Sevenoaks Town Council

Tuesday 23rd September 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 29th September 2025** which commences **at the conclusion of the Town Council meeting which starts 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/oLkZnenwcPA?feature=share and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Council Meeting should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

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 - 11)** To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 1st September 2025 as a true record.
5	**FINANCE REPORTS - AUGUST 2025** To receive and consider the Responsible Finance Officer's reports.
5.1	**Statement of Accounts (pages 13 – 52)** To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 31st August 2025, including: Appendix 1 - Income and Expenditure by cost centre (page 19) Appendix 2 – Variance Analysis (page 43) Appendix 3 – Fund Balances (page 47) Appendix 4 – Statutory Balance Sheet (page 48) Appendix 5 – Earmarked Reserves (page 50) Appendix 6 - Operating Income & Expenditure (page 51)
5.2	**Suppliers' Accounts (pages 53 - 60)** To authorise payment of the accounts listed in the schedules for the period: • 1st to 31st August 2025
5.3	**List of Payments (pages 61 - 62)** To note list of payments for: • Sevenoaks Town Council Nat West Account: 1st to 31st August 2025 • Mayor's Charity Account: 1st to 31st August 2025 - None
5.4	**Payroll Account (pages 63 - 64)** To confirm payments from the account listed in the schedules for period: • 1st to 31st August 2025
5.5	**Petty Cash Account (pages 65 - 66)** To confirm payments from the account listed in the schedules for the period

	• 1st to 31st May 2025
5.6	**Hospitality and Gifts Register** To note no Hospitality or Gifts had been received by Councillors or staff for the period 1st to 31st August 2025.
6	**CONCLUSION OF AUDIT 2024/2025 (pages 67 – 75)** To note conclusion of Audit, year ended 31st March 2024/2025: • Completion Letter (page 67) • Certified Annual Governance and Accountability Return 2024/2025 (page 69) • Notice of Conclusion of the Audit (page 75)
7	**INTERNAL AUDIT 2025/2026 - INTERIM REPORT (pages 77 – 95)** To receive and note Internal Audit 2025/2026, Interim Report (September 2025).
8	**GAS CONTRACT RENEWAL (page 97)** To consider renewal of the gas contract.
9	**CLEANING CONTRACT FOR PUBLIC TOILETS (page 99)** To consider new contract for public toilet cleaning.
10	**AGE UK - ASSISTANCE WITH PROVISION OF COMMUNITY BUS (pages 101-103)** To consider and approve submission in partnership with Age UK of an application to KCC Community Transport Grant Scheme.
11	**SPORTS PITCHES AT KNOLE PADDOCK (pages 105 - 108)** To receive and note the report.
12	**REVIEW OF CHARGES 2026/2027 (pages 109 - 121)** To review the Town Council's charges with an increase of 4% (rounded to nearest £) for 2026/2027 in relation to: i. Sports Facilities charges (page 109) ii. hire of the Council Chamber & House in the Basement (page 111) iii. charges for the Bat & Ball Centre (page 112) iv. charges for the Bat & Ball Station (page 113) v. charges for the Business Hub (page 114)
12.1	**Recommendation from Community Assets (Open Spaces) Committee (pages 115 to 121)** To consider the following RECOMMENDATION from the Community Assets (Open Spaces) Committee held on 15th September 2025: 340 - DRAFT PROPOSED CHARGES FOR 2026-2027

	The draft proposed charges for 2026-2027 were received and considered by the Committee. RESOLVED: To RECOMMEND to the Finance & Delivery Committee: 1) That the attached proposed Town Council fees and charges with an increase of 4% (rounded to nearest £) for 2026/2027 be adopted in relation to: i. Greatness Park Cemetery (page 115) ii. General Fees & Charges (page 117) iii. Market Fees (page 119) iv. MUGA charging and non-charging schedule (page 120) 2. That the Committee query the reason why the proposed Cemetery Chapel fee has increased above inflation.
13	**DRAFT REVENUE ESTIMATES 2026/2027 (pages 123 - 152)** To receive and consider Draft Revenue Estimates 2026/2027.
14	**DARENT VALLEY COMMUNITY RAIL PARTNERSHIP (page 153)** To receive and note the report.
15	**COMMUNITY ASSET TRANSFER PROCESS** To receive a verbal update.
16	**MINUTES OF TOWN TEAM MEETING (pages 155 - 161)** To receive and note the minutes of the Town Team meeting held on 17th September 2025
17	**CURRENT MATTERS (pages 163 - 169)** To consider updates on current matters.
18	**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 1st September 2025 in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until minutes approved by Council:
https://youtube.com/live/adzBfVcJD5o

Meeting commenced: 7.55 pm Meeting Concluded: 9.10pm

Present:

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

Cllr Victoria Granville	Substitute for	Cllr Catherine Daniell

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

No members of the public were present.

PUBLIC QUESTIONS: None

299 - APOLOGIES FOR ABSENCE

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

300 - REQUESTS FOR DISPENSATIONS

There were no requests for dispensations.

301 - DECLARATIONS OF INTEREST

The Town Clerk declared a non-pecuniary interest in respect of Agenda Item 10 (Grant Applications), insofar as it related to the grant applications from Sevenoaks PHAB and Compaid Trust.

Cllr Granville declared a non-pecuniary interest in Agenda Item 10 (Grant Applications), insofar as it related to the grant application from Sevenoaks in a Time of Change – Portrait of the Artists.

302 - MINUTES OF FINANCE & DELIVERY COMMITTEE - 21ST JULY 2025

RESOLVED: To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 21st July 2025 as a true record.

303 - FINANCE REPORTS - JULY 2025

303.1 Responsible Finance Officer's reports to 31st July 2025

Statement of Accounts

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

Supplier's Accounts

- 1st to 31st July 2025, total gross invoices £148,626.72

List of Payments

- Sevenoaks Town Council Nat West Account - 1st to 31st July 2025, total £281,820.04
- Mayor's Charity Account - 1st to 31st July 2025: None

Payroll Account

- 1st to 31st July 2025, total £115,285.27

Petty Cash Account

- 1st to 31st July 2025, total payments £262.12

The year-to-date position at the end of July, gave a deficit of £17,742. It was noted that, due to phasing, the Town Council was budgeted to report a deficit of £39,660 by this point in the year.

It was noted that the outstanding debt of £5k for drainage works at Sevenoaks Common had now been paid.

Consideration was given to the use of contingency to cover the cost of the dishwasher at Café on the Vine, and to allocating CIL monies for the Oast House report.

RESOLVED:

1) That the Management Accounts 1st to 31st July 2025 be received and accepted
2) That the £1,580 cost of the new dishwasher at the Café on the Vine be met from contingency
3) That Community Infrastructure Levy funds be used for the £4,500 Oast House high level architect plans and feasibility report

303.2 - Hospitality & Gift Register

RESOLVED: To note the following Hospitality or Gifts received by Councillors or staff for the period 1st July to 4th August 2025:

Date of Offer	To	Accepted / Declined	From	For	Estimated Value
18.7.25	Town Clerk	Accepted	VVG (Dutch Clerks Association)	Invitation to Annual Conference, including Accommodation in Netherlands 1st – 4th October 2025	£400
04.08.25	Hall Hire & Office Administrator	Accepted	Hall Hirer	Thank you gift - flowers & chocolates	£20

304 - EXTERNAL AUDIT 2024/25

The Committee received and noted the following comments of the External Auditor before conclusion of the audit. The auditor has confirmed that these issues do not amount to a qualified audit or a fundamental weakness in the Council's accounts.

The sale of a fixed asset for £1,000 was recorded incorrectly.	An old nominal code was used which did not link it to the AGAR box 3	Responsible Finance Officer (RFO) to review all the nominal codes and delete codes that do not link to the AGAR to avoid any future problems.
Longspring Woods was omitted from the asset register.	Officer Error	RFO to cross reference the land and buildings list with the asset register annually.
The bank charges were incorrect for Insignis.	October and November were missing.	RFO to reconcile the Insignis investments at the end of every month.

Asset register – Quaker Hall allotments monies received from SDC – recorded incorrectly.	An annual sum is received from SDC which consists of interest payments and the repayment of the principle sum for the historic sale of land at the allotments.	RFO to chase Sevenoaks District Council for financial statement annually with up-to-date information.

It was noted that the findings largely related to administrative oversights and coding errors rather than fundamental financial weaknesses. The recommended actions would strengthen the Council's financial processes and improve accuracy going forward

RESOLVED: To receive and note the comments of the External Auditor prior to conclusion of the audit, together with the proposed actions to address them.

305 - VINE PAVILION: REPLACEMENT SKYLIGHTS

The replacement of the Vine skylights was previously approved in January, but the contractor instructed was unable to complete the task. Following a reassessment, it was determined that the originally proposed polycarbonate replacements were insufficiently durable. Two alternatives using toughened glass were considered.

£3,000 had been accrued for this project, it was recommended that the balance be drawn from the Development Fund EMR 2025/26.

RESOLVED:

1) To waive financial regulation 5.7 – "For contracts greater than £3,000 excluding VAT the Town Clerk or Responsible Finance Officer shall seek at least 3 fixed-price quotes" as the job is specialist, further contractors have been approached but were unable to fulfil the works

2) To approve the replacement of the skylights with flat glass toughened rooflights at a cost of £8,346, with the remaining costs funded from the Development Fund EMR.

306 - COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE

The Committee considered the CIL Update report, noting the remaining projects for which CIL had been allocated, together with the following balances:

Projected unallocated CIL Balance (as at October 2025) reported to Finance & Delivery Committee in June 2025	£277,900
Current Balance of CIL EMR	£394,698

Less agreed projects	£259,745
Total Unallocated Balance	**£134,953**
Add current SDC CIL balance (CIL collections April 2025 to date), to be paid October 2025	£116,469
Projected Unallocated Balance October 2025	**£251,422**

RESOLVED: To receive and note the Community Infrastructure Levy update report.

307 - GREATNESS RECREATION GROUND PAVILION PROJECT

Sevenoaks Town Council and Sevenoaks Town Football Club have been working in partnership to deliver a new pavilion building. The project has undergone a process of value engineering to align costs with the available funding. An amended planning application reflecting these changes was submitted and approved.

While the revised scheme meets the budget requirements, it was necessary to omit several important environmental features to achieve cost savings. The Town Council has previously expressed strong support for the environmental aspects of this project, which are in line with the Council's commitment to sustainability, climate responsibility and Green Community Investment Plan.

Consideration was given to allocating Community Infrastructure Levy (CIL) funds to reinstate the environmental features. These measures would significantly improve the environmental performance of the pavilion, reducing its long-term carbon footprint, improving energy efficiency, and creating wider community benefits through sustainability leadership. They would also be difficult and uneconomical to retrofit.

RESOLVED: That £133,600 be allocated from Community Infrastructure Levy funds to the Greatness Recreation Ground Pavilion Project, to reinstate the following identified environmental measures, thereby ensuring the pavilion delivers on both its community and environmental objectives:

- Air Source Heat Pump – £60,000
- Living Green Wall (external walls) – £51,600
- Photovoltaic (solar) system – £22,000

308 - GRANT APPLICATIONS RECEIVED

The Committee considered the grant applications received. It was noted that a large number of applications had been received with the total bids significantly above the available budget.

It was felt that more details were required from the following applicants regarding how they would practically deliver services to Sevenoaks Town residents: Autism Apprentice CIC, Coming Home to Your Truth CIC, Compaid Trust and West Kent Debt Advice. These applicants were invited to reapply in the next round of grants in January 2026.

Age UK had submitted a request for funds towards the purchase of 2 wheelchair accessible vehicles: rather than award a grant in this case, the Committee asked that they be advised of the Town Council's purchase of an electric minibus for community use which may be able to assist with their transport needs. In addition, Age UK to be advised of Kent County Council's Community Transport Grant scheme.

RESOLVED: That grant requests be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No	Organisation	Purpose of Award	Grant Application £	Grant Awarded £
68	Baby Umbrella	To provide free specialist 1:1 support for STC residents from qualified lactation consultants and breastfeeding counsellors.	1,971	1,000
64	Citizens Advice North West Kent (CANWK)	To expand use & impact of Kent Advice Hub video kiosk at Bat & Ball Centre, by introducing meet & greet volunteer, video link advisor & local awareness campaign.	Contribution towards project cost	500
45	Hi Kent	To support free drop-in support clinics for NHS hearing aid users in Sevenoaks Town.	1,000	1,000
86	Home-Start South West Kent	Volunteer training & supervision costs & expenses.	500	500
57	PS Breastfeeding CIC	Free workshops on benefits of using baby sling or carrier & how to make sure used safely	1080	500
11	Sevenoaks Counselling	To subsidise clients unable to afford recommended contribution towards cost of counselling services	3000	1500

Grant Ref No	Organisation	Purpose of Award	Grant Application £	Grant Awarded £
60	Sevenoaks in a Time of Change – Portraits of the Artists	Towards costs for photographic printing & other materials for mounting exhibition.	750	500
87	Sevenoaks (Loaves & Fishes) Foodbank	To purchase food and other essential products to distribute amongst clients	2,000	1,000
75	Sevenoaks PHAB	Contribution to venue cost for weekly club for adults with either learning disability and/or physical disability.	400	400
62	West Kent Mind	To pilot Peer Mentor Training for group of people with lived experience of mental health challenges	5,559	1,500
			Total awarded	**8,400**

309 - INFORMATION SECURITY POLICY

RESOLVED: To approve and re-adopt the Town Council's Information Security Policy.

310 - PRESS RELEASES

RESOLVED: To issue press releases in relation to:

- Grants awarded
- Green investment in Greatness Pavilion project

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 August 2025

1. Summary

As at the end of August, the year-to-date position shows a surplus of £7,046.

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

- Open Spaces: Other woodland is £2,216 over its annual budget due to lots of tree work identified in the tree safety report. About 19 trees needed felling or work on them, a lot of this is due to Ash die back disease. It likely that costs will remain high for the next few years as Ash Die Back seems to be taking hold now in Sevenoaks.
- Cemetery: Income is £15,658 above budget YTD.
- Cemetery: the repairs and general maintenance budget is £1,466 over its annual budget this is due to emergency lighting being installed at the chapel and the mess room, this was a recommendation of the fire risk assessment.
- Bat and Ball Centre: Income is approximately £39k above budget YTD.
- Establishments: Interest on deposits is approximately £6k over budget YTD.
- Establishments Professional Fees: The asset valuations total £4,050 YTD and this has no budget.
- Youth Cafe: Overall expenditure is £7,954 above budget YTD, gross pay is approximately £5k over budget YTD.

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

<u>Monies spent</u>

2025/2026 - £62k	
Stag Evaluation	5,950
Vine Café - Dishwasher	1580

3. Outstanding Debts

There are no outstanding debts more than 3 months old.

4. Statutory Balance Sheet

The total assets to end of August 2025 are £2,806,667, this is a decrease of £148,400 from July 2025. Revenue (general) reserves have increased by £24,788 leaving a balance of £521,359.

Earmarked Reserves have decreased by £9,501 leaving a year to date balance of £2,016,075.

This includes:

1. Transfer of £750 from the Youth Council Reserve as a contribution towards the skating event.
2. Transfer of £2,080 from rolling Capital Revenue Reserve for Woodland Management Plans.
3. £4,500 for the Oast House feasibility study.
4. £10k credited to the vehicle/ machinery EMR.
5. £15k transferred from the capital receipts reserve towards payment towards the feasibility study for the Stag.

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

5. Investments

The following investments have been made through the Insignis Portal:

- HSBC Bank Plc Tracker (3.95%) - £264,315.
- Santander 90 Day Notice (3.9%) - £382,278.
- Emirates NBD 3 month fixed term (4.18%) - £499,000.

6. Solar Batteries – Bat & Ball Community Centre

Background

In October/November, the requirement for solar batteries was published on the Government portal, in accordance with financial regulations, as the expenditure was projected to exceed £30,000.

Sevenoaks Town Council subsequently applied for grant funding from the West Kent Rural Grants scheme to support part of the costs associated with the installation of solar batteries at the Bat and Ball Centre. The application was successful, with approval granted. The remaining 50% of the cost will be met through Community Infrastructure Levy (CIL) monies, as previously agreed.

Process

A specification was prepared and agreed. Quotations were then sought from appropriate suppliers in line with procurement procedures.

Recommendation

To note the appointment of PV Solar Installers at a cost of £40,000.

7. Waste Contract

Background

From 31st March 2025 all workplaces (businesses and non-domestic premises) in England have a legal duty to present the following wastes separated in accordance with their arrangements with their waste collector:

- Dry recyclable materials – plastic, metal, glass, paper and card.
- Food waste
- Black bin waste (residual waste)

Businesses have a legal duty to take all reasonable steps to apply the waste hierarchy.

Provision

STC currently pays SDC to dispose of the waste, but SDC do not have the facilities to deliver a full recycling service. Therefore, are unable to offer a commercial collection service going forward.

SDC issued a written notice of termination of the service. Work was undertaken under emergency powers.

Recommendation

To note that Midas will be taking over the waste contract from 1st October.

8. Bat & Ball Café – Concession

It was previously agreed at the Finance & General Purposes Committee (27/11/2023) to move the operation of the Bat and Ball Café to a concession. This was advertised and taken forward as per current regulations.

This has been taken forward a company called Lilia's Kitchen who aims to preserve the heritage of Bat & Ball Station by running a community-focused café that offers high-quality, inclusive, and locally sourced food and drink, while serving as a hub for cultural, social, and educational activities in Sevenoaks.

Both parties are moving towards Lilia taking over on 1st October.

Recommendation

To note the timetable for moving the Bat and Ball Café to a concession.

9. Greatness Pavilion Project Progress Report

<u>Funding Approvals</u>

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. Further funding has since been agreed from STFC and STC agreed to reinstate the following identified environmental measures, thereby ensuring the pavilion delivers on both its community and environmental objectives:

- Air Source Heat Pump – £60,000
- Living Green Wall (external walls) – £51,600
- Photovoltaic (solar) system – £22,00:

SDC CIL	787,500
STC	87,500
Football Foundation	759,100
Premier League Stadium Fund	150,000
Additional Funding STC	133,600
Additional Funding STFC	150,000
	2,067,700

<u>Project Development</u>

Meetings have been held to finalise the cost of the project taking into account the increased budget.

10. Bank Reconciliations

The bank reconciliation for April 2025

Bank Account	Amount	Signed off
Natwest Current Account – liquidity	£1,346.318.61	Cllr Wightman
Natwest Current Account	£2,500.00	Cllr Wightman
Payroll Account	£1,000.00	Cllr Wightman
Petty Cash	£595.71	Cllr Wightman
Mayor's Charity Account	£8,261.63	Cllr Wightman
Natwest Direct Reserve	£16,237.42	Cllr Wightman

House in the Basement	£1,000	Cllr Wightman
Sevenoaks Town Partnership	£10,448.60	Cllr Wightman

The bank reconciliation for May 2025

Bank Account	Amount	Signed off
Natwest Current Account – liquidity	£735,505.67	Cllr Wightman
Natwest Current Account	£2,500.00	Cllr Wightman
Payroll Account	£1,000.00	Cllr Wightman
Petty Cash	£766.97	Cllr Wightman
Mayor’s Charity Account	£8,606.63	Cllr Wightman
Natwest Direct Reserve	£17,811.28	Cllr Wightman
House in the Basement	£1,000	Cllr Wightman
Sevenoaks Town Partnership	£10,448.60	Cllr Wightman

The bank reconciliation for June 2025

Bank Account	Amount	Signed off
Natwest Current Account – liquidity	£103,539.71	Cllr Wightman
Natwest Current Account	£2,500.00	Cllr Wightman
Payroll Account	£1,000.00	Cllr Wightman
Petty Cash	£814.82	Cllr Wightman
Mayor’s Charity Account	£8,606.63	Cllr Wightman
Natwest Direct Reserve	£19,274.00	Cllr Wightman
House in the Basement	£1,000	Cllr Wightman
Sevenoaks Town Partnership	£10,448.60	Cllr Wightman

The bank reconciliation for July 2025

Bank Account	Amount	Signed off
Natwest Current Account – liquidity	£868,391.40	Cllr Wightman
Natwest Current Account	£2,500.00	Cllr Wightman
Payroll Account	£1,000.00	Cllr Wightman
Petty Cash	£911.20	Cllr Wightman
Mayor's Charity Account	£8,606.63	Cllr Wightman
Natwest Direct Reserve	£20,442.84	Cllr Wightman
House in the Basement	£1,000	Cllr Wightman
Sevenoaks Town Partnership	£10,448.60	Cllr Wightman

Recommendations

- To note the appointment of PV Solar Installers at a cost of £40,000.
- To note that Midas will be taking over the waste contract from 1st October.
- To note the timetable for moving the Bat and Ball Café to a concession.
- To note the bank reconciliations from April 25 to July 25.

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 09/09/2025

Month No: 5

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	2,929	3,087	158	16,186	15,435	(751)	37,040		20,854	43.7%	
4270	Employers Pension Contribution	103	127	24	564	635	71	1,522		958	37.1%	
6240	Computer/ Data Base/WP's	50	57	7	269	285	16	800		531	33.6%	
6630	Professional Fees	110	461	351	312	768	456	922		610	33.8%	
6730	Subscriptions	0	51	51	625	255	(370)	615		(10)	101.6%	
	Planning - General :- Indirect Expenditure	**3,192**	**3,783**	**591**	**17,955**	**17,378**	**(577)**	**40,899**	**0**	**22,944**	**43.9%**	**0**
	Net Expenditure	**(3,192)**	**(3,783)**	**(591)**	**(17,955)**	**(17,378)**	**577**	**(40,899)**				
21	O/ Spaces & Leisure - General											
1022	Letting & Hire of Facilities	50	1,750	1,701	10,898	10,500	(398)	28,000			38.9%	
1030	Electricity recharge	1,198	0	(1,198)	1,198	950	(248)	3,800			31.5%	
1316	Raleys Car Park Permits	54	0	(54)	1,829	1,742	(87)	1,739			105.2%	
1550	Insurance Claims	8,488	0	(8,488)	8,488	0	(8,488)	0			0.0%	8,488
1853	Adopt a Tree income	0	0	0	0	0	0	102			0.0%	
1990	Other Income	0	46	46	1,249	138	(1,111)	276			452.6%	
	O/ Spaces & Leisure - General :- Income	**9,790**	**1,796**	**(7,994)**	**23,662**	**13,330**	**(10,332)**	**33,917**			**69.8%**	**8,488**
4010	Gross Pay	15,548	17,032	1,484	84,949	85,160	211	204,378		119,429	41.6%	
4011	Mileage	107	67	(40)	421	335	(86)	800		379	52.6%	
4270	Employers Pension Contribution	947	1,380	433	4,890	6,900	2,010	16,558		11,668	29.5%	
5010	Vine Area General Maintenance	27	0	(27)	308	0	(308)	0		(308)	0.0%	
5013	Graffiti Removal	0	500	500	248	833	585	1,000		752	24.8%	

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Detailed Income & Expenditure by Phased Budget Heading 09/09/2025

Month No: 5 **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
5025	Lower St Johns Toilets	4,916	1,196	(3,720)	8,426	5,980	(2,446)	14,350		5,924	58.7%	
5026	Greatness Rec Convenience	0	265	265	1,139	1,325	186	3,177		2,038	35.9%	
5030	St Nicholas Burial Ground	0	0	0	107	102	(5)	102		(5)	105.2%	
5050	Seats And Litter Bins	0	0	0	0	589	589	2,357		2,357	0.0%	
5060	Sevenoaks Common	0	2,562	2,562	580	4,270	3,690	5,125		4,545	11.3%	
5065	Tree Safety Survey	0	0	0	0	4,100	4,100	4,100		4,100	0.0%	
5070	Other Woodlands	4,950	0	(4,950)	7,556	2,050	(5,506)	4,100		(3,456)	184.3%	1,240
5110	Knole Paddock & Pavilion	0	359	359	1,821	1,077	(744)	3,587		1,766	50.8%	
5120	Knole Paddock Pitch & Grnd Mt	0	214	214	373	1,070	697	2,562		2,189	14.6%	
5310	Miscellaneous Open Spaces	884	442	(442)	5,480	2,210	(3,270)	5,300		(180)	103.4%	840
5311	Security Open Spaces	2,738	2,333	(405)	13,999	11,665	(2,334)	28,000		14,001	50.0%	
5316	Skatepark Maintenance	0	524	524	8	2,054	2,046	2,050		2,042	0.4%	
5317	Raleys Car Park	550	0	(550)	550	440	(110)	439		(111)	125.3%	
5320	Fertilizers	0	0	0	1,296	1,020	(276)	1,537		241	84.3%	
5330	Grass Seed	0	525	525	3,349	1,046	(2,303)	2,562		(787)	130.7%	
5340	Plants	0	0	0	1,190	769	(421)	3,075		1,886	38.7%	
5410	Repairs & General Maintenance	12	154	142	193	770	577	1,845		1,652	10.5%	
5412	Capital Refurbishments	0	667	667	0	3,335	3,335	8,000		8,000	0.0%	
5500	Equipment Hired and New	23	598	575	198	2,990	2,792	7,175		6,977	2.8%	
5525	Equipment Maintenance	27	470	443	1,870	3,293	1,423	8,000		6,130	23.4%	
5550	Vehicle Expenses	589	1,003	414	2,408	5,015	2,607	12,037		9,629	20.0%	(10,000)
5700	Fuel	122	504	382	1,894	2,520	626	6,047		4,153	31.3%	
6010	Light Heat & Cleaning	0	726	726	0	3,630	3,630	8,712		8,712	0.0%	
6011	Electricity	0	0	0	4,133	0	(4,133)	0		(4,133)	0.0%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 09/09/2025

Month No: 5 **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
6013	Cleaning	61	51	(10)	380	255	(125)	615		235	61.7%	
6014	Water	217	85	(132)	1,348	425	(923)	1,025		(323)	131.6%	
6016	Contractor Payments	0	0	0	270	0	(270)	0		(270)	0.0%	
6101	Telephone	0	12	12	0	60	60	149		149	0.0%	
6104	Mobile Telephone	23	29	6	83	145	62	348		265	24.0%	
6105	Broadband wi-fi service	0	26	26	115	130	15	307		192	37.4%	
6320	Staff Training	0	0	0	635	769	134	3,075		2,440	20.7%	
6330	Welfare/Hospitality	0	53	53	166	265	99	640		474	26.0%	
6460	Publicity & Democratic notices	0	0	0	100	0	(100)	0		(100)	0.0%	
6635	Professional Fees Licensing	0	26	26	0	130	130	308		308	0.0%	
6730	Subscriptions	0	0	0	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	85	85	205		205	0.0%	
6900	Sundry Expenses	0	7	7	0	35	35	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	300	300	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	728	769	41	3,075		2,347	23.7%	
6935	Waste Bin Disposal-Waste Bins	161	230	69	991	1,150	159	2,767		1,776	35.8%	
6952	Protective Clothing	0	133	133	390	665	275	1,600		1,210	24.4%	
	O/ Spaces & Leisure - General :- Indirect Expenditure	**31,902**	**32,190**	**288**	**153,315**	**159,916**	**6,601**	**375,701**	**0**	**222,386**	**40.8%**	**(7,920)**
	Net Income over Expenditure	**(22,112)**	**(30,394)**	**(8,282)**	**(129,653)**	**(146,586)**	**(16,933)**	**(341,784)**				
8001	plus Transfer from EMR	(10,000)	0	10,000	(7,920)	0	7,920	0				
8002	less Transfer to EMR	0	0	0	8,488	0	(8,488)	0				
	Movement to/(from) Gen Reserve	**(32,112)**	**(30,394)**	**1,718**	**(146,062)**	**(146,586)**	**(17,501)**	**(341,784)**				

Continued over page

		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	11,920	6,500	(5,420)	48,158	32,500	(15,658)	78,000			61.7%	
	O/ Spaces & Leisure - Cemetery :- Income	**11,920**	**6,500**	**(5,420)**	**48,158**	**32,500**	**(15,658)**	**78,000**			**61.7%**	**0**
4010	Gross Pay	8,840	8,791	(49)	43,672	43,955	283	105,490		61,818	41.4%	
4011	Mileage	29	0	(29)	73	0	(73)	0		(73)	0.0%	
4270	Employers Pension Contribution	821	735	(86)	4,073	3,675	(398)	8,818		4,745	46.2%	
5210	Cemetery Chapel & Office	0	0	0	0	0	0	153		153	0.0%	
5230	Cemetery Wshop/Messroom Mtce	0	0	0	0	179	179	717		717	0.0%	
5410	Repairs & General Maintenance	0	102	102	2,696	510	(2,186)	1,230		(1,466)	219.1%	
5500	Equipment Hired and New	0	342	342	1,090	1,710	620	4,100		3,010	26.6%	
5525	Equipment Maintenance	0	750	750	1,166	3,750	2,584	9,000		7,834	13.0%	
5700	Fuel	137	102	(35)	316	510	194	1,230		914	25.7%	
6000	Rent & Rates	848	875	27	4,243	4,375	132	10,500		6,257	40.4%	
6011	Electricity	0	179	179	535	895	360	2,152		1,617	24.8%	
6013	Cleaning	0	209	209	232	609	377	1,025		793	22.6%	
6014	Water	0	94	94	53	470	417	1,127		1,074	4.7%	
6101	Telephone	68	68	0	343	340	(3)	820		477	41.8%	
6104	Mobile Telephone	0	2	2	0	10	10	26		26	0.0%	
6105	Broadband wi-fi service	0	13	13	40	65	25	154		114	26.0%	
6240	Computer/ Data Base/WP's	46	76	30	228	380	152	686		458	33.2%	
6320	Staff Training	0	0	0	0	384	384	1,537		1,537	0.0%	
6330	Welfare/Hospitality	0	26	26	115	130	15	307		192	37.3%	
6500	Goods for Resale	0	11	11	200	55	(145)	128		(72)	156.4%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 09/09/2025

Month No: 5 **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	52	52	0	52	52	52		52	0.0%	
6730	Subscriptions	(90)	0	90	125	205	80	205		80	61.0%	
6802	Trees Plants Turf & Fertilizer	0	0	0	769	750	(19)	3,000		2,231	25.6%	
6822	Roads Path & Boundaries	0	0	0	0	436	436	871		871	0.0%	
6832	Lawn/Wall of Remembrance	0	0	0	0	31	31	123		123	0.0%	
6922	Health&Safety/Risk Assessments	0	375	375	398	750	352	1,500		1,102	26.5%	
6930	Alarm Maintenance	0	145	145	995	725	(270)	1,742		747	57.1%	
6932	Cemetery Security	635	512	(123)	3,177	2,560	(617)	6,150		2,973	51.7%	
6935	Waste Bin Disposal-Waste Bins	81	111	30	403	555	152	1,332		929	30.3%	
6952	Protective Clothing	0	58	58	42	290	248	700		658	6.0%	
	O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	**11,415**	**13,628**	**2,213**	**64,983**	**68,356**	**3,373**	**164,875**	**0**	**99,892**	**39.4%**	**0**
	Net Income over Expenditure	**505**	**(7,128)**	**(7,633)**	**(16,825)**	**(35,856)**	**(19,031)**	**(86,875)**				
23	O/ Spaces & Leisure- Allotment											
1010	Rental Income	0	0	0	0	0	0	1,636			0.0%	
1047	QH Allotments Income	0	0	0	130	0	(130)	8,759			1.5%	
	O/ Spaces & Leisure- Allotment :- Income	**0**	**0**	**0**	**130**	**0**	**(130)**	**10,395**			**1.2%**	**0**
4010	Gross Pay	542	500	(42)	2,952	2,500	(452)	6,000		3,048	49.2%	
4270	Employers Pension Contribution	82	33	(49)	388	165	(223)	400		12	97.1%	
5410	Repairs & General Maintenance	44	0	(44)	44	0	(44)	0		(44)	0.0%	
6002	QH Allotments Costs	97	0	(97)	1,125	0	(1,125)	0		(1,125)	0.0%	538
6014	Water	104	0	(104)	625	243	(382)	973		348	64.2%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 09/09/2025

Month No: 5 | **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
6300	Computer Software	0	2	2	0	10	10	25		25	0.0%	
6730	Subscriptions	0	0	0	0	0	0	62		62	0.0%	
6922	Health&Safety/Risk Assessments	0	0	0	0	73	73	73		73	0.0%	
	O/ Spaces & Leisure- Allotment :- Indirect Expenditure	**868**	**535**	**(333)**	**5,134**	**2,991**	**(2,143)**	**7,533**	**0**	**2,399**	**68.1%**	**538**
	Net Income over Expenditure	**(868)**	**(535)**	**333**	**(5,004)**	**(2,991)**	**2,013**	**2,862**				
8001	plus Transfer from EMR	0	0	0	538	0	(538)	0				
	Movement to/(from) Gen Reserve	**(868)**	**(535)**	**333**	**(4,466)**	**(2,991)**	**1,475**	**2,862**				
26	Open Spaces-Street Lighting/Ge											
1480	Streetlighting income	0	0	0	0	0	0	9,000			0.0%	
1550	Insurance Claims	0	0	0	100	0	(100)	0			0.0%	
1990	Other Income	0	0	0	0	1,000	1,000	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**	**0**	**0**	**2,950**	**1,000**	**(1,950)**	**10,000**			**29.5%**	**0**
6861	Public Clock Maintenance	230	0	(230)	1,270	0	(1,270)	205		(1,065)	619.4%	
6862	Street Lighting	279	0	(279)	3,025	0	(3,025)	11,000		7,975	27.5%	
6865	In Bloom Costs	3,645	4,220	575	11,624	12,238	614	14,350		2,726	81.0%	
	Open Spaces-Street Lighting/Ge :- Indirect Expenditure	**4,153**	**4,220**	**67**	**15,919**	**12,238**	**(3,681)**	**25,555**	**0**	**9,636**	**62.3%**	**0**
	Net Income over Expenditure	**(4,153)**	**(4,220)**	**(67)**	**(12,969)**	**(11,238)**	**1,731**	**(15,555)**				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 09/09/2025

Month No: 5 **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
28	O/ Spaces & Leisure-Vine Cafe											
1211	Sale of Goods	7,378	0	(7,378)	29,084	0	(29,084)	0			0.0%	
1213	Event catering	269	0	(269)	523	0	(523)	0			0.0%	
	O/ Spaces & Leisure-Vine Cafe :- Income	**7,647**	**0**	**(7,647)**	**29,607**	**0**	**(29,607)**	**0**				**0**
4010	Gross Pay	3,933	0	(3,933)	14,994	0	(14,994)	0		(14,994)	0.0%	
4270	Employers Pension Contribution	197	0	(197)	741	0	(741)	0		(741)	0.0%	
5410	Repairs & General Maintenance	39	0	(39)	356	0	(356)	0		(356)	0.0%	
5500	Equipment Hired and New	(790)	1,580	2,370	4,163	1,580	(2,583)	1,580		(2,583)	263.5%	
5525	Equipment Maintenance	122	0	(122)	1,594	0	(1,594)	0		(1,594)	0.0%	
6000	Rent & Rates	74	0	(74)	366	0	(366)	0		(366)	0.0%	
6010	Light Heat & Cleaning	16	0	(16)	130	0	(130)	0		(130)	0.0%	
6011	Electricity	(377)	0	377	433	0	(433)	0		(433)	0.0%	
6014	Water	94	0	(94)	369	0	(369)	0		(369)	0.0%	
6101	Telephone	51	0	(51)	255	0	(255)	0		(255)	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	1,701	0	(1,701)	8,500	0	(8,500)	0		(8,500)	0.0%	
6505	Cafe consumables	135	0	(135)	537	0	(537)	0		(537)	0.0%	
6900	Sundry Expenses	6	0	(6)	6	0	(6)	0		(6)	0.0%	
6922	Health&Safety/Risk Assessments	94	0	(94)	667	0	(667)	0		(667)	0.0%	
6935	Waste Bin Disposal-Waste Bins	81	0	(81)	313	0	(313)	0		(313)	0.0%	
6976	Credit card charges	0	0	0	673	0	(673)	0		(673)	0.0%	
	O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	**5,377**	**1,580**	**(3,797)**	**34,136**	**1,580**	**(32,556)**	**1,580**	**0**	**(32,556)**	**2160.5%**	**0**
	Net Income over Expenditure	**2,270**	**(1,580)**	**(3,850)**	**(4,529)**	**(1,580)**	**2,949**	**(1,580)**				

Continued over page

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 09/09/2025

Month No: 5 **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
29	O/Spaces & Leisure-Vine Ground											
1208	Other Events Income	300	256	(44)	300	1,280	980	1,538			19.5%	
1805	Tea Kiosk Rental & Pavilion	0	0	0	2,000	1,794	(206)	3,587			55.8%	
1870	Vine Club Insurance Contrib.	0	0	0	666	382	(284)	382			174.3%	
	O/Spaces & Leisure-Vine Ground :- Income	**300**	**256**	**(44)**	**2,966**	**3,456**	**490**	**5,507**			**53.9%**	**0**
4010	Gross Pay	2,206	2,125	(81)	10,864	10,625	(239)	25,505		14,641	42.6%	
4270	Employers Pension Contribution	76	119	43	378	595	217	1,427		1,049	26.5%	
5010	Vine Area General Maintenance	23	214	192	2,170	1,070	(1,100)	2,565		395	84.6%	
5015	Vine Pavilion maintenance	0	0	0	0	205	205	205		205	0.0%	
5020	Vine Public Convenience	0	1,167	1,167	3,804	5,835	2,031	14,000		10,196	27.2%	
5410	Repairs & General Maintenance	0	68	68	63	340	277	820		757	7.7%	
5500	Equipment Hired and New	85	343	258	315	1,715	1,400	2,056		1,741	15.3%	
6014	Water	32	43	11	172	215	43	512		340	33.6%	
6635	Professional Fees Licensing	0	0	0	70	215	145	215		145	32.6%	
6868	Summer Concerts	1,450	1,845	395	3,495	3,075	(420)	3,690		195	94.7%	
6869	Special Events	0	0	0	0	143	143	143		143	0.0%	
6922	Health&Safety/Risk Assessments	0	83	83	0	415	415	1,000		1,000	0.0%	
6931	CCTV Maintenance	0	748	748	0	748	748	748		748	0.0%	
6935	Waste Bin Disposal-Waste Bins	0	82	82	273	410	137	984		711	27.7%	
	O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	**3,872**	**6,837**	**2,965**	**21,604**	**25,606**	**4,002**	**53,870**	**0**	**32,266**	**40.1%**	**0**
	Net Income over Expenditure	**(3,572)**	**(6,581)**	**(3,009)**	**(18,638)**	**(22,150)**	**(3,512)**	**(48,363)**				

Continued over page

		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
30	F& G P - Bat & Ball Station											
1022	Letting & Hire of Facilities	1,116	1,333	217	7,735	6,665	(1,070)	16,000			48.3%	
1211	Sale of Goods	1,812	0	(1,812)	12,786	0	(12,786)	0			0.0%	
1213	Event catering	588	0	(588)	4,363	0	(4,363)	0			0.0%	
	F& G P - Bat & Ball Station :- Income	**3,516**	**1,333**	**(2,183)**	**24,884**	**6,665**	**(18,219)**	**16,000**			**155.5%**	**0**
4010	Gross Pay	6,079	1,720	(4,359)	32,843	8,600	(24,243)	20,637		(12,206)	159.1%	
4270	Employers Pension Contribution	197	86	(111)	1,046	430	(616)	1,040		(6)	100.6%	
5410	Repairs & General Maintenance	68	500	432	3,961	2,500	(1,461)	6,000		2,039	66.0%	
5500	Equipment Hired and New	0	85	85	10	425	415	1,025		1,015	1.0%	
5525	Equipment Maintenance	23	0	(23)	336	0	(336)	0		(336)	0.0%	
6000	Rent & Rates	141	125	(16)	701	625	(76)	1,500		799	46.7%	
6011	Electricity	835	708	(127)	2,341	3,540	1,199	8,500		6,159	27.5%	
6012	Gas	0	121	121	327	605	278	1,455		1,128	22.5%	
6013	Cleaning	46	299	253	1,251	1,495	244	3,587		2,336	34.9%	
6014	Water	(27)	125	152	155	625	470	1,500		1,345	10.3%	
6020	Insurance Cost	0	83	83	0	415	415	1,000		1,000	0.0%	
6101	Telephone	51	43	(8)	255	215	(40)	512		257	49.8%	
6200	Printing & Stationery	0	0	0	31	0	(31)	0		(31)	0.0%	
6241	Website Costs	60	34	(26)	345	170	(175)	410		65	84.1%	
6330	Welfare/Hospitality	53	0	(53)	487	0	(487)	0		(487)	0.0%	
6460	Publicity & Democratic notices	0	0	0	19	0	(19)	0		(19)	0.0%	
6500	Goods for Resale	1,127	0	(1,127)	5,782	0	(5,782)	0		(5,782)	0.0%	
6505	Cafe consumables	64	0	(64)	236	0	(236)	0		(236)	0.0%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 09/09/2025

Month No: 5 **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
6635	Professional Fees Licensing	0	200	200	0	400	400	615		615	0.0%	
6869	Special Events	100	0	(100)	333	0	(333)	0		(333)	0.0%	
6922	Health&Safety/Risk Assessments	94	0	(94)	672	666	(6)	1,332		660	50.5%	
6930	Alarm Maintenance	0	400	400	0	400	400	717		717	0.0%	
6931	CCTV Maintenance	0	0	0	0	0	0	174		174	0.0%	
6935	Waste Bin Disposal-Waste Bins	111	68	(43)	555	340	(215)	820		265	67.7%	
6976	Credit card charges	0	0	0	390	0	(390)	0		(390)	0.0%	
	F& G P - Bat & Ball Station :- Indirect Expenditure	**9,024**	**4,597**	**(4,427)**	**52,075**	**21,451**	**(30,624)**	**50,824**	**0**	**(1,251)**	**102.5%**	**0**
	Net Income over Expenditure	**(5,508)**	**(3,264)**	**2,244**	**(27,191)**	**(14,786)**	**12,405**	**(34,824)**				
31	F & G P - Establishments											
1115	Interest on Deposits	5,573	4,167	(1,406)	27,202	20,835	(6,367)	50,000			54.4%	
1230	Roadside Advertising-Charities	0	34	34	180	170	(10)	416			43.3%	
1231	Banner Income	0	525	525	0	525	525	1,025			0.0%	
1232	Town Crier Advertising	150	250	100	1,050	500	(550)	1,000			105.0%	
1889	Waste Sacks Income	561	0	(561)	3,419	0	(3,419)	0			0.0%	
1990	Other Income	0	0	0	165	0	(165)	0			0.0%	
	F & G P - Establishments :- Income	**6,284**	**4,976**	**(1,308)**	**32,016**	**22,030**	**(9,986)**	**52,441**			**61.1%**	**0**
4010	Gross Pay	36,831	33,377	(3,454)	181,885	166,885	(15,000)	400,529		218,644	45.4%	
4011	Mileage	64	48	(16)	146	240	94	572		426	25.6%	
4012	Expenses	94	85	(9)	511	425	(86)	1,025		514	49.8%	
4270	Employers Pension Contribution	3,625	3,667	42	18,061	18,335	274	44,006		25,945	41.0%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 09/09/2025

Month No: 5 **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
4271	Pension Deficiency	6,916	6,667	(249)	33,595	33,335	(260)	80,000		46,405	42.0%	
5500	Equipment Hired and New	315	85	(230)	3,333	425	(2,908)	1,025		(2,308)	325.1%	
6020	Insurance Cost	0	0	0	22,275	20,000	(2,275)	20,000		(2,275)	111.4%	
6101	Telephone	306	469	163	2,161	2,345	184	5,627		3,466	38.4%	
6200	Printing & Stationery	3,977	1,583	(2,394)	10,606	7,915	(2,691)	19,000		8,394	55.8%	
6210	Postage & Courier	0	0	0	2,477	2,000	(477)	4,100		1,623	60.4%	
6240	Computer/ Data Base/WP's	577	2,000	1,423	8,586	10,000	1,414	24,000		15,414	35.8%	
6241	Website Costs	0	0	0	518	615	97	615		97	84.2%	
6242	I.T. Infrastructure	0	667	667	1,327	3,335	2,008	8,000		6,673	16.6%	
6300	Computer Software	503	148	(355)	6,843	4,592	(2,251)	5,637		(1,206)	121.4%	
6315	Recruitment Costs	0	167	167	0	835	835	2,000		2,000	0.0%	
6320	Staff Training	25	333	308	1,092	1,665	573	4,000		2,908	27.3%	
6321	Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330	Welfare/Hospitality	98	342	244	2,152	1,710	(442)	4,100		1,948	52.5%	
6340	Staff Uniforms	0	0	0	175	0	(175)	0		(175)	0.0%	
6410	Civic Exps/Annual Reception	0	0	0	909	1,152	243	2,152		1,243	42.2%	
6415	Gifts/hospitality	105	100	(5)	310	500	190	1,200		890	25.8%	
6421	Honour Bd. Badges & Insignia	0	29	29	95	145	50	350		255	27.1%	
6435	Members Expenses	0	3,000	3,000	0	3,000	3,000	3,587		3,587	0.0%	
6460	Publicity & Democratic notices	0	0	0	865	250	(615)	1,000		135	86.5%	
6461	Banner Costs	0	133	133	660	665	5	1,600		940	41.3%	
6610	Audit Fees	0	0	0	(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	7,565	0	(7,565)	16,015	5,950	(10,065)	5,950		(10,065)	269.2%	4,500

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 09/09/2025

Month No: 5 **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
6635	Professional Fees Licensing	0	0	0	0	250	250	1,000		1,000	0.0%	
6710	Conference Fees & Expenses	70	250	180	1,831	1,250	(581)	3,000		1,169	61.0%	
6720	Books and Periodicals	0	417	417	0	417	417	416		416	0.0%	
6730	Subscriptions	685	780	95	6,193	5,202	(991)	6,765		572	91.5%	
6889	Waste Sacks	660	0	(660)	1,920	0	(1,920)	0		(1,920)	0.0%	
6900	Sundry Expenses	50	42	(8)	78	210	132	500		422	15.5%	
6922	Health&Safety/Risk Assessments	0	444	444	4,225	2,220	(2,005)	5,330		1,105	79.3%	
6952	Protective Clothing	0	0	0	447	0	(447)	0		(447)	0.0%	
6975	Bank Charges	291	137	(154)	1,202	685	(517)	1,640		438	73.3%	
6976	Credit card charges	10	68	58	610	340	(270)	820		210	74.3%	
7010	Election Expenses	0	6,000	6,000	0	6,000	6,000	6,000		6,000	0.0%	
7611	Contingency provision	0	3,587	3,587	0	18,305	18,305	54,470		54,470	0.0%	
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	
7617	PWLB Loan Repayment	0	0	0	35,801	35,801	0	71,602		35,801	50.0%	
	F & G P - Establishments :- Indirect Expenditure	**62,766**	**64,625**	**1,859**	**366,898**	**359,162**	**(7,736)**	**800,793**	**0**	**433,895**	**45.8%**	**4,500**
	Net Income over Expenditure	**(56,482)**	**(59,649)**	**(3,167)**	**(334,883)**	**(337,132)**	**(2,249)**	**(748,352)**				
8001	plus Transfer from EMR	4,500	0	(4,500)	4,500	0	(4,500)	0				
	Movement to/(from) Gen Reserve	**(51,982)**	**(59,649)**	**(7,667)**	**(330,383)**	**(337,132)**	**(6,749)**	**(748,352)**				
32	F & G P - General											
1208	Other Events Income	0	0	0	828	0	(828)	0			0.0%	
1490	Christmas Lights Switch On	400	0	(400)	500	0	(500)	6,000			8.3%	
	F & G P - General :- Income	**400**	**0**	**(400)**	**1,328**	**0**	**(1,328)**	**6,000**			**22.1%**	**0**

Continued over page

		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
6490	Christmas Lights Switch On	0	1,333	1,333	0	1,333	1,333	28,000		28,000	0.0%	
6491	Remembrance Day/Civic Serv.	375	125	(250)	735	125	(610)	5,125		4,390	14.3%	
6869	Special Events	3,597	1,750	(1,847)	10,660	8,750	(1,910)	10,500		(160)	101.5%	2,705
	F & G P - General :- Indirect Expenditure	**3,972**	**3,208**	**(764)**	**11,394**	**10,208**	**(1,186)**	**43,625**	**0**	**32,231**	**26.1%**	**2,705**
	Net Income over Expenditure	**(3,572)**	**(3,208)**	**364**	**(10,067)**	**(10,208)**	**(141)**	**(37,625)**				
8001	plus Transfer from EMR	0	0	0	2,705	0	(2,705)	0				
	Movement to/(from) Gen Reserve	**(3,572)**	**(3,208)**	**364**	**(7,362)**	**(10,208)**	**(2,846)**	**(37,625)**				
33	F & G P - Council Offices											
1022	Letting & Hire of Facilities	2,222	875	(1,347)	7,086	4,375	(2,711)	10,500			67.5%	
1030	Electricity recharge	0	0	0	514	0	(514)	0			0.0%	
	F & G P - Council Offices :- Income	**2,222**	**875**	**(1,347)**	**7,600**	**4,375**	**(3,225)**	**10,500**			**72.4%**	**0**
4010	Gross Pay	426	684	258	1,912	3,420	1,508	8,215		6,303	23.3%	
4270	Employers Pension Contribution	23	29	6	119	145	26	348		229	34.2%	
5410	Repairs & General Maintenance	600	60	(540)	708	300	(408)	717		9	98.7%	
5500	Equipment Hired and New	0	0	0	15	0	(15)	0		(15)	0.0%	
6000	Rent & Rates	2,886	2,870	(16)	14,430	14,350	(80)	28,700		14,270	50.3%	
6010	Light Heat & Cleaning	27	292	265	423	1,460	1,037	3,500		3,077	12.1%	
6011	Electricity	521	333	(188)	468	1,665	1,197	4,000		3,532	11.7%	
6012	Gas	80	167	87	380	835	455	2,000		1,620	19.0%	
6014	Water	245	200	(45)	1,549	1,000	(549)	2,407		859	64.3%	

Continued over page

		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
6016	Contractor Payments	0	0	0	241	0	(241)	0		(241)	0.0%	
6104	Mobile Telephone	8	8	(0)	105	40	(65)	100		(5)	105.0%	
6922	Health&Safety/Risk Assessments	0	300	300	195	600	405	922		727	21.2%	
6930	Alarm Maintenance	0	0	0	879	1,000	121	1,000		121	87.9%	
6935	Waste Bin Disposal-Waste Bins	66	120	54	400	600	200	1,435		1,035	27.9%	
6952	Protective Clothing	0	0	0	0	0	0	100		100	0.0%	
	F & G P - Council Offices :- Indirect Expenditure	**4,882**	**5,063**	**181**	**21,825**	**25,415**	**3,590**	**53,444**	**0**	**31,619**	**40.8%**	**0**
	Net Income over Expenditure	**(2,661)**	**(4,188)**	**(1,527)**	**(14,225)**	**(21,040)**	**(6,815)**	**(42,944)**				
36	F & G P - Bat & Ball Centre											
1022	Letting & Hire of Facilities	15,450	9,583	(5,867)	87,486	47,915	(39,571)	115,000			76.1%	
1030	Electricity recharge	0	0	0	149	43	(106)	173			86.0%	
1213	Event catering	0	33	33	172	165	(7)	400			42.9%	
1445	Outdoor Activities	0	42	42	86	210	124	500			17.1%	
1457	Indoor Activities	657	500	(157)	2,921	2,500	(421)	6,000			48.7%	
1550	Insurance Claims	0	0	0	3,200	0	(3,200)	0			0.0%	
1989	Facilities Damage Income	633	0	(633)	1,053	0	(1,053)	0			0.0%	
1990	Other Income	99	0	(99)	236	0	(236)	0			0.0%	
	F & G P - Bat & Ball Centre :- Income	**16,839**	**10,158**	**(6,681)**	**95,301**	**50,833**	**(44,468)**	**122,073**			**78.1%**	**0**
4010	Gross Pay	7,260	7,596	336	40,874	37,980	(2,894)	91,154		50,280	44.8%	
4270	Employers Pension Contribution	218	296	78	1,218	1,480	262	3,552		2,334	34.3%	
5320	Fertilizers	0	0	0	22	0	(22)	0		(22)	0.0%	

Continued over page

		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
5340	Plants	0	0	0	44	0	(44)	205		161	21.6%	
5410	Repairs & General Maintenance	123	0	(123)	6,626	1,500	(5,126)	6,000		(626)	110.4%	
5500	Equipment Hired and New	0	0	0	1,535	512	(1,023)	1,025		(510)	149.8%	
5525	Equipment Maintenance	0	0	0	18	0	(18)	0		(18)	0.0%	
6000	Rent & Rates	649	615	(34)	3,242	3,075	(167)	6,150		2,908	52.7%	
6011	Electricity	959	1,196	237	3,211	5,980	2,769	14,350		11,139	22.4%	
6012	Gas	128	0	(128)	667	904	237	1,808		1,141	36.9%	
6013	Cleaning	388	171	(217)	1,507	855	(652)	2,050		543	73.5%	
6014	Water	(29)	167	196	77	835	758	2,000		1,923	3.8%	
6101	Telephone	51	51	(0)	256	255	(1)	615		359	41.7%	
6104	Mobile Telephone	8	20	12	42	100	58	246		204	17.0%	
6240	Computer/ Data Base/WP's	0	34	34	0	170	170	410		410	0.0%	
6330	Welfare/Hospitality	0	43	43	240	215	(25)	512		272	46.8%	
6520	Refreshments for Resale	318	250	(68)	1,757	1,250	(507)	3,000		1,243	58.6%	
6635	Professional Fees Licensing	263	0	(263)	443	260	(183)	520		77	85.3%	
6900	Sundry Expenses	0	0	0	0	0	0	52		52	0.0%	
6922	Health&Safety/Risk Assessments	133	0	(133)	3,064	0	(3,064)	2,500		(564)	122.5%	
6930	Alarm Maintenance	0	0	0	243	0	(243)	924		681	26.3%	
6931	CCTV Maintenance	0	0	0	0	0	0	410		410	0.0%	
6935	Waste Bin Disposal-Waste Bins	131	179	48	519	895	376	2,152		1,633	24.1%	
6952	Protective Clothing	0	0	0	0	0	0	250		250	0.0%	
	F & G P - Bat & Ball Centre :- Indirect Expenditure	**10,601**	**10,618**	**17**	**65,602**	**56,266**	**(9,336)**	**139,885**	**0**	**74,283**	**46.9%**	**0**
	Net Income over Expenditure	**6,238**	**(460)**	**(6,698)**	**29,700**	**(5,433)**	**(35,133)**	**(17,812)**				

Continued over page

		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
38	F & G P - Grants											
7500	Local Organisations Grants	2,000	0	(2,000)	3,440	0	(3,440)	22,900		19,460	15.0%	
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	0	0	0	538	0	(538)	8,200		7,663	6.6%	
7556	Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0	100.0%	
7557	Community Rail Partnership	0	3,000	3,000	0	3,000	3,000	3,000		3,000	0.0%	
	F & G P - Grants :- Indirect Expenditure	**2,000**	**3,000**	**1,000**	**35,978**	**35,000**	**(978)**	**67,100**	**0**	**31,123**	**53.6%**	**0**
	Net Expenditure	**(2,000)**	**(3,000)**	**(1,000)**	**(35,978)**	**(35,000)**	**978**	**(67,100)**				
39	F & G P - Property											
1469	O/S Ground Rents & Wayleaves	0	555	555	3,360	2,775	(585)	6,662	3,700		106.0%	
	F & G P - Property :- Income	**0**	**555**	**555**	**3,360**	**2,775**	**(585)**	**6,662**			**50.4%**	**0**
	Net Income	**0**	**555**	**555**	**3,360**	**2,775**	**(585)**	**6,662**				
40	Town Team											
1206	Business Awards	0	0	0	1,800	0	(1,800)	7,450			24.2%	
1207	Business Show	0	0	0	6,725	5,000	(1,725)	5,000			134.5%	
	Town Team :- Income	**0**	**0**	**0**	**8,525**	**5,000**	**(3,525)**	**12,450**			**68.5%**	**0**
6101	Telephone	0	9	9	0	45	45	110		110	0.0%	
6200	Printing & Stationery	0	9	9	0	45	45	114		114	0.0%	

Continued over page

		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
6240	Computer/ Data Base/WP's	0	70	70	0	350	350	847		847	0.0%	
6241	Website Costs	0	0	0	285	144	(141)	289		4	98.6%	
6244	Information Screens	0	0	0	120	250	130	1,000		880	12.0%	
6322	Business Awards	0	800	800	0	800	800	8,318		8,318	0.0%	
6323	Business Show	0	307	307	4,400	1,535	(2,865)	3,687		(713)	119.3%	
6325	Holly Party Expense	0	0	0	300	0	(300)	0		(300)	0.0%	
6461	Banner Costs	0	0	0	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	335	325	805		795	1.2%	
7000	Reinvestment	0	0	0	0	0	0	850		850	0.0%	
	Town Team :- Indirect Expenditure	**0**	**1,262**	**1,262**	**5,265**	**3,711**	**(1,554)**	**17,450**	**0**	**12,185**	**30.2%**	**0**
	Net Income over Expenditure	**0**	**(1,262)**	**(1,262)**	**3,260**	**1,289**	**(1,971)**	**(5,000)**				
41	Business Hub											
1022	Letting & Hire of Facilities	42	111	69	349	555	206	1,332			26.2%	
1026	Hot Desking Facility	70	444	374	1,534	2,220	686	5,330			28.8%	
1029	Office Pods	1,408	1,407	(1)	6,727	7,035	308	16,882			39.8%	
1031	Chamber of Commerce	538	466	(72)	2,263	2,330	67	5,587			40.5%	
	Business Hub :- Income	**2,058**	**2,428**	**370**	**10,873**	**12,140**	**1,267**	**29,131**			**37.3%**	**0**
4010	Gross Pay	786	710	(76)	3,936	3,550	(386)	8,525		4,589	46.2%	
4270	Employers Pension Contribution	0	23	23	0	115	115	274		274	0.0%	
5410	Repairs & General Maintenance	0	20	20	1,690	122	(1,568)	307		(1,383)	550.6%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 09/09/2025

Month No: 5 **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
5500	Equipment Hired and New	0	43	43	0	215	215	512		512	0.0%	
6000	Rent & Rates	165	200	35	822	1,000	178	2,000		1,178	41.1%	
6010	Light Heat & Cleaning	0	1,083	1,083	88	5,415	5,327	13,000		12,912	0.7%	
6011	Electricity	203	0	(203)	868	0	(868)	0		(868)	0.0%	
6105	Broadband wi-fi service	0	154	154	566	770	204	1,845		1,279	30.7%	
6900	Sundry Expenses	89	85	(4)	487	425	(62)	1,025		538	47.6%	
6922	Health&Safety/Risk Assessments	0	0	0	1,174	177	(997)	177		(997)	663.3%	
6930	Alarm Maintenance	0	0	0	260	312	52	312		52	83.3%	
6931	CCTV Maintenance	0	14	14	166	70	(96)	164		(2)	101.1%	
6976	Credit card charges	33	30	(3)	146	150	4	358		212	40.8%	
	Business Hub :- Indirect Expenditure	**1,277**	**2,362**	**1,085**	**10,204**	**12,321**	**2,117**	**28,499**	**0**	**18,295**	**35.8%**	**0**
	Net Income over Expenditure	**780**	**66**	**(714)**	**669**	**(181)**	**(850)**	**632**				
42	Sevenoaks Town Mayor											
1500	Fundraising	310	0	(310)	526	0	(526)	0			0.0%	
1754	Knole Tour Income	0	0	0	356	0	(356)	0			0.0%	
1755	Chevening Visit Income	0	0	0	1,139	0	(1,139)	0			0.0%	
	Sevenoaks Town Mayor :- Income	**310**	**0**	**(310)**	**2,021**	**0**	**(2,021)**	**0**				**0**
6444	Mayors Car Allowance 2024/2025	0	226	226	(0)	(1,585)	(1,585)	0		0	0.0%	
6446	Mayors Allowance 2025/2026	340	0	(340)	1,985	6,044	4,059	6,044		4,059	32.8%	
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%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 09/09/2025

Month No: 5 **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
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	**340**	**226**	**(114)**	**11,050**	**7,174**	**(3,876)**	**8,759**	**0**	**(2,291)**	**126.2%**	**0**
	Net Income over Expenditure	**(30)**	**(226)**	**(196)**	**(9,029)**	**(7,174)**	**1,855**	**(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	521	333	(188)	2,231	1,665	(566)	4,000			55.8%	
1211	Sale of Goods	69	167	98	1,245	835	(410)	2,000			62.3%	
1350	Revenue Grant income	0	0	0	1,125	0	(1,125)	0			0.0%	
	Youth Cafe :- Income	**590**	**500**	**(90)**	**4,601**	**2,500**	**(2,101)**	**6,000**			**76.7%**	**0**
4010	Gross Pay	6,135	5,167	(968)	30,884	25,835	(5,049)	62,000		31,116	49.8%	
4270	Employers Pension Contribution	220	174	(46)	1,257	870	(387)	2,090		833	60.2%	
5410	Repairs & General Maintenance	8	85	78	763	425	(338)	1,025		262	74.4%	
5500	Equipment Hired and New	17	44	27	1,162	220	(942)	520		(642)	223.5%	149
6010	Light Heat & Cleaning	14	17	3	145	85	(60)	205		60	70.5%	
6101	Telephone	51	60	9	255	300	45	717		462	35.6%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 09/09/2025

Month No: 5 **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
6105	Broadband wi-fi service	0	0	0	131	0	(131)	400		269	32.8%	
6200	Printing & Stationery	0	17	17	21	85	64	205		184	10.4%	
6240	Computer/ Data Base/WP's	0	42	42	645	210	(435)	500		(145)	128.9%	
6241	Website Costs	12	50	38	60	100	40	205		145	29.3%	
6281	Furnishings,Furniture/Eqpt	0	0	0	0	129	129	515		515	0.0%	
6320	Staff Training	0	0	0	180	0	(180)	100		(80)	180.2%	
6330	Welfare/Hospitality	9	0	(9)	40	0	(40)	0		(40)	0.0%	
6340	Staff Uniforms	0	0	0	44	51	7	205		161	21.6%	
6460	Publicity & Democratic notices	50	0	(50)	50	0	(50)	0		(50)	0.0%	
6500	Goods for Resale	139	171	32	1,247	855	(392)	2,050		803	60.8%	
6505	Cafe consumables	0	0	0	1	0	(1)	0		(1)	0.0%	
6635	Professional Fees Licensing	0	0	0	672	230	(442)	461		(211)	145.8%	
6900	Sundry Expenses	0	33	33	22	165	143	400		378	5.5%	
6922	Health&Safety/Risk Assessments	94	139	45	527	695	168	1,250		723	42.1%	
6952	Protective Clothing	0	0	0	103	0	(103)	0		(103)	0.0%	
	Youth Cafe :- Indirect Expenditure	**6,747**	**5,999**	**(748)**	**38,209**	**30,255**	**(7,954)**	**72,848**	**0**	**34,639**	**52.5%**	**149**
	Net Income over Expenditure	**(6,157)**	**(5,499)**	**658**	**(33,609)**	**(27,755)**	**5,854**	**(66,848)**				
8001	plus Transfer from EMR	0	0	0	149	0	(149)	0				
	Movement to/(from) Gen Reserve	**(6,157)**	**(5,499)**	**658**	**(33,460)**	**(27,755)**	**5,705**	**(66,848)**				

Continued over page

		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	2,103	1,757	(346)	9,702	8,785	(917)	21,081			46.0%	
1018	Rental Income Wed Market	809	1,068	259	4,812	5,340	528	12,818			37.5%	
1019	Rental Income Blighs Market	2,046	1,581	(465)	9,156	7,905	(1,251)	18,974			48.3%	
1208	Other Events Income	0	0	0	480	0	(480)	0			0.0%	
	Markets :- Income	**4,958**	**4,406**	**(552)**	**24,150**	**22,030**	**(2,120)**	**52,873**			**45.7%**	**0**
4010	Gross Pay	178	178	(0)	892	890	(2)	2,139		1,247	41.7%	
5410	Repairs & General Maintenance	0	0	0	20	51	31	205		185	9.7%	
5420	Saturday market charges	1,486	1,538	52	6,537	6,769	232	16,000		9,463	40.9%	
5421	Wednesday Market charges	1,189	1,490	301	6,537	6,556	19	15,500		8,963	42.2%	
5424	Vegan Market Expenditure	0	0	0	41	0	(41)	0		(41)	0.0%	
6001	Blighs Market Charges	930	750	(180)	4,439	3,750	(689)	9,000		4,561	49.3%	
6010	Light Heat & Cleaning	0	0	0	0	102	102	205		205	0.0%	
6011	Electricity	34	0	(34)	191	0	(191)	0		(191)	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	**3,817**	**3,956**	**139**	**18,834**	**18,220**	**(614)**	**43,356**	**0**	**24,522**	**43.4%**	**0**
	Net Income over Expenditure	**1,141**	**450**	**(691)**	**5,316**	**3,810**	**(1,506)**	**9,517**				

Continued over page

		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)	643,812	643,810	(2)	1,545,147			41.7%	
	Precept :- Income	**128,762**	**128,762**	**(0)**	**643,812**	**643,810**	**(2)**	**1,545,147**			**41.7%**	**0**
	Net Income	**128,762**	**128,762**	**(0)**	**643,812**	**643,810**	**(2)**	**1,545,147**				
91	Capital Infrastructure Budget											
2002	Capital Grants	0	0	0	787,500	0	(787,500)	0			0.0%	787,500
2012	CIL income allocation	0	0	0	349,947	0	(349,947)	0			0.0%	349,947
	Capital Infrastructure Budget :- Income	**0**	**0**	**0**	**1,137,447**	**0**	**(1,137,447)**	**0**				**1,137,447**
9053	Vine Area	0	0	0	23,130	0	(23,130)	0		(23,130)	0.0%	23,130
9064	Stag Capital upgrades	15,000	0	(15,000)	15,000	0	(15,000)	0		(15,000)	0.0%	15,000
9066	NDP	0	0	0	9,313	0	(9,313)	0		(9,313)	0.0%	9,313
9075	Public Realm	0	0	0	4,590	0	(4,590)	0		(4,590)	0.0%	4,590
9077	QS & EA Fees - Greatness Pav	0	0	0	3,000	0	(3,000)	0		(3,000)	0.0%	3,000
	Capital Infrastructure Budget :- Indirect Expenditure	**15,000**	**0**	**(15,000)**	**55,033**	**0**	**(55,033)**	**0**	**0**	**(55,033)**		**55,033**
	Net Income over Expenditure	**(15,000)**	**0**	**15,000**	**1,082,414**	**0**	**(1,082,414)**	**0**				
8001	plus Transfer from EMR	15,000	0	(15,000)	55,033	0	(55,033)	0				
8002	less Transfer to EMR	0	0	0	1,137,447	0	(1,137,447)	0				
	Movement to/(from) Gen Reserve	**0**	**0**	**0**	**0**	**0**	**(2,274,894)**	**0**				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 09/09/2025

Month No: 5 **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	**195,594**	**162,545**	**(33,049)**	**2,103,390**	**822,444**	**(1,280,946)**	**1,997,096**			**105.3%**	
Expenditure	**181,205**	**167,689**	**(13,516)**	**1,005,413**	**867,248**	**(138,165)**	**1,997,096**	**0**	**991,683**	**50.3%**	
Net Income over Expenditure	**14,389**	**(5,144)**	**(19,533)**	**1,097,977**	**(44,804)**	**(1,142,781)**	**0**				
plus Transfer from EMR	**9,500**	**0**	**(9,500)**	**55,005**	**0**	**(55,005)**	0				
less Transfer to EMR	**0**	**0**	**0**	**1,145,935**	**0**	**(1,145,935)**	0				
Movement to/(from) Gen Reserve	**23,889**	**(5,144)**	**(29,033)**	**7,046**	**(44,804)**	**(51,850)**	**0**				

August 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	(17,955)	(17,378)	577	(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)	

August 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	(146,062)	(146,586)	(524)	(341,784)	St Nicholas Burial Ground has reached its annual budget due to some paving maintenance works. Other Woodland is £2,216 over its annual budget due to lots of tree work being identified in the tree safety report. Grass seed is £787 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. Water is £323 over its annual budget due to two high water charges in June and July. Subscriptions is £245 over the annual budget due paying two subs for the Institute of Groundsmanship.
Cemetery	(16,825)	(35,856)	(19,031)	(86,875)	Income is favourable - £15,658 above budget year to date. The repairs and general maintenance budget is already £1,466 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	(4,466)	(2,991)	1,475	2,862	The invoices for this year will be issued in September.
Street lighting/ general	(12,969)	(11,238)	1,731	(15,555)	£2,850 has been received as income for In Bloom. There has been a lot if In Bloom expenditure this month and the billing of the street lights does not take place until March 2026.
Vine Grounds	(18,638)	(22,150)	(3,512)	(48,363)	All the nominals are roughly where they should be.
Café					
Vine Café	(4,529)	-	4,529	-	The position as at August of last year was a deficit of £5,243 against a deficit this year of £4,529. The income as at August of last year £32,027 against £29,607 this year. New bistro chairs and tables have been purchased at a cost of £1,284.
Bat & Ball Station	(27,191)	(14,786)	12,405	(34,824)	Café income this year YTD is £17,149 against £21,521 last year. Booking income this year YTD is £7,735 against £9,311last year. The café spent £1,127 on goods for resale in August but only took £1,812. The pumps have been replaced with the boiler at the Station at a cost of £2,691.
Finance & Delivery					

August 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	(330,383)	(337,132)	(6,749)	(748,352)	The income from interest on deposits is £6,367 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 £2,308 over its annual budget due to £1,565 spent on a new noticeboard and £628 on a dishwasher for the council offices. Professional fees budget has no budget for the asset valuations for the local government reorganisation totalling £4,050.
General	(7,362)	(10,208)	(2,846)	(37,625)	There has been no income yet as most income will be for the Christmas lights.
Council Offices	(14,225)	(21,040)	(6,815)	(42,944)	Income is favourable - £2,711 above budget year to date and overall expenditure is approximately £4k under budget YTD.
Bat & Ball Centre	29,700	(5,433)	(35,133)	(17,812)	Income is £39k above budget year to date. The repairs and maintenance nominal is £626 over its annual budget but £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 £510 over the annual budget due to the purchase of a bench for £1,079 but thisis offset.
Grants	(35,978)	(35,000)	978	(67,100)	
Property	3,360	2,775	(585)	6,662	

August 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	3,260	1,289	(1,971)	(5,000)	The Business show income is positive with lots of sponsorship. Sponsorship has been invoiced for the Business Awards and this will show in September.
Business Hub	669	(181)	(850)	632	Income is £1,267 under budget year to date - there are not many hot desk users and there is one available pod - availability has been advertised on Linked In and through Sevenoaks Mums. There has been some interest through this and there is now a new monthly hot desk user. Marketing will be ongoing. 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 £997 overbudget due to the smoke detector battery replacement.
BID	-		-	-	
Sevenoaks Town Mayor	(9,029)	(7,174)	1,855	(8,759)	This includes the charity donations of the last Mayor.
Youth Cafe	(33,460)	(27,755)	5,705	(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. Gross pay is approximately £5k over budget YTD. Equipment hired and new is over its annual budget by £642 this is due to the hire of the coach for the daytrip to the seaside at a cost of £850. The Youth Council maybe donating £250 towards this cost. Professional fees is £211 over its annual budget this is due to some DBS checks being carried out. Computer/ database is £145 over its annual budget this is due to purchasing a new laptop for staff. Overall expenditure is £7,954 above budget year to date.
Markets	5,316	3,810	(1,506)	9,517	Income is £2,120 above budget YTD.
Precept	643,812	643,812	-	1,545,147	
Revenue Surplus/ (Deficit) Total	**7,046**	**(43,222)**	**(50,268)**	**1,590**	
Capital Infrastructure	-	-	-	-	
Total inc Capital	7,046	(43,222)	(50,268)	1,590	

August 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	(17,955)	(17,378)	577	(40,889)
Community and Well Being	-	-	-	(500)
Vine Café	(4,529)	-	4,529	-
Bat Ball Station	(27,191)	(14,786)	12,405	(34,824)
Finance & Delivery	(587,092)	(654,870)	(67,778)	(1,467,344)
Precept	643,812	643,812	-	1,545,147
Capital Infrastructure	-	-	-	-

Sevenoaks Town Council

Statement of Fund Balances as at 31st August 2025

£ (2024/25)			S&P Rating 31/10/2024 Long term	S&P Rating 31/10/2024 Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	National Westminster Bank		A+	A-1				
14,946		Business Reserve Account			22,181			
150,662		Current Account			210,025			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			8,917			
						253,571	9.23%	
	HSBC		A+	A-1				
52,637		Business money manager			52,865			1.45%
						52,865	1.93%	
	Handelsbanken		AA-	A-1+				
170		Deposit account			171			2.20%
1,689		35 day notice account			1,695			2.20%
						1,866	0.07%	
	Nationwide		A+	A-1				
2,835		Instant Saver			2,835			0.00%
21		Sevenoaks Fund Instant Saver			21			2.20%
						2,855	0.10%	
	CCLA							
560,000		Public Sector Deposit	AAA (Fitch only)		1,280,000			
						1,280,000	46.61%	4.30%
	Virginmoney							
1		Current account	BBB	A-2	1			
7,524		95 Day Notice			7,563			4.07%
						7,564	0.28%	
	Insignis Investments							
		Insignis Hub			0			
507		Insignis Earmarked Fees			661			
259,590		HSBC Tracker (31 Day Notice)	A+		264,315			3.95%
376,041		Santander (90 Day Account)	A+		382,278			3.90%
		Emirates NBD (3 month)			499,000			4.18%
						1,146,254	41.74%	
949	Petty Cash					951	0.03%	
	Cashbook suspense						0.00%	
1,447,327						2,745,927		

Instant access funds	1,570,077
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 31st August 2025

31 March 2025				31 March 2026	
Net Value		Fixed Assets	Cost of Asset	Depreciation	Net Value
0			0	0	0
		Current Assets			
32,579		Debtors	16,226		
36,201		SCC Bookings Debtors	27,723		
35,259		Vat Control	10,510		
199		Allotment Ledger	7		
26,096		Prepayments	2,956		
3,319		Stock	3,319		
150,662		Nat West - Current Account	210,025		
1,000		Payroll Account	1,000		
7,306		Mayors Charity Account	8,917		
1,000		House i/t Basement Youth Cafe	1,000		
10,449		Sevenoaks Town Partnership	10,449		
949		Petty Cash	951		
170		Handelsbanken Investment	171		
1,689		Handelsbanken Notice Account	1,695		
2,835		Nationwide Instant Saver	2,835		
14,946		Natwest Investment	22,181		
0		Emirates NBD (3 Months)	499,000		
1		Virgin Money Current Account	1		
52,637		HSBC Investment	52,865		
21		Nationwide Sevenoaks Fund	21		
560,000		CCLA Public Sector Deposit	1,280,000		
7,524		Virgin Money 90 day Notice	7,563		
317		Insignis Earmarked Fees	661		
376,041		Santander (90 day Notice)	382,278		
259,590		HSBC Tracker (31 days Notice)	264,315		
1,580,789				2,806,667	
	1,580,789	Total Assets			2,806,667
		Current Liabilities			
0		Cash Book Suspense	19		
35,882		Creditors	9,514		
33,621		Accruals	101,393		
0		Superannuation Due	61		
52,470		Receipts in Advance	140,496		
3,904		Receipt in Advance-Cemetery	3,690		

Sevenoaks Town Council

Balance Sheet as at 31st August 2025

31 March 2025					31 March 2026
7,923		Damage Deposit	6,404		
485		Key Deposit	460		
6,320		QH Allotment Key deposits	6,470		
727		BV Allotment key deposits	727		
141,331				269,232	
	1,439,458	Total Assets Less Current Liabilities			2,537,435
		Represented By			
	533,825	Revenue Reserve			521,359
	905,633	Earmarked Reserves			2,016,076
	1,439,458				2,537,435

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

Signed :
Chairman ______________________ Date : ______________

Signed :
Responsible
Financial ______________________ Date :______________

	Account	Opening Balance	Net Transfers	Closing Balance
312	Temp Staff Reserve	4,000.00		4,000.00
313	Youth Council Reserve	1,875.37	-898.67	976.70
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	6,408.34	53,461.40
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	Development Fund 2025/2026	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	872,000.00	872,000.00
339	Capital Receipts Quaker Hall	59,244.68	-538.00	58,706.68
340	Capital Receipts Reserve	395,409.22	-15,000.00	380,409.22
346	Vehicle/machinery replacement	51,616.00	10,000.00	61,616.00
348	B&B Ctr Maintenance Reserve	10,578.00		10,578.00
360	CIL Earmarked reserve	171,239.17	218,959.00	390,198.17
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	1,110,442.67	2,016,075.57

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31 March 2026

31 March 2025		31 March 2026
	Operating Income	
40,547	O/ Spaces & Leisure - General	23,662
82,397	O/ Spaces & Leisure - Cemetery	48,158
9,281	O/ Spaces & Leisure- Allotment	130
19,489	Open Spaces-Street Lighting/Ge	2,950
42,089	O/ Spaces & Leisure-Vine Cafe	29,607
14,470	O/Spaces & Leisure-Vine Ground	2,966
62,368	F& G P - Bat & Ball Station	24,884
103,189	F & G P - Establishments	32,016
10,535	F & G P - General	1,328
11,841	F & G P - Council Offices	7,600
118,516	F & G P - Bat & Ball Centre	95,301
6,424	F & G P - Property	3,360
16,213	Town Team	8,525
27,817	Business Hub	10,873
13,117	Sevenoaks Town Mayor	2,021
31,840	Youth Cafe	4,601
60,466	Markets	24,150
300	Longspring Woods	0
1,437,614	Precept	643,812
261,200	Capital Infrastructure Budget	1,137,447
2,369,712	Total Income	2,103,390
	Running Costs	
38,346	Planning - General	17,955
331,976	O/ Spaces & Leisure - General	153,315
163,769	O/ Spaces & Leisure - Cemetery	64,983
12,800	O/ Spaces & Leisure- Allotment	5,134
28,923	Open Spaces-Street Lighting/Ge	15,919
71,388	O/ Spaces & Leisure-Vine Cafe	34,136
69,886	O/Spaces & Leisure-Vine Ground	21,604
139,756	F& G P - Bat & Ball Station	52,075
782,067	F & G P - Establishments	366,898
46,934	F & G P - General	11,394
55,587	F & G P - Council Offices	21,825
146,872	F & G P - Bat & Ball Centre	65,602
73,742	F & G P - Grants	35,978
14	F & G P - Property	0
17,999	Town Team	5,265
25,176	Business Hub	10,204
18,300	Sevenoaks Town Mayor	11,050
18,677	BID	0
89,761	Youth Cafe	38,209
35,246	Markets	18,834
419,356	Capital Infrastructure Budget	55,033
2,586,575	Total Expenditure	1,005,413

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31 March 2026

31 March 2025	General Fund Analysis	31 March 2026
514,992	Opening Balance	533,825
2,369,712	Plus : Income for Year	2,103,390
2,884,704		2,637,215
2,586,575	Less : Expenditure for Year	1,005,413
298,129		1,631,802
(235,696)	Transfers TO / FROM Reserves	1,110,443
533,825	Closing Balance	521,359

Purchase Ledger for Month No 5 Order by Invoices Entered

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
05/08/2025	2099299	38107	SDC	SDC001	2,674.42	0.00	2,674.42	5421	60	1,188.63	August market rent
								5420	60	1,485.79	August market rent
01/08/2025	4924	38108	CJS PLANTS	CJS001	2,819.99	563.99	3,383.98	6865	26	2,819.99	Aug Floral maint
01/08/2025	2099267	38109	SDC	SDC001	660.00	0.00	660.00	6889	31	660.00	waste sacks 30 bundles
01/08/2025	MEM254606-1	38110	SLCC	SLCC001	560.00	0.00	560.00	6730	31	560.00	L.L SLCC subs 25/26
01/08/2025	2007937817	38111	HM LAND REGISTRY	HML001	14.00	0.00	14.00	6630	11	14.00	Register view x 2
03/08/2025	3/8	38112	NATIONAL ALLOTMENT	NAS001	70.00	14.00	84.00	6730	31	70.00	National Allotment Society sub
03/08/2025	3/8	38113	V.C HANDYMAN	VCH001	930.00	186.00	1,116.00	6001	60	930.00	Jul market set up chg
03/08/2025	3/8	38137	FIONA HENRY	HEN002	400.00	0.00	400.00	6868	29	400.00	Bandstand show on 31/7
04/08/2025	6/8	38139	QUEST 4 ENTERTAINMEN	QUE001	180.00	0.00	180.00	6869	32	180.00	Dinosaur encounter
03/08/2025	3/8	38145	FIONA HENRY	FIO002	400.00	0.00	400.00	6868	29	400.00	Bandstand performance 31/7
01/08/2025	000024445610	38152	EDF ENERGY	EDF011	835.46	167.09	1,002.55	6011	30	835.46	July electric chg
05/08/2025	000024525843	38153	EDF ENERGY	EDF003	33.97	1.70	35.67	6011	60	33.97	Jul electric chg
05/08/2025	000024525699	38154	EDF ENERGY	EDF004	203.41	10.17	213.58	6011	41	203.41	Jul electric chg
08/08/2025	INV-0253	38156	MAMMOTH SIGNS AND GR	MAM001	85.00	17.00	102.00	5500	29	85.00	Tea Hut contravision repair
04/08/2025	000024482905	38157	EDF ENERGY	EDF010	521.07	26.05	547.12	6011	33	521.07	electric chg 7/4-6/7
01/08/2025	WM12600562	38159	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Jul card trans chg
04/08/2025	000024505427	38164	EDF ENERGY	EDF002	959.30	191.86	1,151.16	6011	36	959.30	Jul electric chg
07/08/2025	12998011973	38165	KALC	KALC	10.00	2.00	12.00	6320	31	10.00	RFO website access training
04/08/2025	67875	38167	ONE STOP	ONE001	175.00	35.00	210.00	5500	31	175.00	Flag x 1
02/08/2025	1903	38168	KING RAMPS	KIN001	2,000.00	400.00	2,400.00	6869	32	2,000.00	Skatepark event
06/08/2025	130284	38169	KCC KCS	KCC003	31.93	6.39	38.32	6013	36	21.98	cleaning eq
								6200	31	9.95	stationery
01/08/2025	02865725	38170	YU ENERGY	YUE001	246.36	12.32	258.68	6862	26	246.36	Jul electric chg
01/08/2025	02865726	38171	YU ENERGY	YUE001	25.09	1.25	26.34	6862	26	25.09	Jul electric chg
01/08/2025	02865724	38172	YU ENERGY	YUE001	7.13	0.36	7.49	6862	26	7.13	Jul electric chg
04/08/2025	8663262	38173	KFF	KFF001	235.47	21.86	257.33	6500	30	235.47	goods for resale
01/08/2025	31726451	38174	NISBETS	NIS001	80.53	16.10	96.63	6013	30	23.56	cleaning eq

Purchase Ledger for Month No 5 Order by Invoices Entered

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	56.97	consumables
05/08/2025	31745049	38175	NISBETS	NIS001	15.74	3.14	18.88	6013	30	15.74	cleaning eq
07/08/2025	2007955500	38176	HM LAND REGISTRY	HML001	56.00	0.00	56.00	6630	11	56.00	Title Plans x 8
08/08/2025	00251	38184	MY SEVENOAKS COMMUNI	MYS001	50.00	0.00	50.00	6460	50	50.00	HITB in Website directory
04/08/2025	4/8	38186	MRS L D WELLS	WEL003	94.65	0.00	94.65	6865	26	94.65	In Bloom sculpture
12/08/2025	CIC25/259	38187	SPADEWORK	SPA003	143.98	28.79	172.77	6865	26	143.98	Plants
01/08/2025	INV-16995	38188	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	Planning tracker support
12/08/2025	611512	38189	FOUR JAYS LIMITED	FOU003	211.67	42.33	254.00	6869	32	211.67	Portaloo hire on 20/08
11/08/2025	0337897	38190	BOOKER	BOOK001	35.57	7.11	42.68	6505	28	35.57	consumables
10/08/2025	3476624	38191	BOOKER	BOOK001	156.06	21.58	177.64	6500	28	118.82	Goods for resale
								6505	28	31.95	consumables
								6010	28	5.29	cleaning eq
15/08/2025	15/8/25	38208	BANKLINE	BANKL01	96.30	0.00	96.30	6975	31	96.30	Bank chg
18/08/2025	18/8	38209	TOWN CRIER	TOW001	102.00	0.00	102.00	6865	26	51.00	Town Crier Appearance Fee
								6869	32	51.00	Town Crier Appearance Fee
18/08/2025	2099574	38210	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	Bin collection chg 14/7-10/8
18/08/2025	2099510	38211	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	Bin collection chg 14/7-10/8
18/08/2025	2099575	38212	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	Bin collection chg 14/7-10/8
18/08/2025	2099576	38213	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	Bin collection chg 14/7-10/8
18/08/2025	2099583	38214	SDC	SDC001	80.60	0.00	80.60	6935	28	80.60	Bin collection chg 14/7-10/8
18/08/2025	2099582	38215	SDC	SDC001	100.75	0.00	100.75	6935	36	100.75	Bin collection chg 14/7-10/8
12/08/2025	252082212	38216	BP FUEL	BPF001	173.51	34.70	208.21	5700	21	48.45	fuel
								5700	22	125.06	fuel
12/08/2025	252082213	38217	BP FUEL	BPF001	13.86	0.00	13.86	5700	21	13.86	fuel
15/08/2025	124526	38218	ATLAS FM/EMPRISE SVS	EMP001	635.42	127.08	762.50	6932	22	635.42	Aug Lock up chg
15/08/2025	124527	38219	ATLAS FM/EMPRISE SVS	EMP001	1,642.38	328.48	1,970.86	5311	21	1,642.38	Aug Lock up chg
15/08/2025	124528	38220	ATLAS FM/EMPRISE SVS	EMP001	1,095.54	219.11	1,314.65	5311	21	1,095.54	Aug Lock up chg H.Street
11/08/2025	SVO/377164	38221	BREWERS	BREW001	18.32	3.66	21.98	5410	28	18.32	maint equip
07/08/2025	1026863121	38222	TRAVIS PERKINS	TRA005	11.97	2.40	14.37	5410	21	11.97	maint equip

Purchase Ledger for Month No 5 Order by Invoices Entered

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			
07/08/2025	0001/00205557	38223	OBM	OBM001	22.50	4.50	27.00	5010	29	22.50	maint equip
13/08/2025	CASV237951	38224	EXPRESS FACTORS	EXPR001	23.73	4.75	28.48	5550	21	23.73	maint equip
13/08/2025	CASC112983	38225	EXPRESS FACTORS	EXPR001	-4.61	-0.92	-5.53	5550	21	-4.61	battery
13/08/2025	CASV238050	38226	EXPRESS FACTORS	EXPR001	113.38	22.68	136.06	5550	21	113.38	battery
13/08/2025	I038475	38227	FORGE GARAGE	FORG001	456.27	91.25	547.52	5550	21	456.27	GU14XKZ service
15/08/2025	131572	38228	KCC KCS	KCC003	57.24	11.45	68.69	6200	31	57.24	stationery
01/08/2025	20637	38229	VISION ICT	VISICT001	60.00	0.00	60.00	6241	30	60.00	SSL Certificate renewal
14/08/2025	1172/OH/1501	38230	THEISANDKHAN	THEI001	1,000.00	200.00	1,200.00	6630	31	1,000.00	Oast House feasability plans
15/08/2025	1172/OH/1502	38231	THEISANDKHAN	THEI001	2,500.00	500.00	3,000.00	6630	31	2,500.00	Oast House feasability plans
14/08/2025	5	38232	DONNA RUDD	DON002	200.00	0.00	200.00	6868	29	200.00	Bandstand show 10/08
14/08/2025	39437823	38233	BIDFOOD	BID001	207.63	4.15	211.78	6500	28	207.63	goods for resale
13/08/2025	98411	38234	HERBERT & WARD	HAW001	145.00	12.60	157.60	6500	28	82.00	goods for resale
								6505	28	63.00	consumables
13/08/2025	0000915845	38235	MAWS FINE FOODS	MAW001	106.02	0.00	106.02	6500	28	106.02	goods for resale
13/08/2025	19/8	38236	PHIL RAYMOND	PHI002	70.00	0.00	70.00	6869	30	70.00	Forget Me Not Talk
06/08/2025	155706	38237	CONNECTAPHONE	CON001	561.02	112.20	673.22	6101	50	50.98	Jul telephone chg
								6101	22	50.98	Jul telephone chg
								6101	28	50.98	Jul telephone chg
								6101	36	51.27	Jul telephone chg
								6101	30	50.98	Jul telephone chg
								6101	31	305.83	Jul telephone chg
13/08/2025	13032931073	38238	KALC	KALC	70.00	14.00	84.00	6710	31	70.00	RFO Finance Conference
08/08/2025	SIN067101	38239	ONLINE PLAYGROUNDS	ONP001	773.17	154.63	927.80	5310	21	773.17	playground equip
02/08/2025	129853	38240	KCC KCS	KCC003	60.59	12.12	72.71	6013	21	60.59	cleaning equip
19/08/2025	19/8	38241	KENT BEEKEEPERS ASS	KEN005	50.00	0.00	50.00	6900	31	50.00	Kent Beekeepers donation
19/08/2025	7903	38242	STAG	STAG002	15,000.00	0.00	15,000.00	9064	91	15,000.00	Stag Scoping Exercise
29/12/2021	UKSPS00072314R	38243	NEXUDUS SL	NEX001	-10.20	-2.04	-12.24	6900	41	-10.20	Hub booking chg
01/04/2018	4306/2REV	38244	INST CEM & CREM MGMT	INST002	-90.00	0.00	-90.00	6730	22	-90.00	ICCM subs 2018/19 - rev
19/08/2025	000024706161	38245	EDF ENERGY	EDF006	662.79	33.14	695.93	5025	21	662.79	electric chg - 7/10/24-6/1/25

Purchase Ledger for Month No 5 Order by Invoices Entered

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
19/08/2025	000024706705	38246	EDF ENERGY	EDF006	998.08	199.62	1,197.70	5025	21	998.08	electric chg - 7/1/25-26/4/25
19/08/2025	000024704921	38247	EDF ENERGY	EDF006	414.76	20.74	435.50	5025	21	414.76	electric chg - 27/4/25-2/7/25
19/08/2025	000024704882	38248	EDF ENERGY	EDF006	1,759.07	351.81	2,110.88	5025	21	1,759.07	electric chg -7/1/24-26/4/24
19/08/2025	000024705180	38249	EDF ENERGY	EDF006	651.17	32.56	683.73	5025	21	651.17	electric chg - 3/7/24-6/10/24
19/08/2025	000024706835	38250	EDF ENERGY	EDF006	419.81	20.99	440.80	5025	21	419.81	electric chg - 27/4/25-6/7/25
19/08/2025	000024703669	38251	EDF ENERGY	EDF008	51.20	2.56	53.76	6861	26	51.20	electric chg -24/12/24-12/4/25
19/08/2025	000024703427	38252	EDF ENERGY	EDF008	2.52	0.13	2.65	6861	26	2.52	electric chg - 24/3/24-31/3/24
19/08/2025	000024703829	38253	EDF ENERGY	EDF008	35.38	1.77	37.15	6861	26	35.38	electric chg - 13/4/25-23/6/25
19/08/2025	000024703431	38254	EDF ENERGY	EDF008	33.48	1.67	35.15	6861	26	33.48	electric chg -1/4/24-23/6/24
19/08/2025	000024703561	38255	EDF ENERGY	EDF008	46.10	2.31	48.41	6861	26	46.10	electric chg -14/9/24-23/12/24
19/08/2025	000024703480	38256	EDF ENERGY	EDF008	61.11	3.06	64.17	6861	26	61.11	electric chg - 24/6/24-13/9/24
18/08/2025	4627978	38257	EVERFLOW WATER	EVE002	744.42	0.00	744.42	6002	23	97.12	water chg 19/9-18/10
								5025	21	10.65	water chg 19/9-18/10
								6014	33	245.36	water chg 19/9-18/10
								6014	36	-28.98	water chg 19/9-18/10
								6014	30	-26.55	water chg 19/9-18/10
								6014	21	216.81	water chg 19/9-18/10
								6014	28	94.23	water chg 19/9-18/10
								6014	29	32.20	water chg 19/9-18/10
								6014	23	103.58	water chg 19/9-18/10
21/08/2025	93183	38258	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	Till maint chg Aug
21/08/2025	93206	38259	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	Till maint chg Aug
21/08/2025	39549850	38260	BIDFOOD	BID001	106.83	5.73	112.56	6500	28	106.83	goods for resale
07/08/2025	INV-060457	38261	HGS	HGS001	191.19	38.26	229.45	6013	36	191.19	cleaning eq
18/08/2025	SIN3122825	38262	PPL PRS	PPLPRS001	263.46	52.69	316.15	6635	36	263.46	music licence 12/7/25-11/7/26
20/08/2025	31842560	38263	NISBETS	NIS001	7.59	1.51	9.10	6013	36	7.59	cleaning eq
15/08/2025	RF23918	38264	DOWN TO EARTH	DOWN001	4,950.00	990.00	5,940.00	5070	21	4,950.00	Tree work
19/08/2025	252084270	38265	BP FUEL	BPF001	7.98	0.00	7.98	5700	21	7.98	fuel
19/08/2025	252084269	38266	BP FUEL	BPF001	46.29	9.26	55.55	5700	22	11.66	fuel

Purchase Ledger for Month No 5 Order by Invoices Entered

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
								5700	21	34.63	fuel
08/08/2025	9515623	38268	HM LAND REGISTRY	HML001	15.00	0.00	15.00	6630	31	15.00	Hollybush Land Search
15/08/2025	2007990427	38269	HM LAND REGISTRY	HML001	7.00	0.00	7.00	6630	11	7.00	Hollybush Conveyance
11/08/2025	429260	38270	NATIONAL LEAFLET CO	NAT010	3,823.00	0.00	3,823.00	6200	31	3,823.00	Town Crier print chg
20/08/2025	132179	38271	KCC KCS	KCC003	26.99	5.40	32.39	6010	33	26.99	cleaning eq
20/08/2025	98537	38272	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	Aug coffee machine rental
22/08/2025	INV-3508	38273	SHEFFORDS	SHE001	1,350.00	270.00	1,620.00	6630	31	1,350.00	Hollybush Asset Valuation
21/08/2025	28/8	38274	WEST KENT CONCERT BA	WES007	250.00	0.00	250.00	6868	29	250.00	West Kent Concert Band 28/8
21/08/2025	27/8	38275	MAYOR OF ASHFORD	ASH001	130.00	0.00	130.00	6446	42	130.00	Ashford Big Cat experience
25/08/2025	INV-3510	38276	SHEFFORDS	SHE001	1,350.00	270.00	1,620.00	6630	31	1,350.00	Market Value Report BVR
24/08/2025	061	38277	GSP AGENCY	GSP001	3,000.00	0.00	3,000.00	6869	32	3,000.00	Theatre Show
28/08/2025	28/AUG25/LIN	38278	ONECARD	ONE002	2,185.90	185.20	2,371.10	6500	30	145.67	Goods for resale
								6500	30	1.46	Goods for resale
								6500	30	-5.54	Goods for resale
								6500	28	100.81	Goods for resale
								6500	28	20.79	Goods for resale
								6500	50	52.79	Goods for resale
								6500	50	10.42	Goods for resale
								6500	30	85.79	Goods for resale
								6500	30	115.30	Goods for resale
								6500	30	30.54	Goods for resale
								6500	50	15.67	Goods for resale
								6500	50	21.04	Goods for resale
								6500	28	-1.85	Goods for resale
								6500	28	37.16	Goods for resale
								6500	28	43.25	Goods for resale
								6500	30	119.17	Goods for resale
								6500	28	94.33	Goods for resale
								6500	28	73.75	Goods for resale

Purchase Ledger for Month No 5 Order by Invoices Entered

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	28	50.60	Goods for resale
								6500	28	86.42	Goods for resale
								6500	28	-2.40	Goods for resale
								6500	50	28.35	Goods for resale
								6500	50	10.71	Goods for resale
								6500	30	66.53	Goods for resale
								6500	30	-8.64	Goods for resale
								6500	28	122.39	Goods for resale
								6500	28	58.71	Goods for resale
								6500	28	23.60	Goods for resale
								6500	28	63.46	Goods for resale
								6500	28	78.46	Goods for resale
								6500	28	26.25	Goods for resale
								6500	30	45.60	Goods for resale
								6500	28	-1.80	Goods for resale
								6013	30	5.00	Cleaning equip
								6013	30	1.96	Cleaning equip
								6865	26	27.09	In Bloom decorations
								6865	26	327.96	Meal for Judges & Volunteers
								6865	26	39.36	Meal for Judges & Volunteers
								6010	28	1.67	Cleaning equip
								6010	50	3.98	Cleaning equip
								6010	28	0.99	Cleaning equip
								6010	50	9.66	Cleaning equip
								6010	28	2.71	Cleaning equip
								6010	28	5.70	Cleaning equip
								6630	11	19.01	Survey subscription
								6505	30	7.50	consumables
								6505	28	1.25	consumables

Purchase Ledger for Month No 5 Order by Invoices Entered

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	28	1.92	consumables
								6505	28	1.12	consumables
								6730	31	15.08	Town Crier delivery subs
								6415	31	46.65	staff wedding gift
								6415	31	58.50	Sympathy flowers
29/08/2025	INV-3512	38279	SHEFFORDS	SHE001	1,350.00	270.00	1,620.00	6630	31	1,350.00	Market rights H.Street
27/08/2025	1008925	38280	KALL KWIK	KALL001	22.00	4.40	26.40	6200	31	22.00	Mayor thank you cards
26/08/2025	26/8	38282	IAN FOX	IAN001	200.00	0.00	200.00	6868	29	200.00	Bandstand performance 17/8
27/08/2025	938087	38283	ERNEST DOE	DOE001	26.84	5.37	32.21	5525	21	26.84	clutch cable
27/08/2025	252085820	38284	BP FUEL	BPF001	17.35	0.00	17.35	5700	21	17.35	fuel
26/08/2025	1027961764	38285	TRAVIS PERKINS	TRA005	51.03	10.21	61.24	5310	21	51.03	concrete
20/08/2025	1027662797	38286	TRAVIS PERKINS	TRA005	19.20	3.84	23.04	5410	28	19.20	shelving
21/08/2025	1027768020	38287	TRAVIS PERKINS	TRA005	26.71	5.34	32.05	5010	21	26.71	cleaning eq
22/08/2025	244820	38288	BOURNE SPORT	BOU002	550.00	110.00	660.00	5317	21	550.00	fertilizer
20/08/2025	1038513	38289	FORGE GARAGE	FORG001	44.10	8.82	52.92	5410	23	44.10	tyre disposal
21/08/2025	INV580575	38290	GAZA TIMBER	GAZA001	24.72	4.94	29.66	5410	28	1.78	maint equip
								5500	21	22.94	maint equip
27/08/2025	1008924	38291	KALL KWIK	KALL001	59.00	11.80	70.80	6200	31	59.00	100 compliment slips
29/08/2025	2008037862	38292	HM LAND REGISTRY	HML001	14.00	0.00	14.00	6630	11	14.00	Register views
26/08/2025	27783	38293	HELIOCENTRIX	HELI001	566.16	113.23	679.39	6240	31	566.16	Laptop for PA
28/08/2025	UKSPS00172568	38294	NEXUDUS SL	NEX001	99.40	19.88	119.28	6900	41	99.40	Booking chg
29/08/2025	008	38295	BNSI ELECTRICAL	BNS001	600.00	0.00	600.00	5410	33	600.00	sockets installation
29/08/2025	29/8	38296	MAYOR OF DARTFORD	DAR002	10.00	0.00	10.00	6446	42	10.00	Mayor of Dartford Bowls
14/08/2025	603764092	38298	BRITISH GAS	BRIT008	127.85	6.39	134.24	6012	36	127.85	gas chg 12/7-11/8
20/08/2025	800856174	38299	BRITISH GAS	BRIT007	80.47	4.02	84.49	6012	33	80.47	gas chg 15/7-14/8
08/08/2025	14159983	38300	ELITE	EFS001	104.61	0.00	104.61	6500	30	104.61	goods for resale
27/08/2025	0001327084	38301	JAMES BUCKLAND LTD	JBU001	58.00	0.00	58.00	6500	30	58.00	goods for resale
18/08/2025	8674640	38302	KFF	KFF001	133.08	9.74	142.82	6500	30	133.08	goods for resale
28/08/2025	39654724	38303	BIDFOOD	BID001	152.77	11.37	164.14	6500	28	152.77	goods for resale

Purchase Ledger for Month No 5 Order by Invoices Entered

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			
14/08/2025	INV-1442	38308	MULBERRY LOCAL	MUL001	15.00	3.00	18.00	6320	31	15.00	AGAR Assertation
28/08/2025	28/AUG25/GEO	38309	ONECARD	ONE002	247.32	4.57	251.89	6491	32	125.00	Rem Day crosses
								6491	32	125.00	Rem Day crosses
								6491	32	125.00	Rem Day crosses
								5500	28	66.66	bin
								5500	31	139.99	vacuum cleaner
								5500	28	8.77	seat pads x 4
								5500	28	-130.00	Dishwasher refund
								5500	28	-735.49	Dishwasher refund
								6101	22	8.34	AC mobile
								6101	22	8.34	AC mobile
								6240	31	10.83	Software design subs
								5525	28	-29.40	Dishwasher installation refund
								6104	21	6.67	O/S manager mobile
								6104	33	8.34	Caretaker mob
								6104	21	16.67	Town Warden mobile
								6104	36	8.34	KW mob
								6013	36	42.49	Cleaning equip
								6013	36	70.83	Steam cleaner
								6013	36	54.33	Steam cleaner
								5410	36	78.43	flush plates x 2
								6241	50	12.00	website maintenance
								6730	31	25.00	Purple Guide subs 25/26
								6200	31	5.49	Lever arch file
								6300	31	195.69	Adobe subscription
				TOTAL INVOICES	69,038.64	6,777.36	75,816.00			69,038.64	

List of Payments made between 01/08/2025 and 31/08/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/08/2025	BACS P/L Pymnt Page 7019	BACS Pymnt	4,549.90		BACS P/L Pymnt Page 7019
01/08/2025	BACS P/L Pymnt Page 7027	BACS Pymnt	135.00		BACS P/L Pymnt Page 7027
01/08/2025	Reach PLC	DD01/AUG	14.73		Sev Chronicle subs
01/08/2025	Sevenoaks District Council	DD02/AUG	848.00		Aug Business Rates chg
01/08/2025	Sevenoaks District Council	DD03/AUG	2,886.00		Aug Business Rates chg
01/08/2025	Sevenoaks District Council	DD04/AUG	649.00		Aug Business Rates chg
01/08/2025	Sevenoaks District Council	DD05/AUG	74.00		Aug Business Rates chg
01/08/2025	Sevenoaks District Council	DD06/AUG	165.00		Aug Business Rates chg
01/08/2025	Sevenoaks District Council	DD07/AUG	141.00		Aug Business Rates chg
04/08/2025	British Gas - Community Centre	DD09	97.94		gas chg 12/6-11/7
04/08/2025	NATWEST ONE CARD	DD08	6,359.19		Jul Onecard Linda
05/08/2025	Nexudus S.L	DD10	119.47		Hub booking chg
05/08/2025	HM Land Registry	DD12	14.00		Register view x 2
05/08/2025	BP Fuel	DD11	129.20		fuel
06/08/2025	EDF Energy - Vine Gardens	DD13	222.84		electric chg 1/4-6/7
06/08/2025	EDF Energy - Vine Cafe	DD14	971.65		Electric chg 1/4-6/7
07/08/2025	BP Fuel	DD15	12.00		fuel
08/08/2025	BACS P/L Pymnt Page 7023	BACS Pymnt	26,142.55		BACS P/L Pymnt Page 7023
08/08/2025	YU ENERGY	DD16	26.34		Jul electric chg
08/08/2025	YU ENERGY	DD17	7.49		Jul electric chg
08/08/2025	YU ENERGY	DD18	258.68		Jul electric chg
08/08/2025	British Gas - Offices	DD19	83.34		gas chg 15/6-14/7
11/08/2025	HM Land Registry	DD21	56.00		Title Plans x 8
11/08/2025	Information Commissioner's Off	DD20	47.00		ICO Subs 2025/26
12/08/2025	HM Land Registry	DD22	15.00		Hollybush Land Search
13/08/2025	EDF ENERGY - Knole Paddock	DD23	1,056.26		electric chg 14/4-13/7
14/08/2025	BACS P/L Pymnt Page 7030	BACS Pymnt	11,099.90		BACS P/L Pymnt Page 7030
15/08/2025	British Gas - B&B St	DD25	88.27		gas chg 22/6-21/7
15/08/2025	NatWest Bankline	bln	96.30		Bank chg
15/08/2025	Connectaphone	DD24	673.22		Jul telephone chg
19/08/2025	WorldPay	DD26	106.07		Jul card trans chg
19/08/2025	WorldPay	DD27	179.67		Jul card trans chg
19/08/2025	WorldPay	DD28	82.20		Jul card trans chg
19/08/2025	WorldPay	DD29	24.11		Jul card trans chg
19/08/2025	BP Fuel	DD30	222.07		fuel
19/08/2025	HM Land Registry	DD31	7.00		Hollybush Conveyance
20/08/2025	WorldPay	DD32	11.94		Jul card trans chg
21/08/2025	BACS P/L Pymnt Page 7038	BACS Pymnt	23,107.90		BACS P/L Pymnt Page 7038
21/08/2025	Reposs Ltd	DD33	38.11		Till maint chg Aug
21/08/2025	Reposs Ltd	DD34	27.82		Till maint chg Aug
21/08/2025	EDF ENERGY - Cemetery	DD35	102.19		Jul electric chg
22/08/2025	Petty Cash	002001	385.66		petty cash top up
22/08/2025	EDF ENERGY - B&B Station	DD36	1,002.55		July electric chg

Continued on Page 2

Nat West - Current Account

List of Payments made between 01/08/2025 and 31/08/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
22/08/2025	Payroll A/c	70000	70,000.00		August Salaries Tfr
26/08/2025	EDF Energy - Bat and Ball Cent	DD37	1,151.16		Jul electric chg
26/08/2025	BP Fuel	DD38	63.53		fuel
26/08/2025	EDF Energy - Business Hub	DD39	213.58		Jul electric chg
26/08/2025	EDF Energy - High Street Marke	DD40	35.67		Jul electric chg
26/08/2025	EDF ENERGY - Offices	DD41	491.18		electric chg 7/4-6/7
27/08/2025	Everflow Water	DD42	744.42		water chg 19/9-18/10
27/08/2025	Payroll A/c	BACS27/8	34,862.62		August HMRC/KCC Tfr
28/08/2025	BACS P/L Pymnt Page 7045	BACS Pymnt	21,682.85		BACS P/L Pymnt Page 7045
28/08/2025	Country Style Recycling	DD43	94.97		Jul glass collection
28/08/2025	A.W	BACS28/8	30.00		Allot key refund
28/08/2025	CCLA Public Sector Deposit Fun	INVES28/8	520,000.00		CCLA Investment
29/08/2025	Payroll A/c	BACS29/8	200.00		Aug Add. Salary Tfr 1
29/08/2025	Payroll A/c	BACS29/8-	10,000.00		Aug Add. Salary Tfr 2

Total Payments 741,906.54

Receipts for Month 5 | 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: 22/08/2025	70,000.00							
70000	Nat West - Current Account		70,000.00			201		70,000.00	August Salaries Tfr
	Banked: 27/08/2025	34,862.62							
BACS27/8	Nat West - Current Account		34,862.62			201		34,862.62	August HMRC/KCC Tfr
	Banked: 29/08/2025	200.00							
BACS29/8	Nat West - Current Account		200.00			201		200.00	Aug Add. Salary Tfr 1
	Banked: 29/08/2025	10,000.00							
BACS29/8-	Nat West - Current Account		10,000.00			201		10,000.00	Aug Add. Salary Tfr 2
	Total Receipts for Month	115,062.62		0.00	0.00			115,062.62	
	Cashbook Totals	116,062.62		0.00	0.00			116,062.62	

Continued on Page 2

Payments for Month 5 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
22/08/2025	Nat West - Current Account	BACS22/8-	5,522.47			201		5,522.47	August Salaries Tfr Return
22/08/2025	Employees	BACS22/8	64,317.53			520		64,317.53	August Wages payment
22/08/2025	Councillors	BACS22/8*	160.00			520		160.00	August Allowances payment
27/08/2025	HMRC/KCC	BACS27/8	34,862.62			515		22,834.39	August HMRC Payment
						516	0	12,028.23	August KCC Payment
29/08/2025	Nat West - Current Account	BACS29/8*	3,996.03			201		3,996.03	Aug Add. Salary Tfr Return
29/08/2025	Legal & General	DD29/8	5,105.29			516		5,105.29	August L&G Payment
29/08/2025	Employees	BACS29/8	706.84			520		706.84	August Add. Salaries Payment
29/08/2025	HMRC	BACS29/8-	391.84			515		391.84	August Add. HMRC Tfr
	Total Payments for Month		115,062.62	0.00	0.00			115,062.62	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		116,062.62	0.00	0.00			116,062.62	

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		911.20					911.20	
	Banked: 22/08/2025	385.66							
002001	Nat West - Current Account		385.66			201		385.66	petty cash top up
	Total Receipts for Month	385.66		0.00	0.00			385.66	
	Cashbook Totals	1,296.86		0.00	0.00			1,296.86	

Continued on Page 2

Payments for Month 5 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2025	Establishments	1265	3.20			4012	31	3.20	parking
04/08/2025	Youth Cafe	1266/A	20.00		3.33	5500	50	16.67	crafts
04/08/2025	Youth Cafe	1266/B	9.00		1.50	5410	50	7.50	key
04/08/2025	Youth Cafe	1266/C	15.92			6865	26	15.92	card
04/08/2025	Youth Cafe	1266/D	6.35			6330	50	6.35	refreshments
04/08/2025	Youth Cafe	1266/E	3.00		0.50	6330	50	2.50	refreshments
04/08/2025	Bat and Ball Station	1267/A	15.03		2.51	5410	30	12.52	maint equip
04/08/2025	Bat and Ball Centre	1267/B	26.60		4.43	5410	36	22.17	maint equip
07/08/2025	Bat and Ball Centre	1268	27.00		4.49	5410	36	22.51	maint equip
08/08/2025	Open Spaces	1269	42.00		7.00	5310	21	35.00	Bark chippings
11/08/2025	Open Spaces	1270	30.00		5.00	5310	21	25.00	Bark chippings
11/08/2025	Establishments	1271	10.00			6869	32	10.00	Rock painting
13/08/2025	Vine Cafe	1272/A	9.94		1.66	6500	28	8.28	goods for resale
13/08/2025	Vine Cafe	1272/B	44.92			6500	28	44.92	goods for resale
13/08/2025	Vine Cafe	1272/C	7.30		1.22	6900	28	6.08	table flowers
19/08/2025	Bat and Ball Station	1273	66.60		11.10	5410	30	55.50	maint equip
26/08/2025	Establishments	1274	8.75			6330	31	8.75	Refreshments
	Total Payments for Month		345.61	0.00	42.74			302.87	
	Balance Carried Fwd		951.25						
	Cashbook Totals		1,296.86	0.00	42.74			1,254.12	

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Email: local.councils@mazars.co.uk

Date: 5 September 2025

Dear Ms Larter

Completion of the limited assurance review for the year ended 31 March 2025

We have completed our review for the year ended 31 March 2025 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2024*. This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement **on or before 30 September to confirm:**

- that the review has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.

- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.

Minor scope for improvement in 2025/2026

No minor issues identified.

Amendment to the Practitioners' Guide 2025 in respect of email addresses

There have been amendments to the requirements of the Practitioner's Guide 2025. We would encourage you to read through the new guide and the summary of changes that have been made, both of which are available on the National Association of Local Councils (NALC) website.

In line with the information contained in the Practitioners' Guide 2025, an additional assertion will be added to the Annual Governance and Accountability Return for 2025-26. This relates to Digital and Data Compliance. We wish to draw your attention to the proper practices section, specifically point 1.47 which states

"Every authority must have a generic email account hosted on an authority owned domain, for example ***clerk@abcparishcouncil.gov.uk*** *or* ***clerk@abcparishcouncil.org.uk*** *rather than* ***abcparishclerk@gmail.com*** *or* ***abcparishclerk@outlook.com*** *for example".*

It is therefore expected that all Councils are using '.gov.uk' or '.org.uk' email addresses in 2025-26.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at **Audit Fees | Smaller Authorities' Audit Appointments (saaa.co.uk)** will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

We have made an additional charge as we were required to either write to you or send back your Annual Governance and Accountability Return for amendment and undertake additional work. This charge is shown separately on our fee note.

Yours sincerely

Gavin Barker
Engagement Lead
For and on behalf of Forvis Mazars LLP

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025.** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2025
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at **31 March 2025** been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

****Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2024/25

Sevenoaks Town Council

www.sevenoakstown.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")*			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 24/09/2024 13/01/2025 06/03/2025 19/05/2025

Name of person who carried out the internal audit: BECKY TUFFIELD

Signature of person who carried out the internal audit: [signature]

Date: 19/05/2025

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Sevenoaks Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed Yes	Agreed No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
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.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
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.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
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.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
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.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*

	Yes	No	N/A	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.			✓	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

09/06/2025

and recorded as minute reference:

134.2 (1)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair: Cronie 6 Shee

Clerk: L Carte

www.sevenoakstown.gov.uk

Section 2 – Accounting Statements 2024/25 for

Sevenoaks Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	1,571,819	1,656,321	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	1,370,074	1,437,614	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	850,344	932 ~~931~~,098	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	1,043,498	1,188,510	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	71,602	71,602	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	1,020,816	1,326,~~275~~ 463	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	1,656,321	~~1,438,648~~ 1,439,458	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	1,705,027	1,447,~~325~~ 135	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	10,815,508	~~10,848,610~~ 11,033,336	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	1,196,989	1,149,327	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✓	*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 03/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

09/06/2025

as recorded in minute reference:

134.2(2)

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of	Sevenoaks Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We were required to return the Annual Governance and Accountability Return (AGAR) to enable the Council to correct the following:

(1) Fixed assets at Box 9 initially omitted a newly-acquired fixed asset valued at £185,000. This asset has since been correctly included in a revised version of the AGAR submitted during the review.
(2) The authority also took the opportunity to make minor corrections to Boxes 3, 6, 8, and 9, addressing non-material errors identified during the review.

We acknowledge the authority's proactive approach in rectifying these issues. In future the Council should ensure that the Annual Governance and Accountability Return is complete and accurate.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature	*Forvis Mazars LLP*	Date	**5 September 2025**

Sevenoaks Town Council

Notice of conclusion of the audit

Annual Return for the year ended 31st March 2025

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

	Notes
1. The audit of accounts for Sevenoaks Town Council for the year ended 31 March 2025 has been concluded. 2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of Sevenoaks Town Council on application to:	(a) Delete as appropriate
(b) Georgina Jackson, Responsible Finance Office and Deputy Clerk, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN133QG	(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
2. Copies will be provided to any local government elector on payment of £0.75 for each copy of the Annual Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) Georgina Jackson, Responsible Finance Office and Deputy Clerk,	(d) Insert name and position of person placing the notice
Date of announcement: (e) 08/09/2024	(e) Insert date of placing of the notice

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MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

t: 07428 647069
e: office@mulberrylas.co.uk
w: www.mulberrylas.co.uk

Mrs G Jackson
Sevenoaks Town Council
Town Council Offices
Bradbourne Vale Road
Sevenoaks
Kent
TN13 3QG

8 September 2025

Dear Georgina

Re: Sevenoaks Town Council
Internal Audit for Financial Year Ended 31 March 2026 – Interim Audit report

Executive summary
Following completion of our interim internal audit on 8 September 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Sevenoaks Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 35 years' experience in the financial sector with the last 15 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Table of contents

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

This is the first internal audit conducted by Mulberry Local Authority Services Ltd, having been appointed by the council at the Finance & Delivery Committee meeting held on 14 April 2025 (minute ref 34).

The audit was conducted on site with the council's Deputy Clerk/Responsible Financial Officer (RFO). The Deputy Clerk and RFO had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible.

Other information was reviewed through discussion with the RFO, Chair of the Finance & Delivery Committee and members of the finance team, and a review of the council website www.sevenoakstown.gov.uk

The council uses the Rialtas Business Solutions (RBS) accounting package for recording the council's finances. This is an industry specific accounting package. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

Finance Officer – reconciles accounts, deals with payroll, VAT returns, investment.

PL and SL officers dealing with data entry.

RFO checks and signs.

There are five users with their own individual logons and individual privileges. Members of the finance team are assigned specific tasks, with the Finance Officer responsible for bank reconciliations, payroll and VAT returns, and designated officers responsible for purchase and sales ledgers respectively. The Deputy Clerk/RFO has overall responsibility for the work of the finance team, and from discussions with each member it is clear they have a strong level of financial understanding and recognise the requirements of their individual roles.

The accounting system requires the population of key data fields to enable the user to record a transaction. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered, the reports are easy to read and logically filed.

I conducted a simple walk-through test on a sample of supplier invoices drawn at random and can confirm the underlying documentation was easy to locate and agreed to the details processed through the accounting system, with relevant authorisation noted by officer and councillor signatures.

I tested the opening balances as at 1/4/24 by reviewing the balances brought forward on a sample of accounts and confirmed it could be agreed back to the investment reconciliation for the audited accounts for 2024/25.

I reviewed the nominal ledger entries for the period 1 April to 31 March to ensure items were posted to the correct heading and that there were no instances of netting off and the expenditure was correctly posted to the headings to which the line item related. This has confirmed that the accounting package is being properly used.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report was received on 5 September was not qualified. This has not yet been published on the council website, although the Deputy Clerk/RFO is aware of the statutory requirement to do this prior to 30 September 2025, along with the Notice of Conclusion of Audit.

Under other matters, the External Auditor commented '*We were required to return the Annual Governance and Accountability Return (AGAR) to enable the Council to correct the following:*

(1) Fixed assets at Box 9 initially omitted a newly acquired fixed asset valued at £185,000. This asset has since been correctly included in a revised version of the AGAR submitted during the review.

(2) (2) The authority also took the opportunity to make minor corrections to Boxes 3, 6, 8, and 9, addressing non-material errors identified during the review.

We acknowledge the authority's proactive approach in rectifying these issues. In future the Council should ensure that the Annual Governance and Accountability return is complete and accurate.'

The conclusion of the audit will be reported to the council at the meeting scheduled for 29 September, and confirmation of this will be confirmed at the next interim audit.

There is evidence with the minutes of Finance & Delivery Committee meetings of the receipt and review of previous internal auditor reports.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms.

I note that councillors complete a welcome pack, which refers to the receipt of information by email and via the council website, however **I recommend that the suggested wording *"As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time"* is either added to the Acceptance of Office form or included elsewhere in the councillor documentation.**

The council website includes a councillor page where the individual Register of Members' Interests forms are published.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains updated guidance on the matter as below, including details of the new Governance Assertion to be included in the 2025/26 AGAR:

<u>Assertion 10 - Digital and data compliance</u>

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).

1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency Code for Smaller Authorities (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

The council has a Privacy Notice, Accessibility Statement, Model Publication Scheme and IT Security Policy on its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council is compliant with the relevant transparency code
As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so.

Confirm that the council meets regularly throughout the year
In addition to full council, the council has a committee structure in place.

A Scheme of Delegation is published on the council website along with Terms of Reference for each committee which were most recently approved by the council at the meeting held in May 2025 (minute ref 80).

A meeting schedule is also published on the council website, along with historic agendas and minutes for council and committee meetings.

Check that agendas for meetings are published giving 3 clear days' notice
I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note that the non-confidential supporting documents are published with the agendas on the council website in accordance with the requirements of the Information Commissioner's Office.

Check the draft minutes of the last meeting(s) are on the council's website
Draft minutes are uploaded to the council website and clearly annotated as draft.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months
The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council in May 2025 (minute ref 82).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations
Financial Regulations are based on the current NALC model and were last reviewed and adopted by council in May 2025 (minute ref 83). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council. I note the council also has an adopted Scheme of Delegation to support the Financial Regulations, which was approved at the same meeting (minute ref 80).

Check that the council's Financial Regulations are being routinely followed
The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 5.14 *Individual purchases within an agreed budget for that type of expenditure may be authorised by:*

- *the Town Clerk or Responsible Finance Officer, under delegated authority, for any items below £5,000 excluding VAT.*

- *the Council for all items over £5,000 – two councillors to agree via email to the Finance Department;*

such authority is to be evidenced by a purchase order (unless the order is under a contract, or of a de minimis value, and then a purchase order will not be required) and financial report to the Finance & Delivery Committee.

FR 5.17 *In cases of serious risk to the delivery of council services or to public safety on council premises, the Town Clerk/ Responsible Finance Officer, in consultation with the Chair and Vice Chair of the Finance and Delivery Committee, may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk shall report such action to councillors as soon as practicable thereafter.*

Based on the level of financial activity of the council, and through discussion with the Clerk, these authorisation thresholds appear appropriate.

I tested a sample of invoices and was able to confirm that amounts have been properly authorised in accordance with the adopted Financial Regulations, and payment lists are appended to the minutes of relevant meetings with the minutes recording the approval of such.

Among the sample of invoices was a payment exceeding the £5,000 threshold. The purchase order was attached to the invoice, along with email authorisation from councillors in accordance with the adopted Financial Regulations. The Deputy Clerk/RFO was able to provide evidence of the minute reference approving the payment back in April 2025.

The council has in place a system to segregate duties in terms of the setting up and subsequent release of payments made via online banking in accordance with the council's adopted Financial Regulations, and has sufficient individuals authorised to complete these steps, minimising the risk of being unable to make payments in a timely fashion.

I note that in accordance with adopted Financial Regulations 6.6 and 7.9, the council approved the continued use of variable direct debits at the council meeting held in May 2025 (minute ref 86) and the schedule of approved payments is appended to the minutes.

Confirm the council has adopted the General Power of Competence (GPC) and met the eligibility criteria at the time of adoption, or if GPC not adopted, confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £11.10 per elector

The council confirmed its eligibility and adopted the General Power of Competence (GPC) at the annual council meeting in May 2023 (minute ref 84) and the section 137 threshold does not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2025 which showed a refund amount due of £11,832.69 and was fully supported by the required details. I was able to confirm receipt of this amount to the council's bank account on 11 August 2025. The council is up to date with its VAT submissions.

The council has a comprehensive VAT file in place which includes VAT registration details and information on the opting in of building for VAT.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council's adopted Financial Regulations include a section covering Risk Management and state:

FR 2.1 *The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.*

FR 2.2 *The Town Clerk, with the Responsible Finance Officer shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.*

FR 2.3 *When considering any new activity, the Town Clerk, with the Responsible Finance Officer shall prepare a draft risk assessment including risk management proposals for consideration by the council.*

FR 2.4 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

The council uses the Local Council Risk System (LCRS) for completion of the council risk assessment. This is a comprehensive system which breaks risk down into separate areas of the council's operations.

The risk assessment includes details of the potential risk, the mitigating actions taken, details of regularity of review, and likelihood of occurrence and impact to provide an overall risk score. Further individual risk assessments are completed for events. This is a comprehensive approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities.

The Deputy Clerk/RFO was able to provide evidence via emails of the testing of the content of the risk assessment, confirming that it is more than just a 'paper exercise' and that the council recognises its responsibilities in terms of risk management and takes these seriously.

The risk assessment is presented to the Finance & Delivery Committee for approval at the July 2025 meeting (minute ref 246).

I confirmed that the council has a valid insurance policy in place with Zurich Insurance which covers the year under review, and a separate Motor Fleet Policy. The main policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £2 million, which is sufficient for a council of this size. Assets listed on the insurance schedule are consistent with the asset register listing.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £1,545,147 for 2025/26. With a tax base of 10,054.81, this equates to a band D equivalent of £153.67 (compared to the average in England of £92.92).

The Deputy Clerk/RFO confirmed that the 2026/27 budget process is underway, with a review of hire charges scheduled for the committee meetings underway at present. At the October Finance & Delivery Committee a year-end projection and first draft budget are presented, with subsequent committee meetings reviewing any changes. The final version and precept are scheduled for approval at the January 2026 meeting.

Finance & Delivery Committee meets every six weeks and has seven members, all of whom have a background in finance and/or management. There is evidence within the minutes of the meetings that regular financial reports are presented and reviewed, and the Deputy Clerk/RFO provides a written report highlighting any material variances identified.

From discussion with the Deputy Clerk/RFO and Chair of the Finance & Delivery Committee, I am satisfied that sufficient financial information is provided to the councillors to keep them up to date with the overall financial position and allows them to make informed financial decisions.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

The council has an adopted Reserves Policy, which is published on the council website and was most recently adopted at the Finance & Delivery Committee meeting held on 20 January 2025 (minute ref 505).

The Reserves Policy includes a statement *'The Town Council aims to increase its general reserves by a minimum of £20k per year as part of a long-term plan working towards a general reserve fund of up to 6 months of precept. This will be dependent on working capital needs.'*

The council currently holds circa £2,016,000 in earmarked reserves, spread across a range of clearly identifiable projects, including £390,198 assigned from Community Infrastructure Levy (CIL) which are identified separately.

This includes £872,000 assigned to the Greatness Pavilion Project. I checked the purpose of these earmarked reserves with the Deputy Clerk/RFO and am satisfied they are all for legitimate future planned projects of the council. The Deputy Clerk/RFO confirmed that the reserves are reviewed annually as part of the review of the Investment Strategy.

A review of the general reserve balance will be conducted at the next interim audit and again at the end of the financial year to ascertain progress against the stated objective within the adopted policy.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council receives income from a range of sources including Community Centre income, cafes, open spaces, allotments, burial grounds and sponsorship income from events.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

I tested a sample of invoices issued for each aspect of the council's operations and was able to confirm rates charged were consistent with the council's published charging schedule.

I tested the outstanding balances on the Sales Ledger and found that there are limited number of outstanding amounts, with most within the last 30 days. The Deputy Clerk/RFO is aware of the larger outstanding amounts and knows the history of each debt, keeping the Finance & Delivery Committee informed where required. This is evidence of the council having in place good credit control measures in place.

Tills are balance daily and cash amounts received are minimal, with most transactions completed electronically.

FR 13.2 states *'The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Town Clerk.'*

Fees are reviewed as the first step in the budget setting process through either the Open Spaces Committee or Finance & Delivery Committee, with these reviews either having already taken place or scheduled to be completed in September.

Reviews of the allotment tenancy agreements, burial records and leases will be reviewed at the next internal audit.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.

Audit findings

The council maintains a petty cash float of £400 used for incidental expenditure. The petty cash is locked in a safe under the control of the Purchase Ledger Officer and petty cash vouchers are completed for each transaction. The petty cash is checked and reconciled monthly by the Purchase Ledger Officer and is independently verified monthly, with a reconciliation sheet completed and signed.

A separate cashbook is maintained on the Rialtas accounting package confirming the monthly reconciliations.

A review of the vouchers shows that all petty cash items are genuine and other arrangements for payment would not have been appropriate.

At the date of the internal audit, I checked the petty cash balance and was able to confirm it as correct and matching the control account. I am satisfied that the council has in place appropriate measures for the safe management of petty cash.

Financial Regulation 9.1 states *'Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Town Clerk, Deputy Clerk and Responsible Finance Officer and any balance shall be paid in full each month. Other members of the finance team will have access to the corporate credit card for making payments online or over the telephone but only upon instructions from either the Town Clerk, Deputy Clerk or the Responsible Finance Officer.'*

The council has a credit card, with the Clerk and Deputy Clerk/RFO issued with cards and used in accordance with the adopted Financial Regulations. A separate file of vouchers Is retained, and the credit card is balanced and reconciled monthly.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

To be tested at second interim audit.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on assets and asset registers as below:

5.58 The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments; however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched.

5.59 Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.

5.60 One item or group of similar items shall be regarded for inclusion in the fixed asset register.

5.61 Assets should be first recorded in the asset register at their actual purchase cost.

5.62 Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.

5.63 Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.

5.64 Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.

5.65 Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.

5.66 The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.

5.67 For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.

5.68 Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.

5.69 The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.

The council has a fixed asset register in place, maintained through the Rialtas accounting package, which includes details of asset location, date of acquisition, original purchase price, replacement value and insurance value. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

I confirmed by sample testing of the invoices that items added during the year has been accurately recorded as the original net purchase price.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on investments, and defines a long-term investment as below:

2.23 Short-term investments, which mainly include deposit and savings accounts typically provided by banks, are those that display the following characteristics:

a. are denominated in pounds Sterling;
b. be realisable at full value on demand or have a maturity end date of not more than 12 months;
c. the whole of the original sum invested can, from the time that the investment is made, be accessed for use by the authority without any reduction; and
d. the authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.

2.26 A long-term investment arises where the authority invests money in anything other than a short-term investment.

1.11 Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to the government's [Statutory Guidance on Local Government Investments](). If total investments are to exceed the threshold specified in the statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the guidance.

The council has long-term investments and has adopted an Investment Strategy to support its future decision making on placement of funds in accordance with the statutory guide. The Investment Strategy was most recently reviewed and adopted by the Finance & Delivery Committee at the meeting held on 20 January 2025 (minute ref 506).

The council has borrowing through the Public Works Loan Board (PWLB) and confirmation of the figures for in year payments (box 5) and year-end balance (box 10) will be completed at the final internal audit against the PWLB statement and remittance advices, and a check of the loan documentation will be completed at the next interim audit.

I. BANK AND CASH

Internal audit requirement

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Financial Regulation 2.6 states *'At least once in each quarter, and at each financial year end, a member shall verify bank reconciliations (for all accounts) produced by the Responsible Finance Officer. The member shall sign the reconciliations as evidence of verification.'*

Bank reconciliations are completed monthly, and I was presented with evidence that the reconciliations are verified in accordance with the adopted Financial Regulations. **However, I recommend that the council considers amending the Financial Regulations to include the NALC recommended wording which states *'…The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}'***

The addition of the signing of the bank reconciliation confirms that the councillor completing the verification has confirmed the balances, and the reporting of this activity being concluded confirms to the council/committee that the relevant testing has been completed.

I reviewed the June 2025 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.

As the council's annual budget exceeds the €500,000 (£430,950 as of 3 July comparative date) threshold, it is not protected by the Financial Services Compensation Scheme (FSCS). The council holds eighteen different accounts with a variety of providers to mitigate against the risk, although a review of the accounts is ongoing to reduce the number.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Audit findings

To be tested at the final internal audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

Audit findings

The council did not certify itself exempt in 2024/25 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation

Audit findings

The council is reminded that the following requirements apply.

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

(a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and

(b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

(a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and

(b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

(c) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and

(d) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

(c) keep copies of those documents for purchase by any person on payment of a reasonable sum; and

(d) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

Testing for publication to meet this requirement will be completed at the final internal audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2024/25 Actual
Date AGAR signed by council	9 June 2025
Date inspection notice issued	10 June 2025
Inspection period begins	11 June 2025
Inspection period ends	22 July 2025
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority complied with the publication requirements for the prior year AGAR.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2025 authorities must publish:

• Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited

• Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4

• Section 2 - Accounting Statements 2024/25, approved and signed, page 5

Not later than 30 September 2025 authorities must publish:

•Notice of conclusion of audit
•Section 3 - External Auditor Report and Certificate
•Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.
It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings
I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2025.

A check for publication of the Notice of Conclusion of Audit and External Auditor Report and Certificate will be conducted at the next interim audit.

O. TRUSTEESHIP

Internal audit requirement
Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings
The council has no trusts, and testing for this internal control objective is not applicable.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	To be tested at final internal audit		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	To be tested at final internal audit		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
N	The authority complied with the publication requirements for prior year AGAR.	To be tested at final internal audit		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on andy@mulberrylas.co.uk or 07428 647069.

Yours sincerely

Andy Beams
Director, Mulberry Local Authority Services Ltd

Interim Internal Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I recommend that the suggested wording *"As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time"* is either added to the Acceptance of Office form or included elsewhere in the councillor documentation.	
I. BANK AND CASH	I recommend that the council considers amending the Financial Regulations to include the NALC recommended wording which states '*…The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}*' The addition of the signing of the bank reconciliation confirms that the councillor completing the verification has confirmed the balances, and the reporting of this activity being concluded confirms to the council/committee that the relevant testing has been completed.	

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Sevenoaks Town Council

Gas Contract Renewal Report

The current gas contract is due to end at the end of November/December. Unfortunately, gas prices have risen significantly, with costs having approximately doubled compared to our current rates.

Current Rates – British Gas

- Standing charge: £1.97 per day
- Unit rate: 2.93 pence per kWh

Renewal Options Reviewed

I have approached two companies/brokers to explore renewal options. The most competitive rate available is via Lumina Energy through KCC, with the following offer:

United Gas and Power

- Standing charge: 28p per day
- Unit rate: 5.12 pence per kWh

Projected Difference

Supplier	1 YEAR	2 YEAR	3 YEAR	4 YEAR
ugp United Gas & Power	£6,423 +£998.44	£6,348 +£923.73	£6,309 +£884.54	
	Renewable %	Contract Type	Volume Tolerance	TrustPilot/Reviews
	-	Fully Fixed Inclusive	No Take or Pay Applies	★★★★★
	Credit Acceptance: Subject to Contract Acceptance			

Considerations

- Although the standing charge with United Gas and Power is lower, the unit rate per kWh is considerably higher than our current rate.
- The projected costs indicate that overall, our annual gas spend will increase by approximately £998.44 across all three sites.
- Nevertheless, this remains the most competitive option available in the current market.

Conclusion

Gas prices have increased substantially and will result in higher costs going forward. While the Lumina Energy/United Gas and Power offer provides some relief with a lower standing charge, the higher unit rate means overall spend will rise. At present, this appears to be the best available option in the current market conditions.

Recommendation:

To approve the United Gas and Power Contract for a term of 12 months.

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Sevenoaks Town Council

Cleaning of the Public Toilets

1. Background

Due to the intermittent service and poor standard of delivery from the current cleaning provider, it was decided to re-tender the contract for the cleaning of the public toilets.

There have been repeated incidents where staff have not attended as scheduled. It is assumed that staff holidays and absences have not been adequately covered by the contractor. On several occasions this has resulted in toilets remaining uncleaned for periods of up to 10 days. During these times, the Town Wardens have had to provide ad-hoc cover to maintain a basic standard of hygiene.

2. Tender Procedure

Three cleaning companies were invited to tender for the service against an agreed specification. Of the three companies:

- Two submitted quotations.
- One company did not respond.

The evaluation of tenders was based on quality, reliability, and cost.

The current cost of cleaning the public toilets stands at £23,000 per annum.

Evaluation Summary			
Company Name	Contractor No.	Score	Cost
Contractor 1	1	4.85	£16,520
Contractor 2	2	4.20	£19,164

Recommendation

It is recommended that Contractor 1 is appointed as the new provider for the public toilet cleaning contract, on the basis of both quality and cost effectiveness.

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Agenda Item 10

Sevenoaks Town Council
Finance & Delivery Committee – 29th September 2025

Title: Partnership Application with Age UK – Community Transport Scheme

1. Purpose of Report

To seek Councillors' approval for Sevenoaks Town Council (STC) to submit a grant funding application in partnership with Age UK for funding under the Kent Community Transport Scheme, to purchase and operate a wheelchair-accessible electric minibus.

2. Background

Age UK's Hollybush Day Centre provides essential social and dementia day care to 489 beneficiaries living in Sevenoaks Town. Many of these older and mobility-impaired residents face significant barriers to accessing the centre without dedicated transport.

Currently, transport provision is outsourced to a third-party provider at a cost of £2,070 per week for 50 weeks per year. This is financially unsustainable and risks reducing or withdrawing transport services, leaving vulnerable residents without access to meals, care, and vital social contact.

Age UK initially applied to Sevenoaks Town Council towards a grant for the purchase of a mini bus.

3. Proposal

STC will apply for grant funding from the Community Transport Scheme by KCC to purchase and insure an electric, wheelchair-accessible minibus to be used by Age UK for community transport. Age UK will manage day-to-day operation, including bookings, scheduling, and driver allocation.

The scheme will provide:

- Door-to-door transport for Day Centre users.
- Journeys to GP and hospital appointments.
- Shopping and essential trips.
- Access to social activities to reduce loneliness and isolation.

This approach ensures continuity of service, lowers operating costs over time, and supports STC's commitment to environmental sustainability.

4. Management & Operation

Asset Ownership: The vehicle(s) will be purchased, insured, and owned by STC.

Delivery Partner: Age UK will manage bookings, scheduling, and operations and public liability.

Drivers: Combination of trained volunteers and paid staff from Age UK's pool of 118 staff and 168 volunteers.

Booking System: Clients call the Day Centre; a home visit and risk assessment are conducted before booking transport.

Eligibility: Service open to all Day Centre clients within the catchment area.

Fares: Currently £13 per day per client; fares will be reduced as cost savings are realised.

Safeguarding: All drivers and escorts will comply with Age UK's safeguarding policies and training requirements.

5. Mobilisation Plan

2025–26: Procurement of vehicles, licensing, insurance, and branding.

Mid-2026: Recruitment and training of volunteer and paid drivers.

Mid-2026: Phased transition from third-party provider to in-house operation.

Late-2026: Full launch of the new transport service with community-wide communication.

6. Success Measures

- Progress and success will be measured through:
- Number of passenger trips provided monthly/annually.
- Day Centre attendance figures.
- User satisfaction surveys (accessibility, reliability, affordability).
- Evidence of improved health and wellbeing outcomes, including reduced loneliness.
- Financial sustainability (operating costs vs. fundraising contributions).

7. Long-Term Sustainability

The scheme will be sustained through:

- STC ownership of vehicles, eliminating leasing costs.
- Volunteer support to reduce staffing costs.
- Ongoing fundraising and donations led by Age UK.
- Partnerships with NHS/social prescribing services and other funders.

8. Contributions

STC: Capital purchase of vehicles, insurance, governance support.

Age UK:

- Staff and volunteers (drivers, escorts, booking staff).
- Day Centre infrastructure and booking system.
- In-kind contributions: volunteer hours, staff management time.
- Ongoing financial contributions via fundraising and grants.
- Operational costs including fuel and maintenance.

9. Environmental Impact

- Electric vehicles will produce zero tailpipe emissions, supporting STC's climate goals.
- Reduction in multiple individual car or taxi journeys, reducing congestion and pollution.
- Efficiently scheduled group transport routes to maximise coverage and minimise environmental impact.

10. Recommendation

Councillors are asked to

i) approve the submission of the joint application with Age UK to the Kent Community Transport Scheme

ii) subject to successful KCC Grant and contribution from Age UK for Capital expenditure for the purchase and insurance of an electric wheelchair-accessible minibus, to enter into a partnership agreement with Age UK for the day-to-day management and operation of the service on a peppercorn licence.

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Agenda Item 11

Sevenoaks Town Council
Finance & Delivery Committee - 29th September 2025

Sports Pitches at Knole Paddock

Floodlights

The floodlights at the sports pitches at Knole Paddock are 30 years old.

To the best of our knowledge these were originally the responsibility of the Rugby Club who had paid for and maintained the floodlights and floodlight columns. In 2022 it was considered that the old sodium lights had reached the end of their life, which instigated Sevenoaks Town Council taking on the replacement with brighter low energy LED lights on the existing columns. As mentioned in 2022 the Town Council inherited these and the lights at the tops were replaced.

In replacing the bulbs for the rugby season this year one of the mechanisms for lowering the floodlights failed. This has brought into question the structural integrity of the old floodlights.

The Town Council will be obtaining a method asap to ensure that lighting is provided to enable rugby training to continue to take place in the evenings. It is also recommended to progress with replacing the old floodlights with modern, more environmentally friendly provision at the same time being the least disruptive to the rugby season.

Pitch Maintenance

Sevenoaks Town Council recently invested considerable resources into restoring Rugby Pitch 1, and this is still in good condition.

Unfortunately, the pitches were not able to have weedkiller applied when the pre booked contractor arrived, this was due to drought conditions. The Open Spaces Manager is trying to rebook the contractor, if not successful will apply weedkiller himself and additional seeding.

Sevenoaks Town Council
Finance & Delivery Committee - 29th September 2025

The Town Council Open Spaces Team have been very short staffed for the past year there is currently recruitment taking place for an additional grounds person.

There is funding available for maintaining sports pitches, the Town Council has asked SRFC for assistance in applying for these funds as partners are required. To date we understand they have not progressed this.

SRFC obtains from the RFU each year a pitch condition report. We have continuously asked that the Open Spaces Manager is invited to attend when these inspections take place, to date this has not happened. To our knowledge the last report was received in March 2025.

Freedom of Information Act 2000 Request

The following Freedom of Information Request has been received from Jack Curnow.

"Dear Sir/Madam,

I have played senior rugby at Sevenoaks Rugby Club for just over 12 years. In that time, I have found time and again that the facilities are not managed to the standards expected. This is most apparent at the start of each season (September) when one would assume works would be undertaken to reinstate grass, fill in holes and ensure equipment is in working order (floodlights!) over the summer months. Given the low use between May and September on the outfields and equipment, year after year I wrongfully assume that improvements will be made and that the season will start with pitches that have a good grass covering, reduced weeds, no holes and floodlights that operate.

As players, we raise our concerns with the club and I believe these are passed on, however, ultimately it is the council who manage these facilities and therefore I have decided to approach you directly to better understand why these matters are not more proactively managed.

In 12 years, I am aware of the essential drainage improvements made to the 1st XV pitch as well as the long overdue bulb upgrades on the floodlights. What I am keen to better understand is the approach to the general maintenance and running of these pitches as clearly it is not adequate.

Under the Freedom of Information Act 2000, I am writing to request the following information relating to the training and playing pitches used by Sevenoaks Rugby Club:

1. **Investment and Budgeting**
   - Details of all capital and revenue investment allocated to the rugby pitches and associated facilities for each of the last five financial years (broken down by year, amount, and specific project or expenditure).

- Copies of any business cases, reports, or internal papers prepared in relation to investment decisions concerning the pitches.
- Information on any planned future investment (approved or proposed) over the next three financial years.

2. **Planned and Reactive Maintenance**
   - Copies of maintenance schedules, work programmes, or service level agreements relating to the pitches (including grass cutting, drainage, reseeding, pitch improvement works, and any specialist treatments) for the last five years.
   - Records of actual works carried out (including dates, contractors, nature of works, costs, and completion reports) for both planned and reactive works.
   - Policies or guidelines setting out how the council assesses, prioritises, and funds maintenance requests relating to sports pitches.
3. **Issues Raised and Responses**
   - Copies of all correspondence (emails, letters, minutes of meetings) between Sevenoaks Town Council and Sevenoaks Rugby Club in the last five years concerning the pitches (covering condition, maintenance, usage, or complaints).
   - Internal records, memos, or reports documenting issues raised by the rugby club and the council's response or action taken.
   - Any logs or databases recording complaints, issues, or service requests relating to the rugby pitches, including the resolution timeframes.
4. **Performance and Monitoring**
   - Details of how the council monitors the condition and suitability of the rugby pitches (e.g. inspections, surveys, audits), including copies of reports produced in the last five years.
   - Records of any risk assessments, health and safety inspections, or compliance checks undertaken for the pitches in the last five years.
   - Copies of any key performance indicators (KPIs) or benchmarks the council uses to measure the adequacy of sports pitch provision.
5. **Contracts and Third-Party Involvement**
   - Copies of contracts, service agreements, or arrangements with third parties (including contractors) relating to the maintenance or improvement of the rugby pitches.
   - Information about any disputes, performance issues, or penalties applied to contractors in relation to works on the pitches.
6. **Strategic Context**
   - Copies of any strategic plans, policy documents, or committee minutes where the rugby pitches were discussed, assessed, or referenced in relation to wider council objectives for sports and recreation facilities.

I would prefer the information to be provided electronically (in searchable PDF, Word, or Excel format). If any of the requested information is held in redacted form, please supply the redacted versions rather than withholding them entirely. If you believe the cost of compliance exceeds the statutory limit, please provide advice and assistance as required under Section 16 of the Act on how my request could be refined while still capturing as much relevant information as possible.

Thank you for your assistance. I look forward to your response within the statutory timeframe."

Sports Facilities Charges 01.04.2026 to 31.03.2027

SPORTS FEES

FEES & CHARGES FROM 01 April 2026

CRICKET (Summer Sport)	**All Day (£)**	**Afternoon** *from 1.30 p.m.* ***(£)***	**Evening** *from 5.30 p.m* ***(£)***
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults	126.00 131.00	113.00 118.00	95.00 99.00
Weekday games - Juniors	74.00 77.00	69.00 72.00	55.00 57.00
Weekend games - Adults	160.00 166.00	131.00 136.00	113.00 118.00
Weekend games - Juniors	99.00 103.00	77.00 80.00	67.00 70.00
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults	84.00 87.00	72.00 75.00	55.00 57.00
Weekday games - Juniors	56.00 58.00	49.00 51.00	35.00 36.00
Weekend games - Adults	119.00 124.00	90.00 94.00	72.00 75.00
Weekend games - Juniors	79.00 82.00	61.00 63.00	47.00 49.00

SOCCER (Winter Sport)	**Per Session (£)**
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	107.00 111.00
Weekday games - Juniors	58.00 60.00
Weekend games - Adults	131.00 136.00
Weekend games - Juniors	64.00 67.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	66.00 69.00
Weekday games - Juniors	38.00 40.00
Weekend games - Adults	90.00 94.00
Weekend games - Juniors	44.00 46.00
Rugby (Winter Sport)	**Per Session (£)**
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	131.00 136.00
Weekday games - Juniors	74.00 77.00
Weekend games - Adults	155.00 161.00
Weekend games - Juniors	99.00 103.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	90.00 94.00
Weekday games - Juniors	56.00 58.00
Weekend games - Adults	113.00 118.00
Weekend games - Juniors	79.00 82.00
Mini Tournaments	173.00 180.00
Junior Training Areas	48.00 50.00
Adult Training per hour	39.00 41.00
Outside Rugby clubs-normal fee plus	39.00 41.00
Sports Camps	
Small Sports Camps	99.00 103.00
Larger Sports Camps	131.00 136.00

All fees subject to VAT other than block bookings of 10 or more games which are paid in advance & meeting additional requirements, please enquire

Sports Facilities Charges 01.04.2026 to 31.03.2027

SPORTS FEES

FEES & CHARGES FROM 01 April 2026

	Per Session (£)
Other Uses: Use of Pavilion for Social Purposes	
including showers (minimum charge 2 hours)	
Per hour - Adults	41.00 43.00
Per hour - Juniors	20.00 41.00
excluding showers (minimum charge 2 hours)	
Per hour - Adults	27.00 28.00
Per hour - Juniors	14.00 15.00
Daily rates (Up to 7 hours)	
For Sevenoaks organisations	142.00 148.00
For non-Sevenoaks organisations	172.00 179.00
Fetes, Sports Meetings etc (one field plus pavilion) whole day	483.00 502.00
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only	256.00 266.00
Junior Sports Meetings (Up to 7 hours)	
Restricted Area	132.00 137.00
One field and Pavilion	219.00 228.00
One field	202.00 210.00
Athletics Track by arrangement	

All fees subject to VAT other than block bookings of 10 or more games which are paid in advance & meeting additional requirements, please enquire

Chamber Fees and Charges
COUNCIL CHAMBER & HOUSE IN THE BASEMENT

FEES & CHARGES FROM 1 APRIL 2026
(Prices inclusive of VAT)

RATES (COUNCIL CHAMBER) (£)		
Hourly Charge	Local Organisations only	42.00 44.00
Hourly Charge (6+ hours)	Local Organisations only	36.00 37.00
Hourly Charge	Non-local Organisations	48.00 50.00
Set up costs (	Services of Caretaker	47.00 49.00
Unlimited Tea/Coffee	Per person/per session	2.90 3.00

OTHER CHARGES (£)		
Photocopying - Information retrieved from Council Files	First copy	1.29 1.34
	Subsequent copies	0.23 0.24
Photocopying - Copying from caller's original	Per copy (black and white)	0.23 0.24
	Per copy (colour)	0.42 0.43
Signing Document		18.00 19.00

RATES (HOUSE IN THE BASEMENT) (£)		
Hourly Charge	All Organisations	21.00 22.00

BAT & BALL CENTRE CHARGES FROM 1 April 2026
(Prices inclusive of VAT)

WEEKEND RATES (£)		
Harry Garrett (A)	Hourly Charge	59.00 61.00
	Hourly Charge 6hrs+	52.00 54.00
John London (B)	Hourly Charge	52.00 54.00
	Hourly Charge 6hrs+	47.00 49.00
Meeting Room	Hourly Charge	36.00 37.00
	Hourly Charge 6hrs+	30.00 31.00
A+B	Hourly Charge	111.00 115.00
	Hourly Charge 6hrs+	99.00 103.00

MID WEEK HOURLY RATES (£)		
Harry Garrett (A)	9:00am – 6:00pm	47.00 49.00
	6:00pm – 11:00pm	52.00 54.00
	6hrs + of hire	41.00 43.00
John London (B)	9:00am – 6:00pm	41.00 43.00
	6:00pm – 11:00pm	47.00 49.00
	6hrs + of hire	36.00 37.00
Meeting Room	9:00am – 6:00pm	25.00 26.00
	6:00pm – 11:00pm	30.00 31.00
	6hrs + of hire	18.00 19.00
A+B	9:00am – 6:00pm	88.00 92.00
	6:00pm – 11:00pm	99.00 103.00
	6hrs + of hire	77.00 80.00

ADHOC PRICES (£)		
Caretaker Set-up Costs	Per Session	47.00 49.00
Kitchen	Per Session	30.00 31.00
A1 Poster Bays	Per Month, Per Bay	71.00 74.00
6ft Round Tables	Each	2.90 3.00
Round Tablecloths	Each	11.60 12.00
Tea Dance	Per Person	4.50 4.70
MUGA (Multi-use Games Arena)	Per Hour, available for sports parties	25.00 26.00

Notes:
Above rates are strictly non-commercial. Commercial rates are available – POA
Refundable Deposit per booking – 25% (Minimum £150)
Refreshments/Technical AV Support are available - POA

BAT and BALL STATION CHARGES FROM 1 APRIL 2026
(Prices inclusive of VAT)

WEEKEND RATES (£)		
Booking Hall	Hourly charge	48.00 50.00
	Hourly charge 6hrs +	42.00 44.00
Luggage Room Hall	Hourly charge	37.00 38.00
	Hourly charge 6hrs +	31.00 32.00
Hall Set up Costs	For the caretaker to set up the hall, as required	47.00 49.00

MID WEEK HOURLY RATES (£)		
Booking Hall	Mon-Fri 9:00am – 6:00pm	37.00 38.00
	Mon-Fri 6:00pm – 10:30pm	42.00 44.00
	Mon-Fri 6hrs+ hire	31.00 32.00
Luggage Room Hall	Mon-Fri 9:00am – 6:00pm	26.00 27.00
	Mon-Fri 6:00pm – 10:30pm	31.00 32.00
	Mon-Fri 6hrs+ hire	18.00 19.00
Hall Set up Costs	For the caretaker to set up the hall, as required	47.00 49.00

Notes:
Above rates are strictly non-commercial. Commercial rates are available – POA
Refundable Deposit per booking - £150
Refreshments/Technical AV Support are available - POA
Access to parking at the Community Centre included in all rates

Email: hallhire@sevenoakstown.gov.uk
Phone: 01732 459953

Business Hub CHARGES FROM 1 APRIL 2025
(Prices inclusive of VAT)

MONTHLY RATES (£)		
Private Pod Workspace	Unlimited Access Dedicated Desk in enclosed lockable pod 2 hours meeting room time/month	338.00 352.00
Hot Desk monthly		237.00 246.00

Hotdesking – ½ day	Am or Pm	12.00 12.50
Hotdesking – full day	Full day	24.00 25.00
Meeting Room	Room seating 8 people Refreshments facilities Hourly Charge	25.00 26.00

Cemetery Charges 01.04.2026 to 31.03.2027
GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2026
(All prices are inclusive of VAT)

TARIFF CATEGORIES

	Resident (£)	Non-Resident (£)
EXCLUSIVE RIGHTS OF BURIAL		
In a grave previously used for a limited period burial:		
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.		
In a New Grave (For 75 years):		
Includes Certificate of Grant, entry in Register (all sites)		
Earth (Lawn section) Grave Site A	1274.00 1325.00	3822.00 3975.00
Earth (Lawn section) Grave Site B	771.00 802.00	2313.00 2406.00
Earth (Lawn section) Grave Site C	495.00 515.00	1485.00 1544.00
Infants (non-viable foetuses, still born children, and under 5 years)	26.00 27.00	78.00 81.00
Outside spaces are surcharged 25%		
Pre-purchase of Gravemarker	88.00 92.00	88.00 92.00
INTERMENT FEES (Including grave digging)		
Infant's Grave (single depth grave in infant's section)	175.00 182.00	525.00 546.00
Single depth in an adult grave (all ages)	612.00 636.00	1836.00 1909.00
Double depth in an adult grave (all ages)	822.00 855.00	2466.00 2565.00
Surcharge for casket burials is double the above fees		
Burials with coffins & caskets outside of normal dimensions	POA	POA
Interment of cremated remains within a Grave	105.00 109.00	315.00 328.00
OTHER FEES		
Transfer of Exclusive Rights of Burial Grant (per document)	86.00 89.00	86.00 89.00
To search Register of Burials per name (same family)	43.00 45.00	43.00 45.00
Annual Grave Maintenance-Grass Grave	124.00 129.00	124.00 129.00
Annual Grave Maintenance-Full Memorial	172.00 179.00	172.00 179.00
Turfing of old graves (at client's request)	90.00 94.00	90.00 94.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	193.00 201.00	193.00 201.00
Weekend surcharge-cremated remains burial	193.00 201.00	193.00 201.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	69.00 72.00	69.00 72.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	POA	POA

NOTE: Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT — A parishioner (or ex-parishioner) of Sevenoaks Town who for a period resided within the Town area and who at the time of his/ her death had not been resident outside that area for more than 10 years.

NON-RESIDENT — Any non-parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances.
Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.

Cemetery Charges 01.04.2026 to 31.03.2027
GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2026
(All prices are inclusive of VAT)

	Resident (£)	Non-Resident (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required) *visual tributes over 25 pictures incur an additional cost of £50	206.00 264.00	206.00 264.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	213.00 222.00	213.00 222.00
Double headstones	425.00 442.00	425.00 442.00
Additional inscriptions after first interment	146.00 152.00	146.00 152.00
Tablets, scrolls, bird baths and books up to 15 inches in height	161.00 167.00	161.00 167.00
To replace a memorial with similar or smaller memorial	58.00 60.00	58.00 60.00
Memorial removal and disposal fee	129.00 134.00	129.00 134.00
Notes to Memorial permits		
1. Kerbstones and border stones are **NOT** permitted on grave sites: (a) for which exclusive burial rights were purchased on or after 1.11.80 (b) in Lawn Areas (whenever exclusive burial rights were purchased). 2. Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above. 3. Memorial prices will rise above inflation to cover additional costs for inspection. 4. All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.		
WALL OF REMEMBRANCE		
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	159.00 165.00	159.00 165.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	308.00 320.00	924.00 961.00
Additional inscription to existing plaque	62.00 64.00	62.00 64.00
LAWN OF REMEMBRANCE		
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	221.00 230.00	663.00 690.00
Interment of ashes (digging charge)	105.00 109.00	315.00 328.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	192.00 200.00	192.00 200.00

NOTE: Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT — A parishioner (or ex-parishioner) of Sevenoaks Town who for a period resided within the Town area and who at the time of his/ her death had not been resident outside that area for more than 10 years.

NON-RESIDENT — Any non-parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances.
Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.

GENERAL OPEN SPACES CHARGES DRAFT FROM 1 APRIL 2026

CHARGES GENERAL CATEGORIES

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
• Normal size – 253m2 (10 rods equivalent)	£0.23 £0.24 per m2 wef 29.09.2026 (£58.19 per 253m2 plot)
Quakers Hall Allotments:	
• Normal size – 253m2 (10 rods equivalent)	£0.24 £0.25 per m2 wef 29.09.2026 (£60.72 per 253m2 plot)
Logs:	
• Full Load • Half Load	£146.00 £152.00 £92.00 £96.00
RALEY'S CAR PARK	
Annual car park pass (limited number available to applicants who meet specified requirements)	£65.00 £68.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 26 March 2021 for 5 years. Lease expires 2044)	£3,750.00 Review Sept 2026
Sevenoaks Clarendon LTC (reviewed February 2022. Next review due March 2028. Main lease expires March 2042)	£473 per annum Review March 2028
The Sevenoaks Vine Club	
• Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5-year reviews. Lease expires 23 September 2028)	£4,000 per annum
• Vine Cricket Ground (Licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town FC Ltd:	
• Pitch 1(Lease expires 17 May 2043)	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
• Pitch 2 Tenancy at Will commenced July 2013	£520 per annum

GENERAL OPEN SPACES CHARGES DRAFT FROM 1 APRIL 2026

• Pavilion Tenancy at Will commenced July 2013	£1 per annum
Sevenoaks Day Care	One peppercorn per annum
The Stag Community Arts Centre	Premium Nil
Access to Mount Close Play Area	£7.40 £7.70 per annum

Markets Fees and Charges 01.04.2025 to 31.03.2026

FEES & CHARGES FROM 1 APRIL 2026
(Prices exclude VAT)

RATES (£)		
Blighs Market	per stall	48.00 50.00
Wednesday Market		Available on Application
Saturday Market		Available on Application
Christmas Market		48.00 50.00

Sevenoaks Town Council

Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2026/2027

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

Charging for Pre-Booked:

Non-Commercial Junior	£5.50 £5.70	Per hour Including VAT
Non- Commercial Adult	£11.10 £11.50	Per hour Including VAT
Commercial	£27.70 £28.80	Per hour Including VAT
Team Sports Adults	£27.70 £28.80	Per hour Including VAT
Team Sports Juniors	£22.20 £23.00	Per hour Including VAT

Sevenoaks Town Council

Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2026/2027

i) Sevenoaks Town Council's Multi Use Games Area at Bat & Ball Centre is designed to enable the following sports to be played: Tennis, Netball, 5 A Side Football, Basketball practice. Days indicating Tennis Nets will mean that only tennis can be played. Days without Tennis Nets mean that the facility is available for other sports.

ii) During times when there are no charges if someone is waiting is time is limited to 40 minutes to enable others to use the MUGA.

iii) Hall hire facilities are also available to facilitate sports-based parties on Saturday afternoons

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

v) Use of the floodlights will need to be part of a pre-booked and paid for session.

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Sevenoaks Town Council

DRAFT REVENUE ESTIMATES and PRECEPT FOR 2026-2027

It should be noted that this is an initial draft of the forthcoming budget which will be reviewed through the process and may be impacted by the annual Band D figures provided by SDC.

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

Key Inclusions in Revenue Estimate for 2026/2027

Inflation	Inflation is at 3.8% (Consumer Price Index).
Income	4% in general, with 4.5% for allotments (equating to a 1p rise). Some income forecasts have been raised above this to agree with the actual figures for the last financial year.
Staff cost of living pay rise	3.2% as per the National Agreement.
Cafes	The revenue estimate does not include any budget for the Vine Café. However, it should be noted that with financial changes put in place this has reduced overall costs and been managed to be accommodated within annual budgets. Long term the aim is still to move to a concession. Further financial reviews will take place to mitigate where possible costs.
Station	The running costs of the station have decreased slightly due to the concession operating at the café.
Real Living Wage staff	It has also taken into account predicted increase in National Minimum Wage.
Minimum wage staff	The Low Pay Commission estimates that the National Living Wage (which is essentially the minimum for over-21s) will need to rise from £12.21 (current rate from April 2025) to about £12.71/hr for April 2026. That's about a 4.1% increase.
Facilities Manager	The inclusion of a part time Facilities Manager.
Pension Secondary Contributions	£82k (KCC are undertaking a revaluation in March 2025).
PWLB repayments	£71,603
Merit Award	Has not been included again in this budget.
Vehicle Ear Marked Reserve	The movement to the vehicle ear marked reserve has stayed at £10k.
Contingency	The contingency has increased to £70k from £62k.
Grants	The local organisations grant has been increased from £22,900 to £24k. The youth outreach grant increased from £8,200 to £10k.

Waste	Due to the Simpler Recycling Regulations and having more waste streams for collection waste expenditure has increased.

Items not taken into account

Markets	If the market rights are devolved through local government reorganisation there will be a surplus as no market fees will be payable to SDC.
Hollybush	If Hollybush is devolved to STC the cost for year 1 will be taken from contingency.

Key Points- 2025/26 Forecast

2025/26 forecast outturn is £32,657K surplus which will cover the £20k built in to add to the general reserves. This surplus will very much depend on the café income and expenditure which may have an adverse impact.

There are still major council events including Christmas lights switch on, 6 months of the year left, energy cost pressures,

Open Spaces: the forecast looks as though this will come in £3k over budget, this is due to high expenditure on trees due to lots of tree work identified in the tree safety report. About 19 trees needed felling or work on them, a lot of this is due to Ash die back disease. It likely that costs will remain high for the next few years.

The cemetery: the forecast shows that may come in £25k under budget due to the high income this year.

Bat and Ball Station: The café has no budget but is moving towards a concession on 1st October. It is forecasted that there will be an £8k shortfall.

Vine Café: The café has no budget, and the forecast shows a £22k deficit against a £29,299 deficit at the end of the last financial year. The deficit has been contained within the surplus.

Bat and Ball Centre: Due to high income the Bat & Ball Centre is forecast to make a £9k surplus by year end.

First Draft Precept for 2026/2027

This is a first draft of the revenue budget for 2026/27 and is subject to change.

The Town Council receives the tax base number from Sevenoaks District Council in December and it is expected that this will reduce the percentage increase.

	2023/24	2024/25	2025/26	2026/27
Precept	1,370,074	1,437,614	1,545,147	1,676,876
Tax Base	9,845	9,892	10,055	10,055
Band D Equivalent	£139.17	£145.33	153.67	166.77
		4.42%	5.74%	8.50%
		2.79 per week	2.96 per week	3.21 per week

		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
11	**Planning - General**									
4010	Gross Pay	29,000	34,968	37,040	16,186	22,600	0	40,301	0	0
4012	Expenses	0	5	0	[illegible]	0	0	0	0	0
4270	Employers Pension Contribution	1,200	1,250	1,522	564	770	0	1,500	0	0
6240	Computer/ Data Base/WP's	650	878	800	280	[illegible]	0	700	0	0
6320	Staff Training	0	50	0	[illegible]	0	0	0	0	0
6330	Welfare/Hospitality	0	19	0	0	0	0	0	0	0
6630	Professional Fees	900	427	[illegible]	[illegible]	300	0	800	0	0
6730	Subscriptions	600	750	[illegible]	[illegible]	0	0	650	0	0
	Overhead Expenditure	32,350	[illegible]	[illegible]	17,966	24,070	0	43,951	0	0
	Movement to/(from) Gen Reserve	(32,350)	[illegible]	[illegible]	(17,966)	(24,070)		(43,951)		
21	**O/ Spaces & Leisure - General**									
1022	Letting & Hire of Facilities	[illegible]	[illegible]	28,000	10,898	18,000	0	29,120	0	0
1030	Electricity recharge	[illegible]	[illegible]	3,800	1,198	1,300	0	3,800	0	0
1316	Raleys Car Park Permits	1,672	[illegible]	1,739	1,838	0	0	1,809	0	0
1550	Insurance Claims	0	2,718	0	8,488	0	0	0	0	0
1850	Log Sales	754	0	0	0	0	0	815	0	0
1853	Adopt a Tree income	100	479	102	0	0	0	108	0	0
1990	Other Income	270	1,224	276	1,249	500	0	292	0	0
2003	Asset/equipment sales	0	1,000	0	0	0	0	0	0	0
	Total Income	36,513	40,547	33,917	23,670	19,800	0	35,944	0	0
4010	Gross Pay	198,977	166,237	204,378	84,949	121,900	0	222,240	0	0

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		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4011	Mileage	0	648	800	421	350	0	0	0	0
4270	Employers Pension Contribution	15,190	10,188	16,558	4,890	6,500	0	16,430	0	0
5010	Vine Area General Maintenance	0	24	0	308	0	0	0	0	0
5013	Graffiti Removal	1,357	200	1,000	[illegible]	300	0	1,000	0	0
5020	Vine Public Convenience	0	18	0	0	0	0	0	0	0
5025	Lower St Johns Toilets	14,000	26,088	14,350	9,163	9,000	0	15,000	0	0
5026	Greatness Rec Convenience	3,100	4,143	3,177	[illegible]	1,000	0	3,304	0	0
5030	St Nicholas Burial Ground	100	7,853	102	107	0	0	108	0	0
5050	Seats And Litter Bins	2,300	0	2,357	[illegible]	1,000	0	2,451	0	0
5060	Sevenoaks Common	5,000	2,454	5,125	[illegible]	3,500	0	5,000	0	0
5065	Tree Safety Survey	4,000	[illegible]	4,100	0	4,100	0	4,500	0	0
5070	Other Woodlands	4,000	[illegible]	4,100	7,556	3,000	0	4,600	0	0
5110	Knole Paddock & Pavilion	3,500	[illegible]	3,587	1,821	1,500	0	3,730	0	0
5120	Knole Paddock Pitch & Grnd Mt	2,500	4,207	2,562	373	2,000	0	2,664	0	0
5310	Miscellaneous Open Spaces	[illegible]	[illegible]	5,300	5,797	3,000	0	5,512	0	0
5311	Security Open Spaces	25,000	[illegible]	28,000	13,999	18,621	0	31,000	0	0
5316	Skatepark Maintenance	2,000	84	2,050	8	2,000	0	2,000	0	0
5317	Raleys Car Park	422	0	439	550	0	0	457	0	0
5320	Fertilizers	1,500	1,274	1,537	1,296	1,000	0	2,300	0	0
5330	Grass Seed	2,500	3,441	2,562	3,349	1,500	0	3,000	0	0
5340	Plants	3,000	3,285	3,075	1,190	1,000	0	3,198	0	0
5410	Repairs & General Maintenance	1,800	457	1,845	193	600	0	1,845	0	0
5412	Capital Refurbishments	10,000	7,000	8,000	0	8,000	0	8,000	0	0
5500	Equipment Hired and New	7,000	3,685	7,175	324	3,500	0	6,175	0	0

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		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5525	Equipment Maintenance	8,000	5,793	8,000	1,956	4,000	0	8,000	0	0
5550	Vehicle Expenses	21,500	5,002	12,037	2,471	0	0	13,000	0	0
5700	Fuel	5,900	4,478	6,047	1,916	4,000	0	6,289	0	0
6010	Light Heat & Cleaning	8,500	2,342	8,712	[illegible]	0	0	0	0	0
6011	Electricity	0	1,923	0	[illegible]	[illegible]	0	8,320	0	0
6013	Cleaning	600	233	615	380	200	0	649	0	0
6014	Water	1,000	535	1,025	[illegible]	500	0	1,066	0	0
6016	Contractor Payments	0	0	0	[illegible]	0	0	0	0	0
6101	Telephone	145	138	149	[illegible]	150	0	155	0	0
6104	Mobile Telephone	340	325	[illegible]	83	150	0	362	0	0
6105	Broadband wi-fi service	300	[illegible]	[illegible]	143	150	0	319	0	0
6210	Postage & Courier	0	5	0	0	0	0	0	0	0
6240	Computer/ Data Base/WP's	0	[illegible]	0	0	0	0	0	0	0
6315	Recruitment Costs	[illegible]	[illegible]	0	0	0	0	0	0	0
6320	Staff Training	[illegible]	[illegible]	3,075	635	2,000	0	2,500	0	0
6330	Welfare/Hospitality	[illegible]	[illegible]	640	166	500	0	666	0	0
6460	Publicity & Democratic notices	0	0	0	100	0	0	0	0	0
6635	Professional Fees Licensing	300	295	308	0	0	0	320	0	0
6730	Subscriptions	180	164	185	430	0	0	192	0	0
6812	Road Dues	1,100	1,365	1,128	0	1,300	0	1,420	0	0
6851	Bus Shelter Maintenance	200	0	205	0	0	0	213	0	0
6900	Sundry Expenses	80	0	82	0	0	0	86	0	0
6922	Health&Safety/Risk Assessments	1,700	4	1,700	294	1,000	0	1,700	0	0
6930	Alarm Maintenance	880	1,061	902	0	900	0	952	0	0

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		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6931	CCTV Maintenance	600	0	615	0	0	0	615	0	0
6934	Waste Bin Collection-Dog Bins	3,000	2,766	3,075	728	2,000	0	3,198	0	0
6935	Waste Bin Disposal-Waste Bins	2,700	3,540	2,767	1,153	2,000	0	4,000	0	0
6952	Protective Clothing	1,575	1,523	1,600	3[illegible]	400	0	1,600	0	0
6975	Bank Charges	0	161	0	0	0	0	0	0	0
	Overhead Expenditure	374,671	331,976	375,701	155,1[illegible]	216,621	0	400,136	0	0
	21 Net Income over Expenditure	-338,158	-291,429	-341,784	-[illegible],472	-196,821	0	-364,192	0	0
8001	plus Transfer from EMR	0	-8,549	[illegible]	-7,[illegible]	0	0	0	0	0
8002	less Transfer to EMR	0	0	0	[illegible]88	0	0	0	0	0
	Movement to/(from) Gen Reserve	(338,158)	(299,9[illegible])	(341,78[illegible])	(147,880)	(196,821)		(364,192)		
22	O/ Spaces & Leisure - Cemetery									
1700	Cemetery Income	78,97[illegible]	[illegible]2,39[illegible]	78,000	53,139	40,000	0	82,000	0	0
	Total Income	7[illegible],975	82,[illegible]7	78,000	53,139	40,000	0	82,000	0	0
4010	Gross Pay	99,63[illegible]	10[illegible]10	105,490	43,672	55,000	0	107,762	0	0
4011	Mileage	0	135	0	73	0	0	0	0	0
4012	Expenses	0	13	0	0	0	0	0	0	0
4270	Employers Pension Contribution	8,290	9,760	8,818	4,073	5,000	0	11,291	0	0
5210	Cemetery Chapel & Office	150	232	153	0	0	0	159	0	0
5213	Memorial Stone Testing	0	5,921	0	0	0	0	0	0	0
5230	Cemetery Wshop/Messroom Mtce	700	0	717	0	0	0	717	0	0
5340	Plants	0	26	0	0	0	0	0	0	0
5410	Repairs & General Maintenance	1,200	2,199	1,230	2,696	1,000	0	1,298	0	0

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		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5500	Equipment Hired and New	4,000	1,978	4,100	1,090	2,000	0	4,000	0	0
5525	Equipment Maintenance	9,000	3,127	9,000	1,195	3,500	0	8,000	0	0
5700	Fuel	1,200	604	1,230	383	400	0	1,000	0	0
6000	Rent & Rates	10,500	8,668	10,500	[illegible]	6,000	0	11,100	0	0
6010	Light Heat & Cleaning	2,100	0	0	0	0	0	0	0	0
6011	Electricity	0	3,875	2,152	632	2,500	0	4,000	0	0
6013	Cleaning	1,000	547	1,025	[illegible]	300	0	600	0	0
6014	Water	1,100	417	1,127	53	600	0	1,172	0	0
6101	Telephone	800	703	820	[illegible]	500	0	852	0	0
6104	Mobile Telephone	25	0	26	0	30	0	27	0	0
6105	Broadband wi-fi service	150	[illegible]	[illegible]	50	100	0	130	0	0
6200	Printing & Stationery	0	86	0	0	0	0	0	0	0
6210	Postage & Courier	0	[illegible]	0	0	0	0	0	0	0
6240	Computer/ Data Base/WP's	[illegible]	0	686	313	400	0	713	0	0
6320	Staff Training	[illegible]	[illegible]	1,537	0	1,000	0	1,537	0	0
6330	Welfare/Hospitality	[illegible]	[illegible]	307	115	150	0	319	0	0
6460	Publicity & Democratic notices	0	25	0	0	0	0	0	0	0
6500	Goods for Resale	125	224	128	200	0	0	135	0	0
6720	Books and Periodicals	50	0	52	0	0	0	54	0	0
6730	Subscriptions	200	195	205	125	120	0	213	0	0
6802	Trees Plants Turf & Fertilizer	3,000	2,357	3,000	769	1,500	0	3,120	0	0
6822	Roads Path & Boundaries	850	0	871	0	0	0	871	0	0
6832	Lawn/Wall of Remembrance	120	95	123	0	0	0	128	0	0
6922	Health&Safety/Risk Assessments	1,500	846	1,500	398	1,000	0	1,500	0	0

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		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6930	Alarm Maintenance	1,700	1,451	1,742	995	0	0	1,812	0	0
6932	Cemetery Security	6,000	6,867	6,150	3,177	3,600	0	6,900	0	0
6935	Waste Bin Disposal-Waste Bins	1,300	1,290	1,332	484	1,000	0	1,600	0	0
6952	Protective Clothing	700	628	700	[illegible]	300	0	728	0	0
	Overhead Expenditure	157,862	163,769	164,875	[illegible]	[illegible]	0	171,738	0	0
	22 Net Income over Expenditure	-78,887	-81,372	-86,875	[illegible]	-46,000	0	-89,738	0	0
8001	plus Transfer from EMR	0	2,299	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(78,887)	(79,073)	[illegible]	[illegible]	(46,000)		(89,738)		
23	O/ Spaces & Leisure- Allotment									
1010	Rental Income	1,559	[illegible]	[illegible]	0	1,600	0	1,700	0	0
1047	QH Allotments Income	8,342	[illegible]	[illegible]	130	8,000	0	8,977	0	0
	Total Income	[illegible]	[illegible]	10,395	130	9,600	0	10,677	0	0
4010	Gross Pay	[illegible]	[illegible]	6,000	2,952	4,000	0	6,787	0	0
4270	Employers Pension Contribution	[illegible]	[illegible]	400	388	400	0	840	0	0
5410	Repairs & General Maintenance	0	1,097	0	44	0	0	0	0	0
6002	QH Allotments Costs	0	1,409	0	1,125	0	0	0	0	0
6014	Water	950	253	973	625	300	0	1,011	0	0
6300	Computer Software	20	803	25	0	0	0	0	0	0
6620	Legal Expenses	0	1,500	0	0	0	0	0	0	0
6730	Subscriptions	60	0	62	0	0	0	64	0	0
6900	Sundry Expenses	0	280	0	0	0	0	0	0	0
6922	Health&Safety/Risk Assessments	70	0	73	0	0	0	76	0	0

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		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	5,080	12,800	7,533	5,134	4,700	0	8,778	0	0
	23 Net Income over Expenditure	4,821	-3,520	2,862	-5,004	4,900	0	1,899	0	0
8001	plus Transfer from EMR	0	2,041	0	[illegible]	0	0	0	0	0
	Movement to/(from) Gen Reserve	4,821	(1,479)	2,862	[illegible]	[illegible]		1,899		
26	Open Spaces-Street Lighting/Ge									
1480	Streetlighting income	12,043	8,428	9,000	0	9,000	0	8,000	0	0
1550	Insurance Claims	0	6,272	[illegible]	[illegible]	0	0	0	0	0
1990	Other Income	1,000	3,789	[illegible]	0	0	0	1,040	0	0
1997	In Bloom Income	0	[illegible]	[illegible]	2,850	0	0	0	0	0
	Total Income	13,043	[illegible]	10,000	2,950	9,000	0	9,040	0	0
5410	Repairs & General Maintenance	3,251	[illegible]	0	0	0	0	0	0	0
6861	Public Clock Maintenance	[illegible]	[illegible]	205	1,270	1,000	0	732	0	0
6862	Street Lighting	[illegible]	[illegible]	11,000	3,049	4,000	0	9,000	0	0
6865	In Bloom Costs	14,000	[illegible]	14,350	14,444	500	0	15,022	0	0
	Overhead Expenditure	34,451	28,923	25,555	18,763	5,500	0	24,754	0	0
	26 Net Income over Expenditure	-21,408	-9,434	-15,555	-15,813	3,500	0	-15,714	0	0
8002	less Transfer to EMR	0	4,669	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(21,408)	(14,103)	(15,555)	(15,813)	3,500		(15,714)		
28	O/ Spaces & Leisure-Vine Cafe									
1211	Sale of Goods	0	40,307	0	30,813	8,000	0	0	0	0

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		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1213	Event catering	0	1,782	0	523	0	0	0	0	0
	Total Income	0	42,089	0	31,336	8,000	0	0	0	0
4010	Gross Pay	0	36,754	0	[illegible]	14,210	0	0	0	0
4270	Employers Pension Contribution	0	1,805	0	741	900	0	0	0	0
5340	Plants	0	83	0	0	0	0	0	0	0
5410	Repairs & General Maintenance	0	395	0	[illegible]	200	0	0	0	0
5500	Equipment Hired and New	0	733	1,580	163	500	0	0	0	0
5525	Equipment Maintenance	0	2,433	[illegible]	[illegible]	0	0	0	0	0
6000	Rent & Rates	0	736	0	440	500	0	0	0	0
6010	Light Heat & Cleaning	0	[illegible]	0	130	0	0	0	0	0
6011	Electricity	0	[illegible]	0	433	4,000	0	0	0	0
6014	Water	0	[illegible]	0	369	400	0	0	0	0
6101	Telephone	0	[illegible]	0	255	250	0	0	0	0
6200	Printing & Stationery	0	15	0	31	0	0	0	0	0
6210	Postage & Courier	0	8	0	0	0	0	0	0	0
6320	Staff Training	0	35	0	0	0	0	0	0	0
6330	Welfare/Hospitality	0	0	0	8	0	0	0	0	0
6500	Goods for Resale	0	15,337	0	8,535	4,000	0	0	0	0
6505	Cafe consumables	0	966	0	619	0	0	0	0	0
6635	Professional Fees Licensing	0	544	0	0	0	0	0	0	0
6900	Sundry Expenses	0	42	0	6	0	0	0	0	0
6922	Health&Safety/Risk Assessments	0	1,638	0	667	700	0	0	0	0
6930	Alarm Maintenance	0	505	0	0	0	0	0	0	0
6935	Waste Bin Disposal-Waste Bins	0	1,683	0	394	1,500	0	0	0	0

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		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6976	Credit card charges	0	1,242	0	673	0	0	0	0	0
	Overhead Expenditure	0	71,388	1,580	34,436	27,160	0	0	0	0
	Movement to/(from) Gen Reserve	0	(29,299)	(1,580)	(3,100)	(19,160)		0		
29	O/Spaces & Leisure-Vine Ground									
1208	Other Events Income	1,500	1,280	1,538	[illegible]	300	0	1,500	0	0
1350	Revenue Grant income	0	9,228	0	0	0	0	0	0	0
1805	Tea Kiosk Rental & Pavilion	3,500	3,500	[illegible]	[illegible]	2,000	0	4,000	0	0
1870	Vine Club Insurance Contrib.	367	462	382	666	0	0	670	0	0
	Total Income	5,367	[illegible]	[illegible]	3,856	2,300	0	6,170	0	0
4010	Gross Pay	22,398	[illegible]	25,505	10,864	15,000	0	27,500	0	0
4270	Employers Pension Contribution	1,344	[illegible]	1,427	378	600	0	1,638	0	0
5010	Vine Area General Maintenance	[illegible]	2,565	2,565	2,170	600	0	2,667	0	0
5015	Vine Pavilion maintenance	200	0	205	0	0	0	213	0	0
5020	Vine Public Convenience	[illegible]	[illegible]	14,000	4,658	6,000	0	14,000	0	0
5410	Repairs & General Maintenance	800	23	820	63	200	0	820	0	0
5500	Equipment Hired and New	2,006	0	2,056	315	500	0	2,056	0	0
6011	Electricity	0	529	0	0	0	0	0	0	0
6014	Water	500	344	512	172	500	0	532	0	0
6200	Printing & Stationery	0	385	0	0	0	0	0	0	0
6460	Publicity & Democratic notices	0	375	0	0	0	0	0	0	0
6635	Professional Fees Licensing	210	70	215	70	0	0	215	0	0
6868	Summer Concerts	3,600	3,596	3,690	3,740	0	0	3,838	0	0

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		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6869	Special Events	140	0	143	0	0	0	143	0	0
6873	Vine Lighting Project	0	24,135	0	0	0	0	0	0	0
6922	Health&Safety/Risk Assessments	1,100	0	1,000	0	500	0	1,000	0	0
6931	CCTV Maintenance	730	0	748	0	0	0	748	0	0
6935	Waste Bin Disposal-Waste Bins	960	835	984	337	[illegible]	0	2,000	0	0
	Overhead Expenditure	48,488	69,886	53,870	[illegible]	24,800	0	57,370	0	0
	29 Net Income over Expenditure	-43,121	-55,416	-48,363	-18,912	-22,500	0	-51,200	0	0
8001	plus Transfer from EMR	0	10,923	[illegible]	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(43,121)	(44,493)	(48,363)	(18,912)	(22,500)		(51,200)		
30	F& G P - Bat & Ball Station									
1010	Rental Income	0	0	0	0	0	0	5,000	0	0
1022	Letting & Hire of Facilities	12,000	15,171	16,000	8,795	8,000	0	16,000	0	0
1211	Sale of Goods	0	[illegible]	0	14,022	700	0	0	0	0
1213	Event catering	0	[illegible]	0	4,544	500	0	0	0	0
1221	Commissions Earned	0	[illegible]	0	0	0	0	0	0	0
1350	Revenue Grant income	0	1,000	0	0	0	0	0	0	0
1990	Other Income	0	0	0	0	0	0	5,700	0	0
	Total Income	12,000	62,368	16,000	27,362	9,200	0	26,700	0	0
4010	Gross Pay	19,000	72,523	20,637	32,843	5,500	0	16,978	0	0
4270	Employers Pension Contribution	1,000	2,408	1,040	1,046	600	0	1,000	0	0
5340	Plants	0	58	0	0	0	0	0	0	0
5410	Repairs & General Maintenance	7,000	10,208	6,000	3,961	2,000	0	6,240	0	0

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		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5500	Equipment Hired and New	1,000	610	1,025	10	0	0	1,025	0	0
5525	Equipment Maintenance	0	506	0	336	0	0	0	0	0
6000	Rent & Rates	4,000	1,004	1,500	842	1,200	0	1,760	0	0
6011	Electricity	7,500	8,311	8,500	[illegible]	4,000	0	9,500	0	0
6012	Gas	1,420	2,644	1,455	413	[illegible]	0	1,513	0	0
6013	Cleaning	3,500	3,738	3,587	1,531	2,200	0	3,887	0	0
6014	Water	3,000	252	1,500	[illegible]	500	0	650	0	0
6020	Insurance Cost	1,000	0	1,000	0	0	0	1,000	0	0
6101	Telephone	500	537	512	[illegible]	0	0	532	0	0
6200	Printing & Stationery	0	38	0	31	0	0	0	0	0
6210	Postage & Courier	0	[illegible]	[illegible]	0	0	0	0	0	0
6240	Computer/ Data Base/WP's	0	8	0	0	0	0	0	0	0
6241	Website Costs	400	[illegible]	410	345	0	0	360	0	0
6330	Welfare/Hospitality	[illegible]	1,299	0	487	0	0	0	0	0
6460	Publicity & Democratic notices	0	[illegible]	0	19	0	0	0	0	0
6500	Goods for Resale	[illegible]	[illegible]	0	6,127	1,000	0	0	0	0
6501	Goods for Resale - DVCRP	0	[illegible]	0	0	0	0	0	0	0
6505	Cafe consumables	0	795	0	236	200	0	0	0	0
6630	Professional Fees	0	3,450	0	0	0	0	0	0	0
6635	Professional Fees Licensing	600	295	615	295	600	0	640	0	0
6730	Subscriptions	0	300	0	0	0	0	0	0	0
6869	Special Events	0	1,618	0	333	0	0	0	0	0
6900	Sundry Expenses	0	8	0	0	0	0	0	0	0
6922	Health&Safety/Risk Assessments	1,300	2,002	1,332	1,584	700	0	1,332	0	0

Continued on next page

		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6930	Alarm Maintenance	700	799	717	0	750	0	800	0	0
6931	CCTV Maintenance	170	280	174	0	0	0	280	0	0
6935	Waste Bin Disposal-Waste Bins	800	1,542	820	636	300	0	0	0	0
6976	Credit card charges	0	1,162	0	[illegible]	0	0	0	0	0
	Overhead Expenditure	52,890	139,756	50,824	[illegible]	[illegible]	0	47,497	0	0
	30 Net Income over Expenditure	-40,890	-77,388	-34,824	[illegible]	-10,950	0	-20,797	0	0
8001	plus Transfer from EMR	0	47,507	0	0	0	0	0	0	0
8002	less Transfer to EMR	0	-137	[illegible]	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(40,890)	(29,744)	[illegible]	[illegible]	(10,950)		(20,797)		
31	F & G P - Establishments									
1115	Interest on Deposits	30,000	[illegible]	[illegible]	27,202	30,000	0	55,000	0	0
1200	Sale of Stationery	[illegible]	[illegible]	0	0	0	0	0	0	0
1230	Roadside Advertising-Charities	[illegible]	[illegible]	416	300	400	0	750	0	0
1231	Banner Income	[illegible]	[illegible]	1,025	270	600	0	800	0	0
1232	Town Crier Advertising	600	[illegible]	1,000	1,050	500	0	1,400	0	0
1350	Revenue Grant income	0	2,000	0	0	0	0	0	0	0
1889	Waste Sacks Income	5,500	7,549	0	3,760	0	0	0	0	0
1990	Other Income	0	18,195	0	165	0	0	0	0	0
	Total Income	37,500	103,189	52,441	32,747	31,500	0	57,950	0	0
4010	Gross Pay	360,410	411,339	400,529	181,885	210,000	0	449,000	0	0
4011	Mileage	559	488	572	146	0	0	604	0	0
4012	Expenses	1,000	1,111	1,025	511	600	0	1,082	0	0

Continued on next page

		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4270	Employers Pension Contribution	41,700	45,374	44,006	18,061	21,000	0	46,826	0	0
4271	Pension Deficiency	80,000	79,956	80,000	33,595	46,405	0	82,000	0	0
5500	Equipment Hired and New	1,000	2,463	1,025	3,333	1,000	0	1,066	0	0
6020	Insurance Cost	19,295	19,510	20,000	[illegible]	0	0	25,000	0	0
6101	Telephone	5,490	4,716	5,627	[illegible]	[illegible]	0	5,852	0	0
6200	Printing & Stationery	17,000	25,946	19,000	[illegible]	[illegible]	0	24,000	0	0
6210	Postage & Courier	4,000	5,016	4,100	[illegible]	2,500	0	5,000	0	0
6240	Computer/ Data Base/WP's	18,000	32,685	24,000	[illegible]	13,550	0	27,000	0	0
6241	Website Costs	600	423	[illegible]	[illegible]	0	0	600	0	0
6242	I.T. Infrastructure	11,000	9,229	[illegible]	[illegible]	8,000	0	8,320	0	0
6300	Computer Software	5,500	[illegible]	[illegible]	6,843	2,000	0	9,000	0	0
6315	Recruitment Costs	2,000	[illegible]	2,000	0	0	0	2,000	0	0
6320	Staff Training	3,300	[illegible]	4,000	1,092	3,000	0	4,040	0	0
6321	Investors in People	[illegible]	0	1,000	0	1,000	0	1,000	0	0
6330	Welfare/Hospitality	[illegible]	[illegible]	4,100	2,152	2,000	0	4,264	0	0
6340	Staff Uniforms	[illegible]	[illegible]	0	175	0	0	0	0	0
6410	Civic Exps/Annual Reception	2,100	[illegible]	2,152	909	1,200	0	3,000	0	0
6415	Gifts/hospitality	1,200	582	1,200	310	500	0	1,200	0	0
6421	Honour Bd. Badges & Insignia	200	1,220	350	95	0	0	364	0	0
6435	Members Expenses	3,500	1,545	3,587	0	1,500	0	3,730	0	0
6460	Publicity & Democratic notices	500	1,748	1,000	865	800	0	1,600	0	0
6461	Banner Costs	1,300	2,352	1,600	660	0	0	1,600	0	0
6610	Audit Fees	5,500	4,923	5,125	401	4,000	0	4,500	0	0
6620	Legal Expenses	2,000	1,050	2,050	0	2,000	0	2,132	0	0

Continued on next page

		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6630	Professional Fees	0	2,242	5,950	16,015	3,000	0	0	0	0
6635	Professional Fees Licensing	1,500	1,050	1,000	0	1,000	0	1,000	0	0
6710	Conference Fees & Expenses	2,500	3,897	3,000	2,011	1,100	0	3,120	0	0
6720	Books and Periodicals	400	26	416	[illegible]	0	0	416	0	0
6730	Subscriptions	6,600	7,187	6,765	[illegible]	[illegible]	0	7,200	0	0
6889	Waste Sacks	3,300	5,252	0	1,920	0	0	0	0	0
6900	Sundry Expenses	500	806	500	[illegible]	0	0	520	0	0
6922	Health&Safety/Risk Assessments	5,200	5,054	5,330	[illegible]	0	0	5,543	0	0
6952	Protective Clothing	0	0	0	[illegible]	0	0	0	0	0
6975	Bank Charges	1,600	2,612	[illegible]	1,202	1,300	0	1,705	0	0
6976	Credit card charges	800	[illegible]	[illegible]	620	800	0	1,200	0	0
7010	Election Expenses	5,000	[illegible]	6,000	0	6,000	0	6,000	0	0
7611	Contingency provision	32,435	[illegible]	54,470	0	50,000	0	70,000	0	0
7614	Stag reserve	[illegible]	0	1,000	0	1,000	0	1,000	0	0
7617	PWLB Loan Repayment	[illegible]	[illegible]	71,602	35,801	36,000	0	71,602	0	0
	Overhead Expenditure	[illegible]	[illegible]	800,793	373,111	435,935	0	884,086	0	0
	31 Net Income over Expenditure	-687,091	[illegible]	-748,352	-340,365	-404,435	0	-826,136	0	0
8001	plus Transfer from EMR	0	36,697	0	4,500	0	0	0	0	0
8002	less Transfer to EMR	0	17,177	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(687,091)	(659,358)	(748,352)	(335,865)	(404,435)		(826,136)		

32 F & G P - General

1208	Other Events Income	0	0	0	828	0	0	0	0	0
1350	Revenue Grant income	0	1,610	0	0	0	0	0	0	0

Continued on next page

		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1490	Christmas Lights Switch On	6,000	8,845	6,000	500	7,000	0	7,000	0	0
1496	Special events income	0	80	0	0	0	0	0	0	0
	Total Income	6,000	10,535	6,000	1,328	7,000	0	7,000	0	0
5410	Repairs & General Maintenance	0	5	0	0	0	0	0	0	0
6490	Christmas Lights Switch On	28,000	28,783	28,000	0	[illegible]	0	28,000	0	0
6491	Remembrance Day/Civic Serv.	5,000	5,380	5,125	[illegible]	5,000	0	5,330	0	0
6869	Special Events	20,000	12,766	10,500	[illegible]	2,000	0	12,000	0	0
	Overhead Expenditure	53,000	46,934	[illegible]	[illegible]	36,000	0	45,330	0	0
	32 Net Income over Expenditure	-47,000	-36,399	[illegible]	-10,067	-29,000	0	-38,330	0	0
8001	plus Transfer from EMR	0	0	[illegible]	2,705	0	0	0	0	0
	Movement to/(from) Gen Reserve	(47,000)	[illegible]	[illegible]	(7,362)	(29,000)		(38,330)		
33	F & G P - Council Offices									
1022	Letting & Hire of Facilities	[illegible]	[illegible]	10,500	7,086	6,000	0	14,000	0	0
1030	Electricity recharge	0	[illegible]	0	514	0	0	0	0	0
1213	Event catering	0	126	0	0	0	0	0	0	0
	Total Income	12,429	11,841	10,500	7,600	6,000	0	14,000	0	0
4010	Gross Pay	4,369	4,336	8,215	1,912	2,100	0	40,000	0	0
4270	Employers Pension Contribution	340	356	348	119	200	0	2,772	0	0
5340	Plants	0	28	0	0	0	0	0	0	0
5410	Repairs & General Maintenance	5,200	12,388	717	708	300	0	1,000	0	0
5500	Equipment Hired and New	0	0	0	15	0	0	0	0	0

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		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000	Rent & Rates	28,000	28,392	28,700	17,316	17,400	0	33,000	0	0
6010	Light Heat & Cleaning	4,754	1,373	3,500	466	0	0	1,000	0	0
6011	Electricity	3,000	1,237	4,000	584	1,500	0	3,245	0	0
6012	Gas	3,000	1,702	2,000	[illegible]	1,400	0	2,000	0	0
6014	Water	2,349	1,971	2,407	[illegible]	[illegible]	0	2,541	0	0
6016	Contractor Payments	0	0	0	904	0	0	0	0	0
6104	Mobile Telephone	75	158	100	[illegible]	100	0	156	0	0
6635	Professional Fees Licensing	0	295	0	0	0	0	0	0	0
6900	Sundry Expenses	0	60	0	[illegible]	0	0	0	0	0
6922	Health&Safety/Risk Assessments	900	1,455	[illegible]	195	400	0	958	0	0
6930	Alarm Maintenance	1,000	[illegible]	[illegible]	879	0	0	1,000	0	0
6935	Waste Bin Disposal-Waste Bins	1,400	[illegible]	1,435	466	1,000	0	1,514	0	0
6952	Protective Clothing	100	[illegible]	100	0	0	0	104	0	0
	Overhead Expenditure	[illegible]	[illegible]	53,444	25,599	25,400	0	89,290	0	0
	33 Net Income over Expenditure	[illegible]	[illegible]	-42,944	-17,999	-19,400	0	-75,290	0	0
8001	plus Transfer from EMR	0	[illegible]	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(42,058)	(39,966)	(42,944)	(17,999)	(19,400)		(75,290)		

36 F & G P - Bat & Ball Centre

		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1022	Letting & Hire of Facilities	108,000	109,693	115,000	88,498	65,000	0	120,000	0	0
1030	Electricity recharge	169	442	173	149	300	0	500	0	0
1213	Event catering	0	832	400	232	200	0	0	0	0
1445	Outdoor Activities	200	338	500	86	0	0	216	0	0
1457	Indoor Activities	5,293	6,682	6,000	3,204	3,000	0	6,000	0	0

Continued on next page

		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1550	Insurance Claims	0	0	0	3,200	0	0	0	0	0
1989	Facilities Damage Income	0	0	0	1,053	0	0	0	0	0
1990	Other Income	0	528	0	236	0	0	0	0	0
	Total Income	113,662	118,516	122,073	[illegible]	[illegible]	0	126,716	0	0
4010	Gross Pay	82,100	88,998	91,154	40,874	[illegible]	0	94,000	0	0
4012	Expenses	0	24	0	[illegible]	0	0	0	0	0
4270	Employers Pension Contribution	3,300	3,084	3,552	[illegible]	1,600	0	3,300	0	0
5320	Fertilizers	0	119	[illegible]	[illegible]	0	0	0	0	0
5340	Plants	200	31	[illegible]	[illegible]	0	0	205	0	0
5410	Repairs & General Maintenance	2,000	[illegible]	[illegible]	9,107	2,000	0	8,000	0	0
5500	Equipment Hired and New	1,000	[illegible]	[illegible]	1,535	500	0	1,066	0	0
5525	Equipment Maintenance	0	[illegible]	[illegible]	18	0	0	0	0	0
6000	Rent & Rates	[illegible]	[illegible]	6,150	3,891	3,894	0	8,000	0	0
6011	Electricity	[illegible]	[illegible]	14,350	4,213	10,000	0	14,924	0	0
6012	Gas	[illegible]	[illegible]	1,808	667	800	0	1,876	0	0
6013	Cleaning	2,000	[illegible]	2,050	1,507	800	0	2,132	0	0
6014	Water	3,197	370	2,000	77	1,000	0	1,500	0	0
6101	Telephone	600	617	615	256	300	0	649	0	0
6104	Mobile Telephone	240	117	246	42	60	0	246	0	0
6200	Printing & Stationery	0	11	0	0	0	0	0	0	0
6240	Computer/ Data Base/WP's	400	21	410	0	0	0	0	0	0
6330	Welfare/Hospitality	500	604	512	240	0	0	532	0	0
6520	Refreshments for Resale	1,000	3,639	3,000	1,757	1,200	0	3,000	0	0
6630	Professional Fees	0	2,937	0	0	0	0	0	0	0

Continued on next page

		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6635	Professional Fees Licensing	500	686	520	443	0	0	541	0	0
6900	Sundry Expenses	50	79	52	0	0	0	54	0	0
6922	Health&Safety/Risk Assessments	2,000	3,726	2,500	3,064	1,000	0	2,600	0	0
6930	Alarm Maintenance	902	398	924	[illegible]	0	0	800	0	0
6931	CCTV Maintenance	400	4,191	410	0	0	0	410	0	0
6935	Waste Bin Disposal-Waste Bins	2,100	1,772	2,152	675	1,900	0	2,300	0	0
6952	Protective Clothing	250	94	250	0	0	0	250	0	0
	Overhead Expenditure	124,503	146,872	[illegible]	[illegible]	85,054	0	146,385	0	0
	36 Net Income over Expenditure	-10,841	-28,356	-17,812	26,398	-16,554	0	-19,669	0	0
8001	plus Transfer from EMR	0	5,721	0	0	0	0	0	0	0
8002	less Transfer to EMR	0	-137	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(10,841)	[illegible]	(17,812)	26,398	(16,554)		(19,669)		

38 F & G P - Grants

		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
7500	Local Organisations Grants	15,000	15,000	22,900	3,440	19,460	0	24,000	0	0
7502	Sevenoaks Summer Festival	5,000	5,000	5,000	5,000	0	0	5,000	0	0
7520	Twinning Support	1,000	950	1,000	0	1,000	0	1,000	0	0
7552	Youth Outreach	8,000	7,360	8,200	538	7,662	0	10,000	0	0
7553	West Kent Housing - Youth Prov	0	15,000	0	0	0	0	0	0	0
7556	Stag Community Arts Centre	27,000	27,000	27,000	27,000	0	0	27,000	0	0
7557	Community Rail Partnership	3,000	3,000	3,000	3,000	0	0	3,000	0	0
7558	Green Sands Common	4,000	432	0	0	0	0	0	0	0
	Overhead Expenditure	63,000	73,742	67,100	38,978	28,122	0	70,000	0	0

Continued on next page

		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
8001	plus Transfer from EMR	0	12,055	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(63,000)	(61,687)	(67,100)	(38,978)	[illegible]8,122)		(70,000)		
39	**F & G P - Property**									
1469	O/S Ground Rents & Wayleaves	6,500	6,424	6,662	3,360	3,360	3,700	6,662	0	0
	Total Income	6,500	6,424	6,662	3,3[illegible]	3,360	3,700	6,662	0	0
6014	Water	0	14	0	0	0	0	0	0	0
	Overhead Expenditure	0	14	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	6,500	6,410	6,[illegible]	3,360	3,360		6,662		
40	**Town Team**									
1204	Holly Party	0	1,[illegible]	0	0	0	0	0	0	0
1206	Business Awards	7,4[illegible]	[illegible],385	7,450	3,300	3,000	0	7,450	0	0
1207	Business Show	[illegible]377	4,[illegible]05	5,000	6,725	0	0	5,000	0	0
1350	Revenue Grant income		6,[illegible]7	0	0	0	0	0	0	0
1990	Other Income	0	450	0	0	0	0	0	0	0
	Total Income	11,803	16,213	12,450	10,025	3,000	0	12,450	0	0
6101	Telephone	108	0	110	0	0	0	110	0	0
6200	Printing & Stationery	110	183	114	0	0	0	114	0	0
6240	Computer/ Data Base/WP's	827	350	847	0	0	0	847	0	0
6241	Website Costs	282	25	289	285	0	0	289	0	0
6244	Information Screens	1,345	480	1,000	240	500	0	1,000	0	0
6322	Business Awards	8,116	5,592	8,318	0	6,000	0	8,318	0	0

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		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6323	Business Show	2,992	4,529	3,687	4,400	0	0	3,687	0	0
6325	Holly Party Expense	0	2,377	0	378	3,000	0	0	0	0
6461	Banner Costs	807	0	827	0	0	0	827	0	0
6730	Subscriptions	589	150	603	[illegible]	0	0	603	0	0
6900	Sundry Expenses	786	4,000	805	10	0	0	805	0	0
7000	Reinvestment	841	0	850	0	0	0	850	0	0
7607	Christmas events	0	314	0	0	0	0	0	0	0
	Overhead Expenditure	16,803	17,999	[illegible]	[illegible]	9,500	0	17,450	0	0
	Movement to/(from) Gen Reserve	(5,000)	(1,787)	[illegible]	[illegible]	(6,500)		(5,000)		

41 Business Hub

		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1022	Letting & Hire of Facilities	1,300	[illegible]	[illegible]	349	500	0	1,406	0	0
1026	Hot Desking Facility	5,200	[illegible]	5,330	1,534	2,000	0	5,624	0	0
1029	Office Pods	[illegible]	[illegible]	16,882	7,290	7,000	0	17,815	0	0
1031	Chamber of Commerce	[illegible]	[illegible]	5,587	2,263	4,000	0	5,896	0	0
	Total Income	[illegible]	[illegible]	29,131	11,436	13,500	0	30,741	0	0
4010	Gross Pay	6,700	8,268	8,525	3,936	3,500	0	9,000	0	0
4270	Employers Pension Contribution	243	0	274	0	0	0	263	0	0
5410	Repairs & General Maintenance	300	1,129	307	1,990	200	0	324	0	0
5500	Equipment Hired and New	500	697	512	0	0	0	541	0	0
6000	Rent & Rates	3,000	1,647	2,000	987	1,000	0	2,100	0	0
6010	Light Heat & Cleaning	16,211	220	13,000	88	0	0	0	0	0
6011	Electricity	0	8,636	0	1,081	6,000	0	9,000	0	0

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		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6013	Cleaning	0	0	0	0	0	0	600	0	0
6014	Water	0	0	0	0	0	0	500	0	0
6105	Broadband wi-fi service	1,800	1,698	1,845	708	800	0	1,918	0	0
6200	Printing & Stationery	0	6	0	0	0	0	0	0	0
6900	Sundry Expenses	1,000	1,248	1,025	487	500	0	1,082	0	0
6922	Health&Safety/Risk Assessments	170	946	177	1,174	300	0	184	0	0
6930	Alarm Maintenance	300	159	312	160	0	0	324	0	0
6931	CCTV Maintenance	160	159	164	166	0	0	173	0	0
6976	Credit card charges	350	362	358	[illegible]	0	0	379	0	0
	Overhead Expenditure	30,734	25,176	[illegible]	11,024	12,300	0	26,388	0	0
	Movement to/(from) Gen Reserve	(2,312)	[illegible]	[illegible]	413	1,200		4,353		
42	Sevenoaks Town Mayor									
1500	Fundraising	0	[illegible]	0	526	0	0	0	0	0
1752	Quiz Night Income	0	[illegible]	0	0	0	0	0	0	0
1754	Knole Tour Income	[illegible]	[illegible]	0	356	0	0	0	0	0
1755	Chevening Visit Income	0	1,856	0	1,139	0	0	0	0	0
1756	Int'l Women's Day Event Income	0	3,450	0	0	0	0	0	0	0
1759	Autumn Colours Income	0	480	0	0	0	0	0	0	0
	Total Income	0	13,117	0	2,021	0	0	0	0	0
6443	Mayors Allowance 2024/2025	6,044	5,992	0	0	0	0	0	0	0
6444	Mayors Car Allowance 2024/2025	2,715	2,335	0	0	0	0	0	0	0
6445	Autumn Colours Expenditure	0	383	0	0	0	0	0	0	0

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		2024/2025 Budget	2024/2025 Actual	2025/2026 Total	2025/2026 Actual YTD	2025/2026 Projected	2025/2026 Committed	2026/27 Agreed	2026/27 EMR	2026/27 Carried Forward
6446	Mayors Allowance 2025/2026	0	0	6,044	2,105	4,000	0	6,044	0	0
6447	Mayors Car Allowance 2025/2026	0	0	2,715	0	0	0	2,715	0	0
7100	Mayoral Charity Donations	0	5,331	0	6,185	0	0	0	0	0
7202	Quiz Night Expenditure	0	1,941	0	0	0	0	0	0	0
7204	Knole Tour Expenditure	0	0	0	466	0	0	0	0	0
7205	Chevening Visit Expenditure	0	0	0	2,416	0	0	0	0	0
7206	Int'l Women's Day Event Exp.	0	2,318	0	0	0	0	0	0	0
	Overhead Expenditure	8,759	18,300	8,759	[illegible]	4,000	0	8,759	0	0
	Movement to/(from) Gen Reserve	(8,759)	(5,183)	(8,759)	[illegible]	(4,000)		(8,759)		
43	Youth Council									
7555	Youth Council Support	500	0	500	0	500	0	500	0	0
	Overhead Expenditure	500	[illegible]	500	0	500	0	500	0	0
8001	plus Transfer from EMR	0	500	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(500)	(500)	(500)	0	(500)		(500)		
45	BID									
6630	Professional Fees	1,414	18,677	0	0	0	0	0	0	0
	Overhead Expenditure	1,414	18,677	0	0	0	0	0	0	0
8001	plus Transfer from EMR	0	18,677	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(1,414)	0	0	0	0		0		
50	Youth Cafe									
1022	Letting & Hire of Facilities	3,100	5,662	4,000	2,441	2,230	0	4,000	0	0

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		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1211	Sale of Goods	2,000	3,064	2,000	1,417	1,400	0	2,500	0	0
1213	Event catering	0	125	0	0	0	0	0	0	0
1350	Revenue Grant income	0	19,612	0	1,375	0	0	0	0	0
1990	Other Income	0	3,378	0	[illegible]	0	0	0	0	0
	Total Income	5,100	31,840	6,000	[illegible]	[illegible]	0	6,500	0	0
4010	Gross Pay	52,100	63,773	62,000	[illegible]	42,000	0	65,000	0	0
4012	Expenses	0	819	0	0	0	0	0	0	0
4270	Employers Pension Contribution	1,900	2,887	[illegible]	[illegible]	1,500	0	2,500	0	0
5410	Repairs & General Maintenance	4,980	4,512	[illegible]	[illegible]	600	0	1,066	0	0
5500	Equipment Hired and New	4,724	[illegible]	[illegible]	1,162	0	0	541	0	0
6010	Light Heat & Cleaning	200	285	[illegible]	145	0	0	300	0	0
6101	Telephone	700	[illegible]	[illegible]	255	500	0	757	0	0
6105	Broadband wi-fi service	[illegible]	[illegible]	400	164	0	0	416	0	0
6200	Printing & Stationery	[illegible]	[illegible]	205	21	0	0	213	0	0
6210	Postage & Courier	0	[illegible]	0	0	0	0	0	0	0
6240	Computer/ Data Base/WP's	300	[illegible]	500	645	0	0	520	0	0
6241	Website Costs	200	222	205	60	0	0	213	0	0
6281	Furnishings,Furniture/Eqpt	500	0	515	0	0	0	535	0	0
6320	Staff Training	100	160	100	180	0	0	104	0	0
6330	Welfare/Hospitality	0	0	0	40	0	0	0	0	0
6340	Staff Uniforms	200	328	205	44	0	0	205	0	0
6460	Publicity & Democratic notices	0	35	0	50	0	0	0	0	0
6500	Goods for Resale	2,000	2,947	2,050	1,247	1,200	0	2,163	0	0
6505	Cafe consumables	0	37	0	1	0	0	0	0	0

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		2024/2025 Budget	2024/2025 Actual	2025/2026 Total	2025/2026 Actual YTD	2025/2026 Projected	2025/2026 Committed	2026/27 Agreed	2026/27 EMR	2026/27 Carried Forward
6635	Professional Fees Licensing	450	302	461	672	0	0	350	0	0
6730	Subscriptions	0	2,000	0	0	0	0	0	0	0
6900	Sundry Expenses	400	197	400	22	100	0	416	0	0
6922	Health&Safety/Risk Assessments	1,000	1,131	1,250	[illegible]	600	0	1,200	0	0
6935	Waste Bin Disposal-Waste Bins	0	120	0	0	0	0	0	0	0
6952	Protective Clothing	0	0	0	102	0	0	0	0	0
6976	Credit card charges	0	0	0	1	0	0	0	0	0
9029	Youth Cafe toilet refurb	0	0	0	[illegible]	0	0	0	0	0
	Overhead Expenditure	70,154	89,761	[illegible]	41,244	46,500	0	76,499	0	0
	50 Net Income over Expenditure	-65,054	[illegible]	[illegible]	-36,011	-42,870	0	-69,999	0	0
8001	plus Transfer from EMR	0	[illegible]	0	149	0	0	0	0	0
8002	less Transfer to EMR	0	[illegible]	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	[illegible]	[illegible]	(66,848)	(35,862)	(42,870)		(69,999)		

60 Markets

		2024/2025 Budget	2024/2025 Actual	2025/2026 Total	2025/2026 Actual YTD	2025/2026 Projected	2025/2026 Committed	2026/27 Agreed	2026/27 EMR	2026/27 Carried Forward
1017	Rental Income Sat Market	20,567	[illegible]	21,081	9,702	9,600	0	22,000	0	0
1018	Rental Income Wed Market	12,506	13,185	12,818	4,812	5,000	0	12,818	0	0
1019	Rental Income Blighs Market	18,512	19,745	18,974	9,156	9,500	0	19,732	0	0
1033	Rental income Christmas Market	0	3,525	0	0	0	0	0	0	0
1208	Other Events Income	0	1,138	0	480	0	0	0	0	0
1211	Sale of Goods	0	131	0	0	0	0	0	0	0
	Total Income	51,585	60,466	52,873	24,150	24,100	0	54,550	0	0
4010	Gross Pay	2,031	1,988	2,139	892	1,000	0	2,285	0	0

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		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5410	Repairs & General Maintenance	200	47	205	20	0	0	205	0	0
5420	Saturday market charges	17,345	14,938	16,000	7,726	8,000	0	16,640	0	0
5421	Wednesday Market charges	11,244	8,335	15,500	7,726	8,000	0	16,120	0	0
5424	Vegan Market Expenditure	0	1,131	0	[illegible]	0	0	0	0	0
5426	Christmas Market	0	50	0	0	0	0	0	0	0
6001	Blighs Market Charges	12,000	8,258	9,000	4,439	5,000	0	9,500	0	0
6010	Light Heat & Cleaning	200	83	205	0	0	0	213	0	0
6011	Electricity	0	392	0	225	0	0	0	0	0
6200	Printing & Stationery	0	0	0	[illegible]	0	0	0	0	0
6461	Banner Costs	0	0	0	156	0	0	0	0	0
6635	Professional Fees Licensing	200	0	[illegible]	0	0	0	0	0	0
6650	Bad debts	0	25	0	0	0	0	0	0	0
6730	Subscriptions	100	[illegible]	102	0	0	0	102	0	0
	Overhead Expenditure	[illegible]	[illegible]	43,356	21,245	22,000	0	45,065	0	0
	60 Net Income over Expenditure	[illegible]	[illegible]	9,517	2,905	2,100	0	9,485	0	0
8002	less Transfer to EMR	0	[illegible]	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	8,265	25,360	9,517	2,905	2,100		9,485		

61 Longspring Woods

		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1854	Longspring Woods Donations	0	300	0	0	0	0	0	0	0
	Total Income	0	300	0	0	0	0	0	0	0
8002	less Transfer to EMR	0	300	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		

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		2024/2025 Budget	2024/2025 Actual	2025/2026 Total	2025/2026 Actual YTD	2025/2026 Projected	2025/2026 Committed	2026/27 Agreed	2026/27 EMR	2026/27 Carried Forward
70	Precept									
1995	Precept	1,437,614	1,437,614	1,545,147	643,812	901,335	0	0	0	0
	Total Income	1,437,614	1,437,614	1,545,147	[illegible]	901,335	0	0	0	0
	Movement to/(from) Gen Reserve	1,437,614	1,437,614	1,545,147	[illegible]	[illegible]		0		
91	Capital Infrastructure Budget									
2002	Capital Grants	0	0	0	[illegible]	0	0	0	0	0
2011	Capital Receipts	0	29,231	0	[illegible]	0	0	0	0	0
2012	CIL income allocation	0	231,969	0	[illegible]	0	0	0	0	0
	Total Income	0	[illegible]	[illegible]	1,137,447	0	0	0	0	0
9008	O/S Vehicles & Equipment	0	[illegible]	0	0	0	0	0	0	0
9047	Longspring Woods	0	[illegible]	0	0	0	0	0	0	0
9048	External CIL Payments	0	[illegible]	0	0	0	0	0	0	0
9050	Capital Costs-general	0	[illegible]	0	0	0	0	0	0	0
9053	Vine Area	0	0	0	23,130	0	0	0	0	0
9063	New Community Centre	0	5,275	0	0	0	0	0	0	0
9064	Stag Capital upgrades	0	0	0	15,000	0	0	0	0	0
9066	NDP	10,196	74,139	0	9,313	0	0	0	0	0
9075	Public Realm	0	1,928	0	4,590	0	0	0	0	0
9077	QS & EA Fees - Greatness Pav	0	0	0	5,000	0	0	0	0	0
9080	Legal Fees - Greatness Pavilio	0	0	0	3,500	0	0	0	0	0
	Overhead Expenditure	10,196	419,356	0	60,533	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	91 Net Income over Expenditure	-10,196	-158,156	0	1,076,914	0	0	0	0	0
8001	plus Transfer from EMR	0	409,160	0	60,533	0	0	0	0	0
8002	less Transfer to EMR	0	261,200	0	1,137,447	0	0	0	0	0
	Movement to/(from) Gen Reserve	(10,196)	(10,196)	0	0	0		0		
	Total Budget Income	1,866,414	2,369,712	1,997,096	[illegible]	1,159,825	3,700	487,100	0	0
	Expenditure	1,907,253	2,586,575	1,997,096	[illegible]	1,114,312	0	2,163,976	0	0
	Net Income over Expenditure	-40,839	-216,863	[illegible]	[illegible]	45,513	3,700	-1,676,876	0	0
	plus Transfer from EMR	0	540,135	0	60,505	0	0	0	0	0
	less Transfer to EMR	0	[illegible]	[illegible]	1,145,935	0	0	0	0	0
	Movement to/(from) Gen Reserve	(40,839)	[illegible]	0	(12,856)	45,513		(1,676,876)		

Agenda Item 14

Sevenoaks Town Council
Finance & Delivery Committee – 29th September 2025

Darent Valley Community Rail Partnership
Sarah Newman, Rail Officer at the Darent Valley Community Rail Partnership has provided the following brief report:

" *First of all, many thanks for your contribution to date. Together with other funding, this has meant that we have been able to continue to promote sustainable travel within our area and improve the stations along the line. We have been working hard on a wide range of projects:*

- *Negotiating with Southeastern to continue our renovation work, with a recent agreement to renovate the exterior of Shoreham and Eynsford stations, with other stations in the pipeline*
- *Adding more planters to the stations (12 to Sevenoaks station platforms), with seasonal plants and mature trees, plus several new garden areas*
- *Improving biodiversity at the stations by increasing the number of pollinator-friendly plants available, together with bug hotels*
- *Working with partner organisations like Kent Downs on two Rail Trail walks from rural stations, and with the Darent Valley Landscape Partnership Scheme on finalising several projects, including the distribution of the Rail Trails (very popular) and the installation of signage at the rural stations*
- *We continue to apply pressure for improvements to access in, and near, stations, including substantial funding for a feasibility study for a new footbridge at Swanley station, consultation on the footpath near Eynsford station, and obtaining funding for several sets of cycle ramps (now installed)*
- *Plenty of work with community groups including a number of Try the Train initiatives, for example with students from Swanley's SupaJam music academy, travelling to nearby villages and recording found sounds for a music project*
- *Adding a beautiful new mural at Shoreham station, a collaboration with students from Shoreham Village School and mural artist Ola Intu (the artist who created the two murals at Bat & Ball and at Sevenoaks stations)*
- *creating a new activity along the line – the PuzzleLine – a set of challenges to solve at each station, encouraging travel and interactions with the landscape and businesses in each area*

There is much more to add, but that's plenty for now!

Many thanks again for all your support – in particular when attending our meetings - and here's to another year promoting sustainable travel! As always, do let us know if you have any suggestions for projects. "

The Town Council has budgeted for and approved £3,000 in the 2025/2026 budget to continue supporting the Partnership.

RECOMMENDATION: That the report be received and noted.

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Sevenoaks Town Team
Minutes of the Executive Board Meeting

6:30pm: Wednesday 17th September 2025

Held at
The Council Chamber, Sevenoaks Town Council, Bradbourne Vale Road TN13 3QG

Meeting started 6.30 p.m. **Meeting concluded: 8.05pm**

Executive Board

Cllr Nigel Wightman	Sevenoaks Town Council	Present
Cllr Victoria Granville	Sevenoaks Town Council	Present
Cllr Libby Ancrum	Sevenoaks Town Council	Apologies
Linda Larter MBE	Sevenoaks Town Council	Present
Mike Reid	Town Team Facilitator	Present
Cllr Graham Clack	Sevenoaks District Council	Present
Cllr Richard Streatfeild MBE	Kent County Council	Apologies
Cllr Tony Clayton **Chair**	Sevenoaks Rail Travellers Association	Present
Austin Blackburn	Go Coach	Present
South Eastern	Jack Heidry	Absent
Andrew Eyre	Stag	Absent
Hannah Kay	Knole	Absent
Dawn Blee	Chamber of Commerce	Apologies
Steve Butler	Workman (Blighs)	Absent
Sevenoaks Chronicle	Vacant	Absent
Geraldine Tucker	Sevenoaks Society	Apologies
Shane Smith	Leisure Centre	Absent
Maxine Morgans, **V Chair**	Specsavers	Present
Elizabeth Dolding	Warners Solicitors	Present
Roberta Ware	Francis Jones Jewellers	Present
Avril Hunter	Redlands RA	Present
Elizabeth Purves	Hollybush RA	Apologies
Byron Brown	Bradbourne RA	Present
PC Nick Hubbard/ PC Tom Costin	Police	Apologies
Cllr Dr Merilyn Canet	Sevenoaks District Seniors Action Forum	Present
Richard Baxter	Drive RA	Present

In attendance: None

1. Apologies for Absence

PC Nick Hubbard, Cllr Ancrum, Geraldine Tucker, Elizabeth Purves, Dawn Blee, Dennis Glasspool, Cllr Richard Streatfeild.

2. Declarations of Interest

None

3. Minutes

To receive and approve the minutes of the Sevenoaks Town Team Executive Board meeting of 28th May 2025. All agreed, with just two typographical changes.

4. **Constitution of the Town Team Executive Board.**

No new members

5. Business Improvement District (BID).

Cllr Clayton gave an update.

Development is proceeding slowly as economic conditions have not been favourable for securing a "Yes" vote. It is important that the Business Plan provides actions and projects which will be attractive and beneficial to all sectors of the town's business community, and the Plan drafting is reflecting that.

The fifth Steering Group meeting will take place on 23rd September when the members will review the proposed budget and plan content.

6. Wayfinding

Whereas TT had been dealing with a company by the name of Pulsehub, BT had unknown to TT, submitted planning applications for street hubs to SDC, and all of them had been refused. The Pulsehub product is very similar and while they would have been prepared to undertake surveys and make applications at their cost, they are not likely to proceed due to the BT experience.

It was noted that the SDC CIL application had been refused for the second time. On the first occasion it was based on the scheme not being deemed to be "infrastructure", and on the second through "lack of partnership" – despite being developed by the Town Team (a partnership).

KCC are inviting submissions for their Local Bus Intervention grant. That scheme envisages wayfinding schemes, which support bus and other local transport. TT to submit a bid based on the wayfinding work undertaken to date.

SEVENOAKS
TOWN TEAM

Town Centre Masterplan

Response to the public consultation has been mooted despite some very radical proposals for changes to the town centre being considered. Maybe it is due to general acceptance with only the objections and particular comments being received.

There was much discussion about the omission of any provision for buses and taxis in the SDC scheme for East of the High Street. There was also the view that the lack of such provision for the elderly, who make up about 25% of the Sevenoaks population was an unwelcome oversight.

A summary of the Town Centre Masterplan consultation will be presented to the next Exec meeting after which a letter, in which misgivings about the lack of detailed proposals for the bus station and public transport provision in their scheme, will be sent to SDC.

Health & Wellness Initiative

Still in development the concept is growing quickly. The plan is not necessarily to encourage people to join a gym, but to find ways to improve their health by way of diet, activity and awareness of their general health levels. A survey has been publicised in social media and Town Crier. It asks about the barriers to healthier living and for suggestions on what the public would like to see to encourage them to live more healthily. Engagement is good and growing. The purpose of the survey is to provide baseline data.

The initiative will be promoted at the Vegan Market of 4th October when The Better Body Group, KIMS and TT will have a stall. Free blood pressure testing will take place.

A Health & Wellness Fair will take place on the Vine on 30th May 2026.

7. Sevenoaks Food Festival

This was great success with attendance far exceeding expectation. That raised some logistical problems which will be addressed in 2026.

8. Sevenoaks Bike Festival

Due to take place on 20th September this has sadly been cancelled as the organiser has too many staff on sick leave and is unable to run the event safely.

9. Autumn Vegan Market

Due to take place on Saturday 4th October with five acts performing during the day.

10. Sevenoaks Business Awards

Nominations close on 19th September and as at the date of the meeting 36 had been received. Not all nominees will actually enter, but this is a very good start.

11. Holly Party

Booked for Friday 5th December with a change of format where Jonah's Wail will be running the whole of the entertainment. Tickets are priced at just £27.50 to include the entertainment and a generous buffet created by Florence of Perfect Cuisine.

12. Reports from Member's Organisations

Go Coach

Most routes are running well though No 3 is worrying as it is only carrying 25 -40 people per day.

Schools bus passenger numbers are up but the way the system works many buses are overcrowded and others, part empty. Drivers are faced with overcrowding or leaving children at the roadside – a dilemma. It appears that too many children are riding on an inappropriate bus. It would better for all and provide consistency, if the ticketing allocated a child to a specific bus.

The best news is that complaints are "super-down". Historically they have run at about 20 per day – now its just one or two, sometimes, none.

Sevenoaks services are running fine, aided by a loyal client base. However, routes are up for tender at the end of the year. While most routes will continue, there is no obligation for them to be awarded by KCC, so some are likely to be at risk.

SDC

There will be a meeting next week where the Local Plan will be discussed The major item for consideration is the proposal to develop a considerable number of housing developments including the area between Dunton Green and Otford thus "joining them up".

On 23rd October a six week KCC consultation will open on the shape of the unitary authority options being put forward under the Local Government Reform.

A Cabinet meeting will be held on 18th September which will include discussing the Community Asset Transfer of the Stag to Sevenoaks Town Council.

While it seems that the transfer of the Stag will take place, though whether on a freehold or a long lease basis, it was highlighted that any such transfer must include the loading bay area of the car park used for theatre lorries to bring and remove sets and equipment as otherwise the theatre could not function. This appears not to have been taken into account by SDC or the auditors assisting with the reviews.

SEVENOAKS TOWN TEAM

Redlands RA

Of major concern to this RA and many people and organisations in the town is a new application being developed by Croudace for a major development in Brittains Lane. This is at a "pre-consultation" stage.

Bradbourne RA

A written report had been submitted:

1. **Bradbourne Re-bourne Project :**

The project has moved along successfully with much co-operation between the NHLF, the SDC and the BRA. The goal being to meet the 1st stage requirements by March 2026.

Of note is the 'Summer Festival' on the 2nd August held at Bradbourne Lakes Park. This was promoted and organised by the NHLF and the SDC with the BRA offering support where necessary. The event was very well supported by the public with particular interest in the NHLF plans for the Parks restoration, the South East Rivers Trust display, and the History of the Bradbourne Area talk and walk round conducted by Professor David Killingray and Jonathan Fenner. The display by the Crowborough Model Boat Club demonstrated how a similar club could be set up for Sevenoaks using the restored Model Boat Lake (Lake 4 in the programme). Refreshments/commercial food offerings were provided with suitable entertainment for Children.

The BRA considered the interaction with the South East River Trust (SERT) had provided a new dimension to the Lakes area, the quality of the Lakes water, and the organisms it supported.

Following a 'name the Lakes' competition the following were adopted in honour of :-

Lake 1 : 'Aurea'
Lake 2 : Attenborough
Lake 3 : Lady Margaret
Lake 4 : The Boating Lake
Lake 5 : Wildreserve

Each of these were supported by a justification for the choice.

2. **Local Government Reorganisation (LGR) and transfer of assets.**

The BRA has sent a response to the STC giving a considered decision as to the future ownership of Bradbourne Lakes Park. It stated that it would prefer STC not to be involved as it could be a problem for the HLF bid. STC had considered this point of view however felt that it was best to still progress with a Community Asset Transfer request to act as a 'Safety Net' for the HLF bid.

3. **Croudace, Brittains Lane Development (again)**

The news of another application is disappointing for the BRA since along with the SDC and others the last application was refused along with well-reasoned justifications. Now thanks to HMG and the reallocation of some green belt to 'grey belt' Croudace has come back with further vigour to try again much against the local will.

A particular BRA concern with this development is the Bradbourne Area being 'down river' from other higher areas of Sevenoaks was the increased risk of uncontrolled flood water being directed towards our homes and streets. In the past flooding of this area had occurred due to heavy rainfall and outflow from housing/streets/watercourses higher up in Sevenoaks. There is much evidence emerging nationally that the HMG rush to build housing is not accompanied with commensurate improvements to the associated infrastructure particularly, that of Sewage outfall, this inevitably leading to the increased disgusting pollution of our rivers and water courses!

13. Sevenoaks District Seniors Action Forum

The Forum is very supportive of the Health & Wellness Initiative, as one way of encouraging elderly people to become more active, particularly to walk more and generally enjoy a healthier lifestyle. They also want to work on people who are living lonely existences on their own at home. It would also be a benefit to the NHS and create less of a burden on services.

14. Sevenoaks Town Council

Commencement of the scheme to redevelop the football facilities at Greatness is underway.

The STC budget is on track and so too is the that of The Stag.

The concession to run the Station Café is about to be signed with Lilias Kitchen. The café will be opening for longer hours, and it is intended for the cafe to become more of a local focal point.

STC is having to deal with lots or repairs, some due to obsolescence other due to a spate of vandalism.

The electric community mini bus is nearing readiness. It will give community groups the chance to hire at a much reduced cost. Age Concern will be applying to KCC via the Town Council for a second bus

15. Sevenoaks Society

A written report had been submitted:

The Society held a highly successful Community Open Day in the Stag Plaza on Saturday 28th June as part of the Sevenoaks Summer Festival. During the day, we were pleased to facilitate the launch by the Town Mayor Cllr Tony Clayton of the Council's Town Centre Masterplan public consultation.

The Society's autumn programme of talks begins with the inaugural Roger FitzGerald lecture following its AGM on Wednesday 24th September. Chris Lamb will give a presentation on "Building Design and the Work of Design South East".

The Society has submitted its response to the Council's questionnaire about local government reorganisation and potential assets for STC to request from SDC.

16. Sevenoaks Rail Travellers Association

The train services are running well at the moment.

The introduction of contactless ticketing at Sevenoaks ignored provision for Concessionary fares and that has still not been remedied. The Association has opined that the planned extension of such ticketing to Tonbridge and Tunbridge Wells should not take place until this fault has been rectified.

Meeting closed at 8.05pm

Date of next meetings

12th November – AGM
21st January 2026

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Sevenoaks Town Council
Finance & Delivery Committee – 29th September 2025

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

Item	Minute No	Item	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. The actuaries have revaluated this year and moved to a "pooling" system (see item 2 below) which may mean that we do not have to pay a pension deficit. Cllr Wightman and Responsible Finance Officer are also attending a pension conference on 10th December and have an appointment with the actuaries to discuss this.
2.	243 F&D 21.07.25	**Kent Pension Fund Consultation: Pooling of Town & Parish Councils**		It was noted that the Chair and Responsible Finance Officer would be attending an annual fund meeting later in the year. Councillors **asked** for a copy of the Kent Pension Fund's investment strategy and risk appetite, and whether there were any exclusions (e.g. fossil fuels, tobacco). Regarding the consultation on the funding pool specifically for town and parish councils, it was **RESOLVED** to write to Kent County Council asking: • for more detailed information about how it would work • for some reassurance about liabilities • requesting a meeting with KCC and town and parish councils to discuss collectively • what would happen if KCC or other large organisations pulled out of the scheme and how it would impact those left in the scheme. KCC meeting to be held 23rd September 2025
3.	46 F&GP 24.04.23	**Provision of Electric vehicle Charging Bollards at**	*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.

Sevenoaks Town Council
Finance & Delivery Committee – 29th September 2025

Item	Minute No	Item	Status	Latest update
	294 F&D 02.09.24	**Raleys Car Park**		It was requested that the current position with the provision of electric vehicle charging bollards at Raley's Car Park be investigated.
4.	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.
5.	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. Update on 29.09.25 Bat & Ball Station Café Concession – from 1st October Lilia's Kitchen will be taking over the café.
6.	54 F&GP 22.04.24 447 F&D 25.11.24	**Town Team: Business Improvement District (BID)**	*Ongoing*	**RESOLVED:** That £10,000 be allocated for the funding of the British Bids "Bid Buddy" service to accompany 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

Sevenoaks Town Council
Finance & Delivery Committee – 29th September 2025

Item	Minute No	Item	Status	Latest update
				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.
7.	509 F&D 20.01.25 305 F&D 01.09.25	**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. **RESOLVED:** 1) To waive financial regulation 5.7 – "For contracts greater than £3,000 excluding VAT the Town Clerk or Responsible Finance Officer shall seek at least 3 fixed-price quotes" as the job is specialist, further contractors have been approached but were unable to fulfil the works 2) To approve the replacement of the skylights with flat glass toughened rooflights at a cost of £8,346, with the remaining costs funded from the Development Fund EMR.
8.	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. GM Coachworks have received the minibus and begun modification works.
9.	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:

Sevenoaks Town Council
Finance & Delivery Committee – 29th September 2025

Item	Minute No	Item	Status	Latest update
				• Wayfinding Signage • Greatness Recreation Ground – new play area • Dartford Road Pedestrian Crossing 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 Approved at Sevenoaks District Council Cabinet meeting on 15th July 2025.
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	*Ongoing*	**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 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.

Sevenoaks Town Council
Finance & Delivery Committee – 29th September 2025

Item	Minute No	Item	Status	Latest update
				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**	*Ongoing*	**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.	39 F&D 14.04.25 307 F&D 01.09.25	**Greatness Recreation Ground Community & Football Pavilion**	*Ongoing*	**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. 4) To Notify HMRC in writing to formally opt for VAT treatment. **RESOLVED:** That £133,600 be allocated from Community Infrastructure Levy funds to the Greatness Recreation Ground Pavilion Project, to reinstate the following identified environmental measures, thereby ensuring the pavilion delivers on both its community and environmental objectives: • Air Source Heat Pump – £60,000 • Living Green Wall (external walls) – £51,600 • Photovoltaic (solar) system – £22,000

Sevenoaks Town Council
Finance & Delivery Committee – 29th September 2025

Item	Minute No	Item	Status	Latest update
13.	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.
	245 F&D 21.07.25	**Repairs and Health & Safety Requirements**		**RESOLVED** that:

Sevenoaks Town Council
Finance & Delivery Committee – 29th September 2025

Item	Minute No	Item	Status	Latest update
		for Buckhurst Play Area **&** **Play Area Improvement Programme**		1) £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 (Open Spaces) Committee review the programme for improvements to Play Areas.
14.	244 F&D 21.07.25 292 Council meeting 01.09.25	**Local Government Re-Organisation - Transfer of Assets Update**		**RESOLVED:** 1) Sevenoaks Town Council continue where possible to negotiate with SDC and prepare required information, including Market Value Reports if required for the following asset transfers – Hollybush Recreation Ground, Horse Field Bradbourne Vale Road, Land on High Street & Market Rights, St James Car Park, St John's Hill Car Park. 2) To continue with public consultation to demonstrate support for requests for transfer of community assets to Sevenoaks Town Council. 3) For Town Councillors to consider following receipt of public consultation and any criteria update which assets to submit Expressions of Interest to SDC for Tranche 2 (1st September 2025) **RESOLVED** that Sevenoaks Town Council: 1) strongly confirms its preference for the transfer of the Freehold of the Stag rather than a lease 2) submits Expressions of Interest for Bradbourne Lakes and The Shambles in SDC Tranche 2 3) continues to review appropriate assets which should be transferred to the local council – noting that these negotiations may need to be required to take place with the new shadow Unitary Council.

Sevenoaks Town Council
Finance & Delivery Committee – 29th September 2025