conference Train
								6869	32	18.48	Summer Fest equip
								6869	32	53.30	3 VE Day flags
								6922	50	58.33	Trauma kit
								5500	28	47.36	Parasol
								5500	28	47.36	Parasol
								5500	28	47.36	Parasol
								5500	28	47.36	Parasol
								5500	28	139.44	Magazine holder
								5500	28	139.44	Magazine holder
								5500	28	139.44	Magazine holder
								5500	31	92.65	6 brochure boxes
								5500	31	14.80	Desk fan
								6500	30	60.93	Goods for resale
								6500	50	36.22	Goods for resale
								6500	50	57.54	Goods for resale
								6500	28	74.35	Goods for resale
								6500	28	87.12	Goods for resale
								6013	30	10.00	Cleaning equip
								6446	42	96.00	Chamber Summer Soiree
13/06/2025	00371140	37887	PERFECT CUISINE CATE	PER001	1,577.00	0.00	1,577.00	6323	40	1,577.00	Catering for show
01/06/2025	225600	37825	PREMIER ALARMS	PREM001	689.29	137.86	827.15	6930	33	689.29	Security system annual renewal
05/06/2025	225951	37811	PREMIER ALARMS	PREM001	41.55	8.31	49.86	6930	22	41.55	battery
04/06/2025	259902	37876	PROVENDER	PRO002	127.67	23.83	151.50	5340	21	61.00	plants
								6865	26	66.67	plants
11/06/2025	260566	37937	PROVENDER	PRO002	146.23	29.24	175.47	6802	22	27.08	tree stake
								5320	21	9.17	fertilizer
								6865	26	44.73	plants

Purchase Ledger for Month No 3 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								5340	21	65.25	plants
21/06/2025	91678	37946	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	Monthly till maint chg
21/06/2025	91679	37945	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	Monthly till maint chg
03/06/2025	2004700342	37820	SCREWFIX	SCREW001	39.99	0.00	39.99	6952	21	39.99	boots
05/06/2025	2097385	37813	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 21/4-18/5
05/06/2025	2097468	37964	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection chg 21/4-18/5
05/06/2025	2097469	37814	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 21/4-18/5
05/06/2025	2097470	37816	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 21/4-18/5
05/06/2025	2097477	37815	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection 21/4-18/5
05/06/2025	2097478	37817	SDC	SDC001	80.60	0.00	80.60	6935	28	80.60	bin collection 21/4-18/5
05/06/2025	2097674	37822	SDC	SDC001	2,377.26	0.00	2,377.26	5421	60	1,188.63	June market rent
								5420	60	1,188.63	June market rent
16/06/2025	2097916	37961	SDC	SDC001	180.00	0.00	180.00	6635	36	180.00	Premises licence
16/06/2025	2097925	37962	SDC	SDC001	70.00	0.00	70.00	6635	29	70.00	Premises licence
25/06/2025	2098154	37925	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 19/5-15/6
25/06/2025	2098228	37926	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 19/5-15/6
25/06/2025	2098229	37921	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 19/5-15/6
25/06/2025	2098230	37924	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 19/5-15/6
25/06/2025	2098237	37922	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection 19/5-15/6
25/06/2025	2098238	37923	SDC	SDC001	80.60	0.00	80.60	6935	28	80.60	bin collection 19/5-15/6
03/06/2025	3/6/25	37791	SDC CHAIRMAN	SDC003	70.00	0.00	70.00	6446	42	70.00	WSDC's Castle Farm Tour
26/06/2025	26/6	37920	SDC CHAIRMAN	SDC003	120.00	0.00	120.00	6446	42	120.00	Chevening House Tour 29/7
05/06/2025	5/6/25	37830	SEVENOAKS ART SHOP	SEV015	143.70	0.00	143.70	6323	40	143.70	picture frames
15/06/2025	STCB202502	37886	SEV CONCERT BAND	SEV019	300.00	0.00	300.00	6868	29	300.00	Vine Bandstand performance
04/06/2025	4/6/25	37828	SEVENOAKS SINGS	SEV066	100.00	0.00	100.00	6868	29	100.00	Bandstand Summer Concert
25/06/2025	89951	37903	SGE	SGE001	8.63	1.73	10.36	5525	21	8.63	maint eq
25/06/2025	89952	37902	SGE	SGE001	3.78	0.76	4.54	5525	21	3.78	maint eq
26/06/2025	89976	37905	SGE	SGE001	28.54	5.71	34.25	6952	21	23.54	staff uniform
								5020	29	5.00	maint eq

Purchase Ledger for Month No 3 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
27/06/2025	1556	37898	SG PLUMBING AND HEAT	SGP001	409.94	81.99	491.93	5310	21	150.00	Plumbing works
								5010	29	150.00	Plumbing works
								5410	36	109.94	Plumbing works
24/04/2025	37354CREDIT	37984	SIGNS OF THE TIMES	SIGN001	-345.00	-69.00	-414.00	6869	32	-345.00	Memorial plaque refund
24/06/2025	7782	37917	STAG	STAG002	490.00	98.00	588.00	5410	50	490.00	toilet repairs
13/06/2025	INV-000284	37843	JS TAYLOR	TAYL001	3,060.00	0.00	3,060.00	5410	22	1,680.00	Install Lighting - Chapel
								5410	22	840.00	Install Lighting - Workshop
								5410	41	540.00	Install Lighting - B.Hub
24/06/2025	24/6	37890	TOWN CRIER	TOW001	51.00	0.00	51.00	6869	32	51.00	Town Crier festival appearance
30/06/2025	30/6	37948	TOWN CRIER	TOW001	51.00	0.00	51.00	6869	32	51.00	Town Crier Sevenoaks Society
30/06/2025	0893	37953	URBAN STUDIO	UIS001	6,000.00	1,200.00	7,200.00	9066	91	6,000.00	NDP consultancy
06/05/2025	2529	37842	ULTRALITE	ULTRA001	220.00	44.00	264.00	6461	31	220.00	Vegan Banner installation 23/3
25/06/2025	2549	37914	ULTRALITE	ULTRA001	630.00	126.00	756.00	5500	31	630.00	60 flagpole holders
25/06/2025	2551	37913	ULTRALITE	ULTRA001	220.00	44.00	264.00	6323	40	220.00	Banner install & remove
04/06/2025	BLIGHS MARKET	37819	V.C HANDYMAN	VCH001	1,100.00	220.00	1,320.00	6001	60	1,100.00	May market set up chg
29/06/2025	INVOICE JUNE	37956	V.C HANDYMAN	VCH001	880.00	176.00	1,056.00	6001	60	880.00	June market set up chg
01/06/2025	20258	37787	VISION ICT	VISICT001	275.00	55.00	330.00	6241	31	275.00	Website hosting & support
01/06/2025	20298	37788	VISION ICT	VISICT001	285.00	57.00	342.00	6241	30	285.00	Website hosting & support
23/06/2025	162956	37930	WETTON CLEANING SERV	WET001	420.00	84.00	504.00	9075	91	420.00	Jetwashing Stag steps
23/06/2025	162957	37929	WETTON CLEANING SERV	WET001	450.00	90.00	540.00	9075	91	450.00	Jetwashing flower troughs
23/06/2025	162958	37928	WETTON CLEANING SERV	WET001	450.00	90.00	540.00	9075	91	450.00	Jetwashing HSBC fountain
23/06/2025	162959	37931	WETTON CLEANING SERV	WET001	900.00	180.00	1,080.00	9075	91	900.00	Jetwashing Upper H.Street
23/06/2025	162960	37932	WETTON CLEANING SERV	WET001	1,170.00	234.00	1,404.00	9075	91	1,170.00	Jetwashing lamposts
31/05/2025	366844132	37860	WORLDPAY	WOR001	98.07	10.41	108.48	6976	30	98.07	May card trans chg
31/05/2025	366928109	37857	WORLDPAY	WOR001	65.86	10.47	76.33	6976	31	65.86	May card trans chg
31/05/2025	366933020	37858	WORLDPAY	WOR001	72.39	0.05	72.44	6976	31	72.39	May card trans chg
31/05/2025	366957033	37859	WORLDPAY	WOR001	198.58	17.72	216.30	6976	28	198.58	May card trans chg
01/06/2025	WM12558790	37856	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	May card trans chg
09/06/2025	9/6/25	37836	WORKMAN	WOR003	16.77	3.35	20.12	6001	60	16.77	Blighs market rent 25/26

Purchase Ledger for Month No 3 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
01/05/2025	02554772A	37896	YU ENERGY	YUE001	267.11	13.36	280.47	6862	26	267.11	Apr electric chg
01/05/2025	02554772REV	37895	YU ENERGY	YUE001	-267.11	-13.36	-280.47	6869	26	-267.11	Apr electric chg
01/06/2025	02687133	37854	YU ENERGY	YUE001	24.44	1.22	25.66	6862	26	24.44	May electric chg
01/06/2025	02687135	37853	YU ENERGY	YUE001	260.50	13.02	273.52	6862	26	260.50	May electric chg
				TOTAL INVOICES	71,414.02	11,073.12	82,487.14			71,414.02	

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List of Payments made between 01/06/2025 and 30/06/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/06/2025	Sevenoaks District Council	DD01/JUNE	848.00		June Business Rates chg
02/06/2025	Sevenoaks District Council	DD02/JUNE	2,886.00		June Business Rates chg
02/06/2025	Sevenoaks District Council	DD03/JUNE	649.00		June Business Rates chg
02/06/2025	Sevenoaks District Council	DD04/JUNE	74.00		June Business Rates chg
02/06/2025	Sevenoaks District Council	DD05/JUNE	165.00		June Business Rates chg
02/06/2025	Sevenoaks District Council	DD06/JUNE	141.00		June Business Rates chg
03/06/2025	Reach PLC	DD07/JUNE	14.73		Sev Chronicle subs
03/06/2025	British Gas - Community Centre	DD08	134.96		gas chg 12/4-11/5
04/06/2025	BP Fuel	DD09	18.48		fuel
04/06/2025	NATWEST ONE CARD	DD10	4,296.11		May Onecard Geo
05/06/2025	BACS P/L Pymnt Page 6974	BACS Pymnt	4,159.10		BACS P/L Pymnt Page 6974
05/06/2025	Nexudus S.L	DD11	119.81		Hub booking chg
06/06/2025	Petty Cash	001997	278.86		Petty cash top up
09/06/2025	YU ENERGY	DD12	25.66		May electric chg
09/06/2025	YU ENERGY	DD14	273.52		May electric chg
09/06/2025	BP Fuel	DD15	61.64		fuel
09/06/2025	British Gas - Offices	DD16	128.99		gas chg 15/4-14/5
09/06/2025	YU ENERGY	DD13	7.49		Purchase Ledger DDR Payment
09/06/2025	BACS P/L Pymnt Page 7003	BACS Pymnt	-414.00		BACS P/L Pymnt Page 7003
13/06/2025	BACS P/L Pymnt Page 6977	BACS Pymnt	27,299.86		BACS P/L Pymnt Page 6977
13/06/2025	M.D	BACS/13/6	30.00		Allot key refund
13/06/2025	BACS P/L Pymnt Page 6982	BACS Pymnt	13,878.00		BACS P/L Pymnt Page 6982
13/06/2025	British Gas - B&B St	DD07	150.43		gas chg 17/4-21/5
16/06/2025	Connectaphone	DD18	673.38		May telephone chg
16/06/2025	NatWest Bankline	bln	108.85		bank chg
17/06/2025	BP Fuel	DD19	104.87		fuel
18/06/2025	CCLA Public Sector Deposit Fun	INVESTMENT	500,000.00		CCLA Public Sector Deposit Fun
19/06/2025	BACS P/L Pymnt Page 6983	BACS Pymnt	4,044.00		BACS P/L Pymnt Page 6983
19/06/2025	WorldPay	DD20	108.48		May card trans chg
19/06/2025	WorldPay	DD21	216.30		May card trans chg
19/06/2025	WorldPay	DD22	76.33		May card trans chg
19/06/2025	WorldPay	DD23	72.44		May card trans chg
23/06/2025	Reposs Ltd	DD25	27.82		Monthly till maint chg
24/06/2025	EDF Energy - Bat and Ball Cent	DD26	695.41		May electric chg
24/06/2025	BP Fuel	DD27	234.21		fuel
25/06/2025	EDF ENERGY - Cemetery	DD28	128.29		May electric chg
25/06/2025	EDF ENERGY - B&B Station	DD29	785.59		May electric chg
25/06/2025	EDF Energy - Business Hub	DD30	327.66		May electric chg
25/06/2025	EDF Energy - High Street Marke	DD31	35.85		May electric chg
25/06/2025	Payroll A/c	BACS25/6	65,642.37		June Salaries Tfr
26/06/2025	BACS P/L Pymnt Page 6985	BACS Pymnt	18,401.43		BACS P/L Pymnt Page 6985
26/06/2025	Reposs Ltd	DD24	38.11		Monthly till maint chg
26/06/2025	Payroll A/c	BACS26/6	35,822.63		June HMRC/KCC Tfr
27/06/2025	Petty Cash	001998	387.96		petty cash top up
27/06/2025	Everflow Water	DD32	1,492.35		water chg 19/7-18/8
27/06/2025	Country Style Recycling	DD33	94.97		May glass collection
30/06/2025	HM Land Registry	DD34	56.00		Title plan view

Continued on Page 2

List of Payments made between 01/06/2025 and 30/06/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
30/06/2025	NatWest	30MAY A/C	75.00		Natwest Q1 Bank Charges

Total Payments	684,876.94

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		1,000.00					1,000.00	
	Banked: 25/06/2025	65,642.37							
BACS25/6	Nat West - Current Account		65,642.37			201		65,642.37	June Salaries Tfr
	Banked: 26/06/2025	35,822.63							
BACS26/6	Nat West - Current Account		35,822.63			201		35,822.63	June HMRC/KCC Tfr
	Total Receipts for Month	101,465.00		0.00	0.00			101,465.00	
	Cashbook Totals	102,465.00		0.00	0.00			102,465.00	

Continued on Page 408

Payments for Month 3 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/06/2025	Employees	BACS25/6	65,482.37			520		65,482.37	June Salaries payment
25/06/2025	Councillors	BACS25/6-	160.00			520		160.00	June Allowances Payment
26/06/2025	HMRC/KCC	BACS26/6	35,822.63			515		23,802.38	June HMRC Payment
						516	0	12,020.25	June KCC Payment
	Total Payments for Month		101,465.00	0.00	0.00			101,465.00	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		102,465.00	0.00	0.00			102,465.00	

Receipts for Month 3 — Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		766.97					766.97	
	Banked: 06/06/2025	278.86							
001997	Nat West - Current Account		278.86			201		278.86	Petty cash top up
	Banked: 27/06/2025	387.96							
001998	Nat West - Current Account		387.96			201		387.96	petty cash top up
	Total Receipts for Month	666.82		0.00	0.00			666.82	
	Cashbook Totals	1,433.79		0.00	0.00			1,433.79	

Continued on Page 492

Payments for Month 3 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/06/2025	Bat and Ball Station	1245/A	53.08		8.85	5410	30	44.23	maint equip
02/06/2025	Bat and Ball Centre	1245/B	32.75		5.47	5410	36	27.28	maint equip
06/06/2025	Open Spaces	1246/A	60.81			6865	26	60.81	plants
06/06/2025	Open Spaces	1246/B	10.48		1.75	6865	26	8.73	plants
11/06/2025	Bat and Ball Centre	1247/A	14.78		2.46	5410	36	12.32	maint equip
11/06/2025	Bat and Ball Centre	1247/B	1.38		0.23	6013	36	1.15	cleaning equip
11/06/2025	Bat and Ball Centre	1247/C	2.75			6330	36	2.75	refreshments
11/06/2025	Establishments	1248	1.65			6330	31	1.65	refreshments
12/06/2025	Vine Cafe	1249/A	59.28			6500	28	59.28	goods for resale
12/06/2025	Vine Cafe	1249/B	2.00		0.33	6500	28	1.67	goods for resale
12/06/2025	Vine Cafe	1250	135.48			6500	28	135.48	goods for resale
24/06/2025	Establishments	1251/A	8.35			6710	31	8.35	NALC conference parking
24/06/2025	Establishments	1251/B	6.00			6710	31	6.00	ATCM taxi
24/06/2025	Open Spaces	1252	100.00			6865	26	100.00	plants
24/06/2025	Establishments	1251/AREV	-8.35			6710	31	-8.35	NALC conference parking
24/06/2025	Establishments	1251/ACORR	8.35		1.39	6710	31	6.96	NALC conference parking
26/06/2025	Youth Cafe	1253/A	0.85			6500	50	0.85	goods for resale
26/06/2025	Youth Cafe	1253/B	18.85		3.14	6010	50	15.71	cleaning equip
26/06/2025	Youth Cafe	1253/C	10.69			6200	50	10.69	stationery
26/06/2025	Youth Cafe	1253/D	22.90			6330	50	22.90	Birthday cake
27/06/2025	Bat and Ball Cafe	1254	76.89			6500	30	76.89	goods for resale
	Total Payments for Month		618.97	0.00	23.62			595.35	
	Balance Carried Fwd		814.82						
	Cashbook Totals		1,433.79	0.00	23.62			1,410.17	

Sevenoaks Town Council
Finance & Delivery Committee – 21st July 2025

Recommendation from the Community Assets (Open Spaces) Committee held on 23rd June 2025: Allotment Rents

Since the Town Council took over the management of the Quaker's Hall site from Sevenoaks Allotment Holders' Association (SAHA) in October 2017, rents have been set as follows:

<u>**Allotment Rent**</u>		
2017-18	£2.00 per rod*	
2018-19	£3.50 per rod	(75% increase)
2019-20	£4.00 per rod	(14% increase)
2020-21	£4.15 per rod	(3.5% increase)
2021-22	18p per square metre	(9% increase)
2022-23	19.8p per square metre	(10% increase)
2023-24	21.8p per square metre	(10% increase)
2024-25	**1.** 23.00p per square metre for QHA site **2.** 22.00p per square metre for BVA site.	(5.5% increase) (1.0% increase)
2025/26	**1.** 24.00p per square metre for QHA site. **2.** 23.00p per square metre for BVA site.	(5% increase rounded to integer) (5% increase rounded to integer)

*this figure was set by SAHA in 2016-17 and was one third <u>less</u> than 2015-16 (£3.00). This meant that Sevenoaks Town Council started from a low point, hence the 75% increase the following year.

It is important that allotments remain affordable to allow as many people as possible to enjoy this vital asset of Sevenoaks Town Council; the aim is to keep rent costs as low as possible and utilise the standard rate of inflation as a guide for any rent increases.

At its meeting held on 23rd June 2025, the Community Asset (Open Spaces) Committee agreed the following:

> **"168.1 Allotment Rent**
>
> **RESOLVED:**
>
> **1)** To recommend to the Finance & Delivery Committee that 2026/2027 allotment rents for Quakers Hall Allotments be increased by no more than 4.5% i.e. to 25p per square metre.
>
> **2)** To recommend to the Finance & Delivery Committee that 2026/2027 allotment rents for Bradbourne Vale Allotments be increased by no more than 4.5% i.e. to 24p per square metre.
>
> **3)** That any increase be communicated to the tenants in September along with their renewal letter and invoice, with the increase effective from 1st October 2026."

RECOMMENDATION: The Finance & Delivery Committee is asked to approve the above recommendations in respect of allotment rents for 2026/2027.

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Sevenoaks Town Council
Finance & Delivery Committee – 21st July 2025

Kent Pension Fund -Pooling of Town & Parish Council - Formal Consultation - Deadline: 4 August 2025

1. Background

In preparation for the 31 March 2025 triennial valuation results, the Kent Pension Fund (the Fund) is formally consulting with town and parish councils currently participating in the Fund, and other interested parties (e.g. borough, district and city councils), on proposals to form a Local Government Pension Scheme (LGPS) funding pool (the Pool) specifically for town and parish councils as at 31 March 2025, with a possible universal LGPS pooled employer contribution rate for all involved, operative from 1 April 2026.

2. Consultation Period

This consultation starts on 4 June 2025 and ends on 4 August 2025.

3. LGPS

The Local Government Pension Scheme (LGPS) is a Defined Benefit pension scheme in which the funding risks lies with the employer and not with the individual members. Employer admission to the LGPS is currently governed by the Local Government Pension Scheme Regulations 2013 (as amended from time to time).

The Fund is not formally segregated so individual employers do not have legal ownership of any of the Fund's assets. However, in order to set contribution rates for individual employers, the Fund Actuary notionally allocates assets in the Fund to employers based on how much has been paid in and out of the Fund in relation to the employer's membership, and allocates a proportionate share of the investment returns achieved on the Fund's assets (which may be positive or negative). Employer contributions are set by calculating the cost of benefits accruing to the employer's employee members (net of employee contributions) and making adjustments as required where the notional asset share is more or less than the value of the employer's liabilities.

Town and parish councils do not participate as employers in the Fund by default as do for example, bodies such as county, borough, district or city councils. Instead, town and parish councils may resolve to join the Fund by making a written resolution in accordance with the LGPS regulations, Schedule 2 - Part 2.

There are currently 61 town or parish councils participating in the Fund who vary in membership, size and by the longevity of their participation in the Fund. However, most are small employers with a small number of active members. In order to deliver greater stability of contributions for employers (which is easier to achieve based on a greater number of members), as well as reduce the burden on the Fund of administering separate contribution rates for all 61 councils, we are proposing to "pool" contributions for town and parish councils. In simple terms this means calculating a single contribution rate across the group.

Further details of the proposals are set out in the attached note which has been prepared with input from the Fund Actuary.

4. Next Steps

In advance of the expected consultation on the Funding Strategy Statement, the Fund is offering a formal period of consultation, allowing the town council to comment, ask questions regarding and to give feedback on the proposed pooling of the individual funds of town and parish councils for funding purposes.

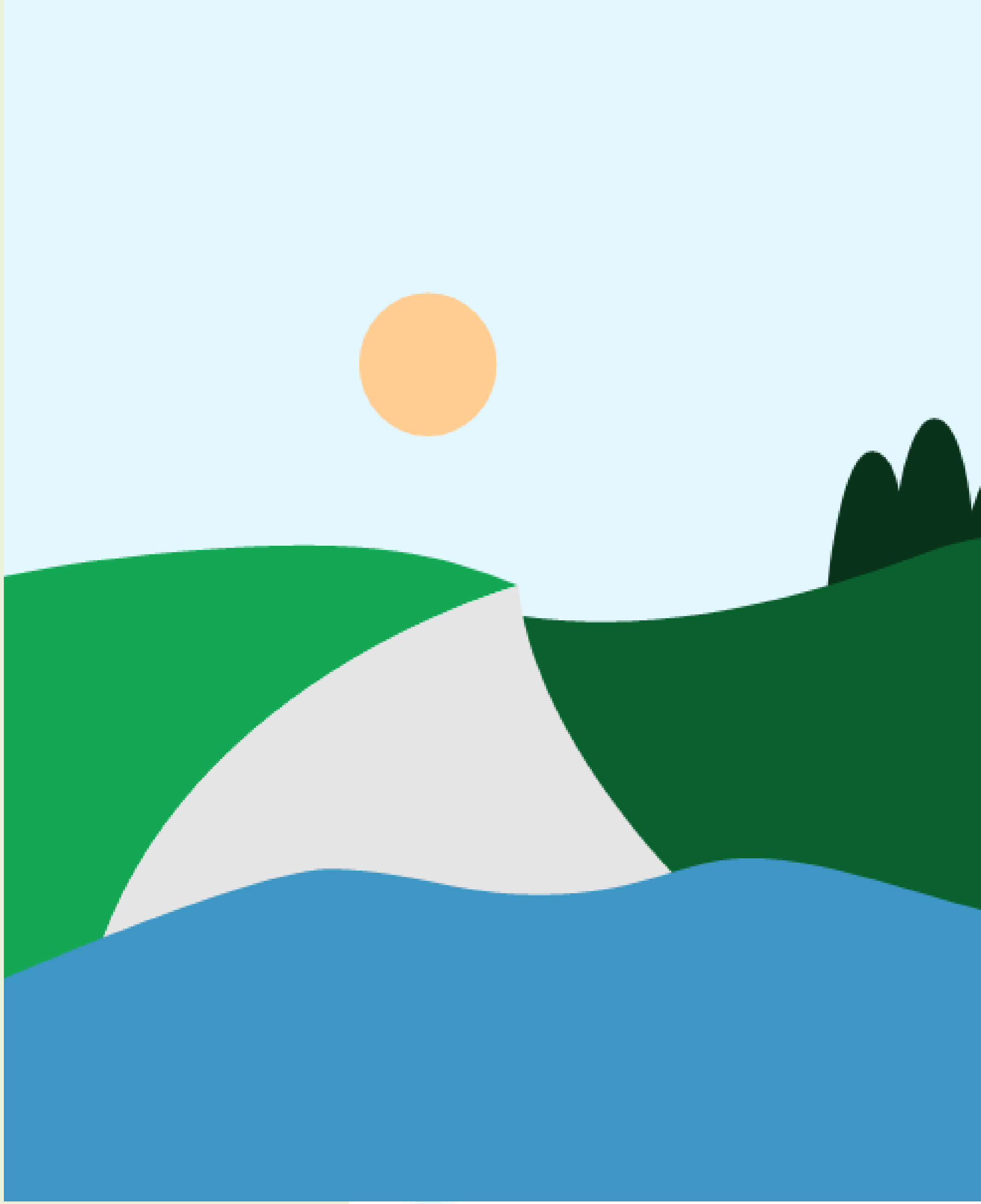
The attached Report explains the options regarding pooling and the consequences of those options.

Recommendation

1. **To consider the pooling of town and parish councils within the Local Government Pension Scheme.**

Kent Pension Fund Consultation

Town and Parish Council Pooling



4th June 2025 to 4th August 2025

4th June 2025

Kent Pension Fund

Proposal

The Kent Pension Fund (the Fund) propose that all town and parish councils are fully pooled at the 2025 valuation, with a pooled employer contribution rate in place from 1 April 2026.

This short paper explains what pooling is, what it could mean for affected employers and why the Fund considers it appropriate.

The Fund is consulting with affected employers from 4 June 2025 to 4 August 2025 on this proposal and would welcome any comments as part of the consultation process.

Please email Kentpensionfundconsultation@kent.gov.uk if you have any questions.

What is pooling?

Pooling is the grouping together of employers for the purposes of sharing risks and setting employer contribution rates at each funding valuation.

The key reason for pooling employers is to minimise employer contribution rate volatility which is a stated aim in the LGPS Regulations. Stable employer contributions are also noted as the main purpose of pooling in the Fund's Funding Strategy Statement (FSS).

As many town and parish councils are small employers, without pooling, they are currently subject to significant risk of volatility in funding positions and employer contribution rates.

4th June 2025

What are the advantages and disadvantages of pooling

The main advantage of pooling is that it controls volatility of employer contributions and funding positions for employers which is impacted by individual employer membership. E.g., Age and gender of members, members joining, leaving or retiring, Fund asset returns and pension increases. Employer contributions are expected to stay more stable than for an individual employer and pooling helps with affordability of pensions costs and budgeting. Under a pooled approach, funding positions are expected to be more stable, which helps to keep employer contribution rates stable. Whilst there could be winners and losers in the initial stages, in the long term the benefits would be expected to even out amongst all employers

The main disadvantage of pooling is that employers will share experience and costs with other employers in the pool. The contributions that an employer pays will be driven by the experience of all employers in the pool. This means that some employers will benefit from being in the pool by paying less than if they were funded for individually, whilst others may pay more than if they were funded for individually.

Approach adopted at the 2022 valuation

At the 2022 valuation all town and parish councils were provided with an individual funding level and employer contribution rate based on their individual experience.

The Fund adopted funding pools for Kent County Council, some colleges and all academies, so examples of successful pools already exist within the Fund. In all cases, the pooling consists of both a pooled employer contribution rate and funding level.

More information on the Fund's approach to pooling, including the formation of a new pool can be found in the FSS. In particular, it notes that a new pool could be formed if '*the Fund identifies a group of employers with similar characteristics*'.

Kent Pension Fund

Considerations for setting up a new pool

Different pooling options

Employers can be pooled in a variety ways. Some examples include:

- ***Full pooling*** where all employers in the pool pay the pooled total employer contribution rate and are assigned assets such that they share the pool's funding level
- ***Pooling past experience only*** where all employers share the funding level of the pool, and therefore share a secondary employer contribution rate, but pay their own primary employer contribution rate, reflecting their active members' profile
- ***Pooling future service only*** where all employers in the pool pay the pooled primary employer contribution rate but retain their individual funding level, and so their individual secondary employer contribution rate

The Fund believe fully pooling the town and parish councils would provide the greatest benefit in terms of reducing funding level and employer contribution rate volatility.

How employers join and leave the pool

If the Pool was established town and parish councils would not choose whether they joined the Pool hence, when a new town or parish council joins the Fund they automatically join the Pool. This would mean the new employer would be certified with the Pool's total employer contribution rate and be notionally allocated with assets such that the employer had the same funding level as the Pool. If the member(s) of the new town or parish council had any past service, assets equal to the past service liabilities (as calculated on an ongoing funding basis) would be transferred to the Pool.

Similarly, employers would not choose whether to leave the Pool. The next section describes a scenario where an employer might be required to leave the Pool and what would be involved in this.

What happens on cessation?

It is common with town or parish councils that the last active employee will leave service and a period of no active members follows until a replacement is found. To avoid employers leaving and re-joining the Pool unnecessarily, when the last active member leaves an employer in the Pool the employer could enter what is known as a 'suspension period' where they essentially become a deferred employer in the Fund. The maximum duration for a suspension period is three years. After those three years, if no new members join the employer, the actuary would carry out a formal cessation valuation. During this suspension period the employer would continue to pay deficit employer contributions, which would be calculated as a monetary lump sum using recent pay information.

On cessation the employer would remain in the Pool as a ceased employer, the cessation could be carried out on an ongoing funding basis and the ceasing employer would pay any deficit into the Pool and become a ceased employer in the Pool. They wouldn't be required to pay anything else into the Pool unless they re-join.

Impact on self-insurance

If the town and parish councils are pooled they would no longer be included in the self-insurance reserve. The proposed Pool would provide protection for the employers in terms of ill-heath and death-in-service risk.

Town and parish councils will continue to contribute to the self-insurance reserve until the Pool is formed, if the Fund decide to do so, so that the employers continue to be protected.

Next steps

The Fund will consult with affected employers on this proposal from 4 June 2025 to 4 August 2025 and welcome your views.

If you have any questions on the information set out in this paper, please email kentpensionfundconsultation@kent.gov.uk

4th June 2025

Kent Pension Fund

Kent Pension Fund

Website: www.kentpensionfund.co.uk

Phone: 03000 41 34 88
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To call from abroad dial +44 3000 41 34 88

Email: KentPensionfundconsultation@kent.gov.uk

4th June 2025

Kent Pension Fund
Delivering an outstanding service to our customers

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Local Government Reorganisation – Requests to SDC & Public Consultation regarding Assets Update

SDC Timetable

SDC provided town and parish councils with the timetable below for consideration of transfer of assets.

	Round 1	Round 2
Application Opens	6th May 2025	1st September 2025
Application Deadline	30th June 2025	31st October 2025
Finance & Investment	2nd September 2025	6th January 2025
SDC Cabinet	18th September 2025	15th January 2026
SDC Council	19th November 2025	24th February 2026

STC Public Consultation timetable and receipts to date

Following Sevenoaks District Council's providing a timetable for considering transfer of community assets Sevenoaks Town Council undertook the following public engagement:

17th March 2025	Sevenoaks Town Public Meeting Invited Leader of Sevenoaks District Council to address the public meeting.
March 2025	Sevenoaks Town Council submitted to Sevenoaks District Council Expressions of Interest for transfer of six assets: 1. Stag Community Arts Centre 2. St John's Hill Public Toilets & Car Park 3. St James Car Park 4. Hollybush Recreation Ground

	5. Land at Bradbourne Vale Road 6. Land at High Street and associated Market Rights
28th April 2025	Residents Associations Invited Leader of SDC, representatives of Residents Association, Sevenoaks Society and CEO of Stag to consultation meeting.
May 2025	Sevenoaks Town Team
June 2025	Information in Town Crier – Town Council publication circulated to all household in Sevenoaks parish.
Sevenoaks Town Neighbourhood Plan (STNP) Sevenoaks Town Centre Masterplan	Sevenoaks Town Council when consulting on the STNP (to public referendum) and Sevenoaks Town Centre Masterplan includes considerable reference to Community Assets and their key importance for the town.

STC Requests

Sevenoaks Town Council submitted six Expressions of Interest for the following assets for Round 1 of the Community Asset Transfer SDC programme.

1. Stag Community Arts Centre, part of car park and public walkway
2. Market Site – Land at High Street
3. St John's Hill Car Park & Public Toilets
4. St James Car Park
5. Hollybush Recreation Ground
6. Land at Bradbourne Vale Road (Donkey Field)

STC was informed that items 2 – 6 were not considered appropriate to move forward to be considered for a Community Asset Transfer.

SDC Responses & STC concerns

1. **Assets to be owned and managed by new Unitary or local Town Council**

The responses from SDC to the requests for asset transfer refer to the current SDC's needs and does not reflect the future local government reorganisation. We know from new Unitary Authorities that they are too overwhelmed by big strategic and social issues to be worrying about smaller local matters such as operating a market, local park or even very small car park. Even if these assets bring an immaterial income the setting up and arranging governance etc would negate this and deflect from important resources needed elsewhere. We are also aware that shortly after new Unitary Authorities are set up, they try to divest themselves of such assets which results in long and expensive legal costs for all parties and ultimately the local council tax payer.

The government is also of the opinion that assets should be operated at the lowest level and be hyper local where possible.

2. **Sevenoaks Town Council Community Asset Transfer Ethos:**

Sevenoaks Town Council provided Expressions of Interest for the transfer of several assets and requests that these are considered as a 'package'. Some of the assets would be income generating and some only having outgoing costs. The aim being that the overall 'package' would be cost neutral where possible both to the new Unitary Council and the local taxpayer.

In reflection of above believes the package put together represents this. SDC reviewed each one separately (with exception of two car parks).

3. **Transparency**

SDC Resolved the following on 19th March 2025

> Resolved: That
>
> a) the update on the Local Government Reorganisation (LGR) process and the interim plan as set out in Appendix B and C to the report, be noted;

b) as it prepares a full proposal for submission to government by 28th of November 2025, the Council, it will take all reasonable steps to

i) work collaboratively across Parties and Councils to uphold the best interests of all the residents of Sevenoaks District;

ii) engage residents, businesses, local stakeholders and council staff so that their views are listened to and reflected in decision-making;

iii) empower and strengthen Town and Parish Councils within the District, and where possible, devolve services and responsibilities so that decisions be taken and services delivered as close to local communities as practical; and

iv) uphold its commitment in progress towards any reorganisation to the principles of transparency open communication and accountability of decision making.

The Town Council were therefore very disappointed to be informed by SDC that it cannot make public or consult on its one Community Asset Transfer request that is being progressed. This also hampered providing evidence of public support and historic information had to be included.

4. Finance Calculations
It appears that the calculations provided by SDC officers do not take into account direct and overhead expenditure, nor social value.

5. Democratic Accountability
It appears that the filtering of decisions relating to the future of community assets are being carried out by officers rather than SDC elected members. There is a concern that SDC elected members will not be able to view the EOI applications submitted by parishes and make their recommendations.

6. Hyper Local Management of Community Assets
The SDC recommendations does not reflect the government recommendations that facilities are operated where possible at the most local level.

Asset	SDC Finance Comments re expenditure	STC Comments
Stag Community Arts Centre	Income for use of car park £2,000 Not valued at Market Value in the account	Business Proposal submitted to SDC prior to 30.6.25 deadline. Market Value Report commissioned.

Land at High Street	The (SDC) Council would lose circa £15,000 per year income from the Sevenoaks Market. There is a signed contract in place with STC until April 2029 to manage the market on our behalf. £15,000 income for Saturday and £15,000 income for Wednesday market	SDC has market value registered at £10,000 Doesn't take into account loss of car park income. Sevenoaks is a historic market town and taken on board the government recommendation for facilities to be operated at most hyper local it would be appropriate for the market to be within this and not operated by some remote much larger authority.
St John's Hill Car Park (50 spaces) Public Toilets (Closed)	Circa £60,000 yearly income would be lost to the (SDC) Council's budget. Car parks deliver a net income and incur costs for business rates, repairs and maintenance, machine upkeep.	Is this net or gross income for both car parks? Expenses are not identified. Business Rates St John's Hill Car Park £9,300 Business Rates St James Car Park £4,600 % of overheads – insurance, admin. Annual repairs and maintenance Machine upkeep Enforcement costs Public Toilets are not closed – STC invested £40k in refurbishment If the current District Council are not aware of which assets are available how can the community have any confidence that an even more remote Unitary will be in touch with local assets
St James Car Park (20 spaces)	Combined with above.	Needs to be separated -small car park Car parking charges – income per annum? Business Rates St James Car Park £4,600

		% of overheads – insurance, admin. Annual repairs and maintenance Machine upkeep Enforcement costs Currently informal agreement with parents of Sevenoaks Primary School to use as informal dropping off and picking up zone.
Hollybush Recreation Ground	SDC only undertake the grass cutting and playground maintenance within Hollybush. We provide free car parks at this location. We are looking at the lower car parks to store bins from Otford Road, which is critical to the Otford Road Business Park development. Expected income £23,000 with potential for small increase.	SDC does not include cost details Working on principal of 1 grounds person minimum wage £12.21 x 8 hrs (1 day per week = £5,080 per annum % of machinery costs? % of SDC overheads Also, adhoc costs e.g. addressing unauthorised encampments. Note all leaseholders pay own rates Planning for bins? Public consultation? Timing prior to Unitary 2028? This could be used by SDC if above granted up to point of transfer to Unitary. Hollybush Recreation Ground is integral part of SDC & STC Sports Strategies, also STNP and Local Plan. Biodiversity – plans for Bin Storage?

Land at Bradbourne Vale Road (Donkey Field)	Licence fee £750 Potential development	STNP Planning = allotments Is this in draft Local Plan SDC SHELAA Ref HO/21/00264 summary states "*e site is constrained by a mineral safeguarding area and Flood Zones 2 and 3. There are also potential legal issues regarding site ownership. Therefore, the site is not proposed for allocation.*"

Next Steps

Cllr Hogarth, Leader of SDC met with Sevenoaks Town Councillors and local community representatives on Monday 14th July 2025 to discuss the process. Describing the assets identified by parishes, he said that his mission as leader is to 'get those assets into the hands of the local community'. He said that the Community Asset Transfer process would be reviewed and amended. It was not clear how or when this might happen and the implications for the assets STC had previously submitted Expressions of Interest for, or additional ones for the future. He said he hoped the revised process would also take into account options for 'portfolio' expressions of interest which would bring together income and loss-making facilities to create a net balanced impact on the future Unitary and local community.

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Sevenoaks Town Council
Finance & Delivery Committee - 21st July 2025

Repairs and H&S requirements for Buckhurst Play Area

Background
Sevenoaks Town Council owns and maintains several play areas within the town, Greatness Recreation Ground, Hillingdon Recreation Ground and Julian's Meadow were inherited from SDC in 2008.

The Town Council pays for repairs, general maintenance, H&S checks from its annual revenue budget. Capital investment for new and upgraded equipment is normally subject to being successful with external grants, capital income and in recent years CIL income.

The lifespan of a play area is normally 7 – 10 years.

In 2021 the Town Council agreed the following programme of capital investment subject to availability of funds.

Play Area	Last Capital Investment	Expenditure	Target Date	Proposed Budget
Hillingdon Rise Rec Ground	2008	£35,000	2021	£50,000
Julian's Meadow	2008	£35,000	2022	£50,000
Greatness Rec Ground	2008 2018	£50,000 £10,000	2023	£50,000
Buckhurst Play Area	2016	£100,000	2024	£50,000
Vine Play Area	2016	£10,000	2021	£10,000
Kippington Meadow	2018	£3,000	2025	£5,000
Pontoise	2019	£10,000	2026	£30,000
Mount Close	2020	£20,000	2027	£30,000
		£273,000		**£275,000**
Skateboard Park at Greatness	2008 2024 Annually	£100,000 £65,000 £5,000 maintenance		

Update - Hillingdon Rise Recreation Ground and Julian's Meadow
The Improvements to were completed.

Update – Greatness Recreation Ground
The improvements to the play facilities have been the subject of considerable public consultation including moving the location. Also awaiting results of a CIL Board funding application. Due to the success of the CIL Board funding application there is a £250,000 budget for the new play facilities. This is considerably higher than other play areas to include the new infrastructure for a new location. The play area consultation

and installation timetable will become part of the project management relating to the construction of the new pavilion.

Update – Buckhurst Play Area
Buckhurst Play Area is situated in the Environmental Park. The Environmental Park is land leased from Knole Estates. The lease is due to expire this year and is currently being negotiated for a new lease up to 2034.

In the last couple of weeks, the play area has suffered from considerable vandalism. This has resulted in some areas being closed off which is unfortunate as summer school holidays are about to begin. The annual ROSPA report has also identified numerous wear and tear issues which need to be replaced as a matter of urgency. Some of the wear and tear relates to the use of wooden equipment in this play area, some wooden timbers sited within metal sleeve have rotted without evidence and then fail suddenly. The wear and tear issues also include substantial repairs required to the safety matting under the popular zip wire.

RECOMMENDED:

1) That £25,000 be allocated from CIL to enable the Buckhurst Play Area and minor improvements to other play areas to be restored to good working order.

2) That the Community Asset Committee review the programme for improvements to Play Areas.

Assessment year: 2025

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Allotments	Duty to provide allotments. Power to improve and adapt land for allotments, and to let graz	Allotments Admi	21	21	0	
Bus Shelters	Power to provide and maintain shelters	OSL manager	6	6	0	
Cafes	Powers to provide	Cafe Manager/	8	8	0	
Car Parks	Powers to provide		14	9	0	
Cemeteries/Churchyards	Power to provide Power to acquire and maintain	OSL manager	21	21	0	
Clocks	Power to provide public clocks	OSL manager	5	5	0	
Code of Conduct	Duty to adopt a code of conduct	Clerk	2	2	0	
Commons and Common Past ures	Powers in relation to enclosure, as to regulation and manageme nt, and as to providing common pasture	OSL manager	17	13	0	
Community Centres	Power to provide and equip buildings for use of clubs having at hletic, social or educational objectives.	Clerk	16	16	0	
Computing	Power to facilitate discharge of any function	Clerk	4	4	0	
Council Meetings	Power to meet	Clerk	4	4	0	
Council Property and Docume nts	Duty to disclose documents and to adopt publication scheme	Responsible Fin	4	4	0	
Crime Prevention - CCTV	Powers to spend money on crime detection and prevention mea sures.	Clerk	10	10	0	
Data Protection	Duty of Notification and Duty to Disclose (subject access)	Clerk	1	1	0	
Drainage	Power to deal with ponds and ditches	OSL manager	7	7	0	

Assessment year: 2025

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Employment of Staff	Duty to Appoint	Clerk	8	8	0	
Entertainment and the arts	Provision of entertainment and support of the arts	Facilities Manag	14	12	0	
Financial Management	Duty to ensure responsibility for financial affairs	Responsible Fin Off	15	15	1	
GDPR	Duty to comply with the regulations.	Clerk	23	23	0	
Gifts	Power to accept gifts	Clerk	1	1	0	
Investments	Power to participate in schemes of collective investment	Responsible Fin Off	4	4	0	
Land	Power to acquire by agreement, to appropriate, to dispose of la nd	Clerk	13	13	0	
Litter	Power to provide receptacles. Power to take enforcement actio n against those that litter.	OSL manager	7	5	0	
Markets	Power to establish or acquire by agreement markets within their area and provide a market place and market buildings.	Markets/ OSL Cl	16	16	0	
Meeting of the Council	Duty to meet	Clerk	4	4	0	
Newsletters	Power to provide information relating to matters affecting local g overnment	Clerk	7	7	0	
Open spaces	Power to acquire land and maintain	OSL manager	13	13	0	
Planning & Development Cont rol	Rights of consultation	Planning Clerk	1	1	0	
Play Areas	Power to provide	OSL manager	4	4	0	
Provision of Office Accommo dation	Power to provide	Clerk	6	6	0	

Assessment year: 2025

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Provision of Website/Internet Access	Power to provide 'free resource'	Clerk	2	2	0	
Public buildings and Village h all	Power to provide buildings for offices and for public meetings an d assemblies	Clerk	16	16	0	
Public Conveniences	Power to provide	OSL manager	10	10	0	
Shelters & Seats	Power to provide	Clerk	6	6	0	
Skatepark	Power to provide	Responsible Fin	5	5	0	
Street/Footway Lighting	Power to light roads and public places	Deputy Clerk	8	8	0	
Town and Country Planning	Right to be notified of planning applications	Planning Clerk	3	3	0	
Village Signs	Power to erect (with Highway Authority approval)	OSL manager	3	3	0	
War memorials	Power to maintain, repair, protect and alter war memorials	OSL manager	3	3	0	
Web Sites	Power for councils to have their own websites	Clerk	19	18	0	

Assessment year: 2025

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
		Overall totals/scores	351	337	1	

Completed by:

Date:

Position:

How to complete:

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number one.
3. Repeat on all areas until all uncontrolled areas are allocated.

Assessment year: 2025

Risk / Hazard

ID	Requirement / Control		Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
	Financial Management							
1141	**Financial**	That the District or County Council go bankrupt.	Medium	4		*Responsible Finance Officer*	26/07/2024	
	Reviewed its general reserves		Medium					
	The council has agreed to increase its revenue funds by £20k per financial year.					Responsible Finance Officer		

Submitted to council:

No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name:

Signed by responsible Finance officer: *Georgina Jackson*

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
   (not recorded on LCRS .

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Sevenoaks Town Council
Finance & Delivery Committee – 21st July 2025

Current Matters
(Continuing from previous Finance & General Purposes Committee)
NB: Updates shown in red

Item	Minute No		Status	Latest update
1.	260.3 - F&GP 13.09.21	**Pension Deficit**	*Ongoing*	Responsible Financial Officer, Chairman, and Vice-Chairman of Finance and General Purposes Committee to meet Kent County Council to discuss deficit. Queries of KCC to be confirmed prior to arranging meeting.
2.	46 F&GP 24.04.23 294 F&D 02.09.24	**Provision of Electric vehicle Charging Bollards at Raleys Car Park**	*Ongoing*	**RESOLVED:** That the proposal to work with Ubitricity to install 12 EV charging bollards at Raleys Car Park be approved, on the basis set out above. Project progressing slowly due to electric connection complications and departure of Climate Change Project Officer. It was requested that the current position with the provision of electric vehicle charging bollards at Raley's Car Park be investigated.
3.	127 F&GP 12.06.23	**Participatory Budgeting**	*Ongoing*	**RESOLVED**: That a working group comprising Cllr Clayton, Cllr Ancrum, Cllr Dr Canet and the Town Clerk be established to look at ideas and the process for a *[Participatory Budgeting]* project, and report back to a future committee meeting. Update on 03.03.25: This will form part of public consultation relating to local government reorganisation and future of local assets.
4.	544 27.11.23	**Operation of Cafes**	*Ongoing*	**RESOLVED:** 1) To move the Café on the Vine to a concession from 1st April 2024 or sooner. Out to Tender, closing date 10th March 2024. No suitable tenders to date. 2) To move the Bat & Ball Station Café to a concession from 1st April 2024 or sooner. Awaiting agreement from Southeastern. Update on 03.03.25: Notice is in the Sevenoaks Chronicle advertising the tender, and on the website – closing date 15th April.
5.	54 F&GP 22.04.24	**Town Team: Business**	*Ongoing*	**RESOLVED:** That £10,000 be allocated for the funding of the British Bids "Bid Buddy" service to accompany

Sevenoaks Town Council
Finance & Delivery Committee – 21st July 2025

Item	Minute No		Status	Latest update
	447 F&D 25.11.24	**Improvement District (BID)**		Sevenoaks town on making a successful plan, in the process of creating a Business Improvement District (BID) Process commenced, aiming for a referendum February 2025. Bid proposal to considered at Town Team AGM on 20.11.24. **RESOLVED:** That the Business Improvement District (BID) proposal proceeds to the next stage which includes the appointment of a steering committee and the development of a Business Plan, which in due course would to be put to a ballot of qualifying businesses.
6.	509 F&D 20.01.25	**Replacement of Vine Pavilion Skylights**	*Ongoing*	**RESOLVED:** That three new polycarbonate skylights be purchased up to the value of £3,000. Funding to be from capital refurbishment budget. Contractor has been instructed.
7.	511 F&D 20.01.25 40 F&D 14.04.25	**KCC Community Transport Grants**	*Ongoing*	**RESOLVED:** That Sevenoaks Town Council submits a funding application to KCC for the provision of a Community Minibus. Match funding would come from the Town Council's Earmarked Reserve for bus provision. Community Transport grant of £87,095 awarded 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.
8.	604 F&D 03.03.25	**CIL Applications**		Noted that Sevenoaks District Council had reopened the process for CIL Board Funding Applications and the closing date was 24th March 2025. **RESOLVED** that: 1) Sevenoaks Town Council prepare and submit applications for CIL funding for the following projects: • Wayfinding Signage • Greatness Recreation Ground – new play area • Dartford Road Pedestrian Crossing

Sevenoaks Town Council
Finance & Delivery Committee – 21st July 2025

Item	Minute No		Status	Latest update
				2) An application for an Electric Bus be postponed until a later date 3) It was noted that there may be a requirement for the Town Council to provide more than 50% match funding. Sevenoaks District Council CIL Board meeting on 2nd July 2025 recommended following for approval – awaiting Sevenoaks District Council Cabinet Meeting ratification – • £100,000 towards the £250,000 new Greatness Play Area • £20,000 towards the £100,000 new Pedestrian Crossing on Dartford Road
9.	30.1 F&D 14.04.25	**Emergency Repairs to House in the Basement (Report of Responsible Finance Officer)**		**RESOLVED**: That the following works at the House in the Basement be approved from the contingency budget: • 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. Completed
10	36 F&D 14.04.25 123 F&D 09.06.25	Rec. from Planning & Environment Committee 24.03.25: **Corner Protections (Double Yellow Lines) at Six Locations** Rec. from Planning & Environment Committee 02.06.25		**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. **RESOLVED:** 1) That £100 be added to the budget for corner protection locations to allow for a section of Bradbourne Road at the rear of Sevenoaks Primary School to be included

Sevenoaks Town Council
Finance & Delivery Committee – 21st July 2025

Item	Minute No		Status	Latest update
				2) To note that the cost of delivering yellow lines at each location could rise significantly depending on the need for road closures or surfacing works. Consultation to take place August / September 2025, following conclusion of the Town Centre Masterplan consultation.
11	37 F&D 14.04.25	**Oast House Development**		**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.
12	38 F&D 14.04.25	**The Stag - Investing in the Future**		**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. Masterplan completed
13	39 F&D 14.04.25	**Greatness Recreation Ground Community & Football Pavilion**		**RESOLVED** that: 1) Following notification of successful Football Foundation grant, Sevenoaks Town Council to sign the JCT Contract for the construction of a community sports pavilion at Greatness Recreation Ground, subject to final details being presented to a one topic meeting of the Finance & Delivery Committee. 2) An agreement be prepared between Sevenoaks Town Football Club (STFC) and Sevenoaks Town Council (STC) to cover arrangements for the partnership project including: a. Project management procedures b. Finance management procedures c. Cash flow d. Agreement with Football Foundation e. Ownership of building and leasing arrangements. 3) To proceed with the Option to Tax for the Greatness Pavilion to maximise VAT recovery.

Sevenoaks Town Council
Finance & Delivery Committee – 21st July 2025

Item	Minute No		Status	Latest update
				4) To Notify HMRC in writing to formally opt for VAT treatment.
14	41 F&D 14.04.25	**Buckhurst Lane Play Area**	*Ongoing*	**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 safety risks, including some affected by ash dieback. This work must be completed within the next twelve months. See Agenda Item 10 for upgrade of play equipment

Sevenoaks Town Council
Finance & Delivery Committee – 21st July 2025

Item	Minute No		Status	Latest update
15	122 F&D 09.06.25	**Vine Gardens: Repairs And Resurface**		**RESOLVED**: 1) To install Ultra Recycle Bound Resin to Vine Gardens around the pond and pergola area at a cost of £23,130 to reduce ongoing maintenance and provide aesthetically pleasing and anti-slip surface. 2) Work to be funded from £10,000 earmarked in current CIL reserves and £13,130 from future CIL income (currently predicted for September 2025 at £69,803). 3) If possible, to have installation take place prior to Britain in Bloom judging. Completed